

**CITY OF MARIANNA
SPECIAL CITY COMMISSION MEETING**

October 20, 2018

2:00 P.M.

CITY HALL

AGENDA

- 1. Call to Order**
- 2. Roll Call**
- 3. Invocation and Pledge to the Flag**
- 4. Approval of Agenda (additions or deletions)**
- 5. Review & Approval of Minutes**
- 6. Presentations**
- 7. Public Meeting/Forum**
(Opportunity for public comment on any subject not otherwise on the agenda.)
THREE (3) MINUTE MAXIMUM
- 8. Public Hearing**
- 9. Planning/Development**
- 10. Other Policy Matters**
 - A. Hurricane Michael – Debris Clean up – Procurement of Services with Anderson and Columbia
 - B. Temporary Waiving of Late Fees, Transfer Fees, Misc. Charges, Garbage – Clerk's Office
 - C. Municipal Development Department - Emergency Admin Procedures
 - D. Emergency Procurement

- 11. Mayor & Commission Reports**
- 12. City Attorney**
- 13. City Manager/Administrative Reports**
- 14. Adjourn**

In accordance with the Americans with Disabilities Act, persons needing a special accommodation to participate in this meeting should contact the City Manager's Administrative Assistant no later than 5 days prior to the meeting. The Administrative Assistant may be contacted at 2898 Green Street, Marianna, FL 32446 or 850-482-4353.

**CITY OF MARIANNA
COMMISSION AGENDA MEMO
October 20, 2018**

10A

ADMINISTRATIVE STAFF REPORT

- Subject:** Hurricane Michael - Debris Clean up – Procurement with Anderson Columbia
- Subject Background:** The City of Marianna sustained substantial damage from Hurricane Michael on 10/10/2018. Staff would like to procure Anderson Columbia based on the attached schedule. Services will be produced in accordance with City of Marianna Purchasing Manual Section 4.04(1).
- Recommendation:** Staff has reviewed the schedule and recommend the City Commission to procure the services of Anderson Columbia for debris.
- Potential Motion:** I move to approve to procure the services



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

October 20, 2018

Subject: Agreement – Contract with Anderson Columbia for Debris Clean up Services

Anderson Columbia has agreed to provide clean up services for the City of Marianna to clean the following properties, cut and toss, moving debris to City, County or State Right of Way. This includes both wood vegetation and construction debris as supervised and City Staff. Pricing is not to exceed amount:

1. Wynn Street Park – Bobcat – Loader, Crew with Saws - \$30,000
2. McClane Center – Excavator, Crew with Saws - \$12,000
3. Jennings Park – Excavator, Bobcat, Crew with Saws - \$18,000 (Does NOT include tress down in woods)
4. MERE - \$33,500 (All dug outs, bleachers and Optimist signs will remain as is)
5. Public Works Facility / Yard (South Street) - \$11,300
6. Safari Helicopter Industrial Park - \$6,250

Anderson Columbia has agreed to collect debris on the following streets via grapple truck and dump truck, loader, bobcat, backhoe, etc.

OTHER STREETS MAY BE ASSIGNED AT THE DESCRETION OF THE CITY MANAGER:

1. Noland Street from Hwy 90 to Kelson and Kelson Avenue from Noland East to Highway 90 West – Not to Exceed \$15 per Cubic Yard both wood debris and construction debris. All debris will be staged on City Property locations to be determined by City Manager.

CITY OF MARIANNA
COMMISSION AGENDA MEMO
OCTOBER 20, 2018

ITEM# 10B

ADMINISTRATIVE STAFF REPORT

Subject: Temporary Waiving of Late Fees, Transfer Fees, Misc. Charges, Garbage-Clerk's Office

Detail: Hurricane Michael caused mass destruction and the residents of Marianna have been greatly affected by this. I am asking the Commission for the following in relation to the Clerk's Office:

1. Waive all late fees on all Utility accounts for the months of October and November 2018.
2. Waive any transfer fees for customers transferring from one location to another for October and November 2018.
3. Waive all cut-on and cut-off fees for the months of October and November 2018.
4. Give the Clerk discretion to waive deposits in situations where it best serves the citizen and the City.
5. No disconnects of accounts for non-payment for the month of October 2018. We will look at the listing of unpaid accounts towards late November and revisit this area.
6. We will not bill the customers for garbage and trash pick-up for October 2018. We can revisit November 2018.

Recommendation: Approve waiving the fees and charges as presented.

Potential Motion: I move to approve the waiving of all late fees for Utility bills for the month of October and November 2018, along with all transfer fees, cut-on/off fees and any other miscellaneous fees. In addition, I move to approve not charging customer's garbage and yard trash pick-up fees for the month of October 2018. No customers will be disconnected for non-payment for October 2018.

Prepared by: Kimberly J. Applewhite

Approved for agenda by:

CITY OF MARIANNA
COMMISSION AGENDA MEMO

DATE: 10/20/2018

10c

ADMINISTRATIVE STAFF REPORT

Subject: Emergency Administrative Procedures

Subject Background: Hurricane Michael substantially damaged businesses and homes within the community. In an effort to expedite repairs and redevelopment, planning staff recommends the following actions:

1. Allow home owners to **begin** repairs and construction of damaged property without obtaining a permit **initially**. However, **permitting is still required**, it just may be obtained during or after improvements are made, for the City and insurance company in order to document the building official conducting site inspections for permits and potentially for insurance claims payments. This will remain in effect until 10/20/2019; **(Building Official contact 850-526-8367)**
2. When using the same materials and replacement is on the same foot print and orientation, the City will exempt development order paperwork for replacement accessory structures, home repairs, replacing signage, and existing commercial structures until 10/20/2019;
3. Waive development order fees and negotiate with EPCI to reduce building permit fees until 10/20/2019;
4. Allow residential use of temporary pods, RVs, temporary living quarters and FEMA trailers on single family lots during the repair and reconstruction process until 4/20/2020;
5. Code Enforcement measures to education until 10/20/2019;
6. Place dilapidated structure process on hold and revisit the list in April 2019;
7. Expedite new residential and commercial development
8. Allow banners and bandit signs until April 20, 2019.

Anything not listed above will follow regular City Code and administrative procedures.

Recommendation: Enact the above policies to assist people who live and work in Marianna.

Potential Motion: I move to approve the above list to assist the City during the recovery period.

Prepared by: Kay Dennis, Director

KD

**CITY OF MARIANNA
COMMISSION AGENDA MEMO
SPECIAL MEETING
October 20, 2018**

ITEM # 10D

ADMINISTRATIVE STAFF REPORT

Subject: Emergency Procurement
State of Emergency as Result of Hurricane Michael

Subject Background: The City of Marianna experienced a natural disaster as a result of Hurricane Michael. There is a need to procure services, materials and other contracts based on this event.

Recommendation: Based on the situation described above it is recommended the City Commission establish Emergency Procurement Process for a period of 30 days.

Potential Motion: TBD

Prepared by: Jim Dean, City Manager

Approved for agenda by: