

City of Quincy

City Hall

404 West Jefferson Street

Quincy, Florida 32351

www.myquincy.net



CITY COMMISSION BUDGET WORKSHOP

**Tuesday, February 23, 2021
6:30 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
BUDGET WORKSHOP

AGENDA

February 23, 2021
6:30 P.M.

City Hall Commission Chambers

Call to Order

Roll Call

Special Meeting Items of Discussion

1. Budget Amendments
 - Jack L. McLean Jr., City Manager
 - Marcia Carty, Finance Director
2. Capital Projects
 - Jack L. McLean Jr., City Manager
 - Marcia Carty, Finance Director
3. Non-Recurring Activities - Grants
 - Jack L. McLean Jr., City Manager
 - Marcia Carty, Finance Director
4. Paid Off Loans
 - Jack L. McLean Jr., City Manager
 - Marcia Carty, Finance Director
5. Calendar of Events – Budget Items
 - Jack L. McLean Jr., City Manager
 - Marcia Carty, Finance Director

Adjournment

CITY OF QUINCY, FL
BUDGET AMENDMENTS OVERVIEW
FISCAL YEAR ENDING SEPTEMBER 30, 2021

Budget Amendment

New Activities		\$933,770
FY 2020 Purchases Orders to Encumber in FY 2021		\$1,068,016
Grant Revenue & Expenses Net Decrease after 09/30/2020		(\$742,648)

Net Increase in FY 2021 Budget **\$1,259,138**

Revenue Sources

New Grant Revenues		(\$385,525)
FY 2020 Deferred Grant Revenues		(\$280,002)
Use of Fund Balance - FY 2018 & 2019 Insurance Proceeds		(\$220,000)
Use of Retained Earnings - FY 2020		(\$200,000)
Interfund Transfer		(\$30,000)
Reduce Expenses from FY 2021 Approved Budget		(\$98,245)
Use of Fund Balance		(\$45,366)

Total Revenues/Sources **(\$1,259,138)**

CITY OF QUINCY, FL
BUDGET AMENDMENTS OVERVIEW
FISCAL YEAR ENDING SEPTEMBER 30, 2021

IMPACT ON BUDGET	
CURRENT APPROVED BUDGET	\$43,492,115
GRANT REVENUES & EXPENSES NET REDUCTION	(\$742,648)
PLUS NEW ACTIVITY	\$933,770
Plus Purchase Orders CarryForward from FY 2020	\$1,068,016
REVISED BUDGET	\$44,751,253
Budget Increase Amount	\$1,259,138
Budget Increase Percentage	2.90%

CITY OF QUINCY, FL
NEW ACTIVITIES TO INCLUDE IN BUDGET - SOURCES AND EXPENDITURES
FISCAL YEAR ENDING SEPTEMBER 30, 2021

REVENUE DESCRIPTION	AMOUNT	SOURCE	BUDGET GENERAL LINES
COVID19 GADSDEN COUNTY PUBLIC SAFETY GRANT	\$ 250,000	GRANT	001-366-10013
VISTA BRACE VOLUNTEER GRANT	\$ 29,536	GRANT	001-366-10011
VISTA BRACE VOLUNTEER GRANT	\$ 29,536	GRANT	403-343-16710
FIBER OPTIC - USE OF FUND BALANCE	\$ 200,000	FEMA	402-389-90001; 403-389-90001; 404-389-90001; 405-389-90001
USE OF INSURANCE PROCEEDS FROM FUND BALANCE (CHAMBER RENOVATIONS)	\$ 220,000	FY 2019 UNUSED INSURANCE RECEIPTS \$152,000 FY 2020 UNUSED	001-389-00000
CORONAVIRUS POLICE GRANT	\$ 50,000	GRANT	001-366-10014
FDLE CJIS GRANT	\$ 26,453	GRANT	001-366-10015
INTERFUND TRANSFER	\$ 30,000	FUND 403 TO 001	

TOTAL NEW REVENUES \$ 835,525

REDUCE FY 2021 BUDGET EXPENSES - TRANSFERS	From	To
DITCH COMPLETION	\$25,000 BUDGET TRANSFER	001-430-541-60632 001-430-541-60634
POLICE BODY CAMERA COVID	\$13,295 BUDGET TRANSFER	001-220-521-10120 001-220-521-60644
POLICE BODY CAMERA COVID	\$50,000 BUDGET TRANSFER	001-284-515-30343 001-220-521-60644
CIVICCMS LICENSE & SERVICE AGREEMENT	\$9,950 BUDGET TRANSFER	001-160-519-00001 001-160-519-30343

TOTAL NEW REVENUES & REDUCTION IN EXPS \$933,770

CITY OF QUINCY, FL
NEW ACTIVITIES TO INCLUDE IN BUDGET - SOURCES AND EXPENDITURES
FISCAL YEAR ENDING SEPTEMBER 30, 2021

EXPENSE DESCRIPTION		DEPARTMENT	BUDGET GENERAL LINES
VISTA BRACE	\$29,536	City Manager	001-160-512-30341
VISTA BRACE	\$29,536	Electric	403-520-531-30341
EQUIPMENT - FIBER OPTIC SYSTEM UPGRADE	\$26,000	Sewer	402-540-535-60646
EQUIPMENT - FIBER OPTIC SYSTEM UPGRADE	\$122,000	Electric	403-591-531-60646
EQUIPMENT - FIBER OPTIC SYSTEM UPGRADE	\$26,000	Water	404-539-533-60646
EQUIPMENT - FIBER OPTIC SYSTEM UPGRADE	\$26,000	Gas	405-561-532-60646
EQUIPMENT - CORONAVIRUS POLICE	\$50,000	Police	001-220-521-60644
EQUIPMENT - FDLE CIJS	\$11,458	Police	001-210-521-60641
CONTRACTUAL SERVICES - FDLE CIJS	\$14,995	Police	001-210-521-30341
CHAMBER - BUILDING IMPROVEMENTS	\$220,000	Commission Chamber Renovations	001-110-552-60620
DITCH COMPLETION	\$25,000	Public Works	001-430-541-60634
POLICE BODY CAMERA COVID	\$78,295	Police	001-220-521-60644
CIVICCMS LICENSE & SERVICE AGREEMENT	\$9,950	Website Design	001-160-512-30343
COVID Residential Coupon	\$83,000	Utilities - Electric	403-520-531-30646
COVID MONIES CONTINGENCY	\$152,000	Contingency	001-001-519-30390
HURRICANE SALLY - PROFESSIONAL SERVICES	\$30,000	Public Works	001-430-541-30343

TOTAL NEW EXPENSES

\$933,770

CITY OF QUINCY, FL
FY 2020 Purchases Orders to Encumber (Carry Forward) to FY 2021
FISCAL YEAR ENDING SEPTEMBER 30, 2021

Po #	PO Description	Po Carryforward Amount	Budget GL Line Item Number
225619	Fire Training Facility	\$ 61,115.00	001-210-522-60620
225678	Police Car Lease - Enterprise	\$ 34,000.00	001-220-521-60642
225673	Police Security Cameras	\$ 5,053.00	001-220-521-60644
225670	Public Works Hurricane Sally	\$ 72,000.00	001-430-541-60632
225676	Public Works Land and Building Purchase	\$ 84,000.00	001-440-519-60610
225677	Public Works Engineering, Survey, Design	\$ 94,000.00	001-440-519-60610
225674	Public Works Hamilton Ditch	\$ 102,001.63	001-430-541-60634 (*)
225679	CRA Fund Balance Encumbrance	\$ 111,161.65	002-250-552-60040 (*)
225612 & 225614	20 MVA Medium Power Transformers	\$ 449,408.00	403-591-531-30491
225675	Joyland - Badger Meters	\$ 55,276.72	404-539-533-60610

Total Purchase Orders Open as of 09/30/2020 \$ **1,068,016.00**

Less Deferred Grant Revenue - FY 2020 (*) \$ (280,001.63)

Approved Budgeted Funds Carry Forward \$ 788,014.37

CITY OF QUINCY, FL

BUDGETED GRANT REVENUE & EXPENSE CHANGES AFTER 09/30/2020

FISCAL YEAR ENDING SEPTEMBER 30, 2021

ACCOUNT DESCRIPTION	APPROVED AMOUNT	REVISED AMOUNT	REDUCTION AMT	BUDGET GL NUMBER
REVENUES				
FEMA - STATE REIMBURSEMENT	\$0	\$75,000	\$75,000	001-331-50000
STATE - ECONOMIC DEVELOPMENT	\$75,000	\$0	(\$75,000)	001-335-50000
LOCAL MITIGATION STRATEGIES GRANT	\$0	\$35,972	\$35,972	402-331-33000
EPA GRANT REVENUE	\$663,485	\$364,917	(\$298,568)	402-331-35000
CDBG GRANT REVENUE	\$686,140	\$376,116	(\$310,024)	402-331-36000
USE OF RETAINED EARNINGS	\$115,000	\$12,000	(\$103,000)	402-389-90001
LOCAL MITIGATION STRATEGIES GRANT	\$0	\$35,972	\$35,972	404-331-33000
USE OF RETAINED EARNINGS	\$115,000	\$12,000	(\$103,000)	404-381-10000
TOTALS	\$1,654,625	\$911,977	(\$742,648)	
ACCOUNT DESCRIPTION	APPROVED AMOUNT	REVISED AMOUNT	REDUCTION AMT	BUDGET GL NUMBER
EXPENSES				
EQUIPMENT LOCAL MITIGATION STRATEGIES	\$115,000	\$47,972	(\$67,028)	402-531-535-60644
CDBG MAINTENANCE OF MAINS & LINES	\$686,140	\$376,116	(\$310,024)	402-540-535-30467
EQUIPMENT - EPA GRANT	\$663,485	\$364,917	(\$298,568)	402-540-535-60644
EQUIPMENT LOCAL MITIGATION STRATEGIES	\$115,000	\$47,972	(\$67,028)	404-530-533-60644
TOTALS	\$1,579,625	\$836,977	(\$742,648)	

CITY OF QUINCY, FL
CAPITAL PROJECTS FIVE YEAR PLAN
FY 2021 TO 2025

CAPITAL PROJECT	DEPARTMENT	Project Cost					Total				
		2021	2022	2023	2024	2025	2021	2022	2023	2024	2025
SCOP Grant	Public Works Road & Streets	\$472,939					\$472,939				
Marion and Sharon Streets	Public Works Road & Streets	\$223,000					\$223,000 F				
Ditches	Public Works Road & Streets	\$100,000					\$61,000 F				
							\$39,000 B				
\$40,000 repairs in city building	Public Works Building & Gro	\$40,000					\$40,000 B				
Chamber Furniture	Public Works Building & Gro	\$10,000					\$10,000 B				
Shelfer and Hamilton		\$250,000					\$250,000				
Flagler Street - Hamilton Str	Public Works Road & Streets	\$500,000					\$500,000				
\$100,000 backhoe loader tractor plus \$55,000 raising man holes and valve boxes											
Adam Street	Utilities - Sewer	\$155,000					\$155,000 B				
CLEAN WATER GRANT	Utilities - Sewer	\$3,530,067					\$3,530,067 G				
CDBG Grant	Utilities - Sewer	\$686,140					\$686,140 G				
\$80,000 re-activating force main and in pressure line from 267 Joe Adams to Strong; \$90,000 skid steer with right of way attachments	Utilities - Sewer	\$170,000					\$170,000 B				
EPA Grant	Utilities - Sewer	663,485					\$663,485 G				
\$10,000 Blandon; \$350,000 SCADA \$200,000 and replacement of 2 70 yr old breakers \$150,000	Utilities - Electric	360,000					\$228,342 F				
							\$131,658 B				
Local Mitigation	Utilities - Water & Sewer	\$230,000					\$230,000 G				
Fiber Optic Upgrade	Utilities - Water, Electric, Sewer	\$300,000					\$300,000 B				
CRA Catalyst Projects	CRA	\$204,000					\$204,000 B				

City of Quincy, Florida
Fiscal Year Ending 09/30/2021

Budget FY 2020-2021	\$43,492,115
Non-Recurring Grants	-\$5,139,130
Non-Recurring FEMA	<u>-\$3,450,000</u>
Net Operating & Recurring Budget FY 2020-2021	<u>\$34,902,985</u>

CITY OF QUINCY, FLORIDA
NONRECURRING ACTIVITIES - GRANTS
BUDGET FISCAL YEAR ENDING 09/30/2021

STATE GRANT - TRANSPORTATION

	Budget Line Item	Budget Amount	Purpose	Page Number in Budget Book
Revenue	001-334-49000	\$472,939	improve the roads	5
Expenditures	001-430-541-60632	(\$472,939)	Public Works Dept	38

FLORIDA DEO RIF GRANT

	Budget Line Item	Budget Amount	Purpose	Page Number in Budget Book
Revenue	001-366-10003	\$273,158		7
Expenditures	001-284-515-30341	(\$273,158)	Building and Planning Dept.	30

EPA GRANT

	Budget Line Item	Budget Amount	Purpose	Page Number in Budget Book
Revenue	402-331-35000	\$364,917	Extending the grant	48
Expenditures	402-540-535-60644	(\$364,917)	Sewer Dept	55

CDBG GRANT

	Budget Line Item	Budget Amount	Purpose	Page Number in Budget Book
Revenue	402-331-36000	\$376,116	Extending the grant	48
Expenditures	402-540-535-30467	(\$376,116)	Sewer Dept	55

FLORIDA DEO GAA GRANT

	Budget Line Item	Budget Amount	Purpose	Page Number in Budget Book
Revenue	402-331-38000	\$75,000	Extending the grant	48
Expenditures	402-531-535-30343	(\$75,000)	Public Works Dept	53

CLEAN WATER SRL GRANT

	Budget Line Item	Budget Amount	Purpose	Page Number in Budget Book
Revenue	402-381-39000	\$3,577,000	Clean Water Grant	48
Expenditures	402-520-535-70735	(\$44,586)	Sewer Dept	52
Expenditures	402-520-535-70736	(\$2,347)	Sewer Dept	52
Expenditures	402-531-535-60620	(\$3,530,067)	Sewer Dept	53

TOTAL NON-RECURRING GRANT REVENUES

\$5,139,130

TOTAL NO-RECURRING GRANT EXPENDITURES

(\$5,139,130)

NET

\$0

CITY OF QUINCY, FLORIDA
NONRECURRING ACTIVITIES - FEMA
BUDGET FISCAL YEAR ENDING 09/30/2021

General Funds \$500,000 (page 6)

Budget Line Item	Budget Amount	Purpose	Page Number in Budget Book
001-110-511-30436	\$100,000	Community Outreach	10
001-230-522-60644	\$35,000	Firefighter vehicle	24
001-220-521-60642	\$25,000	Police vehicle	29
001-284-515-60642	\$30,000	Building and Planning vehicle	31
001-430-541-60632	\$223,000	Macon/Sharon Street	39
001-430-541-60632	\$61,000	Ditches	39
001-430-541-60643	\$26,000	City Manager/Public Works vehicle	39

Enterprise Funds \$2,950,000 (page 57)

Budget Line Item	Budget Amount	Purpose	Page Number in Budget Book
403-520-531-30391	\$1,621,764	Reserves	62
403-539-531-70191	\$500,000	Loan Reduction	64
403-539-531-10120 to 30343	\$194,311	Line Crewman and Professional Services	64
403-539-531-30469	\$140,000	Contractual Tree Trimming	64
403-591-531-30341	\$228,342	Contractual Services - SCADA \$218,342 and Blandon \$10,000	65
6	\$110,000	Bucket, U16, U10 Trucks	66
403-591-531-70731	\$141,495	Bucket, U16, U10 Trucks	66
403-591-531-70732	\$14,088	Bucket, U16, U10 Trucks	66

TOTAL NON-RECURRING FEMA REVENUES \$3,450,000
TOTAL NO-RECURRING FEMA EXPENDITURES (\$3,450,000)

City of Quincy, Florida
Loans Paid Off and Balance of \$3 Million Loan
As of 02-06-2021

Loans' Payoff Update

Payments From December 2020 to January, 2021

Paid off SRL 200110	\$ 10,233.00
Paid off SRL 200220	\$ 58,539.00
Paid off CRA Credit Line	\$ 64,100.00
Paid towards \$3 Million Loan	<u>\$ 500,000.00</u>
Total Loans Paid Off	<u>\$ 632,872.00</u>

\$3 Million Loan Updatee

Loan Taken Out in 2019	\$ 3,000,000.00
Payments from Dec 2019 to January 2020	<u>\$ (1,517,292.56)</u>

Balance Unpaid **\$ 1,482,707.44**

Savings and Reserves (Rate Stabilization) and Cash Balances

Balance as of 09/30/2020	\$ 791,955.30
Transferred as of 02/05/2021	\$ 1,207,839.62
Interest Earnings	<u>\$ 205.08</u>

Cash Balance in Reserve Bank Account as of 02/05/2021 \$ 2,000,000.00

Cash Used for Operations per Bank as of 02/05/2021 \$ 3,535,117.73

Cash Accounts Used for Debt Service and Construction in Bank Account as of 02/05/2021 \$ 2,936,520.22

Cash - CRA \$ 247,247.56

Cash - Police & Emergency \$ 534,577.94

Total Cash in Bank as of 02/05/2021 (not reconciled) **\$ 9,253,463.45**

Calendar of Events

Budget Items

- **November 27, 2018**

Hurricane Michael –Damage Financing Options

- **December 11, 2018**

Ordinance 1102-2018: Hurricane Michael -Electric Storm Surcharge (First Reading)

- **January 8, 2019**

Ordinance 1102-2018: Hurricane Michael -Electric Storm Surcharge (Second Reading)

- **May 14, 2019**

Survey and Engineering for Shelfer Street Outfall Project

- **October 29, 2019**

Authorization to Lease Police Vehicles from Enterprise Leasing

- **November 12, 2019**

Internal Phones and Internet Services

- **January 14, 2020**

Request to Replace Servers for City of Quincy

- **February 11, 2020**

Recovery and Resilience Partnership with FEMA and VISTA

- **April 14, 2020**

Police Department Authorization to Submit Grant to FDLE-FIBRS Florida
Incident Base Reporting System: \$127,693.00

- **July 13, 2020**

RFP Number: 54-2020 Fiber Backbone Testing and Connections

- **July 14, 2020**

Appropriation of the Grant Funds Received from the Governor Office
Division of Emergency Management, Hurricane Michael State Recovery Grant Program
\$1M Grant Options

- **September 22, 2020**

Authorization Repair Hardware Infrastructure for Fiber Backbone Grid

- **September 22, 2020**

Software Upgrade for Fiber Backbone Grid

- **September 22, 2020**

Communication Repeaters for Fiber Pole Connections

- **October 27, 2020**

Authorization to Negotiate for City Hall Renovations

- **October 27, 2020**

Emergency Repairs to City Storm Drainage System on Stewart Street

- **October 27, 2020**

Police Department FDLE Coronavirus Emergency Supplemental Funding Grant Submittal
Approval: \$50,000.00

- **December 8, 2020**

City Hall Renovations Architectural Contract

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

Date of Meeting: November 27, 2018

Date Submitted: November 24, 2018

To: Honorable Mayor and Members of the City Commission

From: Jack L. McLean Jr., Interim City Manager
Ted Beason, Finance Director

Subject: Hurricane Michael-Damage Financing Options

STATEMENT OF ISSUE:

This agenda item is intended to seek the City Commission's direction and authorization to pursue funding to pay the cost of Hurricane Michael. On Wednesday, October 10, 2018, a category 4 hurricane, named Michael, slammed the western part of Florida and left a trail of devastation in its path. The damage to the City's electrical grid is great, which left about 4,750 residents without electricity for more than one week. The storm also caused tremendous property damage including damage to the roof of many citizens' properties and to governmental structures. The total estimated damage to the electrical system and general government is \$3,154,114. **See Attachment 1-City Commission's Workshop Documents.** One hundred ninety-three thousand, six hundred dollars (\$193,600) of this amount is for damages to the general government. The Utility System had a net loss in revenue of \$103,539, because of the short number of days of power outages.

Federal Emergency Management Agency (FEMA) is expected to reimburse the City for 75% of its cost, and the State of Florida is expected to cover the cost of the remaining 25% of cost related to the hurricane. (FEMA may reimburse the City for 90% of its cost; however, FEMA has not yet decided.) Although, the City can expect reimbursement from FEMA through the State of Florida; the date of the reimbursement is uncertain. Affected Florida utilities have not received reimbursement from Hurricane Irma, which occurred in 2017.

**City of Quincy
City Commission
Agenda Request**

Date of Meeting: December 11, 2018

Date Submitted: December 7, 2018

To: Honorable Mayor and Commissioners

From: Jack L. McLean Jr., Interim City Manager
Ted Beason, Finance Director

Subject: Ordinance 1102-2018 - Hurricane Michael
Electric Storm Surcharge

When Hurricane Michael hit the Panhandle of Florida, it caused significant damage to the City of Quincy's electric distribution system. There were many municipal electric utilities that assisted the City in repairing our electric distribution system at an estimated cost of \$2,119,000.

Utility	Cost
Invoices Received	
Jacksonville Electric Authority	1,179,000
Troy	62,961
Andalusia	102,095
Russellville	50,212
Albertville	30,459
Projections	
Bartow	80,709
Tuskegee	159,014
Beaches	79,219
Athens	84,779
Lakeland	<u>291,230</u>
Total	2,119,678

Our current estimate for the materials and equipment for electric system restoration is \$200,000. The estimate for the restoration of the fiber system is \$800,000.

In addition to restoring the electric system, the City staff has outlined a program of storm hardening which would replace copper overhead electric lines and utility poles that are over 35 years old. Included in the storm hardening efforts would be the use of an outside contractor, Wolf Tree Trimming Service, to cut back trees and vegetation from electric lines and utilize additional budgeted personnel. The cost of the outside contractor would be \$187,000 per year.

**City of Quincy
City Commission
Agenda Request**

Date of Meeting: January 8, 2019
Date Submitted: January 4, 2019
To: Honorable Mayor and Commissioners
From: Jack L. McLean Jr., Interim City Manager
Ted Beason, Finance Director
Subject: Ordinance 1102-2018 - Hurricane Michael
Electric Storm Surcharge on Second Reading

Statement of Issue

This is a proposal to adopt Ordinance 1102-2018 on Second Reading. The Ordinance passed on First Reading on December 11, 2018. The Ordinance presented in this agenda packet for Second Reading is identical to the one that passed on First Reading on December 11, 2018 (i.e., no change has been made to it). City staff is recommending that the City Commission vote to approve Ordinance 1102-2018 on Second Reading. For information sake the agenda item of December 11, 2018 is attached for your reference.

Summary and Highlights of Ordinance 1102-2018

When Hurricane Michael hit the Panhandle of Florida, it caused significant damage to the City of Quincy's electric distribution system. There were many municipal electric utilities that assisted the City in repairing our electric distribution system at an estimated cost of \$2,119,000.

Utility	Cost
Invoices Received	
Jacksonville Electric Authority	1,179,000
Troy	62,961
Andalusia	102,095
Russellville	50,212
Albertville	30,459
Projections	
Bartow	80,709
Tuskegee	159,014
Beaches	79,219
Athens	84,779
Lakeland	<u>291,230</u>
Total	2,119,678

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

MEETING DATE: May 14, 2019

DATE OF REQUEST: May 7, 2019

TO: Honorable Mayor and Members of the City Commission

FROM: Jack L. McLean Jr., City Manager
Robin Ryals, Utilities Director

SUBJECT: Survey and Engineering for the Shelfer Street Outfall Project

Statement of Issue:

The information provided herein pertains to a task order from Dewberry Engineering, Inc. for the survey and design of the project to pipe the remaining open portion the Shelfer Street Outfall south of Hamilton Street.

Background Information:

The Shelfer Street Outfall is the discharge point for the City's drainage system which takes care of the area south of US 90, and most of what was contained on either side of Shelfer Street along with numerous residential units. This ditch was open flow from Martin Luther King south as late as the early '70's.

In the early '80's, the block from Martin Luther King to Flagler Street was piped with box culvert in an effort to provide two-way traffic within that block of Shelfer. Again in the '90's, the block between Flagler Street and Hamilton Street was piped with box culvert to again provide two-way traffic during a paving project.

Now the City Commission has deemed it necessary to close the remaining portion of the outfall ditch from Hamilton Street south to a point pass any of existing residential units in the area. There has been \$250,000 placed in this year's budget for the purpose of this project.



City of Quincy, Florida

SPECIAL MEETING

AGENDA

October 29, 2019

6:00 P.M.

City Hall Commission Chambers

Call to Order

Roll Call

Reports, Requests and Communications by the City Manager

1. Authorization to Lease Police Vehicles

- ♦ Amendment to Master Lease Agreement
- ♦ Master Lease Agreement
- ♦ No Excess Mileage Declaration
- ♦ Lease vs. Purchase Analysis
- ♦ Quincy Police Department Vehicle Inventory
 - Jack L. McLean Jr., City Manager
 - Glenn Sapp, Police Chief

Comments

- a) **City Manager**
- b) **City Clerk**
- c) **City Attorney**
- d) **Commission Members**

Comments from the Audience

Adjournment

Amendment to Master Lease Agreement

Amendment made as of the ____ day of _____ between Enterprise FM Trust ("Lessor") and _____ ("Lessee").

1. In consideration of the continued leasing of vehicles by Lessee from Lessor, Lessor hereby amends the provisions of the Lease(s) in the following respects, for vehicles presently under lease as well as for vehicles to be subsequently leased:

Paragraph 3(c) of the Master Equity Lease Agreement is amended to read as follows:

- (c) Lessee agrees to pay Lessor within thirty (30) days after the end of the Term for each Vehicle, additional rent equal to the excess, if any, of (1) the Book Value of such Vehicle over (2) the wholesale value of such Vehicle as determined by Lessor in good faith. If the wholesale value of a Vehicle is greater than the Book Value of such Vehicle, Lessor agrees to pay such excess to Lessee as a terminal rental adjustment within thirty (30) days after the end of the applicable Term. The "Book Value" of a Vehicle means the sum of (i) the "Delivered Price" of the Vehicle as set forth in the applicable Schedule minus (ii) the total Depreciation Reserve paid by the Lessee to Lessor with respect to such Vehicle plus (iii) all accrued and unpaid rent and/or other amounts owed by Lessee with respect to such Vehicle.
2. Except as hereby amended, the Lease shall remain in full force and effect as originally written or heretofore amended.

Enterprise FM Trust (Lessor)

By: Enterprise Fleet Management, Inc., its attorney in fact

By _____

Steve Usselman, Vice President

**City of Quincy
City Commission
Agenda Request**

Date of Meeting: November 12, 2019

Date Submitted: November 5, 2019

To: Honorable Mayor and Members of the Commission

From: Jack L McLean Jr, City Manager
David Rittman, Telecommunications Administrator

Subject: City of Quincy Internal Phones and Internet Services

Issue:

This agenda item is requesting approval to improve phone and internet services for the City of Quincy Internal Network.

Background:

For the last couple of years, the City of Quincy has had continuous issues with TDS phone and internet services. TDS response time for their phone and/or internet outages has been unacceptable and is frequently hindering the City of Quincy Management and Staff with the ability to provide quality services to customers.

Currently Staff has no access to state websites with the circuit that TDS provided to the City of Quincy. The state website issue has been going on for more than 6 months and is a very critical need for the Police, Fire, Human Resources and Finance Departments. The Information Technology Administrator has reached out to TDS continuously on this issue but they have not been able to resolve the matter or offer a solution to this issue.

Analysis:

Information Technology Administrator received several quotes/proposals from telecommunication suppliers on providing reliable phone and internet services to the City of Quincy. Quotes were received from the following service providers:

- Century Link \$6,938.71 per month (Phone/Internet)
- Comcast \$4,656.80 per month (Phone/Internet)
- My Florida Network \$4,226.31 per month (Broadband only)

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

MEETING DATE: January 14, 2020

DATE OF REQUEST: January 10, 2020

TO: Honorable Mayor and Members of the City Commission

FROM: Jack L. McLean Jr., City Manager
David Rittman, Information Technology Administrator

SUBJECT: Request to Replace the Servers for the City of Quincy

Statement of Issue:

The information provided herein concerns approving replacing and virtualizing the servers for email accessibility and data files of the City of Quincy, including the Smart Grid (Tantalus), which will also replace existing hardware and servers.

Background:

Over the most recent occurrences, the City of Quincy Servers have suffered numerous malfunctions due to a series of issues. All the City's server infrastructures for City Hall, Fire Department, Police Department, Utilities Department, and all other departments using email, ADG Financial Government Software and General File and Print servers have suffered multiple outages and are in disrepair. The solution suggested will provide stability and redundancy for all present and future computing needs. This will also allow for the back office server support for Smart Grid management.

Information Technology receives quotes for the software from two different vendors. Hardware and labor is required to set up the virtual servers for both operation and redundancy. The server power currently includes ten or more servers, of which four major servers are not operating consistently. The implementation of this project will cause the removal of the defective servers and allow all local and external servers on our network to be located and managed in one location. This will also have a positive impact on the server used for the Smart Grid (Tantalus).

Options:

1. Vote to have the City Manager approve and sign the proposals from CDWG and Allcol Technologies, not to exceed \$62,000.

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

MEETING DATE: February 11, 2020

DATE OF REQUEST: February 07, 2020

TO: Honorable Mayor and Members of the City Commission

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

SUBJECT: US Department of Environmental Protection Agency (EPA)
and Integrated Recovery Coordination (IRC) Region 4
Recovery and Resilience Partnership (R2P2) Program.
Partnership with FEMA and AmeriCorps VISTA.

Background:

AmeriCorps VISTA volunteer members serve full time (40 hours/week) for one full year (52 weeks) at a community organization (nonprofit, college/university, local government office, etc.). AmeriCorps VISTA members work on projects that build the capacity of the organization or community. Projects can vary and are not limited to: developing outreach and marketing campaigns, building a social media presence, creating a program database, writing grants, managing a program in its first year, and recruiting volunteers. The financial value (2020) of the full-time volunteer position (one year) is approximately: **\$50,000 - \$58,000 (including benefits)** (average).

AmeriCorps VISTA program is more than a service opportunity; it is designed to also build valuable leadership and project management skills. AmeriCorps VISTA members earn a Segal Education award, which can be put towards future higher education expenses or to pay off student loans. AmeriCorps VISTA members who successfully complete a year of service can opt to receive either the education award (approximately \$6,000) or the end-of-service cash stipend (\$1,800). In addition, AmeriCorps VISTA members/volunteers receive one year of Federal Non-Competitive (NCE) hiring eligibility, which provides advantages in the federal hiring process.

Full-time AmeriCorps members receive a modest living allowance for service and health care. However, if a member is 55 years of age or older at the time they start service, they can transfer their education award to an eligible child or grandchild.

**City of Quincy
City Commission
Agenda Request**

Date of Meeting: April 14, 2020
Date Submitted: April 9, 2020
To: Honorable Mayor and Members of the City Commission
From: Jack L. McLean Jr., City Manager
Glenn H. Sapp, Police Chief
Subject: Authorization to Submit Grant to FDLE – FIBRS Florida
Incident-Based Reporting System

Statement of Issue:

The Florida Incident-Based Reporting System or FIBRS project is designed to implement solutions to collect and process incident-based crime data from Florida's participating local and state criminal justice agencies. FIBRS upgrades and replaces the older Uniform Crime Report or UCR incident capturing data system and is a mandate for all Florida law enforcement agencies that report crime data and statistics to the state and federal government. The FIBRS solutions provides data to the National FBI and provides a means to store and display state of Florida only statistical data. The solutions also automates the collection, storage, and submission of law enforcement employee count data and population data.

Contingent upon funding from the Florida Legislature, the Florida Department of Law Enforcement (FDLE) is seeking applications for funding to support efforts of local law enforcement agencies (LEAs) to report incident-based crime data to the National Incident-Based Reporting System (NIBRS). Under this solicitation, funding will be provided to support the transition to the Florida Incident-Based Reporting System (FIBRS). The Florida Department of Law Enforcement is seeking grant applications via a grant program known as the FIBRS Implementation Assistance Program.



TECHNOLOGY & FIBER SERVICES

Request for Proposal (RFP)

RFP Title: Fiber Backbone testing and Connections

RFP Number: 54-2020

Issued: July 13, 2020

Due Date: August 17, 2020 Time: 2:00 PM EST

Submittal Location: City of Quincy; 404 W. Jefferson Street; Quincy, Florida 32351

Purpose of RFP: The City of Quincy is requesting proposals from qualified contractors to reestablish an existing fiber backbone connection

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

Date of Meeting: July 14, 2020

Date Submitted: July 9, 2020

To: City of Quincy Mayor and Members of the Commission

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

Subject: Appropriation of the Grant Funds Received from the Office of the Governor, Division of Emergency Management, Hurricane Michael Hurricane State Recovery Grant Program

Statement of Issue:

On January 15, 2020, the City of Quincy executed the agreement and accepted the awarded grant funds of \$1 million dollars from the Office of the Governor, State of Florida, Hurricane Michael State Recovery Program. These funds were awarded for the period of July 1, 2019 and shall end on September 30, 2020. This can be spent for expenses. The scope of the work is to address storm damages which affected the water, gas, sewer, outage management, public safety communications towers, the Gadsden County's Emergency Operation Center, City Hall and County operations, street lighting on HWY 90 and HWY 267, and data collection for its 4,835 customer accounts.

On March 24, 2020, the Commissioners attended a workshop concerning these funds and other grant funds, in order to discuss how to spend the funds. The Commissioners approved disbursing \$184,500 as turnkey deductible expenses, \$348,568 to match other grants, such as CDBG and EPA, and the balance was to be held pending an assessment of COVID-19 and other factors.

Subsequently, EPA released the requirement for the \$298,568, thus increasing the unappropriated portion of the \$1 million to \$765,500. The Commissioners held a workshop on July 1, 2020 to review the options for appropriation of the funds.

Status:

City staff including the City Manager, City Utilities Director, Public Works Director, and City Finance Director conferred to develop projects which would meet the mandates of the Agreement. See attached table.

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

MEETING DATE: September 22, 2020

DATE OF REQUEST September 18, 2020

TO: Honorable Mayor and Members of the City Commission

FROM: Jack L. McLean Jr., City Manager

SUBJECT: Authorization to Repair Hardware Infrastructure for
Fiber Backbone Grid

**Project Number: 105760 Fiber Optic Communication Lines under Hurricane
Michael FEMA Public Assistance 4399DR-FL**

Statement of Issue:

The information provided herein concerns the repair of the fiber backbone Hardware Infrastructure for the City of Quincy. The City of Quincy, in an effort to repair the fiber infrastructure, has received a proposal from the initial hardware manufacturer of the current hardware infrastructure. This is a sole source purchase as we repair our existing system utilizing the original hardware vendor.

This request is for a line item purchase which is part of the approved budget by the Commission for the fiber backbone repair. This line item purchase is for repair of the hardware infrastructure located at the Substation.

**BASIS FOR REPAIR OF HARDWARE INFRASTRUCTURE FOR BACKBONE
FIBER GRID:**

Pursuant to the award in which the City of Quincy received relative to Hurricane Michael regarding the repair of the existing fiber backbone. The allocation by FEMA Public Assistance re: Hurricane Michael will cover the financial commitment for this request.

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

MEETING DATE: September 22, 2020

DATE OF REQUEST September 18, 2020

TO: Honorable Mayor and Members of the City Commission

FROM: Jack L. McLean Jr., City Manager

SUBJECT: Software Upgrade for Fiber Backbone Grid

Project Number: 105760 Fiber Optic Communication Lines under Hurricane Michael FEMA Public Assistance 4399DR-FL

Statement of Issue:

The information provided herein concerns the repair of the fiber backbone for the City of Quincy. The City of Quincy, in an effort to repair the fiber infrastructure, has received a proposal from the initial software provider of the current hardware infrastructure. This is a sole source purchase as we repair our existing system utilizing the original software vendor.

This request is for a line item purchase which is part of the approved budget by the commission for the fiber backbone repair. This line item purchase is for upgrade of the software infrastructure located at the substation.

**BASIS FOR REPAIR OF SOFTWARE INFRASTRUCURE FOR BACKBONE
FIBER GRID:**

Pursuant to the award in which the City of Quincy received relative to Hurricane Michael regarding the repair of the existing fiber backbone. The allocation by FEMA Public Assistance re: Hurricane Michael will cover the financial commitment for this request.

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

MEETING DATE: September 22, 2020

DATE OF REQUEST September 18, 2020

TO: Honorable Mayor and Members of the City Commission

FROM: Jack L. McLean Jr., City Manager

SUBJECT: Communication Repeaters for Fiber Pole Connections

Project Number: 105760 Fiber Optic Communication Lines under Hurricane Michael
FEMA Public Assistance 4399DR-FL

Statement of Issue:

The information provided herein concerns the repair of the fiber backbone pole connections for the City of Quincy. The City of Quincy in an effort to repair the fiber pole connections, has received a proposal from a manufacturer from the current hardware infrastructure. This is a sole source purchase as we repair our existing system utilizing the original hardware vendor.

This request is for a line item purchase which is part of the approved budget by the commission for the fiber backbone repair. This line item purchase is for repair of the hardware infrastructure located at the substation.

BASIS FOR REPAIR OF POLE CONNECTIONS FOR BACKBONE FIBER GRID:

Pursuant to the award in which the City of Quincy received relative to Hurricane Michael regarding the repair of the existing fiber backbone. The allocation by FEMA Public Assistance re: Hurricane Michael will cover the financial commitment for this request.

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

Date of Meeting: October 27, 2020

Date Submitted: October 23, 2020

To: Honorable Mayor and Members of the City Commission

From: Jack L. McLean Jr., City Manager

Subject: Authorization to Negotiate for City Hall Chambers Renovations

Statement of Issue:

The City Commission purchased the land for City Hall on October 19, 1959, and erected City Hall in 1965. (Mayor Leon E. Weaver, Mayor Pro Tem Howard V. Fletcher, Commissioners, Everette E. Gay, E. W. "Ned" Hinson, and Charles W. Thomas, Jr. appear on the City Hall plaque.) The newly erected City Hall has been the site for City Commission meetings and City business for the past fifty-five (55) years. Though the City Hall physical space has adapted over time, the building has not been renovated in decades. The changes that occurred happen in the second half of the 2000 decade.

The last significant improvement occurred between 2006 and 2011. These improvements included a high-efficiency HVAC upgrade and roof replacement, the laying of inside non-slippery tiling flooring, placement of interior sheetrock in the Finance Department, Clerk's Office, Building, and Planning office, and HR Office. The City had not made any significant improvements to the City Commission Chambers since 1965.

In July/August, Mayor Harris and Staff visited the meeting chambers in Leon County and Tallahassee July/August 2000 and met with two firms to discuss the renovation and gain a feel for the project cost. The present City Chambers needs renovation in the dais design and seating, significant technological upgrades to include enhanced acoustics and video equipment that will broadcast meetings in high resolution better accessibility ramping, lighting, speaker podium design and upgrade, COVID 19 design improvements, including a resign of the entrance to City Hall at the main entrance to help with social distancing inside and outside of City Hall to regulate the number and frequency of person entering the building.

Background:

Currently, the City does not have a plan for the building of a new City Hall. The City Chambers Renovation approach mirrors the approach used for the renovation of the R. D. Edwards Police Department building: Renovate instead of rebuilding a new structure. Renovating buildings is one of the least expensive ways to address the issues/challenges presented by the current City Commission Chambers and grounds. The exciting expansion of the front entrance to increase accessibility to City Hall further exemplifies the City's commitment to sensitive and inclusive design.

**City of Quincy
City Commission
Agenda Request**

Date of Meeting: October 27, 2020

Date Submitted: October 19, 2020

To: Honorable Mayor and Members of the Commission

From: Jack L. McLean Jr., City Manager
Reginald Bell, Public Works Director

Subject: Emergency Repair to City Storm Drainage System

Issue:

This Agenda Item is a request for approval by the Commission to make an emergency repair to city storm drainage system.

Background:

On September 16, 2020 the City of Quincy experienced between 8 to 10 inches of rain from Hurricane Sally. During that time staff assessed all City streets to insure they were in safe condition to travel. While conducting the assessment, staff discovered a major wash out on South Stewart Street between 6th and 3rd Street. Management and staff went out and evaluated the situation and determined emergency repairs are required because Stewart Street is a heavily traveled street that runs North to South and 95 percent of school buses travel on it.

Staff reached out to several contractors for quotes on the cost to repair the City's damage street. Two quotes were received from contractors interested in making the repairs. Funds are available from last year's budget (GL# 001-430-541-60631).

Analysis:

The City of Quincy makes it a priority that our streets stay safe for our citizens and the environment. The attachment provided shows a picture of the damaged street in need of emergency attention. Quotes from the two contractors are also attached. Barnes Equipment gave a quote of \$72,000 and WSN Construction, LLC gave a quote of \$182,960.

**City of Quincy
City Commission
Agenda Request**

Date of Meeting: October 27, 2020
Date Submitted: October 22, 2020
To: Honorable Mayor and Members of the City Commission
From: Jack L. McLean Jr., City Manager
Glenn H. Sapp, Police Chief
Subject: FDLE Coronavirus Emergency Supplemental Funding
(CESF) Grant Submittal Approval

Statement of Issue:

The Florida Department of Law Enforcement received a Coronavirus Emergency Supplemental Funding (CESF) from the US Department of Justice (DOJ) to be used to prepare for, prevent, and respond to the coronavirus pandemic. FDLE is passing through a portion of this funding as sub awards to units of local governments around the State of Florida.

In order to facilitate the sub award process the Office of Criminal Justice Grants (OCJG) requires that local agencies submit a grant application to apply for the funds.

Background:

Due to the Covid 19 Coronavirus outbreak in Quincy Florida and Gadsden County the County government enacted numerous emergency orders for the county to include Quincy Florida which is the county seat.

The County enacted a 9PM curfew for all citizens and nonessential business in the county as well as a mandatory facemask order. These orders put a great staffing/manpower strain on the Quincy Police Department due to our small agency manpower which is 26 sworn.

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

Date of Meeting: December 8, 2020, 2020

Date Submitted: December 4, 2020

To: Honorable Mayor and Members of the City Commission

From: Jack L. McLean Jr., City Manager

Subject: City Hall Chambers Renovations Architectural Contract

Statement of Issue:

The City Commission directed the City Manager to negotiate an architectural design contract for significant upgrade and improvement to the 1965 City Hall building. The enhancements and modifications will be to the building's interior and exterior to City Commissions Chambers.

Background:

Currently, the City does not have a plan for the building of a new City Hall. The City Chambers Renovation approach mirrors the approach used for the renovation of the R. D. Edwards Police Department building: Renovate instead of rebuilding a new structure. Renovating buildings is one of the least expensive ways to address the issues/challenges presented by the current City Commission Chambers and grounds. The exciting expansion of the front entrance to increase accessibility to City Hall further exemplifies the City's commitment to sensitive and inclusive design.

Analysis:

In July/August, Mayor Harris and Staff visited the meeting chambers in Leon County and Tallahassee July/August 2000 and met with two firms to discuss the renovation and gain a feel for the project cost. Mayor Harris met with Barnett Fronczak Barlowe & Shuler Architects and 4M Design Group, PA. 4M Design Group was the architect on the CRA S. Adams Street project, and Dewberry Professional Service is the architect working with Dewberry on the public works planned capital construction.

These are the firms the city manager negotiated with about the City Hall renovation. The selection criteria are below:

- Awareness and understanding of our needs and wants
- Ability to solve the specific project problems
- Experience in project type
- Ability to control project cost through design
- Continuity - recurring business with other clients and could do other projects for us
- Principal's level of involvement
- Local working contacts with consultants, contractors, public approval boards
- "Reasonable fee" and fee structure
- Interest in this project