

RESOLUTION NO. 2018-14

A RESOLUTION OF THE CITY OF DEFUNIAK SPRINGS FLORIDA ESTABLISHING POLICY AND PROCEDURE FOR RELATED TO UNANTICIPATED REVENUE, LEGAL SETTLEMENT PROCEEDS, AND NON-STANDARD REVENUE.

WHEREAS, the City of DeFuniak Springs, as a Florida municipal corporation, from time to time will receive monies that are not part of the standard revenue streams budgeted and expected to be received in the normal course of City business, and;

WHEREAS, these monies are recognized as unanticipated revenue, legal settlement proceeds, and broadly as non-standard revenue, and;

WHEREAS, the City Council recognizes the need and importance to properly account for the receipt of said funds, and;

WHEREAS, the City Council recognizes that such monies are, in some instances, unrestricted in use, and present the City with an opportunity to expend those funds on specific needed circumstances at the time of receipt, and;

WHEREAS, the Director of Finance is tasked with receiving all City monies and monitoring the proper handling and expenditure of those funds, and the City Manager generally holds executive power consistent with spending money of the City, as authorized by official act or law, and;

WHEREAS, the City Council determines that the Director of Finance and City Manager, within their respective roles, and working together, are well-suited to advise the City Council related to receipt and proposed expenditure of monies discussed herein, and;

WHEREAS the City Council determines it to be necessary to establish a policy relating to the receipt and expenditures of these monies;

NOW THEREFORE BE IT RESOLVED that the City Council of the City of DeFuniak Springs, Florida hereby adopts the following as a policy of the City:

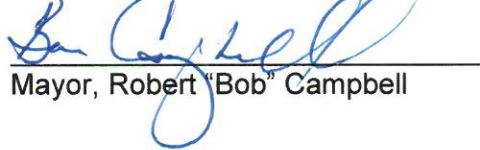
The Director of Finance and the City Manager shall jointly prepare a report that details the receipt of any unanticipated revenue, legal settlement proceeds, other non-standard revenue, and all similar revenue sources; when that revenue was received; from whom it was received and for what reasons or purposes; where it was deposited and on what date; and a recommended proposal as to the use of that revenue. In preparing such a report, and prior to presentation of the report to the City Council, the Director of Finance and City Manager shall seek input related to the contents of the report from the City Attorney, and provide a copy of the report to the City Attorney for legal review in sufficient time to allow for review prior to presentation at a public meeting.

Said report shall be prepared and presented to the City Council at a regularly scheduled City Council meeting, as a clearly stated agenda item, within thirty (30) days from the receipt of the revenue. This provision shall not excuse any obligation or responsibility created by ordinance or resolution of any City official or staff member, but instead shall be read only to supplement and add this report preparation and presentation requirement to any existing obligation or responsibility.

Until the report described herein has been prepared and presented as required by this Resolution, no monies associated with any revenue referenced herein shall be expended, in whole or in part, except when an emergency circumstance is declared by the City Council and expenditure of such monies expressly authorized in relation to said emergency circumstance.

Duly passed and adopted by the DeFuniak Springs City Council on this 23rd day of July, 2018.

DEFUNIAK SPRINGS, FLORIDA



Mayor, Robert "Bob" Campbell

ATTEST:



Loretta A. Laird, City Clerk