

**CITY OF MARIANNA  
SPECIAL CITY COMMISSION MEETING**

**SEPTEMBER 21, 2016**

**TIME: 5:01 PM**

**CITY HALL**

**2898 GREEN STREET, MARIANNA, FL**

**1. Call To Order**

**2. Roll Call**

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

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

**5. Presentations**

5.A. Scholarship Board Committee Members

**6. Public Hearing**

6.A. Resolution 2016-27 For 2016-2017 Final Millage

Documents:

[RESOLUTION 2016-27 FINAL MILLAGE RATE 2016-2017.PDF](#)

6.B. Resolution 2016-28 For 2016-2017 Final Budget

Documents:

[RESOLUTION 2016-28 FINAL BUDGET 2016-2017.PDF](#)

**7. Other Policy Matters**

7.A. Lease With FDEP For Fire Station And Greenways

Documents:

[AGENDA ANNUAL LEASE FOR FIRE STATION NO. 2 AND GREENWAYS  
2014-2015.PDF](#)  
[ANNUAL LEASE FIRE AND GREENWAYS.PDF](#)

7.B. Kelson Avenue Drainage Improvements

Documents:

[AGENDA KELSON AVE.PDF](#)

**8. 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.

**RESOLUTION NO. 2016-27**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF MARIANNA, JACKSON COUNTY, FLORIDA; ADOPTING THE FINAL MILLAGE RATE FOR THE LEVY OF AD VALOREM TAXES FOR FISCAL YEAR 2016/2017 ON ALL TAXABLE PROPERTY LOCATED WITHIN THE CITY OF MARIANNA, JACKSON COUNTY, FLORIDA; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Jackson County Property Appraiser has certified the quantity of taxable property within the City for Fiscal Year 2016/2017; and

**WHEREAS**, the City Manager has delivered his recommended budget for said year, and

**WHEREAS**, by affirmative motion the City Commission of the City of Marianna Adopted Resolution No. 2016-25 which established a tentative millage rate of 2.8288.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF MARIANNA, FLORIDA**, as follows:

**SECTION 1.** The City Commission hereby adopts and imposes a final millage rate of 2.8288 for ad valorem taxation within the City of Marianna, Florida for the 2016/2017 fiscal year. This final ad valorem tax shall be levied upon the 2016 Tax Assessment Roll for ad valorem tax on all taxable property located within the City of Marianna and is to be used for the City's fiscal year beginning October 1, 2016 and ending September 30, 2017. The final millage rate of 2.8288 is the current year roll back rate.

**SECTION 2.** That this Resolution shall become effective immediately upon its adoption.

**ADOPTED BY** the City Commission of the City of Marianna, Florida this 21<sup>st</sup> day of September, 2016.

\_\_\_\_\_  
Allen Ward II –Mayor

ATTEST:

\_\_\_\_\_  
Kimberly J. Applewhite, City Clerk

**RESOLUTION NO. 2016-28**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF MARIANNA, JACKSON COUNTY, FLORIDA; ADOPTING THE FINAL ANNUAL GENERAL FUND AND ENTERPRISE FUND BUDGETS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016, AND ENDING SEPTEMBER 30, 2017, PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Manager of the City of Marianna, Florida, has prepared and submitted to the City Commission of the City of Marianna an estimate of revenues and recommended budgeted expenditures for the City of Fiscal Year beginning October 1, 2016, and ending September 30, 2017, such estimates and recommendations having been made with particular application to the various departments of the City: and

**WHEREAS**, the City Charter requires that the City Commission of the City of Marianna adopt its annual budget; and

**WHEREAS**, the City Charter requires the adoption of the City's budget prior to any expenditure of City funds.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF MARIANNA, FLORIDA**, as follows:

**SECTION 1.** The City Commission hereby adopts the final General Fund and Enterprise Fund budgets which are attached hereto and by reference made apart hereof, of the City of Marianna, Florida for the fiscal year beginning October 1, 2016, and ending September 30, 2017, said budgets showing combined sources and uses of \$30, 953,198.

**SECTION 2.** That this Resolution shall become effective immediately upon its adoption.

**ADOPTED BY** the City Commission of the City of Marianna, Florida this 21<sup>st</sup> day of September, 2016.

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Allen Ward II- Mayor

ATTEST:

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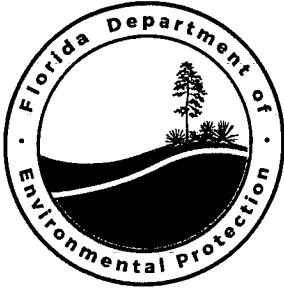
Kimberly J. Applewhite, City Clerk

CITY OF MARIANNA  
COMMISSION AGENDA MEMO  
September 21, 2016

**ADMINISTRATIVE STAFF REPORT**

- Subject:** The lease between the City and Florida Department of Environmental Protection (FDEP)/Division of State Lands for the Chipola River Greenway and the Emergency Facility (Fire Station #2) is up for renewal.
- Detail:** The FDEP annual lease for the Chipola River Greenway and the Emergency Facility (Fire Station #2) is up for renewal for the 2016-2017 fiscal year. The annual lease cost is \$300 per lease parcel for a total of \$600. These two annual leases need to be approved by the Commission in order for payment to be made to the State.
- Recommendation:** Approve the two leases with FDEP.
- Potential Motion:** I move to approve the two leases with FDEP for the 2016/2017 fiscal year at a total cost of \$600 (\$300 for each lease).

|                                     |                         |
|-------------------------------------|-------------------------|
| Prepared by: Kimberly J. Applewhite | Approved for agenda by: |
|-------------------------------------|-------------------------|



# Florida Department of Environmental Protection

Marjory Stoneman Douglas Building  
3900 Commonwealth Boulevard  
Tallahassee, Florida 32399-3000

Rick Scott  
Governor

Carlos Lopez-Cantera  
Lt. Governor

Jonathan P. Steverson  
Secretary

September 1, 2016

Rec'd  
9/6/16

Subject: 2016/2017 Upland Annual Lease Fee

Dear Sir or Madam:

Enclosed you will find your 2016/2017 annual lease fee invoice for your upland lease or sublease with the Board of Trustees of the Internal Improvement Trust Fund of the State of Florida. Section 18-2.020(8), Florida Administrative Code, requires this fee to be remitted annually to the Department of Environmental Protection's Division of State Lands, as agent for the Lessor.

To view a copy of your lease agreement, please go to the Department's Land Records Web Site at <http://tlhdslweb.dep.state.fl.us/florida/flpro/>. Click on the Query tab located on the left side of the screen. Under Document type, select CUL-Current Uplands Leases from the drop down menu, type the instrument number preceded by two zeroes in the Document # field and then click search to view all documents relating to the lease.

Please remit a copy of the invoice, along with your payment, to the following address:

**Department of Environmental Protection  
Division of State Lands - Revenue Section, MS 550  
Post Office Box 3070  
Tallahassee, FL 32315-3070**

All fees must be paid in full within 30 days of the invoice date. Any partial payment received will be returned unless otherwise approved. For those making the annual payment through Journal Transfer, please see instructions on the bottom of your invoice.

If you have any questions regarding this matter, please contact Sylvia Roberts at (850) 245-2743.

Division of State Lands  
Revenue Section  
Enclosure

DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 DIVISION OF STATE LANDS  
 POST OFFICE BOX 3070  
 TALLAHASSEE, FL 32315-3070



**Bill To:**  
 CITY OF MARIANNA  
 CITY MANAGER  
 P.O. BOX 936  
 MARIANNA, FL 32447

**INVOICE**

**\*\* INVOICE / INSTRUMENT INFORMATION \*\***

Invoice #: 90873                      Instrument/Lease #: 4439  
 Invoice Date: 09/01/2016              Expiration Date: 03/16/2054  
 Due Date: 10/01/2016  
 Location: CITY OF MARIANNA EMERGENCY FACILITY

**\*\* IMPORTANT REMINDERS \*\***

If paying by mail, please return invoice with your payment to the above address.  
 Online payment by check, credit card or debit card is available at  
<http://www.fldepportal.com/go/pay-invoices/>.

**JOURNAL TRANSFER INSTRUCTIONS**

NOTE: Lessee, please use the Instrument Number as Invoice Number for Journal Transfer.  
**SAMAS CD: 372024080013710040000, BF OBJ: 001000, BF CAT: 000100, F&A Use Only: 37101000000 PL**

| Description                   | Memo | Object                              | Acres | Rate   | Amount          |
|-------------------------------|------|-------------------------------------|-------|--------|-----------------|
| UPLANDS AGENCY FEES 2016/2017 |      | 001015                              | 6.00  | 300.00 | \$300.00        |
|                               |      | <b>Invoice Balance Due</b>          |       |        | <b>\$300.00</b> |
|                               |      | <b>Instrument/Lease Balance Due</b> |       |        | <b>\$300.00</b> |

Pursuant to 18-2.020 FAC (8) Administrative Fee.  
 Each government lessee shall pay to the division an annual administrative fee of \$300 for each lease, sublease or management agreement authorizing the lessee to occupy uplands.  
 (a) The annual administrative fee shall be payable in advance beginning on July 1, 1993 and continuing on July 1st of each year thereafter.

**For any questions concerning this invoice,  
 please call the Division of State Lands at (850) 245-2720.**

DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 DIVISION OF STATE LANDS  
 POST OFFICE BOX 3070  
 TALLAHASSEE, FL 32315-3070



**Bill To:**  
 CITY OF MARIANNA  
 PO BOX 936  
 MARIANNA, FL 32447

# INVOICE

**\*\* INVOICE / INSTRUMENT INFORMATION \*\***

Invoice #: 91840                      Instrument/Lease #: 4754  
 Invoice Date: 09/01/2016              Expiration Date: 03/07/2050  
 Due Date: 10/01/2016  
 Location: CHIPOLA RIVER GREENWAY

**\*\* IMPORTANT REMINDERS \*\***

If paying by mail, please return invoice with your payment to the above address.  
 Online payment by check, credit card or debit card is available at  
<http://www.fldepportal.com/go/pay-invoices/>.

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| Description                   | Memo | Object                              | Acres | Rate   | Amount          |
|-------------------------------|------|-------------------------------------|-------|--------|-----------------|
| UPLANDS AGENCY FEES 2016/2017 |      | 001015                              | 4.22  | 300.00 | \$300.00        |
|                               |      | <b>Invoice Balance Due</b>          |       |        | <b>\$300.00</b> |
|                               |      | <b>Instrument/Lease Balance Due</b> |       |        | <b>\$300.00</b> |

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**CITY OF MARIANNA**  
**COMMISSION AGENDA MEMO**  
**DATE: 09/21/2016**

**ADMINISTRATIVE STAFF REPORT**

**Subject:** Kelson Avenue Drainage Improvements Project  
Design and Engineering Services Bids

**Subject Background:** The City of Marianna was awarded a grant from FDOT to complete the first phase of a multi-phase project to address stormwater drainage on the north side of Kelson Avenue from Jefferson Street to the Chipola River. The first phase of the project includes development of hydrologic studies and plans required for the phase II (60%) submittal for drainage improvements to Kelson Avenue from Jefferson Street to Riverview Road. The City properly advertised notices for professional services and received three submittals.

David H. Melvin, Incorporated  
Mott MacDonald  
Volkert

The review committee met on Wednesday, September 14, 2016, reviewed and ranked the submittals. The committee selected David H. Melvin, Incorporated.

**Recommendation:** City staff recommends awarding the contract to David H. Melvin, Incorporated contingent upon FDOT approval.

**Potential Motion:** I move to enter into a contract with David H. Melvin, Incorporated for Design and Engineering Services related to the Kelson Avenue Drainage Improvements Project, contingent upon FDOT approval.

Prepared by: Kay Dennis, Director



**RFP #2016-05**  
**Engineering & Design Services**  
**Kelson Avenue Drainage Improvements Project**

| FIRM                 | ALLEN          | JIM            | JOE            | RICK           | TOTALS           |
|----------------------|----------------|----------------|----------------|----------------|------------------|
| David H. Melvin, Inc | 93 <i>2675</i> | 90 <i>2610</i> | 82 <i>2460</i> | 90 <i>2635</i> | <i>10380</i> 355 |
| Mott MacDonald       | 93 <i>2705</i> | 87 <i>2575</i> | 88 <i>2580</i> | 85 <i>2520</i> | <i>10380</i> 353 |
| Volkert              | 53 <i>811</i>  | 77 <i>2125</i> | 63 <i>1900</i> | 71 <i>2000</i> | <i>6836</i> 264  |

**RANKING**

|                      |   |
|----------------------|---|
| David H. Melvin, Inc | 1 |
| Matt MacDonald       | 2 |
| Volkert              | 3 |

September 14, 2016 @ 4:15 PM

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City of Marianna  
September 14, 2016  
4:15 p.m.

Project: Kelson Avenue Drainage Improvements Project

Those present at the meeting were:

- Allen Ward, Mayor
- Jim Dean, City Manager
- Joe Richey, Public Works Director
- Rick Harroll, Wastwater Water Supervisor

The Review Committee discussed the proposals and unanimously selected David H. Melvin, Inc. to provide Engineering and Design Services to the City of Marianna for the Kelson Ave Drainage Improvements Project.

Meeting over: 4:30 PM