

**CITY OF MARIANNA  
SPECIAL CITY COMMISSION MEETING**

**PUBLIC HEARING**

**JUNE 21, 2018  
4:30 P.M.**

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

**1. Call To Order**

**2. Roll Call**

Mayor and Commissioners

John E. Roberts, Mayor/Commissioner  
Rico Williams, Mayor Pro Tem/Commissioner  
Allen Ward, Commissioner  
Kenneth Hamilton, Commissioner  
Travis H. Ephriam, Commissioner

**3. Approval Of Agenda (Additions Or Deletions)**

**4. Invocation And Pledge To The Flag**

**5. Public Hearing**

**5.A. Community Development Block Grant (CDBG) - 2nd Public Hearing**

Documents:

[AGENDA PUBLIC HEARING CDBG.PDF](#)

**6. Other Policy Matters**

**6.A. Community Development Block Grant (CDBG) - Resolution 2018-19 And Participating Party Letter**

Documents:

[AGENDA RESOLUTION 2018 19 \\_CDBG APPLICATION.PDF](#)  
[PARTICIPATING PARTY LETTER 6-21-18.PDF](#)  
[RESOLUTION 2018-19.PDF](#)

**6.B. MHRC Manning Document Job Description Changes**

Documents:

[MHRC MANNING DOCUMENT JOB DESCRIPTION CHANGES - PAYROLL CLERK.PDF](#)

## **7. 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  
PUBLIC HEARING  
June 21, 2018**

<b>ADMINISTRATIVE STAFF REPORT</b>
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Subject: **PUBLIC HEARING**  
Community Development Block Grant (CDBG)

Subject Background: The City of Marianna is considering applying for a CDBG. These funds must be used for one of the following purposes:

1. To benefit low and moderate income persons
2. To aid the prevention or elimination of slums or blight
3. To meet other community development needs of recent origin having a particular urgency because existing conditions pose a serious threat to the health or welfare of the community and where other financial resources are not available to meet such needs.

This is an opportunity for the public to discuss, express views concerning the community's economic and community development needs.

Recommendation: Receive Public Comments

Potential Motion: TBD

Prepared by: Jim Dean, City Manager
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Approved for agenda by:
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**CITY OF MARIANNA  
COMMISSION AGENDA MEMO  
SPECIAL MEETING  
June 21, 2018**

**ADMINISTRATIVE STAFF REPORT**

- Subject:** Resolution 2018-19  
Participating Party Letter  
Community Development Block Grant (CDBG) –  
Economic Development
- Subject Background:** The City of Marianna in an effort to provide economic development and create jobs in Marianna and Jackson County will develop a CDBG Application to provide incentives to Catalyst Fabric Solutions, to reduce operational cost by constructing a solar farm to offset a major portion of electrical costs.
- The Department of Economic Opportunity (DEO) requires a resolution authorizing the application and letter from the City certifying to certain aspects of the application and the need for the CDBG.
- Recommendation:** The DEO requires these documents as part of the application the City Attorney and Staff have reviewed and determined them to be acceptable.
- Potential Motion:** I move to approve Resolution 2018-19 and authorize the Mayor to sign the attached letter.

Prepared by: Jim Dean, City Manager

Approved for agenda by:



**CITY OF MARIANNA**  
**OFFICE OF THE CITY MANAGER**  
Post Office Box 936  
Marianna, FL 32447  
(850) 482-4353 Fax (850) 482-2217

June 21, 2018

Ms. Sherri Martin, Bureau Chief  
Department of Economic Opportunity  
Community Development Block Grant Program  
107 East Madison Street  
Tallahassee, Florida 32399-6508

**Re: Local Government Commitment – The City of Marianna  
Catalyst Solar Project**

Dear Ms. Martin:

MENO ENTERPRISES, LLC D/B/A CATALYSTS FABRIC SOLUTIONS, desires to expand the Catalyst Fabric Solutions Production Facility in The City of Marianna, Florida. The project is within the incorporated limits of The City of Marianna's jurisdiction. The project will include the creation of 44 jobs; with an investment of \$300,000 by the participating party. For grant scoring purposes, a minimum of 44 FTE jobs will be created with a minimum of 23 positions available for LMI individuals. A minimum of 44 positions will be committed for full time equivalent positions. This level of funding is an extreme hardship for a City of the size and economic condition of Marianna.

All CDBG funds will be expended after the date of site visit and prior to the submission of the administrative closeout. There shall be no leverage amount documented in this project.

A complete quantitative description of the funds is provided in the documents provided in the application. The following is a summary of the CDBG funds requested. All of these activities are located within the existing jurisdictional limits of The City of Marianna and to be served by utilities owned by the City. All of the CDBG funded activities will be located within public right-of-way, public property, or public easements.

**Solar Facilities**

The CDBG project involves construction of a solar facility, which will include foundation and structural members, solar panels, wiring, transformers, inverters, electrical controls, monitoring systems and other attenuate electrical components. The City of Marianna shall own and maintain all constructed facilities.

**Total Cost of All Solar Construction Improvements: \$1,262,000.00**

### **Statement of Consistency**

The project has been fully reviewed by The City of Marianna. A letter of documentation is included in this grant application package stating the project is fully compliant and consistent with the current Comprehensive Plan and there are no land use issues that will prevent the project from moving forward.

### **Sufficient Capacity**

All central utility systems that serve The City of Marianna have adequate capacity to serve this proposed project at the projected levels of employment, operational activity and customer usage. The only exception is the additional capacity and other infrastructure required as part of this project.

### **Terms of Commitments Made to the Participating Party**

The terms of commitments made to the participating party are detailed in the Initial Participating Party Commitment included with the application.

### **Uniform Act Compliance**

Pursuant to the requirements of the Uniform Act, no person will be displaced or relocated by any activities related to this project.

### **National Objective Compliance**

This project meets the national objective in 24CFR Section 570.483(b)(4)(iv) or (v) by the creation of jobs that will be available to low to moderate income persons.

### **Pre-Award Approval**

The City of Marianna requests pre-award approval retroactive to the date of the submission of the grant application. If The City of Marianna is successful in their bid for locating the expansion of the production facility in The City of Marianna, the company will need to immediately proceed with the project. The City fully understands that a site visit will need to be conducted and that all CDBG regulations and procedures must be followed as per Chapter 73C-23 FAC.

### **Certifications**

City of Marianna commits to track jobs until a cost per job is under \$10,000 is reached, or for one year following the completion of the CDBG funded infrastructure, whichever comes first.

City of Marianna commits that all funds for the project will be expended after the date of site visit and before administrative closeout.

### **Documentation of Public Benefit**

For the purpose of documenting public benefit only, The City of Marianna agrees upon completion of the project, if the threshold cost per job of \$35,000 is not attained, the local government shall continue to track all participating parties, and by those businesses and other job-creating entities who later create jobs as a direct result of the availability of the public improvement or facility. Tracking may cease when the specified cost per job threshold is attained. All jobs created by all parties as a direct result of the availability of the

public improvement or facility must be tracked in case it is necessary that those jobs must be used to document that the assistance meets a national objective.

If the proposed CDBG funded infrastructure is not provided at this location, the jobs cannot be created by Catalyst Fabric Solutions.

Your prompt attention to this application is greatly appreciated. Should you have any questions or desire additional information, please do not hesitate to contact Evan McAllister of David H. Melvin, Inc. at 850-482-3045 or Jim Dean, City Manager at 850-482-4353. Thank you for your assistance.

Sincerely,

JOHN E. ROBERTS  
Mayor-Commissioner

## RESOLUTION NO – 2018-19

### **A RESOLUTION OF THE CITY OF MARIANNA BOARD OF CITY COMMISSIONERS, MARIANNA, FLORIDA, APPROVING AN APPLICATION FOR A STATE OF FLORIDA, COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG PROGRAM) FOR CERTAIN IMPROVEMENTS FOR CONSTRUCTION OF A SOLAR FACILITY FOR THE CATALYST SOLAR PROJECT, PROVIDING AN EFFECTIVE DATE**

WHEREAS, The State of Florida has established the Community Development Block Grant Program and it has been determined the City of Marianna is eligible to make application for certain funds under this program; and

WHEREAS, the City of Marianna desires to make improvements with the construction of a solar facility in support of an economic development project; and

WHEREAS, the grant program requires a public hearing to be held and the project be approved and adopted by the City Commission.

WHEREAS, that the Mayor Pro-Tem, and the City Manager have authority and rights to execute all required grant related application and agreement documents in the absence of the Chairman, including acting as a Certifying Officer under Section 104(g) of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5304 (g) ) (HUD Act), in connection with the receipt of assistance from the U.S. Department of Housing and Urban Development (HUD) under Title I of the HUD Act (or refer to specific assistance from HUD). Such authority hereby delegated includes, but is not limited to, the authority to execute the certification required under Section 104 (g) of the HUD Act; the authority to specify when appropriate that the jurisdiction has fully carried out its responsibilities for environmental review, decision making and action under Section 104(g) (1) of the HUD Act; the authority to consent to assume the status of a responsible Federal Official under the National Environmental Policy Act of 1969 and other provisions of law specified in the regulations of HUD in 24 CFR Part 58;

NOW, THEREFORE, be it resolved by the City of Marianna, City Commissioners, Marianna, Florida, that the CDBG application for certain improvements in support of the Catalyst Solar Project is hereby approved for submission.

CITY OF MARIANNA, CITY COMMISSIONERS  
MARIANNA, FLORIDA

BY: \_\_\_\_\_  
JOHN E. ROBERTS  
Mayor-Commissioner

I, Kimberly J. Applewhite, Clerk for Marianna, Florida, do hereby certify that the foregoing is a true and correct copy of the resolution adopted by the City of Marianna Board of City Commissioners at its meeting held on the 21<sup>st</sup> day of June, 2018

IN TESTOMONY AND WITNESS WHEREOF, I subscribe my name below hereto officially as the Clerk for the City of Marianna, Florida this 21<sup>st</sup> day of June, 2018

\_\_\_\_\_  
KIMBERLY J. APPLEWHITE  
City Clerk

**CITY OF MARIANNA  
COMMISSION AGENDA MEMO  
June 21, 2018**

ITEM# \_\_\_\_\_

<b>MARIANNA HEALTH &amp; REHABILITATION CENTER</b>
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- Subject:** Manning Document Job Description Changes
- Subject Background:** Staff has been reviewing job descriptions to ensure that the information reflects as accurately as possible the knowledge, skills and abilities, example of duties, and training and experience for the city positions. Most recently the commission approved changes to the City's Drug Free Workplace Policy therefore certain language will be added to all job descriptions informing employees of all testing done by the City. Job descriptions will include an essential functions of position (physical demands), work environment and hours of work section.
- The job description is for the Payroll Clerk and has been updated to reflect the revised format.
- Recommendation:** Staff recommends the Commission approve the changes submitted to the current job description.
- Potential Motion:** I move to approve the changes submitted to the current job description per recommendation of the Administrator of Marianna Health and Rehabilitation Center.

Prepared by: Melinda Gay, Administrator    Approved for Agenda by:
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## PAYROLL CLERK

### The City of Marianna is an Equal Opportunity and Drug Free Workplace Employer

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description. Management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

### JOB SUMMARY

The Payroll Clerk has the responsibility to prepare the biweekly payroll for MHRC and maintain the annual and sick leave balances for all departments. The Payroll Clerk will provide information and answer staff questions and requests regarding payroll and insurance. The Payroll Clerk will complete insurance application forms for new and existing employees. The Payroll Clerk will assist the Bookkeeper as needed. The Payroll Clerk will also assist with Medicare/Medicaid billing and billing of private insurance.

### ESSENTIAL JOB FUNCTIONS

- Ensure time clock and Attendance Enterprise system are functioning correctly.
- Resolve all exceptions in the payroll system.
- Enter all new hires into the payroll system.
- Enroll all new hires into the time clock.
- Resolve any issues with employee's ability to clock in or out.
- Keep payroll system updated with all information: terms, status changes, rate of pay changes, etc.
- Pull and send CSV payroll file to City Hall timely.
- Enter all staff hours worked into the Performance Based Payroll Journal timely.
- Ensuring timecards have been received from all departments;
- Verify accuracy of timecard calculations.
- Input hours worked into payroll spreadsheet;
- Resolve any payroll discrepancies;
- Transmit payroll spreadsheet to City Hall timely;
- Pull payroll reports for the Bookkeeper.
- Pull tardy report for departments when requested.
- Pull Period Total reports and create Average Hours Spreadsheet and Report.
- Print timesheets and check stubs and distribute to staff in envelopes.
- Process all leave slips in the payroll system.
- Maintain all leave spreadsheets.

- Audit leave spreadsheets against the payroll system and also against the accrual report from the City monthly report.
- Process all payroll changes in the appropriate systems and spreadsheets and send to the City timely. Make payroll changes and send to City Hall timely.
- Ensure staff payroll deductions are processed timely.
- Coordinate the annual insurance open enrollment period for all staff.
- Maintain all insurance records with the electronic enrollment service.
- Enter employee insurance enrollment electronically.
- Track employee eligibility for insurance. See employees and enroll in a timely manner.
- Assist with questions from staff about insurance.
- Reconcile monthly insurance invoices.
- Coordinate the COBRA process for former employees,
- Pull benefit activity report from payroll system monthly and process the financial leave balance spreadsheets for the Bookkeeper.
- Input cash receipts for accounts receivables.
- Ensure all uniform charges are appropriately paid and charged.
- Maintain the uniform deduction spreadsheet.
- Prepare and send uniform deduction files to the City.
- Maintain the Florida New Hire Reporting system.
- Process employment verification requests in a timely manner.
- Maintain current W-4 forms for all staff and keep spreadsheet updated.
- Assist with Medicare/Medicaid billing and billing of private insurance.
- Maintain staff personnel files.
- Answer telephone.
- Maintain the master list for staff.
- Run daily errands for the Center as needed.
- Print checks in absence of the Bookkeeper.
- Maintain all other spreadsheets, employee pay rate, emergency contact information, etc.
- Other duties as assigned by Administrator.

### QUALIFICATIONS:

**Education, Training and Experience:** High School Diploma or equivalent required and one year experience in payroll and data processing. Experience using a computer based software payroll system. Associates degree in account/bookkeeping preferred.

### Knowledge, Skills and Abilities:

- Proficient knowledge of payroll policies, procedures and practices.
- Ability to maintain a high level of accuracy in preparing and entering payroll information.
- Ability to read and interpret written directives, follow instructions and meet deadlines.
- Ability to maintain effective relationships and communication with residents, public and staff.
- Ability to assess needs and prioritize them.

- Ability to identify errors and take corrective actions.
- Knowledge of computer software operations, including proficiency in Microsoft Word and Excel.
- Computer skills including the ability to operate computerized accounting, spreadsheet, word processing programs and email at a highly proficient level.
- Capable of analyzing information with attention to detail.
- Typing, 10-key proficiency and experience with general office equipment.
- Maintain confidentiality of records and information.
- Must have patience, tact, enthusiasm, and a positive attitude toward residents and staff.
- Ability to perform light manual work.

### Special Requirements:

- Level 2 Background screening required.
- Valid Florida driver license.
- Ability to adjust to emergency situations.

### PHYSICAL DEMANDS

- Must be able to sit for a prolonged period of time, type.
- Occasional lifting and carrying up to 20 or more pounds.
- Occasional pushing & pulling of up to 20 or more pounds.
- Frequent bending, squatting, kneeling, twisting, reaching above shoulders, reaching outward, handling, fingering, standing, & walking.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Grasping: Applying pressure to an object with fingers and palm.
- Fingering: Picking up, typing, or otherwise working primarily with fingers rather than with whole hand as in handling.
- Handling: Picking, holding or otherwise working primarily with whole hand.
- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motions of the lower extremities and back muscles.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers or to residents accurately and loudly.
- Visual Acuity: With or without correction. Have close visual acuity to perform and activity such as: preparing and analyzing data and figures; viewing computer monitor and reading; determine the accuracy, neatness and thoroughness of the work assigned or to make general observations.

- Walking: Ability to stand for a prolonged period of time. Must be able to move intermittently throughout the workday to accomplish tasks.

### **WORK ENVIRONMENT**

Work is inside a skilled nursing facility office setting.

### **EXPECTATION OF HOURS WORKED**

Monday through Friday 8:00 AM – 4:00 PM. Emergency situations may require you to come in early or stay late due to unforeseen circumstances. May require working on holidays to meet the payroll deadlines.

**Department:** Administration

**Classification:** Administrative. FLSA Non-Exempt

**Pay Grade:** 13

Unless by promotion, after an offer of employment and prior to commencement of the employment duties, applicant will be subject to completing and passing a physical examination, a drug screening for presence or absence of illegal drugs and background check.

It is a condition of employment for employee to refrain from reporting to work or working with the presence of illegal drugs or alcohol in his or her body, and, if an injured employee refuses to submit to a test for drugs or alcohol, the employee forfeits eligibility for medical and indemnity benefits.

Staff are subject to job applicant, random, reasonable suspicion, work related post-accident, and fitness for duty testing.

By signing below, I acknowledge I have received a copy of the job description and agree that I must be able to perform the essential functions and requirements of this position as set forth in the job description.

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**Signature & Print name**

**Date**