

**CITY OF MARIANNA  
SPECIAL CITY COMMISSION MEETING**

**NOVEMBER 29, 2018  
5:00 PM**

**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. 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. 2018/2019 Budget Amendments

Documents:

[AGENDA 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 29, 2018

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

ADMINISTRATIVE STAFF REPORT

Subject: Fiscal Year 2017-2018 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 2017-2018 budget amendments.

Potential Motion: I move to approve the fiscal year 2017-2018 budget amendments for the General, Utility and Airport funds.

Prepared by: Kimberly J. Applewhite



Approved for agenda by:

City of Marianna  
 Budget Amendments  
 2017-2018 Fiscal Year

#001-General Fund

Cash Basis Budget Amendments

**Revenues**

<u>Account #</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
001-312-410	Local Option Gas	12,100.00	
001-312-600	Disc Rd Tx		45,500.00
001-313-100	Electric Franchise		24,800.00
001-314-100	Electric Service		41,100.00
001-331-390	Kelson Ave Stormwater	100,000.00	
001-331-391	FEMA-Chipola Stormwater		414,315.00
001-331-400	NWFWMD-Chipola Stormwater		96,200.00
001-331-494	4th Street Parking Lot	51,500.00	
001-331-495	6th St SCOP	36,500.00	
001-331-504	FEMA Fire Equipment Grant		37,900.00
001-331-505	FEMA Firetruck		690,500.00
001-334-703	FRDAP Mere Grant	20,000.00	
001-334-200	Caverns Road		31,000.00
001-334-201	PS Complex		286,700.00
001-334-501	FEMA IRMA		13,200.00
001-337-201	JSCB	11,800.00	
001-343-402	Refuse Billing		20,600.00
001-343-403	Yard Trash		43,500.00
001-343-404	Yard Trash-Special		12,500.00
001-347-203	Recreation Sponsor		12,600.00
001-361-101	Interest		34,000.00
001-362-003	Land Lease		25,000.00
001-366-000	Donations		10,100.00
001-369-001	Other Receipts		33,900.00
001-0000-369-14-05	Nuisance		
	Extra Revenue above Budget		50,000.00
Subtotal-Revenues		<u>231,900.00</u>	<u>1,923,415.00</u>

**Expenses**

001-0102-521-1200	Salaries & Benefits		37,000.00
001-0102-521-1400	Overtime		14,000.00
001-0102-521-2300	Life & Health		25,200.00
001-0102-521-4601	Vehicles	11,200.00	
001-0102-521-6403	Patrol Cars	13,000.00	
001-0103-522-1200	Salaries & Benefits		19,000.00
001-0103-522-1400	Overtime	21,000.00	
001-0103-522-4602	Buildings	11,900.00	
001-0103-522-6411	FEMA Fire Equipment	46,300.00	
001-0103-522-6415	FEMA Firetruck	866,700.00	
001-0105-591-1200	Salaries & Benefits		31,000.00
001-0106-541-2300	Life & Health		21,900.00
001-0106-541-4302	Street Lighting		16,500.00
001-0106-541-4601	Vehicle & Equipment	22,200.00	
001-0106-541-5209	Fuel	17,300.00	

001-0106-541-6303	Act-Disc		90,000.00
001-0106-541-6310	Kelson Stormwater		100,000.00
001-0106-541-6304	6th St SCOP		36,500.00
001-0106-541-6305	Caverns Lighting	31,000.00	
001-0106-541-6314	Chipola Stormwater-FEMA	414,400.00	
001-0106-541-6306	4th Street Parking Lot		52,000.00
001-0106-541-6316	Chipola Stormwater-NWFWMD	99,200.00	
001-0108-572-1200	Salaries & Benefits		21,000.00
001-0108-572-5231	RE SP	14,500.00	
001-0108-572-6318	FRDAP MERE		20,100.00
001-1010-552-6320	CRA		14,500.00
001-1010-552-6200	Grant	9,600.00	
001-1010-552-4810	Mainstreet	12,600.00	
001-1111-515-3418	Development Efforts	19,700.00	
001-1111-515-6322	Capital		17,900.00
001-1313-519-3100	Legal		11,500.00
001-1313-519-3406	Computer Network		17,000.00
001-1313-519-4300	Refuse	10,500.00	
001-1313-519-6201	PS Complex	286,700.00	
001-1313-519-6325	Phone System		10,500.00
001-1313-519-6326	Software	10,500.00	
001-1313-519-9700	Contingency		23,400.00

<u>Account #</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
<b>Note 1</b>	Expenses Budgeted/ Not Spent		158,741.00
	Reserves	510,956.00	
Subtotal-Expenses		<u>2,429,256.00</u>	<u>737,741.00</u>
		<u>\$ 2,661,156.00</u>	<u>\$ 2,661,156.00</u>

**Note 1:** As can be seen from the above figures, on a cash basis, the City **increased** reserves by approx \$500,000 in the General Fund in fiscal year 2017-2018.

**Cash Basis Budget Amendments**

**#401-Utility:**

**Revenues**

<u>Account #</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
401-343-201	Gas-Usage Charge		33,000.00
401-343-202	Gas-Dist Charge		62,500.00
401-343-205	Gas-Fueling Station	12,000.00	
401-343-207	Gas Penalties		37,000.00
401-343-501	Wastewater		104,500.00
401-343-502	Lechate		412,000.00
401-343-503	JC Wastewater		74,000.00
401-343-507	WW-Penalties		13,000.00
401-343-508	WW-Credit Card		10,300.00
401-343-509	WW-Reconnect		10,900.00
401-343-510	WW-Interest		30,200.00
401-343-511	WW-Other		12,000.00
401-369-004	Insurance Claims		10,200.00
401-331-311	Solar Grant	200,000.00	
401-331-310	Sunland Water Project	209,000.00	
401-334-492	Solar-Construction		211,500.00
401-334-330	Sunland-Dogwood Heights		110,000.00
401-331-312	DEO 4 Hills Feas Study		53,000.00
401-334-491	Solar-Design-SRF		377,000.00
Subtotal-Revenues		<u>421,000.00</u>	<u>1,561,100.00</u>

**Expenses**

401-4141-532-4602	Building & Facility	12,600.00	
401-4141-532-5236	Natural Gas Purchase	32,000.00	
401-4141-532-6421	Flame Ionization Unit		13,000.00
401-4141-532-9700	Contingency		31,500.00
401-4242-535-2300	Life and Health		10,800.00
401-4242-535-4301	Electric	19,000.00	
401-4242-535-5211	Chemicals and Paint	11,100.00	
401-4242-535-5220	Piping and Couplins	18,500.00	
401-4242-535-4604	Equipment Systems	50,100.00	
401-4242-535-5230	Disposal Fees	23,000.00	
401-4242-535-6436	Solar Grant-Design	177,000.00	
401-4242-535-6437	Solar-Construction	211,500.00	
401-4242-535-6336	DEO 4 Hills Feas Study	53,000.00	
401-4242-535-9700	Contingency		10,500.00
401-4343-533-4301	Electrical		17,800.00
401-4343-533-5220	Piping and Couplins		23,100.00
401-4343-533-5228	Meters	42,500.00	
401-4343-533-6340	Portable Buildings		10,000.00
401-4343-533-6339	System Repair		41,700.00
401-4343-533-6341	Leak Detection		18,000.00

401-4343-533-6342	Meter-FCI		12,000.00
401-4343-533-6343	Sunland Debt		26,384.00
401-4343-533-6347	Water Well Sunland		143,900.00
401-4343-533-6435	Service Truck	22,000.00	
401-4343-533-40-00	Contingency		

<b>Note 1</b>	<b>Reserves</b>	826,484.00	
Subtotal-Expenses		<u>1,498,784.00</u>	<u>358,684.00</u>
Totals		<u>\$ 1,919,784.00</u>	<u>\$ 1,919,784.00</u>

Note 1: As can be seen from the above figures, on a cash basis look, the City's profit was approx. \$830,000 in Utility Fund in fiscal year 2017-2018.

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

1. The City received \$425,000 in Lechate and only \$13,000 was budgeted, therefore there was \$412,000 in additional revenues from lechate.
2. Gas Department had approx. \$50,000 more in gas revenues than was budgeted.
3. Wastewater has approx. \$200,000 more in revenues than was budgeted.
4. Interest earnings were approx. \$38,000 more than budgeted.

City of Marianna  
 Budget Amendments  
 2017-2018 Fiscal Year

**Cash Basis Budget Amendments**

**#404-Airport:**

**Revenues**

<u>Account #</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
404-344-100	Fuel Sales		9,100.00
404-344-101	Hangar Rentals		10,000.00
404-344-102	Leases		13,000.00
404-369-100	Misc. Revenues		33,700.00
404-331-414	MP, ALP, Map (Fed)	112,000.00	
404-331-416	Overlay Runway 18-36	32,000.00	
404-334-410	MP, ALP, Map (State)	10,000.00	
404-334-411	Fuel Farm	302,000.00	
404-344-415	Overly 8/26 Design	70,000.00	
404-334-422	Access Road		100,000.00
404-334-423	Extend Runway Design		9,000.00
Subtotal-Revenues		<u>526,000.00</u>	<u>155,700.00</u>

**Expenses**

404-5050-542-4501	Gen Liab. Ins		22,500.00
404-5050-542-4602	Building & facility	18,100.00	
404-5050-542-6350	Fuel farm		302,000.00
404-5050-542-6351	FDOT-Extend Runway	9,000.00	
404-5050-542-6354	Overlay 8/26 Design		70,000.00
404-5050-542-6366	MP, ALP, Map (Fed)		112,000.00
404-5050-542-6367	MP, ALP, Map (State)		10,000.00
404-5050-542-6371	Overlay Runway 18/36		32,000.00
404-5050-542-6443	Access Road	100,000.00	
404-5050-542-6374	Contingency		11,800.00
Note 1	Reserves	62,900.00	
Subtotal-Expenses		<u>190,000.00</u>	<u>560,300.00</u>
Totals		<u>\$ 716,000.00</u>	<u>\$ 716,000.00</u>

Note 1: As can be seen from the above figures, on a cash basis look, the City made a profit of about \$63,000 in FY 2017-2018.