

# TOWN OF PENNEY FARMS

## FINANCE COMMITTEE MEETING

### MINUTES of February 18, 2020 at 10:00am

**Present:** Chairman P. Sabin; Town Manager, David Cooper (TM); Town Clerk, Anita Cooper (TC); B. Brower; T. Ryder; S. Kimsey; and J. Weir

**Absent:** None

**Additional Audience:** Lynn Wightman

**\*\* According to the Florida Municipal Officials Manual: Although citizens are allowed to attend all meetings of the public body, there is no requirement that citizens be allowed to participate in these meetings. Citizens are permitted to participate at public hearings and legislative meetings, such as the Town Council meetings.**

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Start Time: 10:00am

-Chairman Sabin open the meeting and explained that he and the Town Manager have to leave early due to the Clay County Tourist Development public announcement that the 2020 USA Cycling Road Amateur National Championships will be using Penney Farms for one of its races, which requires their attendance.

-Chairman Sabin further stated that their appearance should not take that long, but in the event they will not return before the end of the meeting, Committee member Bill Brower and Town Clerk Anita Cooper will finish out the meeting.

**Motion to approve the January 21, 2020 minutes by S. Kimsey; second by B. Brower. Motion carried without dissent.**

-Chairman Sabin suggested the Agenda be re-arranged to begin with the revised recommendations from the Town Manager for capital projects for the Fiscal Year 2019/2020.

-Chairman Sabin acknowledged that the Public Works Committee and the Water Utility Committee have met and agreed with the Town Manager's recommendations for this fiscal year's capital projects.

-Chairman Sabin then asked this committee to review the revised recommendations from the Town Manager and discuss their thoughts on these chosen projects.

-The Town Manager reviewed the following revisions with updated revenue sources:

#### **REVISED RECOMMENDATIONS FOR CAPITAL PROJECTS FOR FISCAL YEAR 2019/2020**

The Finance Committee and the Town Council have received the original approved budget items lists which include the following:

- Over & Above the budget items for fiscal year 2019/2020 totaling \$75,000.00
- The justification for implementing Ad Valorem Taxes and the capital projects to be done with those revenues totaling \$62,500.00
- An updated Town of Penney Farms Capital Projects list dated February 13, 2020 that includes all areas of capital project suggestions, including participating residents' submissions.

Since the implementation of the Ad Valorem tax revenue in October 2019, the Town Council has requested that the capital projects originally approved and budgeted be reviewed and possibly revised.

It is still my suggestion that the Over & Above budget item list should be eliminated.

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The following list of Capital Projects have been selected by the Town Manager as priorities:

**ITEM #1**

Renovation of the Town Hall restrooms to be ADA Compliant

**JUSTIFICATION:**

This is a required renovation for the Community Development Block Grant (CDBG)

**ESTIMATED COST:** \$30,000.00

**FUNDING SOURCE:** Building Permit Revenue

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**ITEM #2**

Climate controlled Storage Room

**JUSTIFICATION:**

The Town has received a \$30,000.00 local grant to renovate the existing vacant fire station attached to Town Hall into the Town of Penney Farms Historic Museum and everything stored in there now will need to be relocated.

**ESTIMATED COST:** \$25,000.00

**FUNDING SOURCE:** Building Permit Revenue

\*The Historic Museum renovation may cost more to complete. The Town Hall is actively searching for additional grants and in-kind services to finish the project. (Example: Lowes's has agreed to help and we are still waiting on what exactly that will include).

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**ITEM #3**

Paint Town Hall/Landscaping

**JUSTIFICATION:**

After the Town's Historic Museum and Town Hall renovations are completed

**ESTIMATED COST:** \$15,000.00

**FUNDING SOURCE:** Building Permit Revenue

*\*Changed revenue source*

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**ITEM #4**

Passive Park/Clean Out

**JUSTIFICATION:**

State Park Grant requires this to be done.

**ESTIMATED COST:** \$10,000.00

**FUNDING SOURCE:** 2019 Ad Valorem Tax Revenues

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**ITEM #5**

**JUSTIFICATION:**

Sliding Gate Installed at the Water Tower  
Property

To secure Town vehicles & Equipment

**ESTIMATED COST:** \$2,000.00

**FUNDING SOURCE:** 2019 Ad Valorem Tax Revenues

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NOTE: The Town of Penney Farms is having to implement Ad Valorem taxes in the Town of Penney Farms, for the fiscal year of 2019 – 2020. The Town of Penney Farms was notified by Clay County that the County’s local option fuel tax revenue will be phased out. This translates into a \$32,000.00 loss of revenue annually, for the Town of Penney Farms.

NOTE: The Town had an unusually large building permit revenue amount for fiscal year 2018/2019, due to the construction of the new skilled nursing facility at the Penney Retirement Community. These revenues are somewhat restricted.

NOTE: All of the Ad Valorem Tax revenues and Building Permit revenues are located in the Town’s General Fund bank account. The Town would like to always keep one years’ operating cost in the General Fund, which should be estimated to be between \$375,000.00 - \$400,000.00 annually.

**2019 Ad Valorem Tax Revenues**

(12/31/19 - \$67,582.00 Paid/  
\$5,205.00 to still be collected)

**Building Permit Revenues**

(9/30/19 - \$281,154.00)

**General Fund Bank Balance**

(01/31/20 - \$692,019.00)

Total to be collected:	\$72,787.00
Replacing lost revenue:	- <u>\$32,000.00</u>
Ad Valorem Capital to be spent:	\$40,787.00

**\*\*\*The rest of this page is left blank intentionally to provide the next information chart\*\*\***

<u>2019 Ad Valorem</u> <u>Taxes</u>	<u>Building Permit</u> <u>Revenues</u>	<u>General Fund</u> <u>Cash Reserves</u>	<u>General Fund</u> <u>Bank Balance</u>
<b>Beginning Balance:</b>	<b>Beginning Balance:</b>	<b>Beginning Balance:</b>	<b>Beginning Balance:</b>
\$ 40,787.00	+ \$ 281,154.00	+ \$ 370,078.00	= \$ 692,019.00
<b>Item # 4 - Passive Park</b>	<b>Item # 1 - Town Hall</b>		<b>After all proposed</b>
<u>-\$10,000.00</u>	<b>ADA Restrooms</b>		<b>projects are completed:</b>
\$ 30,787.00	<u>-\$30,000.00</u>		<u>-\$82,000.00</u>
	\$ 251,154.00		\$ 610,019.00
<b>Item # 5 - Sliding Gate</b>	<b>Item # 2 - Climate</b>		
<u>-\$2,000.00</u>	<b>Controlled Storage</b>		
\$ 28,787.00	<u>-\$25,000.00</u>		
	\$ 226,154.00		
	<b>Item # 3 - Painting &amp;</b>		
	<b>Landscaping</b>		
	<u>-\$15,000.00</u>		
	\$ 211,154.00		
<b>Total 2019 Ad Valorem</b>	<b>Total balance left from</b>	<b>Total GF Cash</b>	<b>Total left in the GF</b>
<b>taxes for future projects :</b>	<b>Permit revenues:</b>	<b>Reserves:</b>	<b>Bank Account:</b>
\$ 28,787.00	+ \$ 211,154.00	+ \$ 370,078.00	= \$ 610,019.00

-Town Clerk Cooper explained the main difference from the January recommendations are the Painting & Landscaping estimated costs, which have been confirmed by the auditor as a valid expenditure, to be paid for by the Building Permit revenues, instead of the Ad Valorem tax revenue. She also stated, the bank balance ending January 31, 2020 has changed as well, which provided a different General Fund bank balance, than in January 2020 reporting.

-S. Kimsey clarified the money for the new Historic Museum will be paid for by the grant and other sources.

-TM Cooper stated that the \$30,000.00 Local Grant from Clay County will not be enough to totally complete the project and reported that Lowe's will be contributing some in-kind services, such as building materials and labor for part of the project. He explained the Lowe's portion will be revealed when the corporation sends its final donation documentation.

-TC Cooper reminded the committee members that the prioritized list was based on immediate grant requirements and asked the committee to remember we have a small town staff and the projects chosen will have the Town Hall offices torn apart while the renovations are on-going.

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-S. Kimsey noted the new pick-up truck was not on the immediate priority list and asked when that item will be considered.

-TM Cooper stated originally the truck was slated to be purchased with half of the money coming from Ad Valorem revenues, and half of the money coming from Over & Above the regular budget. He further stated he suggests eliminating the Over & Above the budget and can wait another year to purchase a new vehicle. He reiterated the items chosen take precedent over the truck for this fiscal year.

**A motion to confirm and recommend to the Town Council the items presented, as prioritized by the Town Manager by B. Brower, seconded by J. Weir. Motion carried without dissent.**

-T. Ryder asked how much money from the building permit revenues could be used for purchasing a new vehicle?

-TM Cooper stated approximately 10% - 25% of the cost of the new truck could be allocated by the building permit revenue. This would accommodate the transporting of the plans to Clay County and monitoring the Town to make sure all needed permits are issued.

-TC Cooper reminded the committee, the new fiscal year budget will be determined in a few short months and that is when this committee and Town Council can look at purchasing a new truck more closely.

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-TM Cooper reviewed the following updates with the committee members:

#### **CAPITAL PROJECTS LIST UPDATED AND PRESENTED AT THIS MEETING DATED 02/13/2020**

- The Water Utility Committee met on January 16, 2020 and reviewed the Capital Projects list and agreed with the Town Manager's priorities, as their recommendation. This committee prioritized the sections of the capital list for Water Utility; Wastewater/Sewer; and Storm Water projects.
- The Public Works Committee met on February 10, 2020 and also reviewed the Capital Projects list and agreed with the Town Manager's priorities, as their recommendation. This committee prioritized the sections of the capital list for Public Works and Streets & Roads, with the notations of pricing the outsourcing of street sweeping vs. buying the equipment; and noting the sidewalks will have to be surveyed and prioritized to provide a plan.
- By the deadline of February 14, 2020, there were a total of 12 resident written responses and they are attached from the Notice dated January 7, 2020, that went out to the residents asking for their participation and suggestions for capital projects. 11 of those responses have been added to the end of your updated capital projects list (dated 02/13/20) that you are holding in your package today. **NOTE:** the 12<sup>th</sup> response (From Charlie McCormick) did not get put on the list because it came in after this meetings package was put together. However, it will be added to the next updated list; with today's meeting changes and/or additions.

-Chairman Sabin asked the committee members to discuss their opinions on the updated list.

-B. Brower stated that based on what has just been explained, that may change some of the priorities on this list, such as the truck purchase.

-TM Cooper commented on his experience with purchasing a new street sweeper. He reported that this type of equipment is very expensive to purchase and maintain. He stated he has already had a street sweeping company come into Town to provide the street sweeping services, as needed and receive a quote, for those services.

-Chairman Sabin suggested the committee go through each section listed and make their suggestions.

-S. Kimsey asked if this capital projects list is just for this fiscal year?

-TC Cooper explained that this capital project list is a living document that will be updated and changed periodically throughout its existence. She further stated all of the projects on this list will take years to complete.

-B. Brower recommended you look at this list as a long term capital plan because it will take many years to complete these items. He further stated, as we are prioritizing this list, we should prioritize each of the sections, then have a composite of all the sections, and then provide short term and long term goals.

-Chairman Sabin began with asking for, **“A motion to accept the first section of the capital list for “Public Works” to be accepted as the Town Manager has prioritized it” by T. Ryder; seconded by S. Kimsey. Motion carried without dissent.**

-Chairman Sabin stated he would like to be able to clarify for all the Penney Retirement Community (PRC) residents what streets the Town is responsible for and what streets PRC is responsible for.

-B. Brower commented that PRC is in the process of putting together their capital plan, and stated the Town and PRC need to work together in order to have consistent and compatible long range capital plans.

*(At this time: Chairman Sabin and the Town Manager Cooper left to make their appearance at the public announcement for Penney Farms)*

-S. Kimsey asked that the item #'s on the left side be eliminated to avoid confusion with each updated list.

-TC Cooper stated the only reason those numbers are there, were to determine how many total projects there were.

-B. Brower stated until the entire list is compiled, there is no need for the items to be numbered.

-TC Cooper stated she will remove those numbers in future updated lists.

-J. Weir commented that at least two more columns are needed to show the PRC portion and the Town portion.

-B. Brower stated there are no discussions on those kinds of projects yet, but there will be discussions in the future in order to provide compatible capital plans for each entity.

-B. Brower stated that after we get a plan in place, the columns that need to be added need to include the source of funding, and some sort of time goal.

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#### Town Hall Section

-The committee decided the items in this section included the changes of combining the Town Hall painting & landscaping and updating the correct total costs and keeping the same priorities. The Town Clerk will update the priority column with the correct numbers.

-T. Ryder stated it needs to be clarified what the building permit revenues can be used for.

-TC Cooper stated she has received approval for this year's capital projects that have been suggested to be completed with building permit revenue. She further stated next year could include the front office renovations, partial salaries, and a few more items.

-T. Ryder suggested the salaries should be considered for this fiscal year, as well.

-TC Cooper stated she will need time to re-evaluate the percentages of salaries for this year, but it can be done. She stated the new budget will definitely include those percentages and every year going forward. She reminded the committee those building permit revenues are expected to decline, based on future permitting expectations.

-TC Cooper stated the number for the balance of tracking the building permit revenues will change, due to incorporating salaries for this fiscal year 2019/2020.

-B. Brower clarified that computing the salaries to include the building permit percentages this fiscal year will not change the total amount of the budget.

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-TC Cooper provided the following answers from the auditor to previous committee questions:

- Any changes made to the capital projects list that do not increase the approved and advertised budgeted amounts should be made by a motion, recorded in the minutes of a Town Council meeting.

- Any changes that increase the total budgeted amounts would require a budget amendment.
- In regards to Building Permit revenues, there is no time limit on spending the revenues and can include related capital outlays such as office facilities, housing the building inspection service; salaries; a storage facility; or anything related to this service. A motion should be made by the Town Council establishing the approved expenditure and noted in the minutes of a Town Council meeting.
- There is no law that states the level of reserves a local government should maintain. However, many cities and counties are now establishing such, through a formal fund balance policy. It is also very prudent to maintain reserves equal to six to twelve months of annual expenditures, especially with smaller cities, having the larger number of months is more beneficial.

#### Streets & Roads Section

-The committee agreed to the same priority for all items in this section.

-B. Brower stated the Town should eventually set aside a certain amount every year for sidewalk repairs.

-TC Cooper agreed with B. Brower, but suggested that the Public Works committee needs to go out in the field and prioritize the sections of sidewalks that need to be repaired first. She further stated that in regards to some sidewalks, it needs to be determined who is responsible to repair them. For example, the sidewalks in the campus between the cottages should be a PRC responsibility; sidewalks next to the streets should be the Town's responsibility and etc.

-TC Cooper stated the State and Federal grants being submitted will benefit both PRC and Town residents. She stated the Town Manager is striving to get another \$600,000.00 grant for sidewalk repairs.

#### Water Utility Section

-The committee agreed to the same priority for all items in this section.

#### Wastewater/Sewer Section

-The committee agreed to the same priority for all items in this section.

-B. Brower asked what happens at the State Road 16 Lift station now, when the power goes out.

-TC Cooper stated that the Town Manager has a trailer with a 500 gallon tank on it and a 110 pump to keep it pumped out, if needed, and then dumps the tank into the master lift station.

*(At this point: Chairman Sabin and the Town Manager returned to the meeting)*

#### Storm Water Section

-The committee stated the first two items listed should be combined and stated as one project and show funding has already been allocated for this project. These items should show in progress.

-TC Cooper stated this is the project the Town is working on now with the Community Development Block Grant (CDBG).

-TM Cooper explained another \$193,000.00 is being sought after from St. John's River Water Management District (SJRWMD) for more storm water repairs, such as the area prone to flooding in front of the Quad where residents have to walk across the street to get to the post office. He further stated the Town has a good chance of receiving this money.

-TC Cooper will renumber the priorities in this section to show the changes.

-TM Cooper stated the Poling Blvd. repairs will be done last to accommodate the USA Cycling event that is scheduled in the Town this year. He stated the Town has until June 2021 to complete this project.

### Other – Section

- The committee agreed to the same priority for all items in this section.
- B. Brower inquired how much of a need there is for security cameras in the Town.
- TM Cooper stated the New Hope Area residents have reported incidents and have asked for more security for that area.

### Resident Request Section

- Chairman Sabin asked how the committee would like to proceed with these requests.
- TC Cooper stated the residents who submitted a request should be acknowledged for their participation. She stated she will send them a letter of recognition.
- TC Cooper noted some of the requests were not what the Town was asking for like a coffee shop; shopping center; and a mandatory golf cart safety course. Those items were needed when the vision grant was being done.
- TC Cooper stated she did not put the resident requests into a designated section and the Town Council will receive the individual sheets, so they can see what Town residents are wanting.
- TM Cooper stated Councilman Andrews brought another item to him regarding storm drains in the New Hope area. He stated Mr. Andrews told him at the public works meeting that the storm drains have too big a gap in them and a child could chase a ball and fall into those drains. TM Cooper stated he will investigate this further and reported he has already received an estimate to possibly protect those areas better, which would be approximately \$3,500.00.
- Chairman Sabin asked for comments on resident Bob Fisher's suggestions.
- TM Cooper stated that these are the same requests Mr. Fisher had while he was on the Town Council and as Chairman of the Public Works Committee. In regards to sealing the pavement on Lewis Avenue, the Town Manager stated this would be a labor intensive way to go about repairing Lewis Avenue after he spoke with the road vendor he is working with. He further stated that Lewis Avenue will get repaved eventually and Mr. Fisher's heart is in the right place.
- Chairman Sabin asked for comments on resident Hughes suggestions.
- TM Cooper noted the sidewalks adjacent to a street are the Town's responsibility. He further stated PRC campus sidewalks are PRC's responsibility, and PRC has been very good in repairing sidewalks and there has been documentation that the Town and PRC have split the costs on occasion.
- B. Brower stated there needs to be a written agreement between the Town and PRC of who is responsible for what sidewalks. He further stated sidewalks are a very popular problem.
- Chairman Sabin stated it is his understanding the pickle ball courts are still being sought after by a small group of PRC residents.
- TM Cooper stated that is true and reported and that he received an estimate to professionally paint pickle ball lines on one of the Town's tennis courts for \$1,400.00. He stated both courts were requested to be painted and he disagreed with that, because he has talked with tennis players who don't want lines on the court. He further stated this will be a PRC issue.
- Chairman Sabin reminded the committee this issue has been brought up before and lines could not be put on the tennis courts at that time, because it would violate the warranty, on the then newly renovated courts.
- TC Cooper will add another section for parks only and then have another section designated for other – projects, based on the participating resident requests, that don't fit into any category.



## GENERAL FUND

### Income:

- 1** Line Item 311000 (Ad Valorem (2019) Assessment – The amount of \$815.79 was collected this month. This amount was collected during 12/01/19 – 12/31/19. Another estimated \$5,200.00 is still to be collected for 2019.
- 2** Line Item 334360 (State Grant – Storm Water (CDBG)) – The amount of \$18,119.50 was deposited into the General Fund for Deliverable # 3 that will go to the Engineer (\$10,426.10) and the Grant Administrator (\$7,693.40) for the CDBG grant. (This will be shown being paid out in the grant expense section of the report)
- 3** Line Item 361200 (Interest Income) – The total of \$889.15 was collected in interest for the General Fund this month.
- 4** Line Item 367000 (License/Business) - \$12.00 was collected by Dan's Produce for his business in Penney Farms.
- 5** Line Item 369900 (Other – Miscellaneous Revenues) – The total of \$440.40 was for the following: (\$275.00) from resident Charles Johnson for yard mowing; (\$5.00) for a Handicap sticker; (\$158.40) was for an overpayment of payroll taxes for 9/30/19 Form 941; and (\$2.00) was collected for 8 color copies in the front office.

### Expenses: **There were two (2) payrolls this month**

- 1** Line Item 511900 (Council Reserve Fund) – The total of \$50.00 was paid for the Northeast Florida League of Cities (NEFLC) Dinner meeting for the Town Manager and Town Clerk to attend.
- 2** Line Item 5135400 (Dues/Subscriptions) – The Total of \$113.00 was for the following: (\$99.00) Annual membership fee for VISA card; and (\$14.00) for the monthly Quickbooks payroll fee.
- 3** Line Item 5194200 (Postage & Freight) – The total of \$48.32 was paid out for the freight for 2 – red sign post reflectors.
- 4** Line Item 5210001 – State Grant (CDBG Storm Water) – This expense shows the 3rd deliverable to the Engineer and Grant Administrator for the total of \$18,119.50.
- 5** Line Item 5243100 (Inspections) – The total of \$1,015.00 was paid out to Clay County for 29 –inspections / 0 – Plan Reviews for the month of December 2019.
- 6** Line Item 5244900 (State Surcharges) – The quarterly payment for State surcharges through 12/31/19 was \$44.93.
- 7** Line Item 5414600 (PW – Repair & Maintenance) - The total of \$269.51 was paid the following expenses: (\$248.11) for a case of oil; trencher repair; (\$21.40) for a flat tire repair on the dump truck.
- 8** Line Item 5415200 (Public Works - Operating Supplies) – The total of \$155.75 was spent on: (\$41.97) 2 – gallons of antifreeze; (\$113.78) grill supplies / tools being replaced.
- 9** Line Item 5415201 (Fuel) – The total amount of \$230.07 was paid for weed eater fuel for this month.
- 10** Line Item 5415300 (Road Materials/Supplies//Equip) - \$625.78 was for the following expenses: (\$35.50) 2 - Red sign reflectors; (\$590.28) Bench grinder & Wire wheel brush
- 11** Line Item 5724800 (Special Events) – The total of \$590.09 was for the Christmas parade / luncheon: (\$405.22) BJ's – plates, cups, drinks, napkins, etc...; (\$106.93) for plastic table covers / food warmer; (\$77.94) Publix – pies/tea/ lemonade.

TOTAL INCOME:       \$ 54,776.72   21.02%  
TOTAL EXPENSES:     \$ 41,109.29   14.38%  
  
POSITIVE BALANCE:   \$ 13,667.43

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## WATER UTILITY FUND

### Income:

**1** Line Item 3434005 – (Solid Waste Franchise Fee) – This line item totals \$811.23 which includes the payment from Advanced Disposal (\$511.23) and Medigreen Waste Services (\$300.00).

**2** Line Item 3810001 (Interfund transfers In – Contingency Reserves (WU)) – The total amount of \$356.51 is for the water pressure test gauge and has been paid out of the reserves. (This item will be shown paid out in the expenses section)

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- Water Revenue           35.7%
  
- Solid Waste Revenue   33.9%   (Total \$1,963.86 = \$1,152.63 is for Garbage service/ \$811.23 is for Solid Waste Franchise Fees)
  
- Misc Revenue           34.3%   (Total of \$264.15) is for the following interest earned:
  - Ameris Water Utility Interest -       \$ 137.90
  - Ameris Customer Deposit Interest -   \$ 22.62
  - Ameris Water Reserve Interest -     \$ 103.63
  
- InterFund Transfers    7.6%

### Expenses:

**\*\*Again, there were two (2) payrolls this month\*\***

**1** Line Item 5333100 – (Professional Services) – The total of \$379.39 was paid to US Water for the required water samples / Chlorine testing for January 2020.

**2** Line Item 5334200 (Freight & Postage) – The total of \$34.56 is the expense for shipping meters being returned for warranty.

**3** Line Item 5334800 (Machinery & Equipment) – The total of \$451.99 was for a new Trimble Ranger charging cradle for the hand held meter reader.

**4** Line Item 5335100 (Office Supplies / Chlorine) – The amount of \$677.10 was for: (\$250.46) 8 – 2 ½ gallons of chlorine; new PVC conduit; galvanized nipples; and (\$416.64) Replace various water inventory parts.

**5** Line Item 5335200 (Operating supplies / Meters & components) – The total of \$453.36 is for: (\$66.95) the security monitoring at the Water Tower; (\$386.41) for various water utility inventory parts.

**6** Line Item 5335600 (Contingency Equip & Repairs) – The total amount of \$356.51 is for the water pressure test gauge paid out of the reserves.

**7** Line Item 5344900 (Other – Solid Waste (Landfill)) - \$1,000.00 was paid to the Landfill in advance for the Town’s solid waste disposal fees.

**8** Line Item 5810005 (Water Utility to Water Reserve) – The amount of \$749.25 is the amount put into the water utility reserves every month.

**TOTAL INCOME:**           \$ 10,206.86   **27.51% (Overall)**

**TOTAL EXPENSES:**       \$ 8,148.30   **24.89%**

**POSITIVE BALANCE:**    \$ 2,058.56

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## **WASTEWATER/SEWER FUND**

**Income:** NONE – Nothing unusual to report

- Wastewater Revenue                   30.47%
  
- Misc Revenue                            (Total of \$71.06) is for the following:
  - Ameris WW/Sewer Fund                   \$ 28.85
  - Ameris - WW/Restricted DEP -         \$ 42.21

**Expenses:**           **\*\*Again, there were two (2) payrolls this month\*\***

**1** Line Item 5354200 (Freight & Postage) – The total of \$210.00 was for 6 – Rolls of postcard stamps.

**2** Line Item 5354600 (Repair & Maintenance) – The total of \$105.00 was paid to BT Pump & Controls for a service call to the Palmetto lift station.

**3** Line Item 5354900 (Other charges – CCUA) – The amount of \$6,195.46 was paid to Clay County Utility Authority (CCUA) for sewer charges. This bill was for 34 days, last month was billed for 30 days. The overall bill is affected by the number of days the Town is billed for.

**TOTAL INCOME:**           \$13,748.54   **26.41% (Overall)**

**TOTAL EXPENSES:**       \$12,340.26   **24.86%**

**POSITIVE BALANCE:**    \$ 1,408.28

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-TM Cooper reviewed the remaining Town’s bank balances from the separate sheet distributed with the committee.

**A motion to approve the treasury reports by B. Brower; seconded by J. Weir. Motion carried without dissent.**

*-Town Manager Cooper reviewed the following normal monthly financials for January with the committee.*

*-TC Cooper confirmed the recommendation to the Town Council for the new capital project revisions mentioned earlier will be the actual recommendation to the Town Council.*

*-Chairman Sabin confirmed with a yes.*

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***There being no further questions or concerns, a motion for the meeting to adjourn by B. Brower; second by J. Weir.  
Motion carried without dissent.***

Adjourned Time: 11:45am

The next Finance meeting is scheduled for March 16, 2020 at 10:00am.

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Chairman, Paul Sabin