

Council Workshop Meeting
Town Hall – 9212 County Road 97
April 11, 2019 – 6:30pm
Council Meeting Immediately Following

The Town Council of the Town of Perdido Beach met in Workshop Meeting April 11, 2019 at 6:30 pm at the Town Hall with Mayor Kae Hamilton presiding. Mayor Hamilton called the Meeting to order at 6:32 pm.

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

Members Absent: Councilman Oliver Guilford

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

Invocation: Councilman Love **Pledge of Allegiance:** All

Presentations: None

Public Comments:

Mr. Robert Palmer asked about an appointment to the Zoning Board of Adjustment (ZBA) and the terms of the members.

The Town Council discussed business that included:

- **Minutes:** March 14, Workshop, and March 14, 2019 Council Minutes.
- **Financials:** March 2019 Financial Report (Written Report Attached)

CHECKING ACCOUNT ENDING BALANCES AS OF MARCH 31, 2019

• General Operating Fund Account	\$282,179.92
• 4 & 5 Cent Gas Tax Account	\$2,217.38
• 7 Cent Gas Tax Account	\$2,541.78
• Capital Improvement Fund Account	\$3,399.37
• Special Account Money Market	\$118,702.78
• Special Account	\$24,426.34

• **Ordinances:** None

• **Resolutions:**

ITEM: Resolution 2019-__ APPROVAL TO RENEW A FIFTY THOUSAND (\$50,000) DOLLAR REVOLVING LINE OF CREDIT WITH CENTENNIAL BANK.

ITEM: RESOLUTION 2019-__ A RESOLUTION SETTING FORTH THE RULES AND REGULATIONS FOR THE USE OF THE AL THOMPSON COMMUNITY CENTER

- **Motions/Requests from the Council-** There were 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

Committee wants to reserve the Community Center for June 8th and 9th and also December 14th and 15th.
(Written Report Attached)

Beautification Committee-Chair Mayor Kae Hamilton:

Further discussion on what types of planting to be planted at the Community Center.

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

Buildings & Grounds Committee-Chair Councilman Tom Bloxham:

Stated that the regular meeting date is changed from April 25th to April 18th.

Communication Committee-Chair Steve Foster:

Did Not Meet

Public Safety-Chair Councilman Gary Kiefer:

No Report

Public Works-Chair Councilman Oliver Guilford:

On behalf of Mayor Hamilton, she stated that the Town had begun mowing the rights-of-way.

Council/Legal/Staff Comments:

Councilman Love would like the Town to begin implementing parts of the Storm Water Management Plan (SWMP) as funds are available.

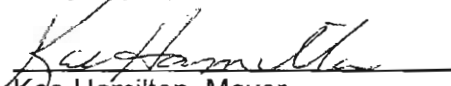
Public Comments: None

Other Business:

It was the consensus of the Town Council that parking regulations needed to be included in the developmental stage of the State Street Park.

(No Action Taken)

Adjourn: Being no further business there was a unanimous vote to adjourn. The meeting ended at 7:18


Kae Hamilton, Mayor

ATTEST:


Lynn Thompson, Town Clerk



**RESOLUTION 2019-04 A RESOLUTION SETTING FORTH THE RULES AND
REGULATIONS FOR THE USE OF THE AL THOMPSON COMMUNITY
CENTER**

BE IT RESOLVED BY THE GOVERNING BODY OF THE TOWN OF PERDIDO BEACH,
ALABAMA, as follows:

I. The facilities located in the AL THOMPSON COMMUNITY CENTER, will be regulated as outlined herein.

II. **RESERVATIONS**

1. Reservations shall be on a first come, first served basis, except for Governmental functions which shall take precedence over all other functions and may necessitate the cancellation or postponement of an event.
2. Persons or groups wishing to reserve the facility must complete, date, and sign an application for use of AL THOMPSON COMMUNITY form, Cancellation Policy, Indemnity/Hold Harmless Agreement, and pay the required rental deposit in order for the reservation to be entered on the Activities Calendar located at the Perdido Beach Town Hall. No reservations will be confirmed until the deposit is paid. (See attached costs chart)
3. Persons or groups of more than 10 people must also obtain a Special Event Insurance Policy, provided by the Town, naming the Town of Perdido Beach as additional insured for any event open to the public, tickets are sold, and/or alcohol is on the premises.
4. Cancellations or date changes must be in writing and signed by the same person who signed the application and paid the rental fees and must be given to the Town Clerk not less than fourteen (14) days prior to the event for any refund to be given. Fee refunds will be made by check, less a \$10.00 or 20% handling charge, whichever is greater. No refunds will be made for cancellations made within 14 days of the event.
5. Groups that have repetitive events and have rented the Center for at least five consecutive years shall have the right for advance booking provided that the Town receives a completed application(s) and deposit(s) paid prior to the requested dates.
6. Religious groups will not be permitted use of any part of the facility as a permanent sanctuary on a regular Sunday or weekday basis.

7. Rental rates shall be per day as follows:

Community Center is available from 8am to 10 pm daily. Costs are \$100 for a 4 consecutive hour period or \$150 for any 8 consecutive hour timeframe between these hours. If the event runs over during the 8am to 10 pm time frame there will be a \$25 per hour additional fee. If the event and cleanup is not completed by the 10 pm time frame, there will be a fee of \$100 per hour until complete but not to go past a 2 hour additional time frame.

8. The rental fee includes tables, chairs, and a one hour set-up time.

9. Other Rental Rates and Fees:

Butler Pantry (Non-returnable)	\$50.00 extra for any use
Mandatory Cleaning Deposit (To be used if not returned in satisfactory condition)	\$150.00 per use

10. When the AL THOMPSON COMMUNITY CENTER is not being used by a paying group the Center may be used by LOCAL OR OPEN VENUES provided a cleaning deposit and notice is provided to the Town of the request. Said use is subordinate to the use of a paying event.

III. RULES AND REGULATIONS

1. The number of Auditorium seating is to be given at the time of booking. Maximum seating and/or crowd capacity will be as per the Fire Code. Fire and exit lanes will be open at all times. Chairs will not be moved into aisles.
2. Access to the building must be arranged with the Mayor or his/her designee.
3. Persons or groups renting the CENTER shall have exclusive use of the parking lot with exception of the spaces required by Town Hall
4. Licensed security officer may be required, must be approved by the Town Council and will be present during entire event. Events requiring a licensed security officer include any event open to the public where alcohol is being served, any school function, or any function at which security is deemed necessary by the Town Council..
5. The Mayor will be the final authority regarding decorations:

- a. Decorations must be placed on the day of the event. No equipment or materials will be allowed to be placed prior to the day and time of use unless approved by the Town Council
- b. No painting of any type will be permitted inside the facility.
- c. All decorations are to be free-standing or approved by the Town Council. No nails, tacks, brackets or self-adhesive tape will be allowed on or in the walls, ceilings, floors, windows or any material that will deface, mar, or damage a finished surface.
- d. No shaving cream, toilet paper, silly string, rice, birdseed, sparklers, glitter, confetti (including decorative jewels), or the like will be thrown or used for decoration inside or outside the facility. If any of these is found on the floor there will be additional clean-up/damage fees.
NO CANDLES ARE PERMITTED.
- e. Only rose petals, lavender, or bells are permitted at the CENTER when the bride and groom are leaving after a reception.
- f. All decorations must be removed following an event before the renter leaves the premises. Decorations that are to be shared with other groups may be left in place if prior arrangements are made with and approved by the Banquet Manager.
- g. Cooking of any kind is not permitted.
The pantry, along with its appliances and equipment, will be used only in conjunction with the rental of the Auditorium or by approval of the Town Council.
- h. (a) If a cash bar is used or alcohol is sold, renter/caterer must show proof of proper ABC licensure. Alcohol must be served by a licensed bartender or caterer.

(b) If alcohol is provided (free) by the renter; it does not need to be served by a bartender but it shall be served by a designated person.

(c) In either case, a licensed security officer must be present.
- i. The renter and/or caterer serving food/drink will furnish own pots, pans, trays, plates, saucers, cups, serving dishes, glasses, and silverware all of which will be washed before use.
- j. All equipment, including utility carts, coffee and tea urns, will be cleaned after use.
- k. All appliances including stoves, ovens, microwaves, refrigerators, sinks, work areas, utility carts, and slicing equipment will be cleaned after use.
- l. Grease shall be disposed of properly by renter or caterer.

- m. It is the responsibility of the renter to inform the caterer and other vendors of the rules and regulations. The caterer and/or renter are responsible for ensuring that the pantry is clean and returned back to us as delivered. The Town Clerk will provide a detailed list of responsibilities.
6. Garbage and Debris:
- a. All loose debris, including cups, plates, and napkins must be removed from tables and the floor swept of debris.
 - b. All garbage and debris will be removed from the building by the renter as needed during and at the close of the function.
 - c. All garbage bags must be tied and placed in the garbage containers provided outside the facility.
 - d. The Town will not clean up debris left by a decorating group. All debris is to be hauled off by the renter.
7. Permission from the Town Council will be required for any person or group to bring into the building and use an appliance with special power requirements.
8. If children are present during your function, they must be supervised at all times. Any damaged or broken items caused from lack of supervision will be the renter's responsibility.
9. All personal equipment, supplies, decorations, and other materials will be removed at the close of the activity.
10. No inventory items, such as chairs, tables, podiums, movie projectors, screens, utensils, pots, pans, silverware, dishes, etc. will be loaned or permitted to be removed from the premises under any condition.
11. All groups and organizations are responsible for their own clean-up. It is the responsibility of the renter to ensure that the Rules and Regulations are adhered to. Mayor or his/her designee will review the clean-up schedule prior to the function and will conduct an inspection after the function to assess whether or not additional clean-up fees will be charged. An additional clean-up fee at the rate of \$50.00 per hour will be charged for any time and/or required personnel necessary to complete the responsibilities of the renter.
12. Additional fees will be charged for any damaged or missing items which include, but are not limited to, any broken or missing items from the facility, and floor restoration (coolers and other heavy equipment may not be dragged across the floors at the Al Thompson Community Center.

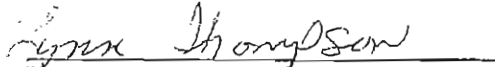
13. The Al Thompson Community Center is a smoke-free facility. "smoking is prohibited within a reasonable distance often (10) feet outside an enclosed area where smoking is prohibited, so as to ensure that tobacco smoke does not enter the area through entrances, windows, ventilation systems or other means. Smoking is permitted in designated area, marked "Smoking Permitted." It is the renter's responsibility to ensure that all personnel at their function are made aware of this rule

The Town Council reserves the right to amend, delete, adjust, or waive any and all stipulations set out herein.

ADOPTED this 11th day of April, 2019


Kae Hamilton, Mayor

Attest:


Lynn Thompson, Town Clerk

CHECKING ACCOUNT ENDING BALANCES AS OF MARCH 31, 2019

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Town of Perdido Beach Profit & Loss Budget Performance March 2019

	Mar 19	Budget	Oct '18 - Mar 19	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
4000 · INCOME					
4200 · Interest Income	23.74	16.67	128.72	99.98	200.00
4300 · Motor vehicle (MV) License Tax	12.23	16.67	108.32	99.98	200.00
4319 · Added Excise Tax	6.33	8.34	40.20	49.96	100.00
4328 · Petroleum Fees	21.70	20.84	138.92	124.96	250.00
4333 · Offshore Oil/Gas Distribution	0.00		427.49	450.00	450.00
4510 · Vehicle Advalorem/Probate Judge	372.84	916.67	3,798.65	5,499.98	11,000.00
4520 · ALDOR - Sales Tax	1,513.89	916.67	9,776.32	5,499.98	11,000.00
4521 · ABC Tax - State of Alabama	0.00	0.00	0.00	50.00	100.00
4522 · Lodgings Tax	531.10	250.00	2,710.75	1,500.00	3,000.00
4523 · Simplest Tax	1,044.36	333.34	3,665.62	1,999.96	4,000.00
4560 · Business Licenses	1,960.84	4,135.00	16,838.82	12,835.00	17,500.00
4750 · Ad valorem/Property Tax	1,195.50	0.00	40,353.94	40,000.00	40,000.00
4800 · Miscellaneous	0.00	166.67	1,250.00	999.98	2,000.00
4850 · Permit Fees	50.00	0.00	325.00	150.00	300.00
4862 · Land Use & Land disturbance	25.00	25.00	400.00	150.00	300.00
4900 · FRANCHISE FEES	958.09	900.00	5,522.92	5,400.00	60,000.00
Total 4000 · INCOME	7,715.62	7,705.87	85,485.67	74,909.78	150,400.00
4400 · Grant Money					
4402 · Tourism Grant	0.00		0.00	0.00	0.00
4404 · Storage Bldg BP	0.00		0.00	0.00	0.00
4400 · Grant Money - Other	0.00		0.00	0.00	0.00
Total 4400 · Grant Money	0.00		0.00	0.00	0.00
Total Income	7,715.62	7,705.87	85,485.67	74,909.78	150,400.00
Gross Profit	7,715.62	7,705.87	85,485.67	74,909.78	150,400.00
Expense					
5000 · GENERAL GOVERNMENT DEPARTMENT					
5005 · Attorney Fees	1,000.00	1,000.00	6,000.00	6,000.00	12,000.00
5010 · Accounting	0.00		5,250.00	5,250.00	5,250.00
5011 · Interest/Fees	0.00	16.67	38.89	99.98	200.00
5012 · State cost of tax collections					
5012-A · deduction for cost of collectio	0.00		30.85		
5012 · State cost of tax collections - Other	11.51	16.67	11.51	99.98	200.00
Total 5012 · State cost of tax collections	11.51	16.67	42.36	99.98	200.00
5020 · Offices Supplies	0.00	91.67	627.42	549.98	1,100.00
5025 · US Postal Service	7.45	49.00	1,225.79	343.00	500.00
5030 · Web Site Expense	0.00	0.00	362.45	500.00	1,000.00
5040 · Computer Expense	24.10		1,648.04	2,000.00	2,000.00
5045 · Electric Expense	120.28	200.00	1,056.60	1,200.00	2,400.00
5046 · Trash Pick Up	0.00	0.00	348.00	350.00	700.00
5050 · Gas Expense	0.00	0.00	734.85	400.00	400.00
5054 · Security Support	0.00	0.00	0.00	0.00	5,000.00
5056 · Security System	73.78	175.00	442.68	1,050.00	2,100.00
5060 · Telephone & DSL	269.93	291.67	1,622.01	1,749.98	3,500.00
5070 · Insurance	0.00		4,514.00	5,000.00	5,000.00
5085 · Training/Dues	12.00	100.00	1,189.31	600.00	1,200.00
5090 · TRAVEL EXPENSE	0.00	83.34	0.00	499.96	1,000.00
5095 · Misc.	0.00		3,169.90	5,165.00	5,165.00
5200 · Planning Commission	75.00	41.67	75.00	249.98	500.00
5201 · Zoning Board of Adjustment	0.00	41.67	0.00	249.98	500.00

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Cash Basis

Town of Perdido Beach Profit & Loss Budget Performance

March 2019

	Mar 19	Budget	Oct '18 - Mar 19	YTD Budget	Annual Budget
5300 - COMMITTEES					
5310 - AD HOC Bicentennial	0.00	41.67	1,125.77	249.98	500.00
5320 - BEAUTIFICATION COMMITTEE	0.00	41.67	106.82	249.98	500.00
5340 - BUILDING & GROUNDS COMMITTEE	135.00	500.00	1,179.95	3,000.00	6,000.00
5345 - COMMUNICATION COMMITTEE	0.00	41.67	0.00	249.98	500.00
5350 - SAFETY COMMITTEE	0.00	83.34	330.00	499.96	1,000.00
5360 - PUBLIC WORKS COMMITTEE	0.00	4,166.67	2,950.00	24,999.98	50,000.00
Total 5300 - COMMITTEES	135.00	4,875.02	5,692.54	29,249.88	58,500.00
5000 - GENERAL GOVERNMENT DEPARTMENT - Other	0.00		0.00		
Total 5000 - GENERAL GOVERNMENT DEPARTMENT	1,729.05	6,962.38	34,039.84	60,607.72	108,215.00
5425 - Carry Over & Shared funds 12-13	0.00	0.00	0.00	0.00	0.00
5601 - Grant (TOURISM)	0.00	0.00	0.00	0.00	0.00
5602 - Stormwater Management Grant	0.00	0.00	0.00	0.00	0.00
66000 - PAYROLL EXPENSES	2,217.97	3,000.00	14,373.64	18,000.00	36,000.00
Total Expense	3,947.02	9,962.38	48,413.48	78,607.72	144,215.00
Net Ordinary Income	3,768.60	-2,276.51	37,072.19	-3,697.94	6,185.00
Net Income	3,768.60	-2,276.51	37,072.19	-3,697.94	6,185.00

Town of Perdido Beach
Checking and Deposit Detail
As of March 31, 2019

Type	Date	Num	Name	Memo	Class	Ctr	Split	Amount	Balance
ASSETS									
Current Assets									307,687.65
Checking/Savings									274,687.65
Capital Improvement Fund									274,687.65
Total Capital Improvement Fund									-2,629.75
									-2,629.75
1000 · Capital Improvement Fund									
Total 1000 · Capital Improvement Fund									0.00
									0.00
1200 · General Fund - Centennial									
Deposit	03/07/2019			Deposit					277,317.40
Paycheck	03/07/2019	3157	Lynn Thompson		Hourly	X	-SPLIT-	1,296.09	278,613.49
Check	03/07/2019	3151	Centurylink			X	-SPLIT-	-403.69	278,209.80
Check	03/07/2019	3152	Riviera Utilities			X	5060 · Telepho...	-269.93	277,939.87
Check	03/07/2019	3153	Riviera Utilities			X	5045 · Electric ...	-41.09	277,898.78
Check	03/07/2019	3154	ADT Security			X	5045 · Electric ...	-79.19	277,819.59
Check	03/07/2019	3155	ADT Security			X	5056 · Security...	-35.99	277,783.60
Check	03/07/2019	3156	Enveloc, Inc.	February bac...		X	5056 · Security...	-37.79	277,745.81
Deposit	03/07/2019			February bac...		X	5040 · Comput...	-24.10	277,721.71
Deposit	03/11/2019			Deposit		X	-SPLIT-	40.26	277,761.97
Check	03/11/2019	3158	US Postal Service	Deposit		X	4750 · Ad valor...	1,172.00	278,933.97
Deposit	03/12/2019			CERTIFIED ...		X	5025 · US Post...	-7.45	278,926.52
Paycheck	03/14/2019	3160	Lynn Thompson	Deposit	Hourly	X	4523 · Simple...	1,044.36	279,970.88
Check	03/14/2019	3159	Marcus McDowell-T...	MARCH RET...		X	-SPLIT-	-403.69	279,567.19
Deposit	03/20/2019			Deposit		X	5005 · Attorney...	-1,000.00	278,567.19
Check	03/20/2019	3161	AAMCA	municipal Cler...		X	4750 · Ad valor...	23.50	278,590.69
Deposit	03/21/2019			Deposit		X	5085 · Training...	-12.00	278,578.69
Paycheck	03/21/2019	3162	Lynn Thompson		Hourly	X	-SPLIT-	1,792.68	280,371.37
Deposit	03/22/2019			Deposit		X	-SPLIT-	-403.67	279,967.70
Deposit	03/25/2019			Deposit		X	-SPLIT-	1,381.81	281,349.51
Deposit	03/25/2019			Deposit		X	-SPLIT-	278.00	281,627.51
Check	03/26/2019	3163	1 Man & A Tractor	March Lawn ...		X	4520 · ALDOR ...	651.67	282,279.18
Paycheck	03/28/2019	3165	Lynn Thompson		Hourly	X	5340 · BUILDI...	-135.00	282,144.18
Check	03/28/2019	3164	SARPC	Training			-SPLIT-	-403.69	281,740.49
Deposit	03/31/2019			Interest		X	5200 · Plannin...	-75.00	281,665.49
							4200 · Interest ...	23.74	281,689.23
Total 1200 · General Fund - Centennial									4,371.83
Total Checking/Savings									4,371.83
Accounts Receivable									0.00
11000 · Accounts Receivable									0.00
Total 11000 · Accounts Receivable									0.00
Total Accounts Receivable									0.00
Other Current Assets									0.00
12000 · Undeposited Funds									0.00
Total 12000 · Undeposited Funds									0.00

Budget and Finance Meeting Report
Town Council Meeting
April 9, 2019

- The Committee met April 9, 2019 and is continuing to review the various financial reports to ensure expenditures are in line with the budget and the bank accounts for accuracy. Income and expenses seem to be in line with the Budget for the month of March with income being \$3768.60 greater than expenses due to better than predicted results from Business Licenses, sales taxes and lodging tax for the month of March. Again this will even out as the months pass and budgeted items are realized, especially in the area of Public Works.
 - The General Fund had \$282,179.92 in it as of 03/31/2019. This number is like your checking account and varies daily. Income is ahead of the budget projection for the first 6 months of this fiscal year. Expenses are well below the Budget but will even out over time as Public Works projects are completed. We have to always remain mindful of Budget constraints when considering new projects.
 - The special BP account has \$118,702.78 left in it which represents the money remaining to be spent on the State Street Park. The special BP checking account has \$24,426.34 remaining in it as of 02/28/19. See attached sheet for Capital improvement and Gas tax account balances.
 - Our finances appear to be good at this time. Again income is above projected Budget and expenses are below Budget projections currently.

Respectfully Submitted,

Steve Love