

City of Quincy

City Hall

404 West Jefferson Street

Quincy, Florida 32351

www.myquincy.net



COMMISSION MEETING

Tuesday, June 8, 2021

6:00 PM

City Hall

Commission Chambers

City Commission

Mayor Ronte R. Harris ~ District III

Mayor Pro-Tem Angela G. Sapp ~ District II

Commissioner Keith A. Dowdell ~ District I

Commissioner Freida Bass-Prieto ~ District IV

Commissioner Anessa A. Canidate ~ District V

"An All American City in the Heart of Florida's Future"



**City of Quincy, Florida
City Commission Meeting**

AGENDA

June 8, 2021

6:00 P.M.

City Hall Commission Chambers

Call to Order

Invocation

Pledge of Allegiance

Roll Call

Approval of Agenda

Special Presentations

1. The People's Credit Union of Gadsden County Letter of Intent
 - Jack L. McLean Jr., City Manager
 - Kimblin Nesmith, People's Credit Union Representative

Proclamations

Items for Consent by the Commission

2. Approval of Minutes of the May 15, 2021 Special Meeting
 - Janice Shackelford, City Clerk
3. Approval of Minutes of the May 25, 2021 Regular Meeting
 - Janice Shackelford, City Clerk
4. City of Quincy Revised Event Planning Kit for Quincy Business Park and Tanyard Creek Amphitheater
 - Jack L. McLean Jr., City Manager
 - DeCody Fagg, Parks and Recreation Director

Public Hearings and Ordinances as Scheduled or Agendaed

Public Opportunity to Speak on Commission Propositions – (Pursuant to Sec. 286.0114, Fla. Stat. and subject to the limitations of Sec. 286.0114(3)(a), Fla. Stat.)

Resolutions

Reports, Requests and Communications by the City Manager

5. City of Quincy and the Salvation Army of Tallahassee Memorandum of Agreement (MOA)
 - Jack L. McLean Jr., City Manager
 - Dr. Beverly Nash, Grant Writer
6. Florida League of Mayors – City Catalyst Grants 2021
 - Jack L. McLean Jr., City Manager
 - Dr. Beverly Nash, Grant Writer
7. Review of Alcohol Ordinance
 - Jack L. McLean Jr., City Manager
 - Robert Nixon, CRA Manager
 - Charles Hayes, Interim Planning Director
 - Gary Roberts, City Attorney
8. Crime Prevention Strategy and Approach/Community Engagement Outline
 - Jack L. McLean Jr., City Manager

Reports by Boards and Committees

Other Items Requested to Be Agendaed by Commission Member(s), the City Manager and Other City Officials

Comments

- a) City Manager
- b) City Clerk
- c) City Attorney
- d) Commission Members
- e) Comments from the Audience

Adjournment

If a person decides to appeal any decision made by the City Commission with respect to any matter considered at this meeting, he/she may need a record of the proceedings, and for such purpose, he/she may need to ensure that verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. FS 286.0105. Persons with disabilities who require assistance to participate in City meetings are requested to notify the City Clerk's Office at (850) 618-0020 in advance.

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

MEETING DATE: June 8, 2021

DATE OF REQUEST: June 3, 2021

TO: Honorable Mayor and Members of the City Commission

FROM: Jack L. McLean Jr., City Manager

SUBJECT: The People’s Credit Union of Gadsden County, Florida, Inc.’s (Credit Union) desires to include a Letter of Intent from the City of Quincy, Florida, to be submitted with the supplemental application to the State of Florida, Office of Financial Regulation for the establishment of a locally-created county credit union.

Statement of Issue:

Around the middle of May 2021, Mr. Kimblin E. NeSmith, J.D. approached City of Quincy, Florida City Manager Jack McLean, Esq., and informed City Manager McLean of the status of The People’s Credit Union of Gadsden County, Florida, Inc. (Credit Union), a Florida not-for-profit corporation. Mr. NeSmith informed City Manager McLean that the Credit Union had secured a consultant who was in the process of completing the supplements to the Credit Union application. Mr. NeSmith informed City Manager McLean that the consultant had requested the Credit Union secure a Letter of Intent from the City of Quincy, Florida regarding the potential use of the City of Quincy, Florida’s former Net Quincy (and former Pioneer Savings Bank) building, 320 West Jefferson Street.

Background:

In 2007, two concerned citizens met in Gadsden County, Florida and noticed that there existed many opportunities to improve the quality of life for the residents who live in the county. From these discussions, these concerned citizens determined from many discussions with residents that a locally-owned financial institution would best serve the Gadsden County community. In June 2020, the organizers of The People’s Credit Union of Gadsden County, Florida, Inc. submitted its application to the State of Florida, Office of Financial Regulation.

The Mission:

The mission of The People’s Credit Union of Gadsden County, Florida, Inc. is to enhance the overall quality of life for its members by utilizing the Credit Union profits to provide lower interest rates, reduced

fees, and higher savings rates. The Credit Union shall provide services regardless of age, race, gender, or religious affiliation.

The Credit Union's Overall Goals:

The Credit Union's overall goals are as follows: to create a business model that expresses excellence in customer-service, to create a model platform for clients who utilized our services from birth through adulthood, to be the standard in product creation and services, and to engage and support public, private, and non-profit organizations throughout the county.

Attachment:

- The People's Credit Union of Gadsden County Letter of Intent

Letter of Intent

THIS LETTER OF INTENT (the "Document") made as of this 8th day of June, 2021 (the "Execution Date"),

BETWEEN:

The People's Credit Union of Gadsden County, FL., Inc. (A Florida not-for-profit corporation)
PO Box 1515, Quincy, FL 32353 (the "Tenant")

- AND -

City of Quincy, Florida
404 W Jefferson Street, Quincy, FL 32351 (the "Landlord")

BACKGROUND:

- A. The Landlord is the owner of commercial property that is available for lease.
- B. The Tenant wishes to lease commercial property from the Landlord.

This document will establish the basic terms to be used in a future lease agreement ("the Lease") between the Landlord and the Tenant. The terms contained in this Document are not comprehensive and it is expected that additional terms may be added, and existing terms may be changed or deleted. The basic terms are as follows:

Non-Binding

- 1. This document does not create a binding agreement between the Tenant and the Landlord and will not be enforceable. Only the Lease, duly executed by the Tenant and the Landlord, will be enforceable. The terms and conditions of the Lease will supersede any terms and conditions contained in this Document. The Tenant and the Landlord are not prevented from entering into negotiations with third parties with regard to the subject matter of this Document.

Transaction Description

- 2. The commercial property that is the subject of this Document (the "Property") is located at: 320 W Jefferson Street, Quincy, Florida 32351 USA.

Rent and Term of Lease

- 3. The Lease will start on a date mutually agreed upon by the Landlord and the Tenant.
- 4. The rent will be paid in USDs, will be negotiated and agreed upon in the Lease Agreement, payable monthly in advance, starting on a date mutually agreed upon by the Landlord and the Tenant.
- 5. The Lease will terminate on a mutually agreed upon date by the Landlord and the Tenant.

This Document accurately reflects the understanding between the Landlord and the Tenant, signed on this 8th day of June 2021.

Per: _____
Representative for the City of Quincy, Florida 32351

Per: _____
Representative for The People's Credit Union of Gadsden
County, Florida 32353

CITY COMMISSION
Saturday, May 15, 2021
8:15 P.M. (Eastern)

EMERGENCY MEETING
QUINCY, FLORIDA 32351

CITY COMMISSION EMERGENCY MEETING MINUTES

The City of Quincy City Commission met in a Emergency in-person meeting on Saturday, May 15, 2021, with **Mayor Ronte Harris** presiding and the following Commissioners were present:

Mayor Pro Tem Angela G. Sapp
Commissioner Anessa A. Canidate
Commissioner Keith A. Dowdell
Commissioner Freida Bass-Prieto

City Staff and Guests:

Jack L. McLean Jr., City Manager
Gary Roberts, City Attorney
Janice Shackelford Clemons, City Clerk
Anthony Baker, Interim Fire Chief
Jim Southerland Sr., WQTN-13 Administrator
Robert Mixon, Police Captain

Derrick Butler
Monica Smart-Gainous
Robinson Security

The emergency in-person meeting was recorded, televised, and transmitted by way of the TV Channel (WQTN-13). (Note: Digital formatted documents/media are public records.)

• Called to Order:

Mayor Harris called the emergency meeting to order at 8:15 pm and requested a roll call.

Summary of the Discussion by Staff and the Commission.

Mayor Harris opened the discussion by stating that the meeting was not about Robertson Security. Much discussion ensued about the City's rental property procedures.

Commissioner Bass-Prieto cited Section 2.51 in the City's Charter. It was also noted that an error occurred regarding the date of the Car Show; the Car Show was scheduled and approved for Sunday, May 16, and not Saturday, May 15.

Attorney Gary Roberts stated that a section in the Charter allowed for the rules to be suspended classify the Special Meeting as an Emergency Meeting.

Mayor Harris offered a motion to suspend the rules.

Commissioner Dowdell seconded the motion.

Commissioner	Vote
Commissioner Bass-Prieto	Yes
Commissioner Dowdell	Yes
Commissioner Canidate	Yes
Mayor Pro Tem Sapp	Yes
Mayor Harris	Yes

The motion carried 5 to 0.

Commissioner Bass-Prieto requested that Sec 2.71 of the City Charter be placed into the minutes, which suspends rules.

Sec. 2-71 – Suspension of rules of order and procedure.

The Rules of Order and procedure set forth in this division, except as required by general law, may be suspended temporarily at any time by the consent of a majority of the members of the City Commission present at any meeting and eligible to vote.

Mayor Harris expressed his concerns about the event procedures.

City Manager Jack L. McLean Jr. stated that Tanyard Creek's application procedures were followed for this event.

City Manager Jack L. McLean Jr. stated that the promoter was not required to hire all City police officers for this event.

City Manager Jack L. McLean Jr. stated that the promoter was given the option of hiring a private security company. The promoter agreed to have 14 armed guards on the inside of the event.

Commissioner Bass-Prieto asked if QPD had seven police officers available to work the event. Interim

Police Chief Mixson stated that five of the seven police officers working the event were working their off days, and the other two were police officers from another police agency.

City Manager Jack L. McLean Jr. stated that the City would be responsible for the costs of 4 additional police officers working the event's interior.

Mayor Pro Tem Sapp stated that there needs to be a workshop that addresses security event policies.

Commissioner Candidate was concerned about the reimbursement or funds for the additional four police officers.

City Manager Jack L. McLean Jr. stated that there had been a discussion.

City Manager Jack L. McLean Jr. stated that there would be a proper ratio of security that Interim Police Chief Mixson recommended.

Interim Police Chief Mixson stated that the promoter had paid \$2,695.00 for seven police officers and \$200 for one dispatcher.

Interim Police Chief Mixson stated that four additional police officers would cost \$1,100.00.

Mayor Harris stated that are these same arrangements made with everyone putting on an event in Quincy.

City Manager Jack L. McLean Jr. will present a policy to the Commission regarding events on City property.

Commissioner Canidate made a motion for a contract to be drawn up for the reimbursement of \$1,100 for the four additional police officers to work the event's interior.

The motion was seconded by Commissioner Bass-Prieto.

Commissioner	Vote
Commissioner Bass-Prieto	Yes
Commissioner Dowdell	Yes
Commissioner Canidate	Yes
Mayor Pro Tem Sapp	Yes
Mayor Harris	Yes

The motion carried 5 to 0.

The adjournment was motioned by Mayor Harris and seconded by Mayor Pro Tem Sapp at 8:57 pm.

Please Note: The City Commission places the official copies of Commission Meeting Minutes on file with the City Clerk's Office upon approval.

Submitted by Janice Shackelford Clemons, City Clerk

APPROVED:

Ronte Harris, Mayor, and Presiding
Officer of the City Commission and
of the City of Quincy, Florida

ATTEST:

Janice Shackelford Clemons, City Clerk per
Clerk of the of Quincy, Florida
Clerk of the City Commission thereof

CITY COMMISSION
Tuesday, May 25, 2021
6:33 P.M. (Eastern)

REGULAR MEETING
QUINCY, FLORIDA 32351

CITY COMMISSION REGULAR MEETING MINUTES

The City of Quincy City Commission met in a regular in-person meeting on Tuesday, May 25, 2021, with **Mayor Ronte Harris** presiding and the following Commissioners present:

Mayor Pro Tem Angela G. Sapp
Commissioner Anessa A. Canidate
Commissioner Keith A. Dowdell
Commissioner Freida Bass-Prieto

City Staff and Guests:

Marcia Carty, Acting City Manager and Finance Director
Gary Roberts, City Attorney
Janice Shackelford Clemons, City Clerk
DeCody Fagg, Parks and Recreations Director
Reggie Bell, Public Works Director
Ann Sherman, Director of Human Resources and Customer Service
Anthony Baker, Interim Fire Chief
Dr. Beverly Nash, Grants
Vancheria Perkins, Executive Assistant to the City Manager
Robin Ryals, Utilities Director
Rob Nixon, CRA Manager
Charles Hayes, Procurement Officer
Jim Southerland Sr., WQTN-13 Administrator
James McKenzie, IT Administrator
Robert Mixson, Police Captain

The regular in-person meeting was recorded, televised, and transmitted by way of the City of Quincy's Facebook page and TV Channel (WQTN-13). (Note: Digital formatted documents/media are public records.)

- **Called to Order:**

Mayor Harris called the regular meeting to order at 6:33 pm., with the Rev. Robin Ryals providing the Invocation. Mayor Harris led the reciting of the Pledge of Allegiance and requested a roll call.

- **Approval of Agenda**

Mayor Harris asked the Commission to approve the printed Agenda.

Commissioner Dowdell offered a motion to approve the Agenda as printed.

Commissioner Bass-Prieto seconded the motion.

Commissioner	Vote
Commissioner Bass-Prieto	Yes
Commissioner Dowdell	Yes
Commissioner Canidate	Yes
Mayor Pro Tem Sapp	Yes
Mayor Harris	Yes

The Motion carried 5 to 0.

Special Presentations

None

Proclamation

None

Items for Consent by the Commission

1. Approval of Minutes of the April 29, 2021, Reorganization Meeting
 - Janice Shackelford-Clemons, City Clerk
2. Approval of Minutes of the May 11, 2021, Regular Meeting
 - Janice Shackelford-Clemons
3. Grants Monthly Report
 - Jack L. McLean Jr., City Manager
 - Dr. Beverly Nash, Grant Writer
4. Human Resources Monthly Reports
 - Jack L. McLean Jr., City Manager
 - Ann Sherman, Human Resources Director
5. Customer Service Monthly Reports
Jump Start | Fresh Start | Net New Customers | Deposit Report
 - Jack L. McLean Jr., City Manager
 - Ann Sherman, Human Resources Director
6. Police Monthly Reports

Traffic Report | Monthly Crime Report

- Jack L. McLean Jr., City Manager
- Robert Mixson, Interim Police Chief

7. Fire Monthly Reports

- Jack L. McLean Jr., City Manager
- Anthony Baker, Interim Fire Chief

8. Finance Monthly Reports

- Jack L. McLean Jr. City Manager
- Marcia Carty, Finance Director

Summary of the Discussion by Staff and the Commission.

Mayor Harris asked what is the will and pleasure of the Commission on the items for consent.

Mayor Harris recognized Commissioner Bass-Prieto.

Commissioner Bass-Prieto asked to pull **Item #8**, the Finance Monthly Reports.

Commissioner Dowdell offered a motion to approve items #1-7 for consent by the Commission, pulling item #8, the Finance Monthly Reports, for discussion.

Commissioner Bass-Prieto seconded the motion.

Commissioner	Vote
Commissioner Bass-Prieto	Yes
Commissioner Dowdell	Yes
Commissioner Canidate	Yes
Mayor Pro Tem Sapp	Yes
Mayor Harris	Yes

The motion carried 5 to 0.

Item #8: Finance Monthly Reports.

Mayor Harris recognized Commissioner Bass-Prieto.

Commissioner Bass-Prieto asked when a consultant will be hired for the crime prevention initiative.

Commissioner Bass-Prieto questioned the \$13,000 left in the non-profit's organizations line item.

Commissioner Bass-Prieto asked about the audit.

With no further discussion, Mayor Harris asked what is the will and pleasure of the Commission.

Commissioner Bass-Prieto offered a motion to approve item #8, the monthly finance reports.

Commissioner Dowdell seconded the motion.

Commissioner	Vote
Commissioner Bass-Prieto	Yes
Commissioner Dowdell	Yes
Commissioner Canidate	Yes
Mayor Pro Tem Sapp	Yes
Mayor Harris	Yes

The motion carried 5 to 0.

Public Hearings and Ordinances as Scheduled or Agendaed

None

Public Opportunity to Speak on Commission Propositions – (Pursuant to Sec. 286.0114, Fla. Stat. and subject to the limitations of Sec. 286.0114(3)(a), Fla. Stat)

None

Resolutions

9. Resolution 1412-2021 – Agreement Pertaining to Loan and Grant from the Florida Department of Environmental Protection for the Solar Array Project.

- Jack L. McLean Jr., City Manager
- Marcia Carty, Finance Director

Summary of the Discussion by Staff and the Commission.

Item: #9 Resolution 1412-2021 – Agreement Pertaining to Loan and Grant from the Florida Department of Environmental Protection for the Solar Array Project.

Finance Director Marcia Carty stated that this is the final step to move forward with the construction of the solar project.

Finance Director Marcia Carty stated that the State is awaiting approval on Resolution 1412-2021 by the Commission.

Finance Director Marcia Carty stated that the expenditures are approximately \$3.5 million, with a loan of about \$700,000.

Finance Director Marcia Carty stated that staff is recommending approving and adopting Resolution 1412-2021.

Finance Director Marcia Carty stated that this is a grant combination loan.

Mayor Harris recognized Commissioner Dowdell.

Commissioner Dowdell asked if the request is for the Commission to approve the money.

Commissioner Dowdell asked how much of the loan will the City have to pay back.

Finance Director Marcia Carty stated that \$715,000 would need to be paid back.

Finance Director Marcia Carty stated that the source of repayment would come from the water/sewer fund over 20 years.

Mayor Harris recognized Commissioner Bass-Prieto.

Commissioner Bass-Prieto asked if the water rates would increase to make the loan payments.

Commissioner Bass-Prieto stated that the loan is tied to the City's water/sewer system, which is the collateral for the loan.

City Manager Jack L. McLean Jr. stated that the City has never defaulted on any loan.

With no further discussion, Mayor Pro Tem Sapp offered a motion to approve option one, the resolution and agreement.

Mayor Harris seconded the motion.

City Manager Jack L. McLean Jr. stated without approving the agreement, water/sewer rates increase every year by 2-2.5%.

Commissioner	Vote
Commissioner Bass-Prieto	Yes
Commissioner Dowdell	No
Commissioner Canidate	Yes
Mayor Pro Tem Sapp	Yes
Mayor Harris	Yes

The motion carried 4 to 1.

Reports, Requests, and Communications by the City Manager

10. Hamilton Street Storm Drainage System Improvements

- Jack L. McLean Jr., City Manager
- Reggie Bell, Public Works Director

11. Policy on Event Rental of City Property

- Jack L. McLean Jr., City Manager
- DeCody Fagg, Parks and Recreation Director

12. Status Update on Joyland

- Jack L. McLean Jr., City Manager

Discussion by the Staff and the Commission.

Item: #10 Hamilton Street Storm Drainage System Improvements

Mayor Harris recognized Public Works Director Reggie Bell.

Public Works Director Reggie Bell stated that the agenda item is for a change order requested by staff to complete an additional 200 feet of the drainage system on Hamilton Street.

Public Works Director Reggie Bell stated that the funds are in the budget.

Public Works Director Reggie Bell stated that the project would cost \$121,992.

Mayor Harris recognized Mayor Pro Tem Sapp.

Mayor Pro Tem Sapp asked how this extension would improve the quality of life for the residents on Hamilton Street.

Public Works Director Reggie Bell stated that the ditch would be covered.

Mayor Harris recognized Commissioner Bass-Prieto.

Commissioner Bass-Prieto asked how many houses sit around this ditch.

Public Works Director Reggie Bell stated three.

With no further discussion, Commissioner Dowdell offered a motion to approve option one, the change order recommendation for Thames Farms, LLC for \$121,992 to complete the additional 200 feet that are requested by staff.

Mayor Harris seconded the motion.

Commissioner	Vote
Commissioner Bass-Prieto	No
Commissioner Dowdell	Yes
Commissioner Canidate	Yes

Mayor Pro Tem Sapp	Yes
Mayor Harris	Yes

The motion carried 4 to 1.

Item: #11 Policy on Event Rental of City Property

Mayor Harris recognized Parks and Recreation Director DeCody Fagg.

Parks and Recreation Director DeCody Fagg stated that staff had revised the rental fee schedule and Quincy Police Department Event Management/Security Management Policy for Tanyard Creek Amphitheater and other events.

Parks and Recreation Director DeCody Fagg stated the revision are to serve the City of Quincy better and ensure that the renter provides the required security.

Parks and Recreation Director DeCody Fagg stated the rental fee schedule was revised so that the renter to use their staff for clean-up after the event.

Parks and Recreation Director DeCody Fagg stated that the police security event policy is established to ensure a safe and secure environment is provided at all events using a City park or facility. This policy also allows the renter to obtain their own security/police officers to provide security services during an event.

Parks and Recreation Director DeCody Fagg stated that Quincy Police Officers must be used for traffic control.

Parks and Recreation Director DeCody Fagg stated all security/police officers must be armed and approve by the Quincy Police Department.

Parks and Recreation Director DeCody Fagg stated that the revised policy states that one officer is needed for every 300 persons expected to attend the event.

Parks and Recreation Director DeCody Fagg stated that the staff recommends the Commission approve the revised Rental Fee Schedule for Tanyard Creek Amphitheater and the Quincy Police Department Event Management/Security Management Policy.

Mayor Harris thanked Parks and Recreation Director DeCody Fagg for the presentation.

Mayor Harris recognized Commissioner Dowdell.

Commissioner Dowdell asked why we need armed security officers.

Interim Police Chief Robert Mixson stated that armed security officers have more training than unarmed security guards and are better equipped to protect the public's interest.

Commissioner Bass-Prieto stated that she'd want security officers to be armed with more than a can of pepper spray to protect the public's interest.

Mayor Harris stated that the process should be streamlined.

Mayor Harris stated that he would share his edits with the City Manager.

Mayor Harris stated that once the process is streamlined, a workshop would be helpful.

Item: #12 Status Update on Joyland

Mayor Harris recognized City Manager Jack L. McLean Jr.

City Manager Jack L. McLean stated that he met with the residents of the Joyland community.

City Manager Jack L. McLean Jr. stated that the investment cost is \$175,537.

City Manager Jack L. McLean Jr. provided an itemization of what those costs consisted of.

City Manager Jack L. McLean Jr. stated that the recovery of the investment costs is not feasible with the average recovery period of three to seven years.

City Manager Jack L. McLean Jr. stated that the yearly average of Joyland's water bill for the 47 customers is about \$10,152 per year and approximately \$101,520 for ten years.

City Manager Jack L. McLean Jr. stated that he recommends option one, approval that the City absorbs the investment cost to date and purchase the badger meters.

Mayor Harris recognized Commissioner Bass-Prieto.

Commissioner Bass-Prieto stated that she could not vote to approve writing off \$230,000 for forty-seven customers.

Mayor Harris stated that the City must get better at managing projects.

Mayor Harris stated that the communication on the Joyland project wasn't done correctly.

Mayor Harris made a motion to approve option one.

Commissioner Dowdell seconded the motion.

Commissioner	Vote
Commissioner Bass-Prieto	No
Commissioner Dowdell	No
Commissioner Canidate	Yes
Mayor Pro Tem Sapp	Yes
Mayor Harris	Yes

The motion carried 3 to 2.

Reports by Boards and Committees

None

Other Items Requested to Be Agendaed by Commission Member(s), the City Manager, and Other City Officials

None

Comments

City Manager Jack L. McLean Jr.

- No comments

City Clerk Janice Shackelford

- No comments

City Attorney Gary Roberts

- Stated that the \$12,000 check for Daniel McMillian attorney fees should come in shortly.

Commission

Commissioner Bass-Prieto

- Asked about a flyer on what the City incentives are.
- Stated that downtown is looking good with all the fresh paint going up on the buildings.
- Commended the CRA Director Rob Nixon for doing a great job.
- Suggested monthly updates on outstanding projects.

Commissioner Dowdell

- Thanked City employees for doing a great job.
- Stated that he's had shootings in his district.

Summary of the Discussion by the Commission

Commissioner Dowdell stated that he'd had conversations about a stop the violence rally in his district to bridge the gap between citizens and law enforcement officers.

Commissioner Dowdell stated that June 5 is the date for the rally.

Commissioner Dowdell stated that the old radio station on Elm Street is where the rally will be held.

Commissioner Dowdell requested \$10,000 from the crime prevention line item for the stop the violence rally.

Mayor Harris recognized Commissioner Bass-Prieto.

Mayor Pro Tem Sapp stated that she and the City Manager met with Chief Walt McNeil regarding on crime prevention initiative.

Mayor Pro Tem Sapp stated this combatting crime is not an easy fix.

Mayor Pro Tem Sapp stated that people in the community should not be afraid to assist law enforcement to combat crime.

Commissioner Dowdell made a motion to request \$10,000 from the crime prevention initiative line item for an anti-violence rally.

Mayor Harris seconded the motion.

Commissioner Dowdell stated that he would bring in the receipts as to the costs of the event.

Commissioner	Vote
Commissioner Bass-Prieto	Yes
Commissioner Dowdell	Yes
Commissioner Canidate	Yes
Mayor Pro Tem Sapp	No
Mayor Harris	Yes

The motion carried 4 to 1.

Commissioner Canidate

- Stated that a status report is needed on outstanding projects.

Mayor Pro Tem Sapp

- Thanked the City Manager Jack L. McLean Jr. and Captain Mixson for a good meeting at Gadsden Arms Apt.
- Thanked Public Works Department for the vegetation management.
- Thanked Derrick Butler for a well organized event.
- Asked about the status of hiring a code enforcer officer and building and planning director.

Mayor Harris made the following comments:

- Thanked the city staff for doing a great job.
- Recognized County Commissioner NeSmith, District 3.

Comments from the Audience

Officer Harold Barber, Union PBA Representative, stated that they are ready to begin negotiations.

The adjournment was motioned by Mayor Harris and seconded by Mayor Pro Tem Sapp at 9:01pm.

Please Note: The City Commission places the official copies of Commission Meeting Minutes on file with the City Clerk's Office upon approval.

Submitted by Janice Shackelford Clemons, City Clerk

APPROVED:

Ronte Harris, Mayor, and Presiding
Officer of the City Commission and
of the City of Quincy, Florida

ATTEST:

Janice Shackelford Clemons, City Clerk per
Clerk of the of Quincy, Florida
Clerk of the City Commission thereof

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

MEETING DATE: June 8, 2021

DATE OF REQUEST: June 2, 2021

TO: Honorable Mayor and Members of the City Commission

FROM: Jack L. McLean Jr., City Manager
DeCody Fagg, Parks and Recreation Director

SUBJECT: Revised City of Quincy Event Planning Kit for Quincy
Business Park and Tanyard Creek Amphitheater

Statement of Issue:

The information provided is a revised City of Quincy Event Planning Kit for the rental and use of the Quincy Business Park and Tanyard Creek Amphitheater.

Background:

Previously, staff submitted revisions to the Tanyard Creek Amphitheater Event Planning Kit. Staff was instructed to make additional revisions to the Kit to make it more user friendly for the event organizer and better serve the City of Quincy.

Revisions were made to the Event Planning Kit which now includes rental information on both the Quincy Business Park and the Amphitheater. The Rental Fee Schedule and the Police Event Management/Security Management Policy have been amended and are included in the kit along with the City of Quincy Occupational License/Vendor Permit and Business and Professional Regulations Alcohol and Beverage One Day Permit.

The Rental Fee Schedule has been revised to allow the renter to use their own staff for clean-up after the event. A refundable clean-up deposit will be required based on the number of expected participants. The renter will be refunded the clean-up deposit upon Staff completing an inspection of the business park or amphitheater after the event. If Staff finds that the event organizer did not properly clean-up and remove trash, then the renter will forfeit their deposit.

Staff Recommendation:

It is staff recommendation that the Commission approves the revised the City of Quincy Event Planning Kit for the rental of Quincy Business Park and Tanyard Creek Amphitheater.

Options:

- Option 1: Vote to approve the revised City of Quincy Event Planning Kit for the rental of Quincy Business Park and Tanyard Creek Amphitheater.
- Option 2: Vote to deny the approval of the revised City of Quincy Event Planning Kit for the rental of Quincy Business Park and Tanyard Creek Amphitheater.

Staff Recommendation:

Option 1

Attachments:

- City of Quincy Event Planning Kit for Quincy Business Park and Tanyard Creek Amphitheater

QUINCY BUSINESS PARK AND TANYARD CREEK AMPHITHEATER



Event Planning Kit

Venue Information

Permitting Checklist

Quincy Business Park and Tanyard Creek Amphitheater

Rules and Regulations

Insurance Requirements

Rental Fee Schedule

Payment Terms

Event Permit Application

Hold Harmless Agreement

Police Department Event Management/Security Management

Occupational License /Vendor Permit

Alcohol and Beverage One Day Permit

Venue Information

Tanyard Creek Park is a 32-acre park site that sits adjacent to the Tanyard Creek Greenway and is also within the geographic center of City of Quincy. The park consists of family sized pavilions, meadow open spaces, hiking and walking paths. Other parts of the park include a nature center, planted grove, “boundless” playground, a large grassy open space, meadow and amphitheater. A restored wetland with new storm water features provide the needed storm water management on the site as well.



Location: 20 Martin Luther King, Jr. Blvd., Quincy, Florida 32351

Tanyard Creek Amphitheater

Covered Stage:	Yes
Number of fixed seats:	None, areas all uncovered
Lawn:	Length = 262 ft.; Width = 227 ft.
Total Capacity:	8,500
Stage Depth:	36 ft., 6 inches
Stage Width:	50 ft., 6 inches
Loading Zone to Stage:	NO
Dressing Room	NO
Private Restrooms:	2 (Location: Ticket Booth)
Public Restrooms:	2
Parking On-Site:	153 (of these 15 are handicapped accessible)
Parking Off-Site:	Parking is available off Martin Luther King Blvd. in the adjacent football field and the empty field on the south side of Martin Luther King Blvd. (must contact the Gadsden County School Board for permission – Saturdays and Sundays only).
Programmable Hours:	Sunday – Thursday: 8 am – 9 pm Friday – Saturday: 8 am – 10:00 pm

Revision: Resolution 1322-2015 effective 02/10/2015 – Approved by City Commission

Adaptation from the City of Tallahassee, Parks, Recreation & Neighborhood Affairs, Cascades Park, Event Planning Kit, 2018.

Revision: Resolution 1389-2019 effective 05/28/2019

Revision: City of Quincy Event Planning Kit effective 06/08/2021

Venue Map



Revision: Resolution 1322-2015 effective 02/10/2015 – Approved by City Commission

Adaptation from the City of Tallahassee, Parks, Recreation & Neighborhood Affairs, Cascades Park, Event Planning Kit, 2018.

Revision: Resolution 1389-2019 effective 05/28/2019

Revision: City of Quincy Event Planning Kit effective 06/08/2021

Permitting Checklist

Please use the checklist to make sure that you are following the permitting process:

Establish date and areas of use.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Submit Event Permit Application with all applicable paperwork. <ul style="list-style-type: none">• General Liability Insurance• Tax Exempt Certificate• Non-Profit Documentation• Occupational License/Vendor Permit• Alcohol and Beverage Permit	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Pay Rental Deposit	<input type="checkbox"/> Yes <input type="checkbox"/> No
Site and Accessibility Planning	<input type="checkbox"/> Yes <input type="checkbox"/> No
City of Quincy City Manager and/or Parks and Recreation Director will contact you for Site Planning Meeting.	<input type="checkbox"/> Yes <input type="checkbox"/> No

*Please note: Marketing of any kind may not take place until the application has been approved.

Welcome Letter

Dear Event Planner/Organizer:

Thank you for your interest in utilizing the City of Quincy Business Parks or Amphitheater for your event. We welcome community and civic groups, non-profit and for-profits organizations, private groups, promoters and other renters to our facilities.

It's an exciting time for the City of Quincy, as we continue to attempt to grow and adapt; remain community-focused and open to new ideas and events. We would love to host all types of events, for example, arts and music festivals, civic, business, social and recreational activities, as well as small or larger gatherings.

We would love working with your group or organization to make unique and fun events happen for our community. We want to make your event the best and most memorable event yet.

Please contact us by calling the City of Quincy Parks and Recreation Department at (850) 618-0042 during our regular business hours, 8:30am to 5:00pm, Monday thru Friday.

Sincerely,

Jack L. McLean Jr.

Jack L. McLean Jr.
City Manager

Quincy Business Park and Tanyard Creek Amphitheater Rules and Regulations

The use of the business park and/or amphitheater is determined on a first come, first served basis and may be reserved up to one (1) year in advance. Reservations are not confirmed until the application is approved by the City and all appropriate fees have been paid.

All events must end no later than 10:00pm Fridays and Saturdays, and no later than 9:00pm Sundays through Thursdays. No event shall begin earlier than 8:00am Saturdays and Sundays, and no earlier than 7:00am Mondays through Fridays. No amplified sound in the amphitheater any day of the week prior to 10:00am.

No oral agreement for use of the parks, facilities and/or amphitheater shall be valid.

In the event that a “lightning warning” alert occurs, the City of Quincy staff will immediately stop the event and evacuate the event space. All participants, organizers and staff should immediately seek shelter under a safe structure or in personal vehicles. Once the alert has expired, the City of Quincy staff will contact the organizers/users to inform them that the event may resume.

Business Park and Amphitheater

A **\$500.00 rental fee** is required to secure the data and must be paid in advance. The user of the business park or amphitheater is responsible for all repairs due to damages incurred as a result of the event. The user planning the event will be responsible for any extra cost incurred for using an outside company for sound or any other services. Said company will be required to follow all sound system and noise policy regulations.

Cancellation

If the user violates any of the terms and conditions of the application, the City of Quincy shall have the right to immediately terminate or cancel without notice or refund due to special circumstances, including, but not limited to the following: weather, misuse or abuse of facilities, non-compliance with the City of Quincy event guidelines and un-permitted/prohibited events. The City of Quincy may pursue all of its rights and remedies in accordance with the law, including the right to recover court costs and attorney fees.

The cancellation notice must be done in writing and will be as follows:

- Cancellation of an event 30 plus (+) days before an event will result in loss of application fee.
- Cancellation 14 to 30 days before an event will result in loss of deposit and application fee.
- Cancellation less than 14 days results in loss of ALL fees.

Prohibited Practices

Games of chance, gambling and raffles are prohibited. Pony rides, golf carts and motorized vehicles are prohibited in Tanyard Creek Park.

Except for private activities, containers, ice-chests or outside food and drink shall be prohibited from being brought into the Business Park and the Amphitheater. Pets, except for service animals, and smoking are prohibited within the Park and Amphitheater. The use of barbeque grills and other food preparation activities shall be undertaken only in hard surfaced areas specifically designated for such uses.

Insurance Requirements

General Liability Insurance is required for all public events. For events requiring an alcohol license, the minimum amount of coverage in the general liability insurance policy shall be \$2,000,000 general aggregate, \$1,000,000 personal injury and \$1,000,000 each occurrence. For all other events held on property, the minimum amount of coverage for the general liability insurance policy will be \$1,000,000 per occurrence. The insurance policy must cover, in addition to the general public, but also entertainers and their support staff and any individual participating in or attending the activity for which the facility is rented. Coverage shall meet the following:

- Deductibles shall be listed on the Certificate of Insurance and are acceptable only on per occurrence basis for property damage only.
- Claims-made policies will not be accepted.
- The coverage shall contain no special limitation on the scope of protection afforded to the City, its officials, agents, servants, representatives, volunteers, subcontractors and employees.
- Certified copies of all insurance policies and/or certificates of insurance shall be furnished to the City of Quincy without cost to the City not less than thirty (30) calendar days prior to the scheduled activity.

Vendors

Each vendor will be required to follow these easy steps.

Before Event

- Fill out and submit an Occupational License/Vendor Permit Form.
- The City of Quincy requires a business license and can be obtained from the City of Quincy Building and Planning Office.
- Display the form in your booth at the event.

After Event

- Complete the portion of the form with the amount of sales collected.
- Remit 7.500% sales tax to the City of Quincy.
- Payment is due by the 20th of the month following the period of the event. If the 20th falls on a weekend or holiday, the return is due the next business day.

Information to Event Planner/Organizer

- The organizer must complete the section of the application requesting the listing of vendors, including name, mailing address and phone number.
- The organizer can request the Vendor Permit form from the vendor upon check in at the event.

Food Vending Regulations

As the organizer, it is your responsibility to communicate the vending regulation to your food vendors prior to the event. Proof of necessary licenses and insurance must be provided for each vendor. All vendors must adhere to all regulations set- forth.

General Vending Regulations

- Vendor may not arrive earlier than set-up time provided by the event organizer.
- Vendor must stop serving immediately at event/activity ending time and start breaking down. Break down must be completed within 1.5 hours of event conclusion.
- Food vendors may only sell during the official event times.
- All waste must be disposed of properly. Large trash, boxes and items must go with vendor upon leaving the space. Grease, charcoal, grill drippings and oil MAY NOT be

dumped in City garbage cans. Vendors must make their own arrangements for disposing of these items.

- Food items must be placed in bags before deposited into waste cans.
- Vendor must supply own extension cords.
- Fire Safety Code requires a portable fire extinguisher. Check with the local Fire Department for specific requirements pertaining to size and type of required fire extinguishers or other fire related requirements.
- Tents and/or canopies must be properly weighted. Walkways must remain clear of debris.
- Extension cords must be taped down or covered to prevent a trip or fall hazard.
- Vehicles will NOT be allowed to stay in the vendor area.
- Vendor areas will NOT allow vehicle access once event begins.
- Walkways must remain clear of debris and extension cords must be secured.

It is estimated that 20%-30% of the attendees to an event will eat at the event. The industry standard is one (1) truck per 300 people that you anticipate will eat. Caterers will also be required to adhere to these regulations.

State of Florida Department of Business and Professional Regulations (DBPR) Regulations Vending Requirements

Licensing and inspection may be conducted on-site by DBPR, Division of Hotels & Restaurants inspector. All vendors are required to hold a license to be a vendor. If you have any questions, please call DBPR Customer Center at 850-487-1395.

Quincy Business Park and Tanyard Creek Amphitheater Rental Fee Schedule

	General Groups		Non-Profit Groups	
	Public Event	Private Event	Public Event	Private Event
Business Park and Tanyard Creek Amphitheater	0-4 hours \$900.00 \$100 each additional hour	0-4 hours \$1,050.00 \$125 each additional hour	0-4 hours \$400.00 \$50.00 each additional hour	0-4 hours \$550.00 \$75.00 each additional hour
Non-Refundable Rental Deposit	\$500.00	\$500.00	\$500.00	\$500.00
Refundable Damage Deposit	\$50 or 25% of total rental fees; whichever is greater	\$50 or 25% of total rental fees; whichever is greater	\$50 or 25% of total rental fees; whichever is greater	\$50 or 25% of total rental fees; whichever is greater
Event Staff (overtime rates may apply)	\$10.00 per hour	\$10.00 per hour	\$10.00 per hour	\$10.00 per hour
Bathroom Attendants (1 male and 1 female)	\$25.00 per hour	\$25.00 per hour	\$25.00 per hour	\$25.00 per hour
Waste Cans (15)	\$12.50 per can (total \$187.50)	\$12.50 per can (total \$187.50)	\$12.50 per can (total \$187.50)	\$12.50 per can (total \$187.50)
Event Application Fee	\$31.50	\$31.50	\$31.50	\$31.50
Police (for Traffic Control)	\$35 per hour	\$35 per hour	\$35 per hour	\$35 per hour
Security	If the event organizer elect to provide their own security, the organizer shall provide a copy of the executed security contract to the Police Dept at least 7 days prior to the event for review and verification.			
Maintenance Deposit (Organizer responsible for clean-up)	Anticipated Attendance Fees (for Public or Private Events) <ul style="list-style-type: none"> • 100-Under: \$100 • 150-300: \$250 • 300-700: \$500 • 700-Up: \$1,000 			

Payment Terms

All applications for use of the business park and amphitheater should be returned with the \$500.00 rental deposit as a minimum payment to reserve the date requested. All events must follow the following payment schedule:

- 90 days before event: 25% of fees.
- 30 days before event: 50% of remainder.
- 14 days before event: all of the remainder balance.
- The \$500.00 rental deposit shall be applied to the total amount.
- The damage deposit is refundable pending inspection of the site after use. The damage deposit will be returned by check after the event via US Mail. If necessary, an invoice will be sent post-event to reflect any accrued charges during the event. This invoice will reflect any damage deposit monies applied.
- Users of the business park or amphitheater are responsible for all repairs due to damages incurred during the event.



Event Permit Application

Quincy Business Park /Tanyard Creek Amphitheater

Applicant Information

Name of Applying Organization/Individual:		
Address:		
Phone Number:		
Alternate Phone Number:		
Email Address:		
Organization/Event Website (if applicable):		
Contact Name:		
Contact Mailing Address:		
City:	State:	Zip Code:

Contact Phone Number:		
Alternate Phone Number		
Non-Profit Status ID# (Must attach copy):		
Name of Event:		
Public Event: ___Yes ___No		
Requested Date: Choose three (3) possible dates; list in order of importance.		
1. 2. 3.		
Set-Up Time:	Event Start Time:	Event End Time:
Breakdown/Offsite Time:		
All events must conclude by 9pm Sundays – Thursdays and 10pm Fridays and Saturdays		
Anticipated Attendance:		

Admission Fee: ___Yes ___No	If yes, amount of admission fee:

Have you held this event before? ___ Yes ___No	If so, when and what venue?
Type of Event:	Festival ___ Foot Race ___ Benefit Walk ___ Public Assembly ___ Concert ___ Carnival ___ Performing Arts ___ Reception ___ Party ___ Animal Event ___ Other: (Please specify) _____ _____
Expected Activities:	

Revision: Resolution 1322-2015 effective 02/10/2015 – Approved by City Commission

Adaptation from the City of Tallahassee, Parks, Recreation & Neighborhood Affairs, Cascades Park, Event Planning Kit, 2018.

Revision: Resolution 1389-2019 effective 05/28/2019

Revision: City of Quincy Event Planning Kit effective 06/08/2021

<p>Other Factors (Check all that apply):</p> <p><input type="checkbox"/> Alcohol (submit Alcohol Permit)</p> <p><input type="checkbox"/> Medical/First Aid</p> <p><input type="checkbox"/> Tents What size: _____</p> <p><input type="checkbox"/> Banners/Signs</p> <p><input type="checkbox"/> Portable Restrooms</p> <p><input type="checkbox"/> Use of sound system</p>

<p>Anticipated number of food vendors:</p>
<p>Merchandise Sales? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Anticipated number of merchant vendors:</p> <p>What type of merchandise do you plan to sell?</p>
<p>Will food and/or non-alcoholic beverages be served and/or sold? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Who will dispense the food or beverage (i.e., caterers, staff, etc.)?</p>
<p>If caterers are being used, please list the names and DBPR license number of each caterer:</p>
<p>Electric, sanitation and water requirements will be determined based on needs.</p>
<p>All sales tax is to be reported by vendor and is not the City of Quincy's responsibility to report sales tax.</p>

Release and Hold Harmless Agreement

In consideration of the City of Quincy, granting permission for the activity described above, the undersigned indemnifies and holds harmless the City of Quincy, its employees, representatives and agents against all claims, liabilities, losses or damage for personal injury and/or property damage or any other damage whatsoever on account of the activity described above and/or deviation from normal City regulations in the area.

The undersigned further agrees to indemnify and hold harmless the City of Quincy, its employees, representatives and agents against any loss, injury, death or damage to person or property and against all claims, demands, fines, suits, actions, proceedings, orders, decrees and judgments of any kind or nature and from and against any and all costs and expenses including reasonable attorney fees which at any time may be suffered or sustained by the undersigned or by any person who may, at any time, be using or occupying or visiting the premises of the undersigned or the above-referenced public property or be in, on or about the same, when such loss, injury, death or damage shall be caused by or in any way result from or rising out of any act, omission or negligence of any of the undersigned or any occupant, visitor, or user of any portion of the premises or shall result from or be caused by any other matters or things whether the same kind, as, or of a different kind that the matters or things above set forth.

The undersigned hereby waives all claims against the City of Quincy for damages to the building or improvements that are now adjacent to said public property or hereafter built or placed on the premises adjacent to said property or in, on or about the premises and for injuries to persons or property in or about the premises, from any cause arising at any time during the activity described above.

The undersigned further agrees to comply with all the rules, regulations, terms and conditions established by the City of Quincy, Florida.

THE UNDERSIGNED HAS READ AND FULLY UNDERSTANDS THIS DOCUMENT, INCLUDING THE FACT IT IS RELEASING AND WAIVING CERTAIN POTENTIAL RIGHTS, AND VOLUNTARILY AND FREELY AGREES TO THE TERMS AND CONDITIONS AS SET FORTH HEREIN.

Applicant Signature: _____

Print Name: _____

Date: _____ Phone Number: _____

Economic Impact

Potential Economic Impact Factors:
Possible Sponsors and/or Partnerships:
Anticipated Immediate Impact to Community:

CITY MANAGER APPROVAL

_____ Approved _____ Denied Date: _____

City Manager's Signature: _____

Jack L. McLean Jr.

THE QUINCY POLICE DEPARTMENT

EVENT MANAGEMENT/SECURITY MANAGEMENT



The following information has been developed guide an organization to provide guidelines and requirements associated with security and special event management in the City of Quincy, Florida. The Organization/Event Sponsor must provide a safe and secure environment for the event. This is accomplished through sound pre-planning by anticipating potential problems and concerns related to the event activities, surrounding environment and by being prepared to react during the event to any unanticipated problems. The size, type, time of day and location of the event, as well as the overall activities proposed to take place in association with the event, are all areas that need to be analyzed in depth and addressed through the security plan.

Role of the Police Department:

The Quincy Police Department will require a specific number of officers/sworn officers/armed security to be present at the event. These sworn officers are there to enforce laws and to perform traffic related duties. Security officers cannot enforce state criminal/traffic laws; only rules on the property. It is not the responsibility of police officers to provide the services that are the job of private security staff. If the special event impacts the community outside the venue, police services in addition to those needed to directly support the event may be required. The Quincy Police Department (Event Security Supervisor) has final authority over the event safety requirements.

The following rubric will be used to hire officers/security staff for the event. This is separate from traffic posts:

- *1 officer for every anticipated 300 people who attend the event (does not include traffic positions) (these officers are for the inside of the event and not attached to a traffic position)*
- For any event that has more than 1,200 people a police dispatcher shall be hired as communications for the officers working the event
- Officers shall be paid at least **1 hour** before the start time of the event for briefing, closing of the roads, etc. for events that require the "staging" of floats, etc. it may be reasonable to close earlier and thus the event organizer will have to hire for the road closure.
- Officers shall be paid at least **2 hours** after the event for ensuring that all patrons of the event have left the area, ensure that the management of the location is properly done, debriefing of officers and staff, etc...
- If a licensed, private security company is contracted, all officers shall be armed, licensed security officers pursuant to Florida Statute 493. The same rubric for police officers shall apply for officers working inside the event (1 armed, license officer for every anticipated 300 people)
 - o The event organizer shall provide a copy of the executed security contract to the Chief of Police or their designee no less than 1 week (7 days) prior to the event for review and verification.
 - o The security company shall coordinate all aspects of the event as to their security, deployment of officers, location, etc. with the police department's assigned personnel and comply with all requirements. The security company's manager and/or owner shall attend the meeting with the police department no less than 1 week of the event.

Traffic Impact:

When the event impacts traffic going to the event or leaving the event, the surrounding community, or otherwise blocking of roads either temporary or permanent, only sworn law enforcement officers may perform these functions. The enforcement of traffic laws is specific to police functions; however, individuals trained in traffic enforcement through a police department may be given duties in this area. (this is at the approval of the Police Chief or their designee)

- A traffic posts shall be staffed by appropriate sworn personnel (or an authorized individual who has documented, verifiable training)
- The need for a traffic post is at the discretion of the Chief of Police or their designee. This plan may include, but not be limited to, the location, type of area, road structure, and ingress/egress of the event area.

If you have any questions or need more information, please contact the Quincy Police Department at (850) 627-7111 and speak with the on-duty supervisor.

BUILDING AND PLANNING

OCCUPATIONAL LICENSE APPLICATION

A. BUSINESS

Business Name: _____

Business Location: _____

Mailing Address: _____

City, State, Zip: _____

Telephone Business: _____ Home: _____

Business Description: _____

Owner Name: _____ FEIN: _____

Operator Name: _____ Email: _____

Applicant Signature: _____

FOR CITY STAFF USE ONLY

B. REQUIRED CERTIFICATES

- ☐ Daycare (Children and Families/Health Department)
- ☐ Body shop (Department of Agriculture and consumer Services)
- ☐ Food Vendors (DBPR, Department of Agriculture and Consumer Services, State Inspection of Certification, Backflow Devices)
- ☐ Pawnshops (Department of Agriculture and Consumer Services)
- ☐ Car Wash (Department of Environmental Protection)
- ☐ Hair Salon/Barber shop (DEPR and Backflow Device)

C. CITY INSPECTIONS



Mail License



Hold License

Fee: _____	Date Received: _____	Receipt # _____
License # _____	Date Issued: _____	Issued By: _____
Building Inspection: _____		Date: _____
	Reviewed by _____	Passed: _____
Fire Inspection: _____		Yes No See Note
	Reviewed by _____	Date: _____
	Passed: _____	Yes No See Note
Site Review: _____		Date: _____
	Reviewed by _____	Passed: _____
		Yes No See Note

**INSTRUCTIONS FOR COMPLETING
DBPR ABT - 6003
DIVISION OF ALCOHOLIC BEVERAGES AND TOBACCO
APPLICATION FOR ONE/TWO/THREE DAY PERMIT OR SPECIAL SALES LICENSE**

If you have any questions or need assistance in completing this application, please contact the Division of Alcoholic Beverages & Tobacco's (AB&T) local district office. Please submit your completed application to your local district office at least seven (7) days prior to the first date of the event to insure the permit is issued by the event date. This application may be submitted by mail, through appointment, or it can be dropped off. A District Office Address and Contact Information Sheet can be found on AB&T's page of the DBPR web site at the link provided below.

[Local ABT Licensing Offices](#)

This application is used for obtaining a One, Two, Three Day Permit to sell alcoholic beverages for consumption on the reported premises only.

A special sales license may also be obtained by the use of this application for the sale of alcoholic beverages for a period of up to three days. This license does not permit the sale of alcoholic beverages for consumption on the premises and only allows package sales in the manufacturer's original sealed containers.

GENERAL INSTRUCTIONS

Submitting Your Application

The Division of Alcoholic Beverages and Tobacco, Bureau of Licensing, accepts applications for one, two, and three day events and special sales licenses. Please complete all required information. All questions must be answered fully and truthfully. You must provide an original application and supporting documentation that may be required by the local authorities. All signatures must be original.

Contact Person

All communications regarding your application will be sent to the applicant at the mailing or email address provided. However, if you would like for us to communicate with someone other than the applicant regarding your application, please provide the name and contact information for that person in the "Permit or License Information" section. Your named contact person will be permitted to make changes to the application paperwork on your behalf and we will communicate directly with them regarding any application issues or deficiencies. You will not be copied by the division with the correspondence.

APPLICATION REQUIREMENTS AND INSTRUCTIONS FOR COMPLETING THIS APPLICATION

Florida Law for One/Two/Three Day Permit

Per Florida Statute 561.422, upon the filing of an application and payment of a fee of **\$25 per permit**, the division may issue a permit authorizing a bona-fide non-profit civic organization to sell alcoholic beverages for consumption on premises only for a period not to exceed 3 days for a single event, subject to any state law or municipal or county ordinance regulating the time for selling such beverages. Any such civic organization may be issued only three such permits per calendar year except in those counties or cities with special acts governing the number of permits allowed. Any bona-fide non-profit civic organization permitted under this section may purchase alcoholic beverages from a distributor or vendor licensed under the beverage law. The applicable statute can be found at: [Temporary Permit \(ODP\) Special Acts](#)

The following cities have special acts which permit the issuance of more than three permits per calendar year if the event is held in a specific geographical area:

City of St. Petersburg; City of Tallahassee; City of Leesburg; City of Eustis; City of Tavares; City of Mount Dora; City of Clearwater. The special acts may be viewed at: [Temporary Permit Special Act Information](#)

All sections of the application must be completed except the section titled Affidavit for Special Sales License.

Registration of Legal Entity or Proof of Non-Profit Status

All corporations, domestic or foreign and limited liability companies seeking this permit are required to be registered with the Florida Secretary of State, Division of Corporations, as "non-profit" and the status of the registered entity must be "active." Organizations NOT incorporated must submit one of the following: a letter

outlining the purpose and the goals of the event and who will benefit from the event's profits; organization's National, State, or Local charter; organization's by-laws, 501(c)3 registration, or Minutes of Meeting. If you have not already registered, you will need to contact the Department of State at (850) 488-9000 or www.sunbiz.org for further information. Your application will be considered incomplete without this active registration or proof of non-profit status.

Sales Tax Certification to be completed by the Florida Department of Revenue. Please take this application form to the **Department of Revenue** for their approval. The address for the office serving your area of interest can be found at [Local ABT Licensing Offices](#). Applications must be submitted within **90 days** of receiving this approval.

Zoning Approval

This section only applies to applications for a One, Two, Three Day Permit. The city or county zoning authority in which the event or special sale will be held executes zoning approval. Please check with your local authority for their requirements. The address for the zoning office serving your area of interest can be found at [Local ABT Licensing Offices](#). Applications must be submitted within **180 days** of receiving this approval.

Sketch of Premises

A complete sketch of the premises, drawn in ink or computer generated (letter size) which includes all permanent walls, doors, windows, counters, labeling each room and area. Include any outside areas where alcoholic beverages will be sold, consumed, or served. **Due to the difficulty of scanning, no blueprints are accepted.** When the event of the non profit organization is being held at a location that is already licensed for the sale of alcoholic beverages, a sketch of the entire premises **must** be submitted. If the event does not include the entire premises, the sketch must identify the area of the licensed premises where the event is to be held and must be a separate room or enclosure. The attestation included with this application must have the original signature of the permanent license holder and must be submitted by the non-profit group as part of the completed application.

Affidavit of Applicant for One, Two, Three Day Permit

Read and sign in the presence of a notary. The affidavit must be signed by an officer of the Non-Profit Civic Organization; or in the case of a church, synagogue, school, or fraternity/sorority, the signature of an authorized representative of the church, synagogue, school, or fraternity/sorority.

There are several important points you should be aware of:

1. The legal drinking age is 21. Please ensure that no one under 21 years of age is served an alcoholic beverage or allowed to consume alcoholic beverages.
2. The purpose of this permit is to provide your *non-profit organization* with a permit to sell alcoholic beverages to generate funds for your civic or charitable cause.
3. **Your organization, as the permit holder, is the ONLY entity that may receive any of the profits from the sale of alcoholic beverages on this permit. You must have responsible members of your organization at the alcoholic beverage sales location at all times. Your event CANNOT involve the SHARING OF ANY PROFITS OR RECEIPTS, or a "DONATION" to your cause if you obtain a temporary permit. Participation in this practice subjects your organization to jeopardy and denial of future alcoholic beverage permits.**
4. All records of alcoholic beverage purchases and sales must be retained for examination by the Division of Alcoholic Beverages and Tobacco personnel.
5. No One, Two, Three Day Permit will be issued to any organization in connection with any type of gambling activity, i.e. Casino Night, Las Vegas Night, Monte Carlo Night, etc.
6. **If your event is cancelled due to acts of nature, and you plan to reschedule, you need to notify the division within 14 days of the cancellation so that you will be eligible for re- issuance of the permit at no fee to you.**
7. **The Division of Alcoholic Beverages and Tobacco will issue One, Two, Three Day Permits to College fraternities and sororities only when the following conditions are met:**
 - a) The permit is being requested for an event that clearly has a designated charitable or civic purpose, such as a charity fundraiser.
 - b) The Division must have written approval for the holding of such event from a designated

- school official with responsibility over fraternity or sorority activities, such as the organization's advisor, or the director of student activities or his/her designee.
- c) The Division must receive a specific written outline from the fraternity or sorority as to where the event will be held, how entry into the event will be controlled so as to prevent the attendance of minors, and how control of the event will be maintained by the fraternity or sorority to prevent such matters as excess consumption, improper distribution of alcoholic beverages and the like.

Florida Law for Special Sales License

Florida Statute 561.20(12)(a), upon the filing of an application and payment of a fee of \$25 per permit, the division may issue a license authorizing the sale of alcoholic beverages in sealed containers only, for a period not to exceed 3 days. This license is issued only for the purpose of authorizing a sale pursuant to: levy and execution; bankruptcy sale; a sale by an insurance company in possession of alcoholic beverages; a sale resulting from a license suspension or revocation; a sale of damaged goods by a common carrier; a sale by a bona fide wine collector; or a sale pursuant to part V of chapter 679 [Florida Law for Special Sales License](#)

Registration of Legal Entity

All corporations, domestic or foreign; general partnerships; limited liability companies; limited liability partnerships; and limited partnerships are required to be registered with the Florida Department of State, Division of Corporations. If you have not already registered, you will need to contact the Department of State at (850) 488-9000 or www.sunbiz.org for further information. Your application will be considered incomplete without this active registration.

Sales Tax Certification to be completed by the Florida Department of Revenue. Please take this application form to the **Department of Revenue** for their approval. The address for the office serving your area of interest can be found at [Local ABT Licensing Offices](#) Applications must be submitted within **90 days** of receiving this approval.

Affidavit of Applicant for Special Sales License

Read and sign in the presence of a notary. The affidavit must be signed by the individual applicant, each partner of a general partnership, a general partner of a general partnership of a limited partnership, a managing member, manager, or officer of a limited liability company, each partner of a limited liability partnership, or one of the officers of a corporate applicant. All signatures must be original.

APPLICATION CHECKLIST

TRANSACTION	APPLICATION REQUIREMENTS
One/Two/Three Day Permit	<input type="checkbox"/> Complete DBPR ABT-6003 Division of Alcoholic Beverages and Tobacco Application for One/Two/Three Day Permit or Special Sales License. You may apply for multiple event dates. <input type="checkbox"/> Pay \$25 fee for each event (make check payable to the Division of Alcoholic Beverages and Tobacco). <input type="checkbox"/> College fraternities and sororities must meet certain conditions which are outlined in the application instructions and requirements.
Special Sales License	<input type="checkbox"/> Complete DBPR ABT-6003 Division of Alcoholic Beverages and Tobacco Application for One/Two/Three Day Permits or Special Sales License. <input type="checkbox"/> Pay \$25 fee (make check payable to the Division of Alcoholic Beverages and Tobacco).

**DBPR ABT-6003 – Division of Alcoholic Beverages and Tobacco
Application for One/Two/Three Day Permit or Special Sales License**

**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**DBPR Form
ABT - 6003
Revised 08/2013**

If you have any questions or need assistance in completing this application, please contact the Division of Alcoholic Beverages & Tobacco's (AB&T) local district office. Please submit your completed application to your local district office at least (7) days prior to the first date of the event to insure the permit is issued by the event date. This application may be submitted by mail, or it can be dropped off. A District Office Address and Contact Information Sheet can be found on AB&T's page of the DBPR web site at the link provided below.

[Local ABT Licensing Offices](#)

SECTION 1 -- CHECK TRANSACTION REQUESTED	
Transaction Type:	
<input type="checkbox"/> One/Two/Three Day Permit	<input type="checkbox"/> Special Sales License

SECTION 2 – PERMIT or LICENSE INFORMATION				
If the applicant is a corporation or other legal entity, enter the name and the document number as registered with the Florida Department of State Division of Corporations on the line below.				
FEIN Number	Business Telephone Number	E-Mail Address (Optional)		
Full Name of Applicant(s): (This is the name the permit or license will be issued in)			Department of State Document #	
Business Name (D/B/A) or Name of Event				
Location of Event (Street and Number)				
City	County	State FL	Zip Code	
Mailing Address (Street or P.O. Box)				
City		State	Zip Code	
Contact Person - This section is optional, see application instructions for details				
Contact Person		Telephone Number ext.		
Email Address (Optional)				
Mailing Address (Street or P.O. Box)				
City		State	Zip Code	
Date(s) Permit Desired				

ABT District Office Received Date Stamp

SECTION 3 – SALES TAX TO BE COMPLETED BY THE DEPARTMENT OF REVENUE	
Full Name of Applicant Organization Error! Reference source not found.	
The named applicant for a license/permit has complied with the Florida Statutes concerning registration for Sales and Use Tax and has agreed to pay any applicable taxes due.	
Signed _____ Date _____	
Title _____	
Department of Revenue Stamp:	

SECTION 4 - ZONING TO BE COMPLETED BY THE ZONING AUTHORITY GOVERNING THE EVENT LOCATION	
Location of Event (Street and Number)	
City	County
The location complies with zoning requirements for the temporary sale of alcoholic beverages pursuant to this application for a One/Two/Three Day Permit.	
Signed _____ Date _____	
Title _____	

Note: College fraternities and sororities must meet certain additional conditions which can be found in the application instructions and requirements.

SECTION 5 – DESCRIPTION OF PREMISES TO BE LICENSED
AB&T AUTHORIZED SIGNATURE REQUIRED

Business Name (D/B/A) or Name of Event

Neatly draw a floor plan of the premises in ink, including sidewalks and other outside areas which are contiguous to the premises, walls, doors, counters, sales areas, storage areas, restrooms, bar locations and any other specific areas which are part of the premises where the event will be held. A multi-story building where the entire building is to be licensed must show the details of each floor.

**SECTION 6 - AFFIDAVIT OF APPLICANT
FOR NON-PROFIT CIVIC ORGANIZATION ALCOHOLIC BEVERAGE PERMIT**

NOTARIZATION REQUIRED

Full Name of Applicant Organization

"This is to certify that the applicant requesting the permit in the above and foregoing application is a non-profit civic organization and that the permit, if used, will be used only by the organization making application, on the date(s) requested and at the location stated. By acceptance of this permit, we agree that the applicant organization, as the permit holder, is the ONLY entity that will receive any of the profits from the sale of alcoholic beverages on this permit. This is to further certify that the applicant organization has not received more than three (3) permits within the calendar year, unless otherwise authorized by law, and acknowledge that the location may be inspected and searched during the time that the permit is issued and business is being conducted without a search warrant by authorized agents or employees of the Division of Alcoholic Beverages and Tobacco, the Sheriff, his Deputies, and Police Officers for purposes of determining compliance with the alcoholic beverage laws.

I, the undersigned individual, hereby swear or affirm that I am an officer or authorized representative and am duly authorized to make the above and foregoing statements on behalf of the applicant organization. Furthermore, I swear under oath or affirmation under penalty of perjury as provided for in Sections 559.791, 562.45, and 837.06, Florida Statutes, that the foregoing information is true to the best of my knowledge."

STATE OF _____

COUNTY OF _____

APPLICANT/ AUTHORIZED REPRESENTATIVE NAME

APPLICANT/ AUTHORIZED REPRESENTATIVE SIGNATURE

The foregoing was () Sworn to and Subscribed before me this _____ Day

of _____, 20_____, By _____ who is () personally known to me
(print name(s) of person making statement)

OR () who produced _____ as identification.

Notary Public Commission Expires: _____

**SECTION 7 - AFFIDAVIT OF APPLICANT
FOR SPECIAL SALES LICENSE**

NOTARIZATION REQUIRED

Full Name of Applicant Organization

"I, the undersigned individual, or if a corporation, its authorized representative, hereby swear or affirm that I am duly authorized to make the above and foregoing application for a special sales license which authorizes the sale of alcoholic beverages for period of up to three (3) days. I understand this license does not permit the sale of alcoholic beverages for consumption on the premises and only allows package sales in sealed containers and acknowledge that the location may be inspected and searched during the hours that the special sale is being conducted without a search warrant by authorized agents or employees of the Division of Alcoholic Beverages and Tobacco, the Sheriff, his Deputies, and Police Officers for purposes of determining compliance with the beverages laws.

I swear under oath or affirmation under penalty of perjury as provided for in Sections 559.791, 562.45, and 837.06, that the foregoing information is true to the best of my knowledge and that no other person or entity except as indicated herein has an interest in the special sales license and that all of the above listed persons or entities meet the qualifications necessary to hold this special sales license."

STATE OF _____

COUNTY OF _____

APPLICANT/ AUTHORIZED REPRESENTATIVE NAME

APPLICANT/ AUTHORIZED REPRESENTATIVE SIGNATURE

The foregoing was () Sworn to and Subscribed before me this _____ Day

of _____, 20_____, By _____ who is () personally known to me
(print name(s) of person making statement)

OR () who produced _____ as identification.

Notary Public Commission Expires: _____

ATTESTATION

This form is to be completed by the alcoholic beverage license holder **ONLY** when the event of the non profit organization is being held at a location that is licensed by the Division of Alcoholic Beverages & Tobacco for the sale of alcoholic beverages.

Note: This attestation must have the original signature of the alcoholic beverage license holder (only persons on file with the division may sign) and must be submitted by the non-profit group along with the application for the One/Two/Three Day Permit.

Licensee:		
Business Name (DBA):		
License #:	Series of Permanent License: Type:	
Contact Person	Telephone Number ext.	
E-Mail Address (Optional)		
Name of Non-Profit Group:		
Date(s) of Event		

IMPORTANT

A One/Two/Three Day permit is being requested for an event to be held on your licensed premises. During the event, no sales or service of alcoholic beverages may be made under your alcoholic beverage license in the area identified for use by the non-profit organization. Failure to comply will result in administrative charges being filed against your license.

Signature of Licensee: _____

Date: _____

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

MEETING DATE: June 8, 2021

DATE OF REQUEST: May 17, 2021

TO: Honorable Mayor and Members of the City Commission

FROM: Jack L. McLean Jr., City Manager
Dr. Beverly A. Nash, Grants

SUBJECT: The City of Quincy and The Salvation Army of Tallahassee, Florida – Private/Public Partnership and Memorandum of Agreement (MOA)

Background:

In February 2021, the Salvation Army of Tallahassee began talks with City Manager Jack L. McLean Jr. Upon the arrival of Mr. Charles Hayes, Dr. Nash was asked to pass the email to him to facilitate. Arrangements were made by Mr. Hayes for the Salvation Army and staff to move into the former Net Quincy Building, 320 West Jefferson Street in March 2021, therefore establishing operations and partnership with the City of Quincy.

The mission of The Salvation Army of Tallahassee is to provide social services regardless of age, race or gender to those experiencing barriers or hardships that creates an inability to have access to clothing, food, or creates an inability to pay for utility services, making those individuals at risk for homelessness.

The Salvation Army of Tallahassee's overall goals are as follows: to meet the most urgent and basic human needs in the City of Quincy and/or Gadsden County; to prevent homelessness by allocating financial and in-kind social services to qualifying households; to reduce the instances of hunger in the City of Quincy and/or Gadsden County, and improve the quality of life and increase upward mobility for clients/residents in the City of Quincy and/or Gadsden County.

According to the agreement:

The Salvation Army of Tallahassee shall:

- Provide the following emergency social services:

- For utility services, cost per unit of service is the equivalent of one month's current bill per family/individual receiving service. The funding source allows for one full month to be paid, with no financial cap or limitation. The Salvation Army of Tallahassee will pay the current month's bill. Any past due amount beyond the current month's bill must be paid before services are provided.
- For food services, value per unit of service is \$20.53 per family food bag or \$6.84 per family member. Individual food bags are valued at \$11.87 per person. The Salvation Army of Tallahassee utilizes in-kind donations and supplement the service with food purchased from the America's Second Harvest.
- For clothing services, the reimbursable cost per client is \$18.00. Each clothing voucher written includes two shirts, two pair of pants or skirts, one pair of shoes and one coat (seasonally as available). The actual cost of the combined voucher items is \$30.00 per client.
- Obtain referrals through coordinating agencies and organizations, by appointments, phone, emails and as walk-ins.
- Provide social services free of charge countywide to all residents of Gadsden County and the City of Quincy and is not restricted to any one area within the county. **The anticipated number of unduplicated clients to be assisted: 1,000 – one year.**
- To access emergency social services documentation of need is required. Examples of the kind of documentation includes: photo identification, proof of residence, such as lease, and/or a doctor's note verifying a medical condition.

The City of Quincy shall:

- Provide for emergency social services in the form of (physical) space for the Salvation Army of Tallahassee staff and clients. Space will also accommodate food items. Along with individual office space, there will be shared spaces as well, for example, conference room and kitchen.
- Provide Wi-Fi and/or Internet services in order to do and complete necessary paperwork, reports and the ability to utilize printer (equipment and supplies will be responsibility of the Salvation Army of Tallahassee).
- Provide referrals as a partnering agency, for example, families and/or individuals experiencing insufficiencies and needing emergency social services, in particular utility services.

Statement of Issues:

The MOA will place, in writing, the relationship and partnership that will exist between the City of Quincy and the Salvation Army of Tallahassee. In addition, the MOA will allow the two parties to jointly work on projects and/or activities in the future.

The term of this MOA is for (timeframe) (period of time) of two (2) years.

Operations: Every Tuesday, 9 am -3:00 pm, 320 West Jefferson Street. Salvation Army of Tallahassee's staff person is on duty to assist and accept clients. Staff person is paid (salary) from the Salvation Army of Tallahassee.

The Salvation Army of Tallahassee's Funded Grants and In-Kind Donations Allocation for the City of Quincy and/or Gadsden County is as follows:

FOR CLIENTS ONLY*+:	Amount
Emergency Food and Shelter Program (FEMA – two programs) for Utility Services	\$13,500.00
"Our Daily Bread" Shelves	\$3,600.00
Personal Comfort Kits (Hygiene)	\$3,000.00
Snack "Meal" Bags	\$2,000.00
Food Bags (Groceries)	\$12,000.00
Clothing Vouchers (Clothes and Shoes)	\$3,200.00
Furniture/Household Vouchers	\$10,000.00
Emergency Disaster Services (Hot Meals served in areas of food insecurity)	\$3,000.00
Diapers/Infant Items	\$1,500.00
Angel Tree Bags (Christmas Assistance Program)	\$30,000.00
TOTAL	\$81,800.00

***In an average (one) year.**

+Clients/residents from the City of Quincy and/or Gadsden County

GL Number: Not Applicable

City Commission Action Needed:

Options:

- Option 1: Vote to approve the engagement of the City of Quincy in the MOA with the Salvation Army of Tallahassee, Florida.
- Option 2: Vote to deny the engagement of the City of Quincy in the MOA with the Salvation Army of Tallahassee, Florida.
- Option 3: Provide directions to City Staff from Commission.

Staff Recommendation:

Option 1

Attachments:

- Exhibit A:** The Memorandum of Agreement (MOA) between the City of Quincy and the Salvation Army of Tallahassee, Florida 32312
- Exhibit B:** Email received April 20, 2021 from Marcia Carty and Mayor Ronte Harris.
- Exhibit C:** Email received March 4, 2021 from Marcia Carty and Julie Smith, Social Services Program Coordinator.

MEMORANDUM OF AGREEMENT

BETWEEN

THE CITY OF QUINCY, FLORIDA 32351

And

THE SALVATION ARMY OF TALLAHASSEE, FLORIDA 32312

On this **25th** day of **MAY, 2021**, this Memorandum of Agreement ("MOA") is made and entered into by and between the City of Quincy, a governmental entity and the Salvation Army of Tallahassee, an international religious and charitable movement and as a branch of the Christian Church is authorized, organized and exist under the laws of the State of Florida, pursuant to Chapter 617, Florida Statutes.

WITNESSETH

WHEREAS, an MOA between the City of Quincy and the Salvation Army of Tallahassee is for the purpose of the establishment of a formalized partnership for the emergency social services to benefit families and individuals in the City of Quincy and/or Gadsden County. In addition, the purpose of this MOA is to clearly identify the roles and responsibilities of each party as it relates to collaboration to increase resilience in eligible families and individuals in the City of Quincy and/or Gadsden County; and

WHEREAS, it is the intention of the Salvation Army of Tallahassee to provide services regardless of age, race or gender to those experiencing barriers or hardships that creates an inability to have access to clothing, food, or creates an inability to pay for utility services, making those individuals at risk for homelessness; and

WHEREAS, the Parties have discussed the contents of this MOA and acknowledge that they understand their respective duties and obligations and that each party intends to perform their respective duties and obligations as agreed hereunder; and

WHEREAS, the emergency social services provide for the basic needs of all clients served by the Salvation Army of Tallahassee and there is an increased need for services due to the impact of the COVID-19 pandemic, which has changed lives in every possible way. While the spread of COVID-19 and the economic effects of "shelter in place" have impacted everyone to varying degrees across the City of Quincy and Gadsden County, the gaping social disparities underscored by the pandemic makes clear that addressing social needs is more important than ever; and

WHEREAS, The Salvation Army of Tallahassee's overall goals are as follows: to meet the most urgent and basic human needs in the City of Quincy and/or Gadsden County; to prevent homelessness by allocating financial and in-kind services to qualifying households; to reduce the instances of hunger in the City of Quincy and/or Gadsden County, and improve the quality of life and increase upward mobility for clients in the City of Quincy and/or Gadsden County; and

NOW, THEREFORE, in light of and furtherance of the matters set forth in the above recitals, the Salvation Army of Tallahassee and the City of Quincy agree as follows:

The Salvation Army of Tallahassee shall:

- Provide the following emergency social services:
 - For utility services, cost per unit of service is the equivalent of one month's current bill per family/individual receiving service. The funding source allows for one full month to be paid, with no financial cap or limitation. The Salvation Army of Tallahassee will pay the current month's bill. Any past due amount beyond the current month's bill must be paid before services are provided.
 - For food services, value per unit of service is \$20.53 per family food bag or \$6.84 per family member. Individual food bags are valued at \$11.87 per person. The Salvation Army of Tallahassee utilizes in-kind donations and supplement the service with food purchased from the America's Second Harvest.
 - For clothing services, the reimbursable cost per client is \$18.00. Each clothing voucher written includes two shirts, two pair of pants or skirts, one pair of shoes and one coat (seasonally as available). The actual cost of the combined voucher items is \$30.00 per client.
- Obtain referrals through coordinating agencies and organizations, by phone and as walk-ins.
- Provide services free of charge countywide to all residents of Gadsden County and are not restricted to any one area within the county. **The anticipated number of unduplicated clients to be assisted is: 1,000 (for one year – 2,000 for two-year).**
- Clients must provide required documentation of need. Examples of the kind of documentation includes: photo identification, proof of residence, such as your lease, and/or a doctor's note verifying a medical condition.

The City of Quincy shall:

- Provide emergency social services (physical) space for the Salvation Army of Tallahassee staff and clients. Space will also accommodate food items. Along with individual office space, there will be shared spaces as well, for example, conference room and kitchen.
- Provide Wi-Fi and/or Internet services in order to do and complete necessary paperwork and reports.
- Provide referrals as a partnering agency, for example, families and/or individuals experiences insufficiencies and needing emergency social services.

General Provisions:

- The term of this MOA is for (timeframe) 2 (two) years commencing on the date of approval by both Parties. The Parties may extend this MOA by a duly approved and signed written agreement.
- Either Party may terminate this MOA, with or without cause, without liability or damages, by written notice given at least 30 days prior to the effective date of termination to the other Party.

- This MOA is not intended to create any authority, venture, employment, fiduciary, trust, or agency relationship between the Parties. Each Party shall be an independent contractor of the other Party. No Party may bind another Party without the other Party's written permission and consent.
- This MOA shall not preclude a Party from entering third-party agreements/relationships that do not conflict with this MOA.
- Nothing in this MOA is intended to, nor shall this MOA transfer or grant any property interest, franchise, license, right, permission or approval except as expressly provided herein.
- Each Party shall bear its own operating costs and expenses in pursuit of its duties, responsibilities and obligations herein except to any extent expressly provided herein.
- Each party to this MOA agrees to indemnify and hold harmless the other for and from any claims, causes of action, or any other proceeding of any type or kind that is made against the other where such claim, cause of action or other proceeding arises from the conduct, act, omission, or commission by the other party.

The Parties' representatives for the purposes of this MOA and notice hereunder are as follows or as designated by a Party to the other Party in writing from time-to-time:

THE CITY OF QUINCY, FLORIDA

Attn: Mayor Ronte Harris and/or Mr. Jack L. McLean Jr., City Manager
404 West Jefferson Street
Quincy, Florida 32351

THE SALVATION ARMY OF TALLAHASSEE, FLORIDA

Attn: Captain Stephan Wildish, Corps Officer
2410 Allen Road
P.O. Box 10289
Tallahassee, Florida 32312

- The Parties acknowledge that this MOA in its final form is the result of the combined efforts of the Parties. Should any provision of this MOA be found to be ambiguous in any way, such ambiguity shall not be resolved by construing this MOA in favor or against any Party, but rather by construing the terms in accordance with their generally accepted meaning.
- Modifications or amendments to this MOA must be duly approved by each Party in writing signed by an authorized agent of each Party.
- Each Party agrees to use best efforts in pursuit of this MOA, and shall at all times comply with all applicable federal, state and local laws, regulations and requirements now in force and as they may be enacted, issued, or amended during the term of this MOA for any acts taken hereunder.
- This MOA constitutes the entire Agreement between the Parties with respect to the subject matter hereof and supersedes all previous agreements, negotiations, proposals, commitments,

writings, advertisements, publications, and Agreements of any nature whatsoever unless expressly included in this MOA.


- The Parties agree that the laws of the State of Florida govern this MOA. The Parties agree that the venue is proper within the courts of Gadsden County, Florida. If a dispute arises, the Parties, through a representative(s) with full authority to settle a dispute, shall meet and attempt to negotiate a resolution of the dispute in good faith no later than ten business days after the dispute arises. If negotiations fail, the Parties may use a third party mediator and equally share the costs of the mediator or file suit.
- The CITY OF QUINCY and THE SALVATION ARMY OF TALLAHASSEE must comply with the public records laws, Chapter 119, F.S.

IN WITNESS WHEREOF, the Parties hereto have executed this MOA as of the day and year first herein above written:


THE CITY OF QUINCY, FLORIDA 32351

**Ronte Harris, Mayor and Presiding Officer of the City
Commission and City of Quincy, Florida**

Attest:


**Janice Shackelford-Clemons, City Clerk
Clerk of the City of Quincy, Florida and Clerk of the
City Commission thereof**

THE SALVATION ARMY OF TALLAHASSEE, FLORIDA 32312

Divisional Finance Board

Divisional Finance Board

Beverly Nash

From: Marcia Carty
Sent: Tuesday, April 20, 2021 2:10 PM
To: Beverly Nash
Subject: FW: 2021 FLM City Catalyst Grants

fyi

From: Ronte Harris
Sent: Tuesday, April 13, 2021 10:53 AM
To: Marcia Carty <mcarty@myquincy.net>
Subject: FW: 2021 FLM City Catalyst Grants

Ms. Carty below is correspondence from the Florida League of Mayors, in which I have the pleasure of serving on the Executive Board. We have been recipient of a previous grant with this association. Please forward to appropriate staff to see if any of these grant opportunities are beneficial for the city of Quincy.

Ronte

From: Florida League of Mayors <sdudley@flcities.com>
Date: Tuesday, March 30, 2021 at 4:02 PM
To: Ronte Harris <rharris@myquincy.net>
Subject: 2021 FLM City Catalyst Grants

#FLMGrants2021

The Florida League of Mayors and Business Watch have established a grants program available to cities. The purpose of the grant program is to help supplement the cost associated with a public project.

Beverly Nash

From: Marcia Carty
Sent: Thursday, March 4, 2021 12:33 PM
To: Beverly Nash; Charles Hayes
Subject: RE: The Salvation Army is seeking space to bring services to Gadsden County residents

Mr. Hayes will follow thru with this – thanks.

From: Beverly Nash
Sent: Thursday, March 4, 2021 12:08 PM
To: Marcia Carty <mcarty@myquincy.net>; Charles Hayes <chayes@myquincy.net>
Subject: FW: The Salvation Army is seeking space to bring services to Gadsden County residents

FYI . . . Please check the follow-up. . .

Thanks,

Beverly A. Nash, Ph.D.

From: Julie Smith [<mailto:Julie.Smith@uss.salvationarmy.org>]
Sent: Saturday, February 27, 2021 5:43 PM
To: Jack Mclean (admin) <jmclean@myquincy.net>
Cc: edixon@gadsgdencountyfl.gov; Tashonda Whaley <tashondawhaley@tds.net>; ibradley@gadsgdencountyfl.gov; Beverly Nash <bnash@myquincy.net>; Ashlee Wildish <Ashlee.Wildish@USS.SalvationArmy.org>
Subject: The Salvation Army is seeking space to bring services to Gadsden County residents

Good afternoon Mr. Mclean!

I am sorry for the informal contact of an email, but I have been unsuccessful in reaching you by phone. Our organization is very excited and eager to partner with Gadsden County to bring services weekly to your residents.

I understand that you have a space available that we could work from, and my staff and I would like to meet with you either Tuesday or Thursday afternoon around 2 pm, if either of those days/times fits with your schedule. As soon as we see the space, we will move forward with gathering everything we need and begin delivering services.

Thank you so much for your help finding space for us to work from, and we look forward to serving more in Gadsden County. Please feel free to contact me at one of the numbers listed below if that is an easier form of communication. I look forward to speaking with you soon!

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

MEETING DATE: June 8, 2021

DATE OF REQUEST: May 17, 2021

TO: Honorable Mayor and Members of the City Commission

FROM: Jack L. McLean Jr., City Manager
Dr. Beverly A. Nash, Grants

SUBJECT: The Florida League of Mayors, Inc. and Business Watch – City Catalyst Grants 2021 – Private/Public Partnership between The City of Quincy and The Salvation Army of Tallahassee, Florida

Background:

In February 2021, the Salvation Army of Tallahassee began talks with City Manager Jack L. McLean Jr. Upon the arrival of Mr. Charles Hayes, Dr. Nash was asked to pass the communication email to him to facilitate. Arrangements were made by Mr. Hayes for the Salvation Army and staff to move into the former Net Quincy Building, 320 West Jefferson Street, in March 2021, therefore setting-up operations in and partnership with the City of Quincy.

The mission of the Salvation army of Tallahassee is to provided social services regardless of age, race or gender to those experiencing barriers or hardships that creates an inability to have access to clothing, food, or creates an inability to pay for utility services, making those individuals at risk for homelessness.

The Salvation Army of Tallahassee's overall goals are as follows: to meet the most urgent and basic human needs in Gadsden County; to prevent homelessness by allocating financial and in-kind services to qualifying households; to reduce the instances of hunger in Gadsden County, and improve the quality of life and increase upward mobility for clients in Gadsden County.

The Florida League of Mayors and Business Watch have established a grants program available to all Florida League of Mayors members. The purpose of the grants program is to help supplement the cost associated with a public project or initiative where citizens are involved and where the resources provided will make a difference in the success of the project or initiative.

Grant applications are to be for forward-looking projects; it cannot be used to reimburse a program that has been completed.

Project Helping Hands is an initiative/project proposed by the City of Quincy and the Salvation Army of Tallahassee to provide emergency social services to the citizens/residents/families of the City of Quincy and/or Gadsden County, for example, utility services, cost per unit of service is the equivalent of one month's current bill per family/individual receiving service; food services, value per unit of service is \$20.53 per family food bag or \$6.84 per family member. Individual food bags are valued at \$11.87 per person, and clothing services, the reimbursable cost per client is \$18.00. Each clothing voucher written includes two shirts, two pair of pants or skirts, one pair of shoes and one coat (seasonally as available). The actual cost of the combined clothing voucher items is \$30.00 per client.

The City of Quincy provides the physical space for the Salvation Army of Tallahassee staff, resources and clients/residents. Space also accommodates food items. Referrals can be made by the partnering agency, for example, families and/or individuals experiencing insufficiencies and needing emergency social services, in particular utility services.

Proposed Project Duration:	May 2021 to May 2023 (two years)
Population of Benefit:	Very Low to Moderate Income citizens/residents/families in the City of Quincy and/or Gadsden County
Number of Unduplicated Clients:	1,000 - one year (2,000 for two years)
Areas of Benefit:	City of Quincy and/or Gadsden County

The Florida League of Mayors, Inc. and Business Watch awarded the City of Quincy **\$1,500** in 2020 for the Mayor's Free Mask Give-Away Events, COVID-19 Recovery Focus, held May 8, May 21 and April 22, 2020.

Statement of Issues:

Project Helping Hands is a project that is directly sponsored in partnership with the Salvation Army of Tallahassee and the City of Quincy. It is a proposed project in which the funding will assist in the direct purposes of the proposed project. The proposed project clearly meets the public purpose of community building or enhancing the quality of life for the citizens/residents of Gadsden County and/or the City of Quincy. In addition, the proposed project directly involves citizens in the project.

The grants will be awarded in increments up to \$1,500. Applications for funding must be submitted to Linda Bridges by **Friday, June 4, 2021**, at 5:00 p.m. ET. The grant application was submitted on Tuesday, May 25, 2021.

The requested award funds would be divided between the Salvation Army of Tallahassee and the City of Quincy (\$750.00 each).

GL Number: Not applicable

City Commission Action Needed:

Options:

- Option 1: Vote to approve the engagement of the City of Quincy in the grant application review process for funding to the Florida League of Mayors, Inc. and Business Watch.
- Option 2: Vote to deny the engagement of the City of Quincy in the grant application review process for funding to the Florida League of Mayors, Inc. and Business Watch.
- Option 3: Provide directions to City Staff from Commission.

Staff Recommendation:

Option 1

Attachments:

- Exhibit A:** 2021 City Catalyst Grants – Application – The Florida League of Mayors, Inc. and Business Watch
- Exhibit B:** Request for Funding Application, The City of Quincy in partnership with The Salvation Army, Tallahassee, Florida
- Exhibit C:** Email received from Linda Bridges, Director, Association Services, Florida League of Mayors, Inc., May 25, 2021 to Dr. Beverly Nash.
- Exhibit D:** Email received from Julie Smith, Social Services Program Coordinator, The Salvation Army – Tallahassee Corps, May 26, 2021 to Dr. Beverly Nash.
- Exhibit E:** Email received from Julie Smith, Feb. 27, 2021 to City Manager, Jack L. McLean Jr.

2021

CITY CATALYST GRANTS



The Florida League of Mayors is an organization for mayors in the Sunshine State. The League serves as an incubator for ideas to address issues facing Florida's municipalities, creates a strong network of peers who share the values of protecting the prosperity and vitality of Florida's municipalities and is a united voice advocating for cities before the Florida Legislature.

Business Watch (BW) is a business league committed to public policy that makes sense for Florida's economy. Its members are local government decision makers and companies doing business with Florida's governments at all levels. BW members are committed to strengthening the state's business climate through advocacy, education and training.

The Florida League of Mayors and Business Watch have teamed up to offer the annual **City Catalyst Grants** program. The program supports projects or initiatives that help build community and/or enhance the lives of municipal residents. Grants can be awarded directly to the municipality or to a partner organization (i.e., Little League or neighborhood association), but the application must come from **a current member of the Florida League of Mayors.**

Grants can be matched or supplemented with community support, such as volunteer hours or matching dollars. Examples of eligible projects or initiatives include municipal gardens, youth athletic equipment purchases, mentoring programs, park clean-ups, library improvements, training of volunteers, protective equipment, assisting residents with online needs, etc. Grant applications should be for forward-looking projects; they cannot be used to reimburse a program you have already completed.

Grants are awarded in increments up to \$1,500. Applications can be submitted via email (lbridges@flcities.com) or mail. Only apply via one method, either email or mail, not both. **Applications must be submitted to Linda Bridges by Friday, June 4, 2021, at 5:00 p.m. ET. Applications must include a completed applicant information form, a budget for the project and a typed (300 words or less) concise description of the project/initiative the grant will support. The description should include goals for the project and an explanation of how it will improve your community and the lives of your citizens. See attached documents for sample applications from past years.**

Applications will be judged by a panel consisting of former Florida League of Mayors' presidents who are no longer in office and members of Business Watch. Grant selection is at the sole discretion of this panel. Winners will be announced at the Florida League of Cities Annual Conference in August and awards will be available immediately.

Media outreach highlighting the project, municipality, mayor, Florida League of Mayors and Business Watch will accompany the grant and may include, but is not limited to, press releases and public events.

Learn more: www.floridamayors.org and www.businesswatchinc.com.

2021

CITY CATALYST GRANTS



APPLICANT INFORMATION – Application must come from a current FLM member.

Date: _____

Name of Mayor: _____

Name of Person Submitting the Grant: _____

City/Town/Village Name: _____

Address: _____

Phone Number: _____

Email: _____

Name of Benefiting Entity: _____

(such as the parks department, Friends of the Library, community food bank, etc.)

Describe the project or initiative the grant will support (300 typed words or less). Include goals of the project and an explanation of how it will improve your community or the lives of your citizens.

What is the timeline for accomplishing these results? _____

Identify those entities or groups that you will partner with to supplement the goals of the grant: _____

(e.g., volunteer participation, matching dollars)

Total Funds Requested: _____ *

Please provide a budget for your project or initiative: _____

I certify that the statements herein are true, complete and accurate to the best of my knowledge.

Signature: _____

Applications, including the typed project description, must be submitted via email (lbridges@flcities.com) or mail (Linda Bridges, Florida League of Mayors, PO Box 1757, Tallahassee, FL 32302); only apply either through email or mail, not both, by Friday, June 4, 2021, at 5:00 p.m. ET.

Questions? Please contact Linda Bridges at the League office at 800.616.1513 or lbridges@flcities.com.

*Failure to begin or complete the project may result in forfeiture/repayment of grant funds

**CITY OF
QUINCY,
FLORIDA
32351**

Request for Funding Application

**2021 CITY
CATALYST
GRANTS**

Florida League of Mayors, Inc. and Business Watch

2021

CITY CATALYST GRANTS



APPLICANT INFORMATION - Application must come from a current FLM member.

Date: May 24, 2021

Name of Mayor: Ronte Harris

Name of Person Submitting the Grant: Dr. Beverly A. Nash

City/Town/Village Name: The City of Quincy, Florida

Address: 404 West Jefferson Street, Quincy, Florida 32351

Phone Number: 850-618-1888

Email: bnash@myquincy.net

Name of Benefiting Entity: The City of Quincy in partnership with the Salvation Army of Tallahassee
(such as the parks department, Friends of the Library, community food bank, etc.)

Describe the project or initiative the grant will support (300 typed words or less). Include goals of the project and an explanation of how it will improve your community or the lives of your citizens.
see attachment.

What is the timeline for accomplishing these results? May 2021 - May 2022 (one year)

Identify those entities or groups that you will partner with to supplement the goals of the grant: The Salvation Army of Tallahassee - providing emergency social services/utilities payments.
(e.g., volunteer participation, matching dollars)

Total Funds Requested: 1,500.00 *

Please provide a budget for your project or initiative: see attachment.

I certify that the statements herein are true, complete and accurate to the best of my knowledge.

Signature: Ronte Harris

Applications, including the typed project description, must be submitted via email (lbridges@flcities.com) or mail (Linda Bridges, Florida League of Mayors, PO Box 1757, Tallahassee, FL 32302); only apply either through email or mail, not both, by Friday, June 4, 2021, at 5:00 p.m. ET.

Questions? Please contact Linda Bridges at the League office at 800.616.1513 or lbridges@flcities.com.

*Failure to begin or complete the project may result in forfeiture/repayment of grant funds

**Florida League of Mayors, Inc. and Business Watch
2021 City Catalyst Grants
City of Quincy, Florida
404 West Jefferson Street
Quincy, Florida 32351**

**REQUEST FOR FUNDING APPLICATION
Project Helping Hands (Public/Private Partnership)**

Describe the project or initiative the grant will support (300 typed words or less). Include goals of the project and an explanation how it will improve your community or the lives of your citizens.

The COVID-19 pandemic has led to a dramatic loss of human life and has presented an unprecedented challenge to public health, the economy, social interactions, food systems and the world of work. Notably, the COVID-19 pandemic has led to a crisis in all facets of living. The pandemic created a desperate situation for small rural communities and workers in poorly protected and low-paid jobs, including youth, older workers, and migrants. In addition, the pandemic has impacted women, who were over-represented in low-paid jobs and care roles. Different forms of support have quickly become necessary and the new norm, including utilities assistance, shelter and food relief initiatives, and the support of workers, women, infants and children.

Project Helping Hands is an project sponsored by the City of Quincy and the Salvation Army of Tallahassee, Florida to provide emergency social services to the citizens/residents/families of the City of Quincy and/or Gadsden County areas, for example, utility services assistance, cost per unit of service is the equivalent of one month's current bill per family/individual; food services, value per unit of service at \$20.53 per family food bag or \$6.84 per family member; clothing voucher that includes two shirts, two pair of pants or skirts, one pair of shoes and one coat valued at \$30.00 per client. The City of Quincy provides the physical space for the Salvation Army of Tallahassee staff and clients. Space also accommodates food items brought in by the Salvation Army.

Project Duration:	May 2021 to May 2023 (two years)
Population of Benefit:	Low to Moderate Income citizens/residents/families
Number of Unduplicated Clients:	1,000 for one year (2,000 for two years)
Areas of Benefit:	City of Quincy and/or Gadsden County, Florida
Location of Site:	320 West Jefferson Street, Quincy, Florida 32351
Operations:	Every Tuesdays, 9:00 am - 3:30 pm

The Salvation Army of Tallahassee's staff person is on duty to assist and accept clients. The staff person is paid (salary) from/by the Salvation Army of Tallahassee.

Identify those entities or groups that you will/have collaborate/collaborated with to supplement the goals of the grant/project:

The Salvation Army of Tallahassee's overall goals are as follows: to meet the most urgent and basic human needs in City of Quincy and/or Gadsden County; to prevent homelessness by allocating financial and in-kind services to qualifying households; to reduce the instances of hunger in the City of Quincy and/or Gadsden County, and improve the quality of life and increase upward mobility for clients in the City of Quincy and/or Gadsden County.

Budget for Project Helping Hands:

The Salvation Army of Tallahassee's Funded Grants and In-Kind Donations and Allocations for the City of Quincy and/or Gadsden County is as follows:

FOR CLIENTS ONLY*+	Amount
Emergency Food and Shelter Program (FEMA – two programs) for Utility Services	\$13,500.00
"Our Daily Bread" Shelves	\$3,600.00
Personal Comfort Kits (Hygiene)	\$3,000.00
Snack "Meal" Bags	\$2,000.00
Food Bags (Groceries)	\$12,000.00
Clothing Vouchers (Clothes and Shoes)	\$3,200.00
Furniture/Household Vouchers	\$10,000.00
Emergency Disaster Services (Hot Meals served in areas of food insecurity)	\$3,000.00
Diapers/Infant Items	\$1,500.00
Angel Tree Bags (Christmas Assistance Program)	\$30,000.00
TOTAL	\$81,800.00

*One year.

+Clients/residents in the City of Quincy and/or Gadsden County.

The City of Quincy, Florida In-Kind Contributions:

Item (Estimation)	Unit Amount (Per Month)	Total Amount*
Rent (Space)	\$500.00	\$6,000.00
Utilities	\$50.00	\$600.00
Internet Services (Upcoming)	\$50.00	\$600.00
TOTAL	\$600.00	\$7,200.00

*One year.

The awarded funds would be divided between the Salvation Army of Tallahassee and the City of Quincy (**\$750.00 each**).

CONTACT INFORMATION:

Dr. Beverly A. Nash
Grants
City of Quincy, Florida
404 West Jefferson Street
Quincy, Florida 32351
850-618-1888
bnash@myquincy.net

Additional Attachments:

- Exhibit A. Narrative/Questions/Answers Related to Grant Requirements
- Exhibit B. Memorandum of Agreement Between the City of Quincy, Florida 32351 and the Salvation Army of Tallahassee, Florida 32312
- Exhibit C. Pictures of Project Helping Hands at Site/Staff
- Exhibit D. Initial Flyer – Emergency Social Services

MEMORANDUM OF AGREEMENT

BETWEEN

THE CITY OF QUINCY, FLORIDA 32351

And

THE SALVATION ARMY OF TALLAHASSEE, FLORIDA 32312

On this **25th** day of **MAY, 2021**, this Memorandum of Agreement ("MOA") is made and entered into by and between the City of Quincy, a governmental entity and the Salvation Army of Tallahassee, an international religious and charitable movement and as a branch of the Christian Church is authorized, organized and exist under the laws of the State of Florida, pursuant to Chapter 617, Florida Statutes.

WITNESSETH

WHEREAS, an MOA between the City of Quincy and the Salvation Army of Tallahassee is for the purpose of the establishment of a formalized partnership for the emergency social services to benefit families and individuals in the City of Quincy and/or Gadsden County. In addition, the purpose of this MOA is to clearly identify the roles and responsibilities of each party as it relates to collaboration to increase resilience in eligible families and individuals in the City of Quincy and/or Gadsden County; and

WHEREAS, it is the intention of the Salvation Army of Tallahassee to provide services regardless of age, race or gender to those experiencing barriers or hardships that creates an inability to have access to clothing, food, or creates an inability to pay for utility services, making those individuals at risk for homelessness; and

WHEREAS, the Parties have discussed the contents of this MOA and acknowledge that they understand their respective duties and obligations and that each party intends to perform their respective duties and obligations as agreed hereunder; and

WHEREAS, the emergency social services provide for the basic needs of all clients served by the Salvation Army of Tallahassee and there is an increased need for services due to the impact of the COVID-19 pandemic, which has changed lives in every possible way. While the spread of COVID-19 and the economic effects of "shelter in place" have impacted everyone to varying degrees across the City of Quincy and Gadsden County, the gaping social disparities underscored by the pandemic makes clear that addressing social needs is more important than ever; and

WHEREAS, The Salvation Army of Tallahassee's overall goals are as follows: to meet the most urgent and basic human needs in the City of Quincy and/or Gadsden County; to prevent homelessness by allocating financial and in-kind services to qualifying households; to reduce the instances of hunger in the City of Quincy and/or Gadsden County, and improve the quality of life and increase upward mobility for clients in the City of Quincy and/or Gadsden County; and

NOW, THEREFORE, in light of and furtherance of the matters set forth in the above recitals, the Salvation Army of Tallahassee and the City of Quincy agree as follows:

The Salvation Army of Tallahassee shall:

- Provide the following emergency social services:
 - For utility services, cost per unit of service is the equivalent of one month's current bill per family/individual receiving service. The funding source allows for one full month to be paid, with no financial cap or limitation. The Salvation Army of Tallahassee will pay the current month's bill. Any past due amount beyond the current month's bill must be paid before services are provided.
 - For food services, value per unit of service is \$20.53 per family food bag or \$6.84 per family member. Individual food bags are valued at \$11.87 per person. The Salvation Army of Tallahassee utilizes in-kind donations and supplement the service with food purchased from the America's Second Harvest.
 - For clothing services, the reimbursable cost per client is \$18.00. Each clothing voucher written includes two shirts, two pair of pants or skirts, one pair of shoes and one coat (seasonally as available). The actual cost of the combined voucher items is \$30.00 per client.
- Obtain referrals through coordinating agencies and organizations, by phone and as walk-ins.
- Provide services free of charge countywide to all residents of Gadsden County and are not restricted to any one area within the county. **The anticipated number of unduplicated clients to be assisted is: 1,000 (for one year – 2,000 for two-year).**
- Clients must provide required documentation of need. Examples of the kind of documentation includes: photo identification, proof of residence, such as your lease, and/or a doctor's note verifying a medical condition.

The City of Quincy shall:

- Provide emergency social services (physical) space for the Salvation Army of Tallahassee staff and clients. Space will also accommodate food items. Along with individual office space, there will be shared spaces as well, for example, conference room and kitchen.
- Provide Wi-Fi and/or Internet services in order to do and complete necessary paperwork and reports.
- Provide referrals as a partnering agency, for example, families and/or individuals experiences insufficiencies and needing emergency social services.

General Provisions:

- The term of this MOA is for (timeframe) 2 (two) years commencing on the date of approval by both Parties. The Parties may extend this MOA by a duly approved and signed written agreement.
- Either Party may terminate this MOA, with or without cause, without liability or damages, by written notice given at least 30 days prior to the effective date of termination to the other Party.

- This MOA is not intended to create any authority, venture, employment, fiduciary, trust, or agency relationship between the Parties. Each Party shall be an independent contractor of the other Party. No Party may bind another Party without the other Party's written permission and consent.
- This MOA shall not preclude a Party from entering third-party agreements/relationships that do not conflict with this MOA.
- Nothing in this MOA is intended to, nor shall this MOA transfer or grant any property interest, franchise, license, right, permission or approval except as expressly provided herein.
- Each Party shall bear its own operating costs and expenses in pursuit of its duties, responsibilities and obligations herein except to any extent expressly provided herein.
- Each party to this MOA agrees to indemnify and hold harmless the other for and from any claims, causes of action, or any other proceeding of any type or kind that is made against the other where such claim, cause of action or other proceeding arises from the conduct, act, omission, or commission by the other party.

The Parties' representatives for the purposes of this MOA and notice hereunder are as follows or as designated by a Party to the other Party in writing from time-to-time:

THE CITY OF QUINCY, FLORIDA

Attn: Mayor Ronte Harris and/or Mr. Jack L. McLean Jr., City Manager
404 West Jefferson Street
Quincy, Florida 32351

THE SALVATION ARMY OF TALLAHASSEE, FLORIDA

Attn: Captain Stephan Wildish, Corps Officer
2410 Allen Road
P.O. Box 10289
Tallahassee, Florida 32312

- The Parties acknowledge that this MOA in its final form is the result of the combined efforts of the Parties. Should any provision of this MOA be found to be ambiguous in any way, such ambiguity shall not be resolved by construing this MOA in favor or against any Party, but rather by construing the terms in accordance with their generally accepted meaning.
- Modifications or amendments to this MOA must be duly approved by each Party in writing signed by an authorized agent of each Party.
- Each Party agrees to use best efforts in pursuit of this MOA, and shall at all times comply with all applicable federal, state and local laws, regulations and requirements now in force and as they may be enacted, issued, or amended during the term of this MOA for any acts taken hereunder.
- This MOA constitutes the entire Agreement between the Parties with respect to the subject matter hereof and supersedes all previous agreements, negotiations, proposals, commitments,

writings, advertisements, publications, and Agreements of any nature whatsoever unless expressly included in this MOA.


- The Parties agree that the laws of the State of Florida govern this MOA. The Parties agree that the venue is proper within the courts of Gadsden County, Florida. If a dispute arises, the Parties, through a representative(s) with full authority to settle a dispute, shall meet and attempt to negotiate a resolution of the dispute in good faith no later than ten business days after the dispute arises. If negotiations fail, the Parties may use a third party mediator and equally share the costs of the mediator or file suit.
- The CITY OF QUINCY and THE SALVATION ARMY OF TALLAHASSEE must comply with the public records laws, Chapter 119, F.S.

IN WITNESS WHEREOF, the Parties hereto have executed this MOA as of the day and year first herein above written:


THE CITY OF QUINCY, FLORIDA 32351

**Ronte Harris, Mayor and Presiding Officer of the City
Commission and City of Quincy, Florida**

Attest:


Janice Shackelford-Clemons, City Clerk
Clerk of the City of Quincy, Florida and Clerk of the
City Commission thereof

THE SALVATION ARMY OF TALLAHASSEE, FLORIDA 32312

Divisional Finance Board

Divisional Finance Board

**Exhibit C: Pictures of Project Helping Hands (Public/Private Partnership)
At Site and with Staff**

**The City of Quincy and the Salvation Army of Tallahassee, Florida
320 West Jefferson Street, Quincy, Florida 32351**



Danni Hickey, Case
Manager, The Salvation
Army of Tallahassee, Florida
Assisting clients with intake
information and forms.



"Our Daily Bread" shelves
for clients/residents of the
City of Quincy and/or
Gadsden County.



**Exhibit C: Pictures of Project Helping Hands (Public/Private Partnership)
At Site and with Staff**

The City of Quincy and the Salvation Army of Tallahassee, Florida

320 West Jefferson Street, Quincy, Florida 32351



Danni Hickey, Case Manager, The Salvation Army of Tallahassee, Florida

Outside of site at the advertisement/notice sign.



Danni Hickey, Case Manager, The Salvation Army of Tallahassee, Florida

Distributing information, for example, listing of Gadsden County Food Pantries, Vaccination Sites, Big Bend 2021 Quick Reference Service Guide, and a brochure on disaster services.

**Exhibit C: Pictures of Project Helping Hands (Public/Private Partnership)
At Site and with Staff**

**The City of Quincy and the Salvation Army of Tallahassee, Florida
320 West Jefferson Street, Quincy, Florida 32351**



Food Box for
clients/residents provided
by the Salvation Army of
Tallahassee, Florida



Since 1825 *Quincy* An All American City
...in the heart of Florida's Future

The Salvation Army

320 West Jefferson St. Quincy, FL. 32351

Proudly serving Leon, Gadsden, and Wakulla counties since 1951



DOING
THE MOST
GOOD™

Emergency Social Services

The Salvation Army provides a wide range of emergency social services. Emergency basic need support services are offered once every 12 months with photo ID for all adults in the home, birth certificates for all minors in the home, and each family member's social security numbers. Walk-in hours for emergency basic needs services in Quincy are **Tuesdays from 9:00 am to 3:30 pm**, and include:

- Food Boxes and Bags
- Hygiene items
- Feminine hygiene items (as available)
- Snack "meal" bags for homeless individuals
- Infant Items (as available)
- "Our Daily Bread" shelves

We offer utility assistance, by appointment only, once every 12 months for residents of Leon and Gadsden counties. Appointments are made on Monday mornings via phone, at (850) 222-0304, beginning at 8am. We schedule appointments for the week until all appointments for the week are full, and because of this, we are not able to return voicemails regarding this service. Individuals are encouraged to call until a representative is reached, and an interview is conducted over the phone. Please have your current electric bill with you when you call. Gadsden County residents should follow this same process for an appointment in the Gadsden County office.

Also available for Gadsden County residents through our Tallahassee office, we offer vouchers for clothing and shoes for all clients, and furniture and household items for people experiencing a natural disaster or transitioning from a state of homelessness. These services are open to all residents of Gadsden county, between the hours of 10:00 am and 1:00 pm, and do not require an appointment. Please call **(850) 222-0304** for more information, or visit our Tallahassee office at **2410 Allen Road, Tallahassee, FL 32312**

GADSDEN COUNTY FOOD PANTRIES

AGENCY	ADDRESS	PHONE NUMBER	DISTRIBUTION DAYS	DISTRIBUTION TIMES
Anchor in Jesus Christ Ministries Inc	125 Quail Hollow Court Midway Fl 32343	(850) 980-6169	1 st & 3 rd Wednesday	11am-2pm
Bostick Temple Christian Center	3795 Pat Thomas Parkway Quincy Fl 32351	(850) 524-3050	Every Thursday	12pm-2pm
Community Cares Outreach	118 SW 3 rd Street Havana Fl 32333	(850) 228-4670	Every Wednesday and Saturday	Wed 9am- 11am Sat 9am-3pm
Fellowship @ Midway Church	32319 Blue Star Highway Midway Fl 32343	(850) 533-6547	3 rd Thursday of every month	6pm-7pm
Holy Community Church	24450 Blue Star Hwy Quincy Fl 32351	(850) 459-9239	1 st and 3 rd Sunday every month. Breakfast every Sunday	1:30pm-2:30pm Breakfast from 9:30am-10am
Hope Harvest Food Pantry	1110 Rich Bay Road Havana Fl 32333	(850) 766-1207	Monday – Thursday. Or by appointment	11am- 3pm
IAM Fellowship Ministries	1514 Florida Ave Quincy Fl 32351	(850) 778-6991	1 st and 3 rd Saturday	11am- 12pm
Lamb's Temple of God	410 Parker Knight Rd Midway Fl 32343	(850) 251-7443	By Appointment	Call Ahead
St. John C.O.G.I.C	3490 Bainbridge Hwy Quincy Fl 32353	(850) 556-1168	Every Wednesday	11am-1pm
The Body of Christ	6909 Havana Hwy Havana Fl 32333	(850) 539 5736	The Thursday before the 3 rd Sunday	10am- 12pm
The Center for Health Equity Inc	231 East Jefferson St Quincy Fl 32351	(850) 875-5006	By Appointment	Call Ahead
The Liberty Center	613 Chattahoochee St Chattahoochee Fl 32324	(850) 556- 6278	Thursday, Twice a Month (Call Ahead)	8am-4pm

Beverly Nash

From: Linda Bridges <LBridges@flcities.com>
Sent: Tuesday, May 25, 2021 3:26 PM
To: Beverly Nash
Cc: Julie Smith; Ronte Harris; Ronte Harris Quincy City Commissioner District 3
Subject: RE: 2021 City Catalyst Grants - Florida League of Mayors, Inc. and Business Watch

Thank you and good luck!

Linda J. Bridges

Director, Association Services, Florida League of Cities
Executive Director, Florida Association of City Clerks
Assistant Executive Director, Florida League of Mayors
Association Liaison, Mayors Council of Pinellas County
850.701.3636 (office); 850.570.7224 (mobile)
www.flcities.com



From: Beverly Nash <bnash@myquincy.net>
Sent: Tuesday, May 25, 2021 3:25 PM
To: Linda Bridges <LBridges@flcities.com>
Cc: Julie Smith <Julie.Smith@uss.salvationarmy.org>; Ronte Harris <rharris@myquincy.net>; Ronte Harris Quincy City Commissioner District 3 <rnteforquincy@gmail.com>
Subject: RE: 2021 City Catalyst Grants - Florida League of Mayors, Inc. and Business Watch

Please see attachment per requirements for the request for funding application for the annual City Catalyst Grants Program sponsored by the Florida League of Mayors, Inc. and Business Watch.

If you have questions and/or concerns, please contact me by phone or email.

Thanks,

Beverly A. Nash, Ph.D.
City of Quincy, Florida
850-618-1888
bnash@myquincy.net

Beverly Nash

From: Julie Smith <Julie.Smith@uss.salvationarmy.org>
Sent: Wednesday, May 26, 2021 12:24 PM
To: Beverly Nash; lbridges@flcities.com
Cc: Ronte Harris; Ronte Harris Quincy City Commissioner District 3
Subject: RE: 2021 City Catalyst Grants - Florida League of Mayors, Inc. and Business Watch

Thank you very much. This looks wonderful! We are excited to be in Gadsden County!



JULIE SMITH
Social Services
Program
Coordinator

In His eyes, we are
equal. To speak
without love is
inconsistent with
God's instruction for
us. May we come
together in hope; and
against racism,
bigotry, and violence

OFFICE: 850-222-0304
MOBILE: 850-408-4982
EMAIL: Julie.Smith@uss.salvationarmy.org
WEB: www.salvationarmytallahassee.com
ADDRESS: The Salvation Army – Tallahassee Corps
2410 Allen Road
Tallahassee, FL 32312

**If you suspect human trafficking
activity, report it to the National
Human Trafficking Hotline: 1 (888) 373-
7888**

**"Overcoming poverty is not a gesture
of charity. It is an act of justice. It is
the protection of a fundamental human
right, the right to dignity and a decent
life. While poverty persists, there is no
true freedom." – Nelson Mandela**

From: Beverly Nash <bnash@myquincy.net>
Sent: Tuesday, May 25, 2021 3:25 PM
To: lbridges@flcities.com
Cc: Julie Smith <Julie.Smith@uss.salvationarmy.org>; Ronte Harris <rharris@myquincy.net>; Ronte Harris Quincy City Commissioner District 3 <rnteforquincy@gmail.com>
Subject: RE: 2021 City Catalyst Grants - Florida League of Mayors, Inc. and Business Watch

Please see attachment per requirements for the request for funding application for the annual City Catalyst Grants Program sponsored by the Florida League of Mayors, Inc. and Business Watch.

If you have questions and/or concerns, please contact me by phone or email.

Thanks,

Beverly A. Nash, Ph.D.
City of Quincy, Florida

Beverly Nash

From: Julie Smith <Julie.Smith@uss.salvationarmy.org>
Sent: Saturday, February 27, 2021 5:43 PM
To: Jack Mclean (admin)
Cc: edixon@gadsdencountyfl.gov; Tashonda Whaley; ibradley@gadsdencountyfl.gov; Beverly Nash; Ashlee Wildish
Subject: The Salvation Army is seeking space to bring services to Gadsden County residents

Good afternoon Mr. Mclean!

I am sorry for the informal contact of an email, but I have been unsuccessful in reaching you by phone. Our organization is very excited and eager to partner with Gadsden County to bring services weekly to your residents.

I understand that you have a space available that we could work from, and my staff and I would like to meet with you either Tuesday or Thursday afternoon around 2 pm, if either of those days/times fits with your schedule. As soon as we see the space, we will move forward with gathering everything we need and begin delivering services.

Thank you so much for your help finding space for us to work from, and we look forward to serving more in Gadsden County. Please feel free to contact me at one of the numbers listed below if that is an easier form of communication. I look forward to speaking with you soon!



JULIE SMITH

Social Services
Program
Coordinator

In His eyes, we are
equal. To speak
without love is
inconsistent with
God's instruction for
us. May we come
together in hope, and
against racism,
bigotry, and violence.

OFFICE: 850-222-0304
MOBILE: 850-408-4982
EMAIL: Julie.Smith@uss.salvationarmy.org
WEB: www.salvationarmytallahassee.com
ADDRESS: The Salvation Army – Tallahassee Corps
2410 Allen Road
Tallahassee, FL 32312

**If you suspect human trafficking activity,
report it to the National Human
Trafficking Hotline: 1 (888) 373-7888**

**City of Quincy
City Commission
Agenda Request**

Date of Meeting: June 8, 2021

Date Submitted: June 4, 2021

To: Honorable Mayor and Members of the Commission

From: Jack L McLean Jr., City Manager
Robert Nixon, CRA Manager
Charles Hayes, Interim Planning Director
Gary Roberts, City Attorney

Subject: Request for Action Regarding Proposed Variance of Local Alcohol Sales Ordinance

Statement of Issue:

As currently enacted, Ordinance 1095-2018 creates certain restrictions that would make it impossible for new businesses other than restaurants to sell “hard liquor” or other alcoholic beverages in the Downtown District of Quincy. The local ordinance prohibits the sale of “hard liquor and other alcoholic beverages by non-restaurant businesses because of proximity to churches, day cares or the courthouses unless “grandfathered” in, new businesses like lounges or sports bars, are unable to locate in a primary Quincy Downtown district. It is proposed to allow new lounges and sports bars, which have been licensed by the Florida Division of Alcohol and Tobacco AND are located in the downtown district and along the Highway 90 commercial, to sell spirits and alcoholic beverages.

Further, as the QCRA, downtown business and property owners, increase investments to revitalize the local economy by recruiting new businesses, coordinating public events and attracting tourists to the city, there is renewed demand that authorized special events coordinated for the public benefit be allowed to sell alcohol during the special event. A revision to the local alcohol sales ordinance which would allow governmental entities and legally organized non-profit entities to sell liquor and alcoholic beverages once they have secured approval from the City to hold the special event in the Downtown District.

Status:

Historically, the City Commission has considered revisions to local ordinances in order to permit alcohol sales by certain business types and locations. For example, Ordinance 1103-2019, which was approved in 2019, allowed for the alcohol ordinance to be changed to allow “bona fide restaurants with a state alcohol license” to engage in package sales of beer and wine products in sealed containers for off premises consumption in locations throughout the city.

Options:

Option 1. Request City Commission act by revising the local alcohol ordinance to allow the sale of spirits and alcoholic beverages by new restaurants, lounges or sports bars, located in the 9-block Downtown District and along the Highway 90 commercial corridor between Madison Street and Barack Obama Boulevard, that have been licensed by the Florida Division of Alcohol and Tobacco; AND to allow “walk and sip” special events when sponsored by a local governmental entity or non-profit organization with the approval of the City Manager.

Option 2. Provide direction.

Staff Recommendation:

Option 1



Crime Prevention Strategy and Approach and Community Engagement

Several elements of the crime prevention strategy and approach were explored in the past five (5) months. First, community meetings were held with the family and community with the City Manager and Interim Police Chief. The topic of the City Hall meeting was the homicide/shooting at 515 Main Street. The community and family provided truly relevant and helpful information based on Facebook/Twitter posts that rekindle the investigation. That meeting highlighted the importance of the intel-driven approach described below. Second, the City Manager visited the site of multiple shots that were fired on Lincoln Street and went into an occupied home without injury. The community identified that lighting is essential to the community's sense of safety and thwarting criminal activity. Third, the former Chief and City Manager met with Arbor Crest Apartments Staff related to illegal activity. The complex decided not to use the gate to limit access to the property. After discussion, the complex installed a camera and gave the City access to monitor actual and potential misconduct on the property. Finally, the Mayor Pro Tem, City Manager, and Interim Police Chief recently visited the family of the first slain victim this calendar year. The City provided multiple victim services to the family.

Within a week of the visit, the Police Chief and the City Manager arranged a meeting with the Regional Manager of Gadsden Arms Apartments. The discussion was very fruitful. The complex will evaluate the cost for installing cameras, the hiring of 24/7 on-site private security, and implementation of step-up site maintenance to comply with the City code. Each community's response/request demonstrate the effectiveness of elements of the crime prevention strategy and approach.

The approach is holistic. The Police Department is charged with crime suppression, and the community is asked to provide a safety net for the youth and community. Trust is essential to the success of the crime prevention strategy and approach. The conflict between people of color and the police in the United States has become a global concern. The lack of trust, confidence, and police perception have yielded debates on reforms among politicians. Unfortunately, the past and present distrust between the police and community is a major stumbling block to solving crime between and amongst community members. Creating a culture of integrity within a Police Department is crucial to building and sustaining community trust, effective policing, and safe communities. The crime prevention strategy and approach are to

create shared values on policing that show the department is equally committed to respecting all community members and reducing crime. Ultimately, the police set the tone for the street interactions and determine all possible interaction outcomes. The police must use their presence to show respect and treat every citizen with dignity to create the trust needed to solve violent crimes and protect the community.

As shown in the crime prevention strategy and approach below, the community is central to resolving and preventing crime through various family-based prevention and community programs. Successful implementation of the family-based approach will complement the Police Department's intel-driven/database procedural justice strategy to combat violent crime.

The City's Holistic Crime Prevention Strategy and Approach and Community Engagement consists of:

I. Risk-Focused Prevention

II. Install a Crime Management System

- i. Easy to manage citizens' complaints, and criminals' data, particular gang-related acts.
- ii. Data is secured, and data is stored in a database: evidence management, digital evidence.
- iii. Update criminal biodata to a centralized database, which is visible to different sections.

III. 21st Century Police Department

- i. Procedural Justice Based Policing
 - aa. Listen and Explain with Equity and Dignity
- iii. Policing without Borders
 - aa. Enter cooperative agreements with Leon County Sherriff and Gadsden County Sherriff that permit our officers to work outside the city limits
 - bb. Enter an Interlocal Agreement with Leon County Sheriff to become part of the Intelligence Analysis for real-time crime centers, allowing Sherriff's analysts to uncover suspect information during time-sensitive investigations.

IV. Police Restructuring

- i. Transparency and accountability in Law Enforcement-Police Body Worm Cameras
 - aa. Intel-Driven Data Investigation Unit that identifies and track gang violence
 - bb. Add two additional investigators and non-sworn personnel-monitor Facebook and Twitter, etc., and apartments and community cameras; development the files to meet State Attorney standards, the small number of gang members, and bad actors.
 - cc. Install surveillance cameras on designated corridors-hot spots on utility poles and cooperating churches
 - dd. Priority dispatching of calls to use nonprofits/community group on non-crime suppression calls

V. Community Policing

- i. Assigning police officers to mentor, check on, and interact with at-risk youth in each political district
- ii. The police will focus on risk youth identified by the Criminal Justice System and their families-goal: to reduce recidivism
- iii. Implement and explore the program in conjunction with the Boy Scouts of America that focuses on alternative school placement-goal: designed to build character, increase self-esteem, and teach citizenship skills while allowing youth to participate in community service activities.

VI. Family-Based Prevention/Community Programs

- i. Develop a matching fund to support community-based nonprofits' grants to provide behavioral parent management training programs.
- ii. Grant-eligible programs:
 - aa. Home visiting to advise about prenatal and postnatal care of the child, the importance of proper nutrition.
 - bb. Behavioral parent management training to train parents in effective 3- to 10-year-old child-rearing methods- noticing what a child is doing, monitoring the child's behavior over long periods-, setting house rules, making rewards and punishments consistent and contingent on the child's behavior, and negotiating disagreements so that conflicts and crises did not escalate.
 - cc. Home visiting is designed to reduce child abuse and neglect during the first 2 years of life by unmarried teenage mothers and improve the child's likelihood of non-arrest and antisocial behavior during 17 years of the child's life.
 - dd. Functional family therapy for delinquent youths aimed to modify family interaction patterns by modeling, prompting, and reinforcement to encourage clear communication of requests and solutions between family members and minimizing conflict.
 - ee. A Saturday for Moms
 - ff. December Discount on electric bills, only, for at-risk households meeting the at-risk metric
 - gg. Education Scholarship Program

VII. Crime Prevention Through Environmental Design Introduction/Incentives

- i. Increasing 24 hours, seven days a week private security at high crime apartment complexes
- ii. Installation of personal surveillance/camera at critical access points and location on the property; linkage of that surveillance to the Police Department; regular with high crime apartment complex management

- iii. Management and maintenance of neighborhoods and public spaces, timely garbage removal of garbage cans and dumpsters, particularly at apartment complexes, debris removal
- iv. Apartment complex-active management of residents' compliance with safety and maintenance of the building common spaces
- v. Restricting points of access at apartment complexes
- vi. Encourage neighborhood watch programs/implementing safety and crime, such as basic home security measures through the free smart home tool (exterior motion sensor lights, smoke detectors, ring doorbells)
- vii. Addressing housing vacancies/rehabilitation
- viii. Enhance Illuminations of City streets, neighborhoods, and risk prone areas throughout the City
- ix. The City's enforcement and remedy of code violations
- x. Clean-up Program
- xi. Paint-up/Fix-Up

VIII. Establish a Youth Advisory Committee (one member from each Commissioner and City Manager)

- i. To identify and outline youth initiatives to provide alternative outlets
 - aa. Social media internet options
 - 1. Music/Entertainment
 - bb. Youth Entrepreneurial Programs
 - 1. Children's Business Fair-5-15 one day programs selling goods and services they created
 - 2. Youth entrepreneur's academy-learning how to generate business ideas create a business plan, conduct market research, pitch a business idea
 - 3. Social media internet options
 - a. Music/Entertainment
 - b. Internet radio program

BUDGET/RESPONSIBLE DEPARTMENT

All numbers listed are an estimate of costs. Responsible departments shown below.

Section II.	Crime Management System	\$30,000	Source: Grant	Police Department
Section IV. i. aa	Intel Analyst	\$41,850 (\$31,000 base salary)	Source: Next Year's Budget	Police Department
Section IV. i. bb	2 investigators	\$104,550.265 (includes base salary of \$38,722.32)	Source: Next Year's Budget	Police Department
Section IV. i. cc	Camera System/NOLA cameras explored	\$2,500 per camera per year; free installation. 10 cameras install at \$25,000 total cost annually	Source: PROJECT NOLA NATIONAL CRIME CAMERA PROGRAM (501©(3); Next Year's Budget	Police Department
Section IV. (Community Policing)	Police Athletic League (10 individuals)	\$5,000 (uniforms, equipment costs, trophy)	Source: Anti-Crime Budget Appropriation	Police Department
Section IV. (Community Policing)	Explorer Post (8 individuals)	\$2,500 (uniform, fee, travel, equipment costs)	Source: Anti-Crime Budget Appropriation	Police Department
Section V. Family-Based Prevention/Community Programs	Match grant community-based programs	\$40,000	Source: Nonprofit matching grants; Anti-Crime Budget Appropriation	Grant Section
Section V. ii. ee.	A Saturday for Mom (once a quarter)	\$6,000	Source: Anti-Crime Budget Appropriation	Recreation Department
Section V. ii. ff.	December Discount on electric bills	\$10,000 (50 participants)	Source: Anti-Crime Budget (\$10,000)	Customer Service
Section V. ii. gg.	Education Scholarship Program	\$20,000	Source: Private fundraising (\$10,000); Next year's budget (\$10,000)	Customer Service
Section VI. i.	Increasing 24 hours seven days a week private security at high crime apartment	?	Source: Private Sector	Police Department
Section VI. ii.	Installation of personal surveillance	Free installation; \$10 per month	Source: PROJECT NOLA NATIONAL CRIME CAMERA PROGRAM (501©(3)	Police Department
Section VI. iii. iv. v. vi. ix. x. xi.	Neighborhood management and maintenance; neighborhood watch	\$30,000	Source: City Code Enforcement; PROJECT NOLA NATIONAL CRIME CAMERA PROGRAM (501©(3); Code enforcement of liens; CRA	Code Enforcement
Section VI. vii.	Housing vacancies/Rehabilitation	?	Source: CRA; Code Enforcement	
Section VI. vii.	Enhance neighborhood street lighting	\$80,000	Source: Utility Budget (3 year plan.)	Utility Department
Section VII.	Youth Advisory Committee	\$10,000	Source: Anti-Crime Budget Appropriation	Customer Service
Section VIII.	Host Mid Campaign Event	\$8,000	Source: Anti-Crime Budget Appropriation	Customer Service

*Alternative dispatch call diversion (Section III., I., dd.) would take more research, deliberations, and discussions on how it would work. Again, the nonprofit organizations would have to be collaborative partners, willing to undertake the required and timely deployment of resources at any time of the day or night to assist individuals in crisis, the need of services, or other tasks that routinely would be sent to law enforcement. There is no final cost to this at this time; however, it could require nonprofit organizations to obtain a grant from DCF or DJJ.

DISTRICT MEETINGS SCHEDULE

District 1 - June 21, 2021

District 2 - June 23, 2021

District 3 - June 28, 2021

District 4 - June 29, 2021

District 5 - June 30, 2021