

**CITY OF MARIANNA
SPECIAL CITY COMMISSION MEETING**

November 24, 2020

12:00 PM

Join By Zoom:

929-205-6099

Meeting ID: 852 9994 9146

**CITY HALL
2898 GREEN STREET, MARIANNA, FL**

1. Call To Order

2. Roll Call

Mayor and Commissioners

Travis Ephriam - Mayor/Commissioner District 1

Allen Ward II - Mayor Pro Tem/Commissioner District 3

Kenneth Hamilton - Commissioner District 5

John E. Roberts - Commissioner District 2

Rico Williams - Commissioner District 4

3. Invocation And Pledge To The Flag

4. Approval Of Agenda (Additions Or Deletions)

5. Public Meeting/Forum

6. Presentations

7. Public Hearing

8. Planning/Development

9. Other Policy Matters

9.A. Budget Amendment

Documents:

[AGENDA FY 2019-2020 BUDGET AMENDMENTS.PDF](#)

10. Mayor & Commission Report

11. City Attorney

12. City Manager/Administrative Reports

13. Adjourn

The City of Marianna is an Equal Opportunity Employer and a Drug-Free Workplace. In accordance with the adopted Section 504 Policy, the City will take affirmative steps to reasonably accommodate the disabled and ensure their needs are equitably represented in City programs and activities. Pursuant to Title VI and the Civil Rights Act of 1964, the City will not exclude from participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, national origin, sex, age, disability, religion, language, income or family status. For assistance with EEO, Title VI or Section 504 matters contact Julie Chance at 850-482-4353. The City also has a Fair Housing Ordinance. For assistance with Fair Housing matters contact Kay Dennis at 850-482-2786. In accordance with the Americans with Disabilities Act, persons needing a special accommodation to participate in this meeting should contact the City Clerk's Office at 850-482-4353 no later than 3 days prior to the meeting. City Hall is located at 2898 Green Street, Marianna, FL.

CITY OF MARIANNA
COMMISSION AGENDA MEMO
NOVEMBER 24, 2020

ADMINISTRATIVE STAFF REPORT

Subject: Fiscal Year 2019-2020 Budget Amendments

Detail: At the beginning of each fiscal year, a budget is prepared by the finance department and approved by the City Commission. A budget is an estimate and the City does have unanticipated revenues and expenses during the fiscal year. As a result, budget amendments are necessary. The budget amendments presented are for the General, Utility and Airport funds.

Recommendation: Approve fiscal year 2019-2020 budget amendments.

Potential Motion: I move to approve the fiscal year 2019-2020 budget amendments for the General, Utility and Airport funds.

Prepared by: Kimberly J. Applewhite

Approved for agenda by:

City of Marianna
 Budget Amendments
 2019-2020 Fiscal Year

#001-General Fund

Cash Basis Budget Amendments

Revenues

| <u>Account #</u> | <u>Account Name</u> | <u>Debit</u> | <u>Credit</u> |
|-------------------|-----------------------|---------------------|---------------------|
| 001-312-600 | Disc Rd Tx | | 125,900.00 |
| 001-313-100 | Electric Franchise | | 89,000.00 |
| 001-314-100 | Electric Service | | 171,900.00 |
| 001-314-200 | CST | | 11,000.00 |
| 001-314-300 | Water/Gas Utility Tax | 13,300.00 | |
| 001-322-000 | Permits | | 11,700.00 |
| 001-331-206 | Old Cottdale Rd SCOP | 600,000.00 | |
| 001-331-207 | USDA-Firetruck | | 309,000.00 |
| 001-331-491 | COVID Grant | | 45,000.00 |
| 001-331-493 | Orange St Parking | 14,305.00 | |
| 001-331-510 | FEMA-HM | | 2,235,600.00 |
| 001-331-511 | Old Cottdale Rd SCOP | | 49,100.00 |
| 001-331-702 | CARES | | 11,700.00 |
| 001-334-201 | PS Complex | | 790,100.00 |
| 001-334-501 | FEMA-HM | | 133,500.00 |
| 001-334-703 | FRDAP-MERE | 250,000.00 | |
| 001-334-704 | MERE Lights | | 175,000.00 |
| 001-335-180 | Local Half Cent | | 46,600.00 |
| 001-343-404 | Yard Trash-Special | | 21,900.00 |
| 001-347-201 | Recreation Part | 18,100.00 | |
| 001-361-101 | Interest | 13,500.00 | |
| 001-362-008 | Rentals | 11,100.00 | |
| 001-382-002 | MH&R Transfer | 67,000.00 | |
| 001-366-000 | Donations | | 65,600.00 |
| 001-369-001 | Other Receipts | | 30,000.00 |
| 001-369-007 | Fireworks Fundraiser | | 10,800.00 |
| 001-389-900 | Reserves | 250,000.00 | |
| Subtotal-Revenues | | <u>1,237,305.00</u> | <u>4,333,400.00</u> |

Expenses

| | | | |
|-------------------|---------------------|------------|-----------|
| 001-0102-521-1200 | Salaries & Benefits | | 21,000.00 |
| 001-0102-521-1400 | Overtime | 9,700.00 | |
| 001-0102-521-2300 | Life & Health | | 37,300.00 |
| 001-0102-521-3400 | Animal Retention | | 10,100.00 |
| 001-0102-521-6407 | CESF Covid 19 | 44,700.00 | |
| 001-0102-521-6420 | HMGF | 17,000.00 | |
| 001-0103-521-1200 | Salaries & Benefits | | 82,100.00 |
| 001-0103-521-2100 | FICA | 44,100.00 | |
| 001-0103-521-2100 | FICA | | 50,900.00 |
| 001-0103-521-2200 | Retirement | | 26,500.00 |
| 001-0103-521-2300 | Life & Health | | 51,700.00 |
| 001-0103-521-4601 | Vehicles | 20,500.00 | |
| 001-0103-522-1400 | Overtime | 20,000.00 | |
| 001-0103-522-6415 | Firetruck | 309,000.00 | |

| | | | |
|-------------------|---------------------------|--------------|------------|
| 001-0105-591-1200 | Salaries & Benefits | | 23,300.00 |
| 001-0105-591-4602 | Buildings | 55,000.00 | |
| 001-0105-591-6441 | HM | 22,200.00 | |
| 001-0106-541-1200 | Salaries & Benefits | | |
| 001-0106-541-2300 | Life & Health | | 31,900.00 |
| 001-0106-541-3413 | Yard Trash | | |
| 001-0106-541-4302 | Street Lighting | | 43,500.00 |
| 001-0106-541-4601 | Vehicle & Equipment | 13,500.00 | |
| 001-0106-541-5300 | Concrete | | |
| 001-0106-541-6303 | Act-Disc | 131,100.00 | |
| 001-0106-541-6317 | Cottondale Rd SCOP | 49,100.00 | |
| 001-0106-541-6310 | Kelson | 21,500.00 | |
| 001-0106-541-6311 | Old Campellton | | 600,000.00 |
| 001-0106-541-6315 | Orange Street Parking Lot | 15,500.00 | |
| 001-0106-541-6316 | Chipola Stormwater-NWFWMD | | |
| 001-0106-541-6414 | HMGP | 21,800.00 | |
| 001-0106-541-6441 | HM | 70,700.00 | |
| 001-0107-549-5229 | Vehicle City Wide | | |
| 001-0108-572-1200 | Salaries & Benefits | | |
| 001-0108-572-2300 | Life & Health | | |
| 001-0108-572-3414 | Officiating | | |
| 001-0108-572-6421 | Light Grant | 49,500.00 | |
| 001-1010-552-1200 | Salaries & Benefits | | 35,000.00 |
| 001-1010-552-5403 | Professional | 36,300.00 | |
| 001-1010-552-6320 | CRA | | 76,900.00 |
| 001-1010-552-6441 | HM | | |
| 001-1111-515-3417 | Unsafe Abatement | | 20,000.00 |
| 001-1313-519-3100 | Legal | 11,500.00 | |
| 001-1313-519-4301 | Elctrical | 14,500.00 | |
| 001-1313-519-6201 | PS Complex | 791,200.00 | |
| 001-1313-519-6441 | HM | 2,118,300.00 | |
| 001-1313-519-6442 | COVID | 262,700.00 | |
| 001-1313-519-9700 | Contingency | | 37,300.00 |

| <u>Account #</u> | <u>Account Name</u> | <u>Debit</u> | <u>Credit</u> |
|-------------------|------------------------------|------------------------|------------------------|
| | Extra Revenues | | 63,000.00 |
| | Expenses Budgeted/ Not Spent | | 200,000.00 |
| Note 1 | Reserves | 357,195.00 | |
| Subtotal-Expenses | | <u>4,506,595.00</u> | <u>1,410,500.00</u> |
| | | <u>\$ 5,743,900.00</u> | <u>\$ 5,743,900.00</u> |

Note 1: As can be seen from the above figures, on a cash basis, the City **increased** reserves by approx \$360,000 in the General Fund in fiscal year 2019-2020

| | | | |
|-------------------|---------------------|------------------------|------------------------|
| 401-4242-535-6437 | Solar-Construction | 766,200.00 | |
| 401-4242-535-6338 | Solar-Catalyst | | 155,400.00 |
| 401-4242-535-6439 | SRF WWTP Upgrade | | 12,500.00 |
| 401-4242-535-6441 | HM | 924,500.00 | |
| 401-4242-535-6442 | NR Lift Station | 223,200.00 | |
| 401-4242-535-7101 | 2012 Series Bonds | | 267,020.00 |
| 401-4242-535-9700 | Contingency | 9,000.00 | |
| 401-4343-533-5220 | Piping and Couplins | 11,100.00 | |
| 401-4343-533-9700 | Contingency | | 22,900.00 |
| 401-4343-533-6339 | System Repair | | 100,000.00 |
| 401-4343-533-6350 | Cottondale Rd Water | 19,200.00 | |
| 401-4343-533-6441 | HM | 745,400.00 | |
| 401-4343-533-7101 | 2012 Series Bonds | | 60,800.00 |
| Note 1 | Reserves | 2,960,460.00 | |
| Subtotal-Expenses | | <u>6,446,360.00</u> | <u>2,727,660.00</u> |
| Totals | | <u>\$ 8,885,560.00</u> | <u>\$ 8,885,560.00</u> |

Note 1: As can be seen from the above figures, on a cash basis look, the City's profit was approx. \$3,000,000 Utility Fund in fiscal year 2019-2020, although \$2 million of this was a loan from FEMA.

Note 2; The reasons for the profit in part was from the following:

1. The City received \$447,972 in Lechate and only \$170,000 was budgeted, therefore there was \$277,900 in additional revnues from lechate.
2. City received \$1,000,000 in a grant from FDEM for lost revenues from Hurricane Michael.
3. The City received a \$2,000,000 loan from FEMA and this is included in the numbers above.
4. We did lose over \$200,0000 in lost water and watewater revenues from HM but other revenue sources and a cut in expenses help make up for this shortfall.

City of Marianna
 Budget Amendments
 2019-2020 Fiscal Year

Cash Basis Budget Amendments

#404-Airport:

Revenues

| <u>Account #</u> | <u>Account Name</u> | <u>Debit</u> | <u>Credit</u> |
|-------------------|-----------------------|-------------------|-------------------|
| 404-331-420 | Generator-Fuel Farm | 190,000.00 | |
| 404-331-510 | FEMA-HM | | 84,000.00 |
| 404-334-411 | Fuel farm Relocation | | 66,000.00 |
| 404-334-422 | Acces Road | 136,000.00 | |
| 404-334-423 | Extend RW 18/36 | 206,500.00 | |
| 404-334-424 | Access Road | 278,300.00 | |
| 404-344-501 | FEMA-HM | | 14,000.00 |
| 404-344-434 | Hamng-Emerg Gen | | 21,300.00 |
| 404-344-100 | Fuel Sales | | 112,500.00 |
| 404-362-300 | Land Lease-HM | | 108,700.00 |
| 404-362-300 | Land Lease | | 12,100.00 |
| 404-364-001 | Insurance Proceeds-HM | | 92,700.00 |
| Subtotal-Revenues | | <u>810,800.00</u> | <u>511,300.00</u> |

Expenses

| | | | |
|-------------------|--------------------|---------------------|---------------------|
| 404-5050-542-5209 | Fuel and Oil | 56,700.00 | |
| 404-5050-542-4811 | Fly In | | 14,800.00 |
| 404-5050-542-6210 | Hang-Emerg Gen | | 169,000.00 |
| 404-5050-542-6350 | Fuel farm | 66,000.00 | |
| 404-5050-542-6351 | FDOT-Extend Runway | | 206,500.00 |
| 404-5050-542-6360 | Acces Road | 396,700.00 | |
| 404-5050-542-6441 | HM Expense | 826,800.00 | |
| 404-5050-542-6442 | Acces Road | | 150,000.00 |
| 404-5050-542-6443 | Acced Rd-Hangar | | 660,800.00 |
| 404-5050-542-6444 | Beacon Tower | | 10,000.00 |
| 404-5050-542-6374 | Contingency | 17,600.00 | |
| Note 1 | Reserves | | 395,500.00 |
| Subtotal-Expenses | | <u>1,307,100.00</u> | <u>1,606,600.00</u> |

| | | | |
|--------|--|------------------------|------------------------|
| Totals | | <u>\$ 2,117,900.00</u> | <u>\$ 2,117,900.00</u> |
|--------|--|------------------------|------------------------|

Note 1: As can be seen from the above figures, on a cash basis look, the City had a loss of about \$400,000 in FY 2019-2020. This is taking into account the HM expenses above the revenues.