



City Hall

404 West Jefferson Street
Quincy, Florida 32351

www.myquincy.net

Regular City Commission Meeting

Tuesday, July 25, 2023
6:00 PM

City Hall Commission Chamber

City Commissioners

Mayor Freida Bass-Prieto – District IV
Mayor Pro-Tem Angela G. Sapp – District II
Commissioner Dr. Robin Wood – District I
Commissioner Ronte R. Harris – District III
Commissioner Dr. Beverly A. Nash – District V

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



City Commission Meeting
Tuesday, July 25, 2023
6: 00 PM
City Hall
Commission Chamber
AGENDA

Call to Order

Invocation

Sterling Barkley Sr., Pastor of Greater Tanner Chapel AME Church, Quincy, FL

Pledge of Allegiance

Roll Call

Approval of Agenda

Proclamation

Special Presentation

1. City of Gulf Breeze
 - Denis McKinnon, Executive Director, Capital Trust Authority
2. Waste Pro USA
 - Loyd Childree, Regional Municipal Manager
 - Rick Chancey, Division Vice President

Items for Consent by the Commission

3. Approval of July 11, 2023, Regular Commission Meeting Minutes
 - Janice Shackelford Clemons, City Clerk

COMMENTS FROM THE AUDIENCE

Public Hearings and Ordinances as Scheduled or Agendaed

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

Resolutions

Reports, Requests, and Communications by the City Manager

4. Approval of the Purchase and Installation of a New Traffic Signal Control Cabinet
 - Robert Nixon, City Manager
 - Richard Ash, Utilities Director
5. Approval of Proposal for WHH Enterprises to Perform an Electrical Rate Study
 - Robert Nixon, City Manager
 - Richard Ash, Utilities

Reports by Boards and Committees

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

Comments

- City Manager
- City Clerk
- City Attorney
- Commission Members

Adjournment

Title XIX: PUBLIC BUSINESS - Chapter 286 - PUBLIC BUSINESS: MISCELLANEOUS PROVISIONS -

SECTION 0105 - Notices of meetings and hearings must advise that a record is required to appeal.

286.0105 - Notices of meetings and hearings must advise that a record is required to appeal. Each board, commission, or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing if notice of the meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that, if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing.

Special Presentations

City of Gulf Breeze

Waste Pro USA

Items for Consent by the Commission

CITY COMMISSION
Tuesday, July 11, 2023
6:01 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, July 11, 2023, with **Mayor Freida Bass-Prieto** opening the meeting up and the following Commissioners present:

Mayor Pro-Tem Angela G. Sapp - Via Zoom
Commissioner Dr. Robin Wood
Commissioner Ronte R. Harris – Via Zoom
Commissioner Dr. Beverly A. Nash

City Staff and Guests:

Robert Nixon, City Manager
Gary A. Roberts, City Attorney
Janice Shackelford Clemons, City Clerk
Marcia Carty, Finance Director
Amanda Matthews, Senior Accountant
Reginald Bell, Public Works Director
Richard Ash, Utility Director
Anthony Baker, Fire Chief
Timothy Ashley, Police Chief
LaTrenda Gainous Carroll, Customer Service Supervisor
Jim Southerland Sr., WQTN-13 Administrator

The regular in-person meeting was recorded and held in accordance with Florida Sunshine Law. (Note: Digital formatted documents/media are public records.)

Called to Order

Mayor Bass-Prieto called the Regular Commission meeting to order at 6:01 pm. Timothy Cole, Jr., Sr. Pastor of New Zion AME Church, Quincy FL, provided an invocation, followed by the pledge of allegiance. Mayor Bass-Prieto requested a roll call.

Approval of Agenda

Commissioner Wood offered a motion to approve the agenda.

Commissioner Nash seconded the motion.

Commissioner	Vote
Mayor Bass-Prieto	Yes
Mayor Pro-Tem Sapp	Yes
Commissioner Wood	Yes

Commissioner Harris	Yes
Commissioner Nash	Yes

The Motion Carried 5 to 0.

Proclamations

None

Special Presentation

None

Items for Consent by the Commission

1. Approval of June 13, 2023, Regular Commission Meeting Minutes
 - Janice Shackelford-Clemons, City Clerk
2. Approval of June 27, 2023, Regular Commission Meeting Minutes
 - Janice Shackelford-Clemons, City Clerk
3. Approval of May's Financial Report
 - Robert Nixon, City Manager
 - Marcia Carty, Finance Director
4. Budget Amendment Request: Addition of Two (2) FTE Positions to Public Works Roads & Streets Budget & Transfer of Funds to Cover Salaries & Benefits
 - Robert Nixon, City Manager
 - Reggie Bell, Public Works Director
5. Approval of FY 2022 Audit Report
 - Robert Nixon, City Manager
 - Marcia Carty, Finance Director

Summary of the Discussion by Staff and the Commission

Items for Consent by the Commission

Commissioner Nash offered a motion to approve the items for consent by the Commission.

Commissioner Wood seconded the motion.

Commissioner	Vote
Mayor Bass-Prieto	Yes
Mayor Pro-Tem Sapp	Yes
Commissioner Wood	Yes
Commissioner Harris	Yes
Commissioner Nash	Yes

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The Motion Carried 5 to 0.

COMMENTS FROM THE AUDIENCE

None

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

None

Reports, Requests, and Communications by the City Manager

6. Update on Tree Trimming Work Plan
 - Robert Nixon, City Manager
 - Richard Ash, Utilities Director

7. Approval to Amended Consent Order OGC 18-0059B with The Florida Department of Environmental Protection
 - Robert Nixon, City Manager
 - Richard Ash, Utilities Director

8. Approval of TDS Metrocom, LLC Pole Attachment Agreement
 - Robert Nixon, City Manager
 - Richard Ash, Utilities Director

9. Amending CH2M HILL OMI Agreement for the Operation and Maintenance of the City of Quincy's Wastewater Treatment Plant, Sewer Lift Stations, Water Wells, and Water Tanks

Summary of the Discussion by Staff and the Commission

Agenda item #6 – Update on Tree Trimming Work Plan

Director Ash stated that the goals and responsibilities have been provided to the Commission in a work plan for tree trimming.

Director Ash stated that prior to tree trimming, staff will survey the area and provide documentation to workers.

Director Ash stated that once the area has been trimmed, he or the field supervisors will sign off.

Commissioner Nash thanked Director Ash for providing copies by zones and noted that the printing was too faint for reading. Commissioner Nash requested better copies.

Commissioner Nash also requested that document be associated with districts instead of zones.

Director Ash stated that the list represents the eleven service areas.

Commissioner Wood asked had the previous work had been completed or if this was a continuation of work that requires completion.

Director Ash stated that this would be starting from scratch. Director Ash stated that he does not know what previous work was completed.

City Manager Nixon stated that the tree-trimming contract was not within his tenure and could not verify what work had been completed.

City Manager Nixon stated that he knows that there were concerns regarding the tree-trimming work.

City Manager Nixon stated that because of the Commission concerns staff develop the work plan to ensure the work would be completed and evaluated properly.

Commissioner Wood reiterated the need for oversight.

Mayor Pro-Tem Sapp stated that she too is having trouble reading the map.

Commissioner Harris stated that previous tree trimming work was not completed.

Director Ash stated that the map does not identify what would be cut, however, a map of what will be cut can be provided.

Mayor Pro-Tem Sapp stated that she favors having oversight to ensure all work is being completed.

Mayor Pro-Tem Sapp offered a motion to approve the tree-trimming work plan as presented.

Commissioner Nash seconded the motion.

Commissioner	Vote
Mayor Bass-Prieto	Yes
Mayor Pro-Tem Sapp	Yes
Commissioner Wood	Yes
Commissioner Harris	Yes

Commissioner Nash	Yes
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The Motion Carried 5 to 0.

Agenda item #7 – Approval to the Amended Consent Order OGC 18-0059B with the Florida Department of Environmental Protection

Director Ash stated this request is to amend consent order 18-0059B and to approve the new project scope change for the Virginia Street Lift Station sewer line.

Director Ash noted the city's five thousand dollar fine (\$5,000).

Director Ash stated that the project went out to bid twice.

Director Ash stated that staff applied for grants for this project.

Director Ash stated that the city was denied funding.

Director Ash stated that staff followed up with the Florida Department of Environmental Protection who agreed to a change order.

Director Ash responded to Mayor Pro-Tem Sapp's question about low-level areas being hard to control overflow.

Mayor Bass-Prieto stated that this consent order had been kicked down the road multiple times.

Director Ash noted that most of the smoke testing is being completed.

Director Ash commented that there's enough money budgeted to complete the smoke testing.

Director Ash stated that the smoke testing will be completed by the December 31, 2023, deadline.

Mayor Bass-Prieto thanked Director Ash for keeping the city updated on the consent order.

Mayor Bass-Prieto commented that for the city to grow, the sewer system must function.

Mayor Pro-Tem Sapp offered a motion to approve Consent order OGC 18-0059B as amended.

Commissioner Nash seconded the motion.

Commissioner	Vote
Mayor Bass-Prieto	Yes
Mayor Pro-Tem Sapp	yes
Commissioner Wood	Yes
Commissioner Harris	Yes
Commissioner Nash	Yes

The Motion Carried 5 to 0.

Agenda item #8 – Approval of TDS Metrocom, LLC Pole Attachment Agreement

Director Ash stated that the request is to approve the TDS Metrocom pole agreement.

Director Ash stated that a pole attachment agreement is necessary.

Director Ash responded that the city attorney reviewed the agreement.

Director Ash reiterated that the pole-attached agreement is between the city and TDS.

Director Ash confirmed that the city had not received any pole charges from TDS as far as he could determine.

Director Ash stated that the charges vary from city to city.

Director Ash stated that \$8 is reasonable.

Director Ash stated that anything attached to the city's pole unauthorized will be removed.

Director Ash stated that the agreement would allow TDS to attach fiber to the poles.

Director Ash stated that he or the field supervisor inspects the poles TDS attaches to the fiber.

Director Ash stated that TDS received a bill from the city in December 2022.

Director Ash stated that the \$8 charge is the city's rate.

City Manager Nixon stated that staff are currently evaluating all city fees.

City Manager Nixon stated that staff is preparing a workshop to address fees.

Director Ash stated that the contract is for five years.

Commissioner Harris recommended conducting a fair marketing rate study.

Commissioner Harris stated his hesitation in entering a five-year contract at \$8.

City Manager Nixon stated that TDS had completed a lot of work and is aware that they will need to pay for the work completed.

City Manager Nixon recommended entering a one-year contract with TDS while conducting a rate study.

Commissioner Harris suggested that research be done to determine if there's money owed by TDS.

City Manager Nixon reminded the Commission that TDS provided much-needed service to citizens.

Commissioner Wood noted that her preference is a one-year contract.

Commissioner Nash agreed to a one-year contract with research on what is the average cost for a municipality the size of Quincy.

Mayor Pro-Tem Sapp stated that the contract should be modified to reflect one year.

Commissioner Wood offered a motion to approve the TDS Metrocom, LLC pole attachment agreement for one year, after which the agreement will be reviewed.

Commissioner Nash seconded the motion.

Commissioner	Vote
Mayor Bass-Prieto	Yes
Mayor Pro-Tem Sapp	yes
Commissioner Wood	Yes
Commissioner Harris	Yes
Commissioner Nash	Yes

The Motion Carried 5 to 0.

Agenda item #9 - Amending CH2M HILL OMI Agreement for the operation and Maintenance of the City of Quincy's Wastewater Treatment Plant, Sewer Lift Stations, Water Wells, and Water Tanks

Director Ash stated that this request is to approve Jacobs's (OMI) contract for the operation and maintenance of the city's wastewater and water treatment facilities at an increase of 4.9% or \$56,692.

Director Ash stated that the cost is reasonable because the price of the chemicals used for treating the water did not increase.

Director Ash stated that the cost is negotiated.

Commissioner Nash noted that page two of the agenda item is missing.

City Clerk Shackelford Clemons stepped out to make copies of page two for distribution.

City Clerk Shackelford Clemons distributed page two of the agenda item to the commission on the dais.

Director Ash stated that this contract is for five years with automatic renewal.

Director Ash stated that the next renewal date is in 2028.

Commissioner Nash offered a motion to approve amendment #16 to the CH2M HILL OMI Agreement for the operation and Maintenance of the City of Quincy's Wastewater Treatment Plant, Sewer Lift Stations, Water Wells, and Water Tanks.

Mayor Pro-Tem Sapp seconded the motion.

Commissioner	Vote
Mayor Bass-Prieto	Yes
Mayor Pro-Tem Sapp	yes
Commissioner Wood	Yes
Commissioner Harris	Yes
Commissioner Nash	Yes

The Motion Carried 5 to 0.

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, Robert Nixon

- Thanked Mayor Bass-Prieto for her leadership.
- Thanked Mayor Bass-Prieto, Mayor Pro-Tem Sapp, and Commissioner Harris for providing staff with important information about wild hogs roaming in neighborhoods.
- Stated that permission forms granting access to trappers are now available to property owners.
- Stated that the city has a strategy for trapping wild hogs.
- Stated that Quincy Police Department is actively pursuing trapping wild hogs.
- Thanked the volunteer trappers for assisting in the wild hogs.
- Announced that a fire destroyed Asst. Police Chief Sheheane's house. Stated that the asst. chief is doing okay despite the circumstances and will let the police chief know if there's anything he needs.
- Thanked Director Fagg for his leadership in getting the pool ready to open.
- Stated that the Parks and Recreation Department has planned many pool activities.
- Stated that the finance director is transitioning into another job and that the city will be engaging her for a short period.
- Thanked the commission for its leadership.

City Clerk, Janice Shackelford Clemons

- No comments.

City Attorney Gary Roberts

- No comments.

Commission

Mayor Pro-Tem Sapp

- Stated how much Director Carty will be missed and thanked her for her tenure with the city.
- Thanked City Manager Nixon for taking calls regarding the wild hogs.
- Stated that the area around Cooper and MLK has become a haven for undesired activity. Stated that the area needs more police patrolling.
- Thanked the city clerk for arranging the Zoom call.

Commissioner Harris

- Requested that staff review other contracts of companies that are using the city's poles.
- Requested that staff review the fees from companies accessing city poles.
- Remember that TDS and Xfinity do not cut our customers a break on services provided by them.
- Stated that vendors should be charged a fair rate.
- Appreciate the city manager for addressing the wild hog issue.
- Stated that the wild hogs are headed to District Two.

Commissioner Nash

- Commented on the fire at Trulieve. Thankful that there was no loss of life and grateful to Quincy's fire department and surrounding municipalities' fire departments for assisting in distinguishing the fire.
- Noted that Asst. Police Chief Sheheane is in our thoughts and prayers and thanked Director Carty for her leadership and dedication to the city during her tenure.
- Announced the Girl Scouts meeting on Wednesday, July 12 at 3:30 pm at the Gadsden County Library.
- Thanked District Five citizens for being proactive in car break-ins. Stated that the citizens have taken a stand about saying something when they see something.
- Caution everyone that malaria is on the rise and to protect yourself.

Commissioner Wood

- Thanked the city manager, city clerk, and city attorney for assisting in the transitional period and all that is being done and will get done.

- Stated how much she's been enlightened by citizens, constituents, and staff, and keep the comments coming.
- Stated that she is working and please be patient.
- Thanked the commission for moving forward on getting things done.
- Thank you to Directors Bell and Fagg for getting the pool open.
- Thank you, Director Bell, for getting rid of contract workers and hiring full-time employees is good for the city.
- Stated how important it is to train and cross-train employees and utilize the talent in the city.
- Thank you to Director Carty for all her assistance while in the city and wish her well in her endeavors.
- Stated that she did not know the fire that destroyed Asst. Police Chief Sheheane's home. Stated that she was praying for him and his family.
- Looking forward to utilizing grants that are in place and looking forward to obtaining more grants.
- Stated that she is hoping to start working on the city's infrastructure that will aid citizens and economic development.
- Stated that she is working on District One's much-needed park.

Mayor Bass-Prieto

- Thanked the department heads for their budget presentation to the commission. Stated how much she appreciated the efforts of trimming down the budget.
- Thanked Director Carty for all her hard work and wished her well.
- Thanked T-Mobile for the material of the new roof.
- Thanked Manager Nixon for listening and hearing all about the wild hogs.
- Thanked all the departments for their hard work on limited funds and resources.
- Announced that Quincy Mainstreet Farmers Market will be held Wednesday 3 pm – 6 pm at the First Presbyterian Church. Stated that there will be over 50 vendors.
- Concerned about helping Asst. Police Chief Sheheane with the loss of items due to a house fire.
- Announced that St. Paul Episcopal Church will hold a special service on September 10 to honor first responders.
- Reminded everyone to be cautious while outdoors in the heat. Please check on the elderly and four-legged friends.
- Love where you live and live like you love it, don't litter.

The adjournment was motioned by Commissioner Wood and seconded by Commissioner Nash at 7:05 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:

Freida Bass-Prieto, 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

Reports, Requests, and Communications by the City Manager

Approval of the Purchase
and Installation of a New
Traffic Signal Control
Cabinet

**CITY OF QUINCY, FLORIDA
REGULAR CITY COMMISSION
AGENDA REQUEST**

Date of Meeting: July 25, 2023

Date Submitted: July 13, 2023

To: Honorable Mayor and Members of the City Commission

From: Rob Nixon, City Manager
Richard Ash, Utilities Director

Subject: Approval of the Purchase and Installation of a new Traffic Signal Control Cabinet

Statement of Issue/Justification: The City of Quincy has fourteen traffic signals. The two oldest units were installed in the nineteen fifties. One of the older signals is located at the intersection of Stewart Street and Crawford Street. Due to its age, we are having issues keeping the signal in service; and finding parts for a signal that is 60+ years old is impossible to find. Utilities staff contacted the two local traffic signal contractors to get pricing for the replacement of the traffic signal control box at the intersection of Stewart Street and Crawford Street. We received a price from Griffin Traffic Signal, but we were unable to get a price from Ingrams. We have contacted Ingrams numerous times over the last month. In an attempt to get more quotes, we contacted FDOT to get a list of traffic signal contractors. FDOT informed us that Griffith and Ingrams are the only contractors in the north Florida area. We did contact a company in Miami and was given a verbal price range between \$30,000.00 to \$40,000.00 but they would not give a written quote without coming to look at the intersection. They informed us there would be a travel charge for them to come to Quincy to look at the intersection.

Conclusion/Background/Recommendations: To ensure the traffic signal located at the intersection of Stewart Street and Crawford Street continues to function properly, the control box for the traffic signal needs to be replaced. Utilities staff received a quote from Griffin Traffic Signal to provide and install a new traffic signal control box in the amount of \$28,500.00.

General Recommendation: Staff recommends the Commission approve the purchase and installation of a new traffic signal control box for the Stewart Street

and Crawford Street traffic signal from Griffin Traffic Signal for the price of \$28,500.00.

GL Number: 403-591-531-60636

Options:

Option 1: Vote to approve the purchase and installation of a traffic signal control box from Griffin Traffic Signal for the price of \$28,500.00.

Option 2. Advise staff how to move forward.

Staff Recommendation:

Option 1

Attachment(s): Griffin Traffic Signal quote.

Murdock Investments LLC
dba GRIFFIN TRAFFIC SIGNALS

6509 Highway 22
 Panama City, FL 32404
 USA

Voice: (850)270-2715
 Fax: (850)270-2715

Email: griffintraffic@gmail.com
 Web Site: www.griffintraffic.com

PROPOSAL

Proposal Number: Stewart - Crawford
 Proposal Date: Jun 21, 2023
 Complete By: Jun 21, 2023
 Page: 1

To:
City of Quincy 423 W. Washington Street Quincy, FL 32351



Customer ID		
2100		
Customer Contact		Payment Terms
Michael Pennington		Net 30 Days

Quantity	Item	Description	Unit Price	Amount
1.00		Stewart St & Crawford St: F&I Type 2 - 4 Phase Cabinet Assembly w/controller & monitor. Includes concrete cabinet pad, wiring, re-hook up 1 - 4 way signal, & mobilization Operates on time base only - No Loops	28,500.00	28,500.00
Subtotal				28,500.00
Sales Tax				
Freight				0.00
TOTAL PROPOSAL AMOUNT				28,500.00

Bid assumes General Contractor will provide MOT unless specified in pay items.
Bid assumes General Contractor will provide Performance Bond and/or Warranty Bond unless specified in Pay Items.

Approval of Proposal for
WHH Enterprises to
Perform an
Electrical Rate Study

**CITY OF QUINCY, FLORIDA
REGULAR CITY COMMISSION
AGENDA REQUEST**

Date of Meeting: July 25, 2023

Date Submitted: July 19, 2023

To: Honorable Mayor and Members of the City Commission

From: Rob Nixon, City Manager
Richard Ash, Utilities Director

Subject: Approval of proposal for WHH Enterprises to Perform an Electrical Rate Study

Statement of Issue/Justification: The last time the City of Quincy's electrical rates were modified was in fiscal 2015. Since 2015 there has not been a rate study completed to identify if the City of Quincy electric utility has been meeting its revenue goals. Typically, electric utilities complete rate studies every five years or less. This is to ensure changes in operating costs are accurately captured. The past year the utilities department has seen significant increases in cost of material needed to maintain the electric system. This has raised concerns that the electric utility rates may not be keeping up with increasing costs.

Conclusion/Background/Recommendations: The need for an electrical rate study is the only way to ensure utility rates are covering cost and meeting revenue goals. Finance and Utility staff reached out to WHH Enterprises with the following task list to obtain cost to perform an electrical rate study:

The Rate Study will include the following tasks:

- 1. Existing Rate Comparison**
 - a. Identify appropriate utilities for comparison (peer group).
 - b. Compare City's rate levels and rate structures for all customer classes with those of the peer group.
 - c. Summarize findings of rate comparisons and rate structures.
- 2. Develop Cost to Serve for the Electric Utility Enterprise**
 - a. Compile historical electric department expenses.
 - b. Develop appropriate overhead allocations based on an objective methodology.
 - c. Evaluate historical capital expenditures, compare with peer group utilities.

- d. Propose appropriate general fund transfer amounts based on analysis of peer utilities.

3. Evaluate the Adequacy of City's Current Rates

- a. Develop expected revenues based on current rates and sales forecast.
- b. Compare expected revenues with cost to serve.
- c. Propose rate adjustments to the extent necessary to insure revenue adequacy.

4. Report Results

- a. Prepare draft Power Point presentation supporting the findings/recommendations for review by City Staff.
- b. Edit presentation as required to address Staff comments.
- c. Present results/recommendations to Quincy City Commission.

WHH Enterprises provided staff with a price of \$15,000.00 and a timeline of completion within three months from time authorized to proceed. WHH Enterprises was selected for its history of providing contractual financial services to the City of Quincy. WHH Enterprises is aware of the City's finances, past budgets and electric rate structure which make them able to quickly provide the rate study we need.

General Recommendation: Staff recommends the Commission approve a proposal for WHH Enterprises for the amount of \$15,000.00 to perform an electric rate study.

GL# 403-539-531-30469

Options:

Option 1: Vote to approve a proposal for WHH Enterprises for the amount of \$15,000.00 to perform an electric rate study.

Option 2. Advise staff how to move forward.

Staff Recommendation:

Option 1

Attachment(s): WHH Enterprises proposal

WHH ENTERPRISES

107 Island Drive
Howey-in-the-Hills, FL 34737

Tel: 407-579-4794
Email: whhenterprises@earthlink.net

19 July 2023

Mr. Richard Ash
Director Utilities Department
City of Quincy
404 West Jefferson
Quincy FL 32351

Re: Proposal for 2023 Electric Rate Study

Dear Richard;

Per our recent discussions, WHH Enterprises is pleased to submit a proposal to prepare an electric rate study for the City of Quincy. WHH suggests that the assignment consist of the following tasks.

1. Existing Rate Comparison

- a. Identify appropriate utilities for comparison (peer group).
- b. Compare City's rate levels and rate structures for all customer classes with those of the peer group.
- c. Summarize findings of rate comparisons and rate structures.

2. Develop Cost to Serve for the Electric Utility Enterprise

- a. Compile historical electric department expenses.
- b. Develop appropriate overhead allocations based on an objective methodology.
- c. Evaluate historical capital expenditures, compare with peer group utilities, recommend appropriate capital expenditure budget.
- d. Propose appropriate general fund transfer amounts.

3. Review the City's Purchased Power Cost and Rate Stabilization Policy

- a. Evaluate the effectiveness of the purchased power cost recovery mechanism.
- b. Review historical losses noting any significant trends.

- c. Recommend modification (if necessary) to City's Power Cost Adjustment portion of City's ordinances.

4. Evaluate the Adequacy of City's Current Rates

- a. Develop expected revenues based on current rates and sales forecast.
- b. Compare expected revenues with cost to serve.
- c. Propose rate adjustments to the extent necessary to insure revenue adequacy.

5. Report Results

- a. Prepare draft Report supporting the findings/recommendations for review by City Staff.
- b. Edit Report as required to address Staff comments.
- c. Issue Final Report.
- d. Present findings to City Commission via Power Point presentation.

Schedule:

WHH will complete this assignment within 12 weeks following notice to proceed.

Proposed Fee:

WHH proposes to conduct this rate study for a fixed fee of \$15,000 including all expenses. WHH will invoice as an initial payment 25% of the above fee (\$3,750) upon notice to proceed, payment of 50% of above fee (\$7,500) upon completion of Tasks 1 thru 3. WHH will invoice as a final payment the remaining 25% (\$3,750) upon submission of the final report.

Please review and advise me if this proposal is responsive to your request.

Sincerely,



William H. Herrington
WHH Enterprises, Inc.