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CITY OF QUINCY  
 LAW ENFORCEMENT TRUST FUND ACCOUNT  
 404 W JEFFERSON ST  
 QUINCY FL 32351-2328

05/31/22  
 \*\*\*\*\*2829  
 IMAGES 1  
 CYCLE-031

---

\*\*\* CHECKING \*\*\* 1506 PAN BUSINESS MM  
 ACCOUNT NUMBER 0111012829  
 PREVIOUS STATEMENT BALANCE AS OF 04/30/22 ..... 25,833.00  
 PLUS 2 DEPOSITS AND OTHER CREDITS ..... 2.88  
 LESS 0 CHECKS AND OTHER DEBITS ..... .00  
 CURRENT STATEMENT BALANCE AS OF 05/31/22 ..... 25,835.88  
 NUMBER OF DAYS IN THIS STATEMENT PERIOD 31

---

**CHECKING ACCOUNT TRANSACTIONS**

DATE	DESCRIPTION	DEBITS	CREDITS
05/11	DEPOSIT		1.00
05/31	INTEREST PAYMENT		1.88

**BALANCE BY DATE**

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
04/30	25,833.00	05/11	25,834.00	05/31	25,835.88		

PAYER FEDERAL ID NUMBER..... 71-0009885  
 INTEREST PAID YEAR TO DATE..... 6.13

**CHECKING ACCOUNT**

ANALYZED BUS CHECKING		Images	0
Account Number	XXXXXXX3401	Statement Dates	5/02/22 thru 5/31/22
Previous Balance	48,486.74	Days in this Statement Period	30
Deposits/Credits	.00	Avg Ledger Balance	48,486.74
Checks/Debits	.00	Avg Collected Balance	48,486.74
Service Charges	.00		
Interest Paid	.00		
Ending Balance	48,486.74		

<b>Bank Statement Balance, 05/31/2022</b>	<b>\$</b>	<b>48,486.74</b>
Deposit in Transit		
Outstanding AP Transaction		
Outstanding Checks		
<b>Reconciled Balance, 05/31/2022</b>	<b>\$</b>	<b>48,486.74</b>
<b>General Ledger Balance, 05/31/2022</b>	<b>\$</b>	<b>48,486.74</b>
Interest income		
Account analysis charge		
<b>General Ledger Balance 05/31/2022</b>	<b>\$</b>	<b>48,486.74</b>
<b>Difference</b>	<b>\$</b>	<b>-</b>



# e | statement

Capital City Bank OnLine

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CITY OF QUINCY  
LANDFILL LONG-TERM CARE ESCROW  
404 W JEFFERSON ST  
QUINCY FL 32351-2328

Date 5/31/22  
Primary Account

Page 1  
XXXXXXXX3401

### CHECKING ACCOUNT

ANALYZED BUS CHECKING		Images	0
Account Number	XXXXXXXX3401	Statement Dates	5/02/22 thru 5/31/22
Previous Balance	48,486.74	Days in this Statement Period	30
Deposits/Credits	.00	Avg Ledger Balance	48,486.74
Checks/Debits	.00	Avg Collected Balance	48,486.74
Service Charges	.00		
Interest Paid	.00		
Ending Balance	48,486.74		

### DAILY BALANCE INFORMATION

Date	Balance
5/02	48,486.74

-----END OF STATEMENT-----

CITY OF QUINCY  
WW 200110 LOAN RESERVE  
404 W JEFFERSON ST  
QUINCY FL 32351-2328

Date 3/31/22  
Primary Account

Page 1  
XXXXXXX3611

**SAVINGS ACCOUNT**

Everyday Savings for Business			
Account Number	XXXXXXX3611	Statement Dates	1/01/22 thru 3/31/22
Previous Balance	156.05	Days in this Statement Period	90
Deposits/Credits	.00	Avg Ledger Balance	150.05
Checks/Debits	.00	Avg Collected Balance	150.05
Service Charge	9.00		
Interest Paid	.00		
Ending Balance	147.05		

**Bank Statement Balance, 03/31/2022** \$ **147.05**

**Reconciled Balance, 12/31/2021** \$ **147.05**

**General Ledger Balance, 12/31/2021** \$ **147.05**

Interest income

March 2022 Account analysis charge

Dec 2021 Account analysis charge

**General Ledger Balance 12/31/2021** \$ **147.05**

**Difference** \$ **-**



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CITY OF QUINCY  
WW 200110 LOAN RESERVE  
404 W JEFFERSON ST  
QUINCY FL 32351-2328

Date 3/31/22  
Primary Account

Page 1  
XXXXXXXX3611

## SAVINGS ACCOUNT

Everyday Savings for Business

Account Number	XXXXXXXX3611	Statement Dates	1/01/22 thru 3/31/22
Previous Balance	156.05	Days in this Statement Period	90
Deposits/Credits	.00	Avg Ledger Balance	150.05
Checks/Debits	.00	Avg Collected Balance	150.05
Service Charge	9.00		
Interest Paid	.00		
Ending Balance	147.05		

## CREDITS AND DEBITS

Date	Description	Amount
1/31	SERVICE CHARGE	3.00-
2/28	SERVICE CHARGE	3.00-
3/31	SERVICE CHARGE	3.00-

## DAILY BALANCE INFORMATION

Date	Balance	Date	Balance
1/01	156.05	2/28	150.05
1/31	153.05	3/31	147.05



# e | statement

Capital City Bank OnLine

CITY OF QUINCY  
WW 200110 LOAN RESERVE  
404 W JEFFERSON ST  
QUINCY FL 32351-2328

Date 3/31/22  
Primary Account

Page 2  
XXXXXXXX3611

Everyday Savings for Business

XXXXXXXX3611 (Continued)

-----END OF STATEMENT-----







# e | statement

Capital City Bank OnLine

A Capital City Bank visa Debit Card with chip technology is the perfect way to pay for every "little" thing. From the donut shop to the dime store, a debit card is a safe, easy way to purchase anything-no matter how small. Request your card today!

CITY OF QUINCY  
QUINCY BEND ACCOUNT  
404 W JEFFERSON ST  
QUINCY FL 32351-2328

Date 5/31/22  
Primary Account

Page 1  
XXXXXXXX4801

## CHECKING ACCOUNT

PREMIUM BUSINESS CHECKING		Images	0
Account Number	XXXXXXXX4801	Statement Dates	5/02/22 thru 5/31/22
Previous Balance	6,117.53	Days in this Statement Period	30
2 Deposits/Credits	244.50	Avg Ledger Balance	6,163.47
1 Checks/Debits	100.00	Avg Collected Balance	6,163.47
Service Charges	.00		
Interest Paid	.00		
Ending Balance	6,262.03		

## DEPOSITS AND OTHER CREDITS

Date	Description	Amount
5/16	CITY OF QUINCY A/P PAYMTCTX ISA*00*0000000000*00*0000000000 0*ZZ*CITY OF QUINCY*ZZ*VENDOR PAYMENTS*220516*1518*U*00200*0	122.25
5/31	CITY OF QUINCY A/P PAYMTCTX ISA*00*0000000000*00*0000000000 0*ZZ*CITY OF QUINCY*ZZ*VENDOR PAYMENTS*220531*1307*U*00200*0	122.25





# e | statement

Capital City Bank OnLine

CITY OF QUINCY  
QUINCY BEND ACCOUNT  
404 W JEFFERSON ST  
QUINCY FL 32351-2328

Date 5/31/22  
Primary Account

Page 2  
XXXXXXXX4801

PREMIUM BUSINESS CHECKING

XXXXXXXX4801 (Continued)

### OTHER DEBITS

Date	Description	Amount
5/25	WAGWORKS RECEIVABLECCD INV3703190	100.00-

### DAILY BALANCE INFORMATION

Date	Balance	Date	Balance
5/02	6,117.53	5/25	6,139.78
5/16	6,239.78	5/31	6,262.03

-----END OF STATEMENT-----





# e | statement

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CITY OF QUINCY  
HURRICANE MICHAEL FEE ACCOUNT  
404 W JEFFERSON ST  
QUINCY FL 32351-2328

Date 5/31/22  
Primary Account

Page 1  
XXXXXXXX6051

## CHECKING ACCOUNT

EVERYDAY CHECKING FOR BUSINESS		Images	0
Account Number	XXXXXX6051	Statement Dates	5/02/22 thru 5/31/22
Previous Balance	478,578.28	Days in this Statement Period	30
Deposits/Credits	.00	Avg Ledger Balance	478,578.28
Checks/Debits	.00	Avg Collected Balance	478,578.28
Service Charges	.00		
Interest Paid	.00		
Ending Balance	478,578.28		

## DAILY BALANCE INFORMATION

Date	Balance
5/02	478,578.28

-----END OF STATEMENT-----

CITY OF QUINCY  
STATE DEP LOAN REPAYMENT RESERVE  
404 W JEFFERSON ST  
QUINCY FL 32351-2328

Date 5/31/22  
Primary Account

Page 1  
xxxxxxx6701

**CHECKING ACCOUNT**

SUPERNOW		Images	0
Account Number	xxxxxxx6701	Statement Dates	5/02/22 thru 5/31/22
Previous Balance	262,482.81	Days in this Statement Period	30
1 Deposits/Credits	20,813.63	Avg Ledger Balance	283,296.44
Checks/Debits	.00	Avg Collected Balance	283,296.44
Service Charges	.00	Interest Earned	11.64
Interest Paid	11.64	Annual Percentage Yield Earned	0.05%
Ending Balance	283,308.08	2022 Interest Paid	53.56

**Bank Statement Balance, 05/31/2022** \$ **283,308.08**

**Reconciled Balance, 05/31/2022** \$ **283,308.08**

**General Ledger Balance, 05/31/2022** \$ 283,308.08

Interest income

Account analysis charge

Transfer

**General Ledger Balance 05/31/2022** \$ **283,308.08**

**Difference** \$ **-**



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Capital City Bank OnLine

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CITY OF QUINCY  
STATE DEP LOAN REPAYMENT RESERVE  
404 W JEFFERSON ST  
QUINCY FL 32351-2328

Date 5/31/22  
Primary Account

Page 1  
XXXXXXXX6701

### CHECKING ACCOUNT

SUPERNOW		Images	0
Account Number	XXXXXX6701	Statement Dates	5/02/22 thru 5/31/22
Previous Balance	262,482.81	Days in this Statement Period	30
1 Deposits/Credits	20,813.63	Avg Ledger Balance	283,296.44
Checks/Debits	.00	Avg Collected Balance	283,296.44
Service Charges	.00	Interest Earned	11.64
Interest Paid	11.64	Annual Percentage Yield Earned	0.05%
Ending Balance	283,308.08	2022 Interest Paid	53.56

### DEPOSITS AND OTHER CREDITS

Date	Description	Amount
5/02	TRSF TO CHECKING XX6701 FUNDS	20,813.63
	TRANSFER VIA ONLINE	
5/31	INTEREST DEPOSIT	11.64

### DAILY BALANCE INFORMATION

Date	Balance	Date	Balance
5/02	283,296.44	5/31	283,308.08



# e | statement

Capital City Bank OnLine

CITY OF QUINCY  
STATE DEP LOAN REPAYMENT RESERVE  
404 W JEFFERSON ST  
QUINCY FL 32351-2328

Date 5/31/22  
Primary Account

Page 2  
XXXXXXXX6701

SUPERNOW

XXXXXXXX6701 (Continued)

### INTEREST RATE SUMMARY

Date	Rate
5/01	0.050000%

-----END OF STATEMENT-----







# e | statement

Capital City Bank OnLine

A Capital City Bank Visa Debit Card with chip technology is the perfect way to pay for every "little" thing. From the donut shop to the dime store, a debit card is a safe, easy way to purchase anything-no matter how small. Request your card today!

CITY OF QUINCY  
DRINKING WATER LOAN REPAYMENT  
RESERVE ACCOUNT  
404 W JEFFERSON ST  
QUINCY FL 32351-2328

Date 5/31/22  
Primary Account

Page 1  
XXXXXXX6702

### CHECKING ACCOUNT

SUPERNOW		Images	0
Account Number	XXXXXXX6702	Statement Dates	5/02/22 thru 5/31/22
Previous Balance	464,342.49	Days in this Statement Period	30
1 Deposits/Credits	21,419.77	Avg Ledger Balance	292,428.92
1 Checks/Debits	200,000.00	Avg Collected Balance	292,428.92
Service Charges	.00	Interest Earned	12.02
Interest Paid	12.02	Annual Percentage Yield Earned	0.05%
Ending Balance	285,774.28	2022 Interest Paid	95.20

### DEPOSITS AND OTHER CREDITS

Date	Description	Amount
5/02	TRSF TO CHECKING XX6702 FUNDS TRANSFER VIA ONLINE	21,419.77
5/31	INTEREST DEPOSIT	12.02

### OTHER DEBITS

Date	Description	Amount
5/03	TRSF TO CHECKING XX6401 MOVE M ONIES TO COVER PAYMENTS MADE F	200,000.00-



# e | statement

Capital City Bank OnLine

CITY OF QUINCY  
DRINKING WATER LOAN REPAYMENT  
RESERVE ACCOUNT  
404 W JEFFERSON ST  
QUINCY FL 32351-2328

Date 5/31/22  
Primary Account

Page 2  
XXXXXXX6702

SUPERNOW

XXXXXXX6702 (Continued)

### DAILY BALANCE INFORMATION

Date	Balance	Date	Balance	Date	Balance
5/02	485,762.26	5/03	285,762.26	5/31	285,774.28

### INTEREST RATE SUMMARY

Date	Rate
5/01	0.050000%

-----END OF STATEMENT-----





# e | statement

Capital City Bank OnLine

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CITY OF QUINCY  
SMART GRID CONSTRUCTION ACCOUNT  
404 W JEFFERSON ST  
QUINCY FL 32351-2328

Date 5/31/22  
Primary Account

Page 1  
XXXXXX6711

### CHECKING ACCOUNT

SUPERNOW		Images	0
Account Number	XXXXXX6711	Statement Dates	5/02/22 thru 5/31/22
Previous Balance	1,551,774.27	Days in this Statement Period	30
Deposits/Credits	.00	Avg Ledger Balance	1,551,774.27
Checks/Debits	.00	Avg Collected Balance	1,551,774.27
Service Charges	.00	Interest Earned	63.77
Interest Paid	65.90	Annual Percentage Yield Earned	0.05%
Ending Balance	1,551,840.17	2022 Interest Paid	320.96

### DEPOSITS AND OTHER CREDITS

Date	Description	Amount
5/31	INTEREST DEPOSIT	65.90

### DAILY BALANCE INFORMATION

Date	Balance	Date	Balance
5/02	1,551,774.27	5/31	1,551,840.17



# e | statement

Capital City Bank OnLine

CITY OF QUINCY  
SMART GRID CONSTRUCTION ACCOUNT  
404 W JEFFERSON ST  
QUINCY FL 32351-2328

Date 5/31/22  
Primary Account

Page 2  
XXXXXXX6711

SUPERNOW

XXXXXXX6711 (Continued)

### INTEREST RATE SUMMARY

Date	Rate
5/01	0.050000%

-----END OF STATEMENT-----



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\*\*\* CHECKING \*\*\* 1406 PAN BUS MMA NI  
 ACCOUNT NUMBER 0502158679  
 PREVIOUS STATEMENT BALANCE AS OF 04/30/22 ..... 510,106.53  
 PLUS 1 DEPOSITS AND OTHER CREDITS ..... 65.27  
 LESS 0 CHECKS AND OTHER DEBITS ..... .00  
 CURRENT STATEMENT BALANCE AS OF 05/31/22 ..... 510,171.80  
 NUMBER OF DAYS IN THIS STATEMENT PERIOD 31

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<b>Bank Statement Balance, 05/31/2022</b>	\$	<b>510,171.80</b>
<b>Reconciled Balance, 05/31/2022</b>	\$	<b><u>510,171.80</u></b>
<b>General Ledger Balance, 05/31/2022</b>	\$	<b>510,171.80</b>
Interest Income		
Account analysis charge		
<b>General Ledger Balance 05/31/2022</b>	\$	<b><u>510,171.80</u></b>
<b>Difference</b>	\$	<b><u>-</u></b>



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

**MEETING DATE:**           **June 28, 2022**

**DATE OF REQUEST:**       **June 21, 2022**

**TO:**                       **Honorable Mayor and Members of the City Commission**

**FROM:**                   **Dr. Beverly A. Nash, Ph.D., Interim City Manager  
Jim Southerland, Administrator, WQTN/Southerland  
Enterprises, Inc.**

**SUBJECT:**               **Contractual Agreement: The City of Quincy and  
WQTN/Southerland Enterprises, Inc. (Jim Southerland,  
Administrator)**

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**Statement of Issue/Justification:**

Mr. Southerland started broadcasting with the City of Quincy in June 2002 under a five (5) year contractual agreement. Based on previous records held by the City Clerk, a second agreement was approved in 2007. In 2013, a proposal was submitted by Mr. Southerland for services in the amount of \$48,000, however the amount of \$42,000 per year was approved by the city commission at that time. Since 2013, the contractual agreement has not been addressed, amended and/or updated.

Over the past two to three years, additional duties and responsibilities have been added to the agreement under Mr. Southerland's proposal. For example, the recording of special meetings and workshops, along with the taping/recording of special events held by the City of Quincy. Also planning for and rehearse TV showings; interview guests in the self-made studio, by telephone or on location; maintain/update equipment and knowledge on how to handle equipment for playbacks and recordings.

In addition, since 2013, there have been no increases or raise in the amount received and/or paid for services. Mr. Southerland uses his own equipment and supplies to service the City of Quincy and its broadcasting and recording needs.

This agenda item came before the city commission on April 12, 2022. "Commissioner Candidate offered a motion to table this item and for the Commission to communicate to the interim manager their suggestions on the scope of services and for Mr. Southerland to present to the interim manager a negotiation package to include salary. The motion was seconded by Mayor Harris. The motion carried 5 to 0."

GL Number: **001-001-519-30342**

**Options:**

1. **Approve the contractual agreement for WQTN/Southerland Enterprises, Inc. in the agreed upon amount.**
2. Do not approve contractual agreement for WQTN/Southerland Enterprises, Inc.
3. Provide direction to staff.

**Staff Recommendation:**

**Option 1**

**Attachment:**

1. Contractual Agreement – Revised 2022

## CONTRACTUAL AGREEMENT

### CITY OF QUINCY AND WQTN/SOUTHERLAND ENTERPRISES INC

**This agreement made this 28<sup>th</sup> day of June 2022** between WQTN, The Quincy Television Network, (herein after called the company), **a division of Southerland Enterprises, Inc.** a Florida Corporation, located at 70 Iola Davis Lane, Quincy, Florida 32352, and **the City of Quincy Florida**, a municipal corporation organized and existing under the laws of the State of Florida and located in Gadsden County, Florida, (herein after called The City), 404 Jefferson Street, Quincy, Florida 32351.

Whereas, the city of Quincy has obtained the right of access to a cable TV Channel that serves the Greater Quincy Florida Community. Said **Comcast** Cable TV Channel 13 originates at City Hall head end; and

Whereas, the City Commissioners has negotiated access to said Channel with Comcast to enable presentation of the government Channel; as Government Access on their system; and

Whereas, the City desires to serve the public purpose for a government access channel, and to provide public information and access; and

Whereas, the Company is in the business of production and recording programs and offering airtime for local promotion and use to qualified third parties; and to promote programs of community interest; and

Whereas, the Company has the necessary resources and skills to provide the City with an acceptable “product” for the benefit of the citizens of the City of Quincy and surrounding areas; and

NOW THEREFORE, in consideration of the promises, obligations and covenants herein contained the undersigned parties do hereby and agree as follows:

1. The City does hereby grant to the Company exclusive use of the Channel subject to the limitation set forth herein and the City’s ability to retain such Channel through Comcast, included but not limited to the right to operate the Channel and to schedule Governmental, Educational and Entertainment Programming to benefit the total community.
2. The Company shall serve as Channel Administrator providing the following services to the City:

- a. Keep local community announcements updated and aired several times daily.
  - b. Record the regular City commission on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month and aired unedited on said Channel.
  - c. Provide *unlimited airtime* as requested by the City to air City related programing.
  - d. Record special meetings and workshops as necessary.
  - e. Provide up to (5), Five hours per week production (shooting and editing time), not including time for Commission Meetings on 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays. Any additional production services requested by the City, in excess of the above, will be billed to the City at the Company's then current production rate. The Company will provide all video equipment for these services.
3. The Company shall be entitled to a monthly payment of \$4,000.00 per month or \$48,000.00 yearly upon acceptance of this agreement for said Services.
  4. A representative of the Company shall meet periodically with the City Manager, (or a staff member designated by the City Manager), for the purpose of continuity.
  5. The effective date of this agreement shall commence on the date of the last signature hereon or June 28, 2022, and shall continue in effect for a term of three (3) years, upon affirmative vote of the City Commission.
  6. Thereafter this agreement shall continue, in effect, on a year- to -year basis unless terminated by either the City or the Company upon thirty (30) day's written notice to the other specifying a termination date. In the event of a material breach of the terms and conditions of this agreement by either party, this agreement may be terminated upon written notice by the non-breaching party, provided that the breaching party is given fifteen (15) days written notice to cure or substantially commence to cure said breach.
  7. The Company shall, at its sole risk and expense, provide and maintain the necessary insertion and related equipment, (hereinafter referred to as equipment), in the channel head-end facilities or point of "demarcation".
  8. The Company shall be responsible for replacement and/or maintenance of equipment during the life of this Agreement at no cost to the City.
  9. It is understood and agreed by the parties hereunder that the Company's performance hereunder is contingent upon and subject to Comcast and the City providing and maintaining the City's right to continued and uninterrupted access to the government access channel. It shall be the City's responsibility to ensure that the Company has necessary access to "head-end" facilities or that a "demarcation" is available to the company for the purpose of activating and maintaining the equipment at all times necessary.
  10. This Agreement does not create a joint venture between the Company and the City, the Company, its employees and/or agents will not represent to third parties that the Company is part of or affiliated with the City.
  11. The City reserves the right to reject any video and/or audio that it deems unsuitable to be aired on the government access channel. The Company agrees to abide by all rules, policies and regulations that are promulgated by the Federal Communications Commission and the City.



12. The Company shall be responsible for obtaining and maintaining its City and County Occupational license and any licenses required pursuant to the laws of Gadsden County, the City of Quincy, or the State of Florida. Should the Company by reason of revocation, failure to renew or any other reason, fail to maintain its license to operate, the Company shall be deemed to be in default as of the date such license is lost.
13. This Contract shall not be assigned or sublet as a whole or in part without the written consent of the City.
14. The Company agrees to indemnify and hold harm-less the City from all claims, damages, liabilities, or suits of any nature whatsoever arising out of, because of, or due to the breach of this agreement by the Company, its Delegates, Agents, or Employees, or due to any act or occurrence of omission or commission of the Company, including but not limited to cost and a reasonable attorney's fee.
15. The City may, at its sole option, defend itself or allow the Company to provide the defense. The Company acknowledges that ten dollars, (\$10.00) of the amount paid to the Company is sufficient consideration for the Company's Indemnification of the City.
16. INSURANCE
  - a. Company shall maintain limits no less than:
    1. General Liability: \$500,000 combined single limit per occurrence for bodily injury, personal injury, and property damage. If Commercial General Liability Insurance or other form where a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
    2. Automobile Liability \$500,000 combined single limit per accident for bodily injury and property damage.
    3. Worker's Compensation and Employer's Liability Insurance covering all employees meeting statutory limits in accordance with applicable State and Federal laws and Employer's Liability with a limit of \$500,000 per accident.
    4. Company shall furnish the city with Certificates of Insurance and with original endorsements effecting the coverage required for this agreement naming the City as an additional insured. The Certificates are to be signed by a person authorized by the insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the City prior to the commencement of the work. The City reserves the right to require complete, certified copies of all required insurance policies at any time.
    5. Company shall include all sub-contractors as insures under its policies or shall furnish separate certificates and endorsements for each sub-contractor.
    6. All coverage for sub-contractors shall be subject to all of the requirements stated herein.
  - b. Cancellation clauses for each policy should read as follows:

**SHOULD ANY OF THE ABOVE-DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL MAIL THIRTY (30) DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED HEREIN.**

- c. Nothing in the above language concerning “Insurance “or indemnification shall create any liability on the part of the City. Should any court, notwithstanding the intent of the parties, determine that the City is liable under this contract, the extent of any liability will not exceed the scope and limits of Chapter 768, Florida Statutes, currently in effect or as lawfully amended in the future.
- 17. The validity, construction, and effect of this Contract shall be governed by the laws of the State of Florida.
- 18. This agreement may be modified at any time upon mutual agreement of the Parties. It shall be the sole responsibility of the Company to comply with all applicable Federal, State, County and City statutes, ordinances, rules, and regulations in the performance of the Company’s obligations under this agreement.

Agreement between The City of Quincy and Southerland Enterprises Inc. d/b/a/ WQTN, The Quincy Television Network.

Whereto, the parties have set their hands and seals effective the date first above written.  
WITNESSES:

**Southerland Enterprises Inc., d/b/a/  
WQTN, The Quincy Television Network**

By: \_\_\_\_\_  
Janie D. Southerland, President

**CITY OF QUINCY, FLORIDA 32351**

By: \_\_\_\_\_  
Keith Dowdell, Mayor, and Presiding  
Officer of the City Commission and of the  
City of Quincy, Florida

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Dr. Beverly A. Nash, Interim City Manager,  
City of Quincy, Florida

Date: \_\_\_\_\_

**ATTEST:**

By: \_\_\_\_\_  
Janice Shackelford Clemons, City Clerk per  
Clerk of the City of Quincy, Florida  
Clerk of the City Commission thereof

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

**Date of Meeting:** Tuesday, June 28, 2022

**Date Submitted:** Tuesday, June 21, 2022

**To:** Honorable Mayor and Members of the City Commission

**From:** Mayor Keith Dowdell, City Commission, District 1  
Commissioner Anessa A. Canidate, District 5

**Subject:** American Rescue Plan Act (ARPA) – Use of Funds (Public Health Assistance to the Community)

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To be discussed:

- Household Assistance Programs/Plan
- Mental Health Plan

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

**Date of Meeting:** Tuesday, June 28, 2022

**Date Submitted:** Wednesday, June 22, 2022

**To:** Honorable Mayor and Members of the City Commission

**From:** Dr. Beverly Nash, Ph.D., Interim City Manager  
Mayor Keith Dowdell, City Commission  
Commissioner Ronte Harris, City Commission  
Walter G. Corbett III, PMP, Principal Consultant,  
Corbecom Consulting Services, LLC

**Subject:** Draft Report: The Fiber Optic and Information  
Technology Report and Research Conducted by Walter  
G. Corbett III, PMP, Corbecom Consulting Services,  
LLC

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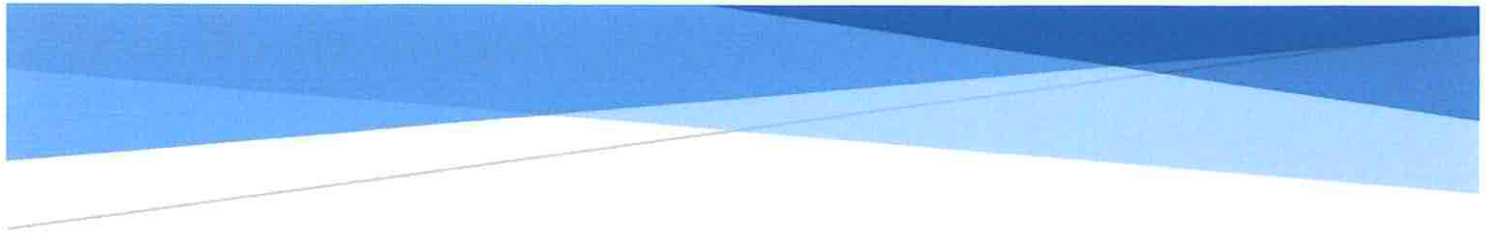
**Statement of Issue/Justification:**

Corbecom Consulting Services, LLC was commissioned to coordinate with the City of Quincy staff and contractors in order to identify project activities for the City of Quincy Infrastructure Project related to the **Fiber Optic** and associated technology work, activities, and timelines. In addition, to establish a project timeline of the past, present, and future project work to include the following: areas of focus for the first phase of the project; outside plant, construction/fiber backbone connection, substation (back office); automated meter infrastructure (AMI) and the automated meter system (AMS).

Preliminary written and oral reports will be presented on the findings.

**Attachment:**

1. Draft Report: COQ Technology Initiatives Assessment



# COQ TECHNOLOGY INITIATIVES ASSESSMENT

Corbecom Consulting Services, LLC  
Walter.corbett@corbecom.com  
Draft v.01 6/9/22



## Executive Summary

In February 2022, the Board of Commissioners requested an evaluation of COQ technology initiatives. The Board was concerned with the health and progress of the initiatives and were seeking an independent evaluation to assess the day-to-day operations. The crux of their concern was the distribution of information and transparency into project related activities. The issue statements received from the Board identified 4 areas of concern: contracts, costs, work validation & verification, and reporting. Each area is key to effectively manage project scope, time, and budget. The evaluation identified that all four areas lead back to the initial planning between the Board and COQ staff. Findings concluded that COQ did not collectively plan the initiatives that would have set expectations, documented requirements, identified risks, set SOPs, developed a timeline, and set a budget. Initial project planning would have mitigated most issues or quickly surfaced risks that ultimately impacted other areas of the project. Prior to initiating a project of this complexity, COQ should consider seeking outside project management consultation or subject area expertise to support current internal capacity, specifically during planning.

**Assessment Objective:** Provide an assessment that COQ could use as a guide to implement corrective actions where applicable; improve existing processes; create processes where none exists; align expectations between all parties; effectively manage the initiatives on all levels; and act as a template for future initiatives.

**Methodology:** Evaluation was based on reviewing the inputs and outputs associated with the initiatives. The COQ projects evaluated followed the four phases of a traditional waterfall project management methodology: Planning, Execution, Monitoring & Audit, and Closing. These phases are linear, except for Monitoring & Auditing that is ran in tandem with Execution and Closing, due to the ongoing auditing of work to ensure time, scope, and budget are adhered to per the plan.

The onboarding process comprised of attending COQ Workshops and preliminary meetings with the City Manager to become familiar with the projects. Meetings and email communications with the consultants was used for fact findings and observation of the working relationships. A variety of documentation and other forms of information was requested to ensure multiple examples of each focus area were collected to establish trends and reviewed for best practices.

## Areas of Focus

1	CONTRACTS
	Contracts/Statement of Work (SOW)
	Deliverables
	Invoicing
	Request for Proposals/Sole Source
2	WORK VALIDATION & REPORTING
3	BUDGET
4	REPORTING

## 1. CONTRACTS

### Contract/Statement of Work

Contracts/SOWs were evaluated to review the deliverables, invoicing, and the procurement process. COQ has issued approx. 6 distinct contracts ranging from consultation services, software/hardware installation, equipment, and maintenance and support. The common practice identified was the language used when specifying deliverables; the contracts either did not list them or were vague in the SOWs.

During the evaluation, it was discovered that COQ did not renew the contract with Strategic Innovative Ventures, Inc. for continued project management consultation services. However, Strategic Innovative Ventures, Inc. continues to provide services without payment since March/April - May 2022. An agreement that Strategic Innovative Ventures, Inc. will provide services at no cost to COQ has not been provided. Operating without a contract is a risk with possible high qualitative and quantitative impacts. This risk will need to be mitigated.

### Deliverables

The common practice identified was the language used when specifying deliverables; the contracts either did not list them or were vague in the SOW. The other practice observed was the assumption of deliverables; certain deliverables would be automatically provided as art of the overall service. Deliverables provide intangible and tangible products or services that can be accounted for. They are generally used to determine whether the work was completed. COQ was not consistent with applying this across the board. This resulted in discrepancies between COQ expectations and the goods and services the contractors were to provide. The area of reporting was negatively impacted by

#### *Contract Scenarios*

- ❖ Inconsistency in identifying requirements and deliverables; vague or nonexistent
- ❖ Operating without a contract
  
- ❖ Exhibit A: Contract Examples

CONTRACTOR	DELIVERABLE	CONTRACT PERIOD
STRATEGIC INNOVATIVE VENTURES, INC.	Project Management and support for fiber network	1/01/21 – 6/30/2021
STRATEGIC INNOVATIVE VENTURES, INC.	Technology services and support	1/01/21 – 7/3021

#### *Recommendation*

- Planning between COQ Commission and the City Manager to collectively ensure deliverables are identified and expectations are expressed. See RFP/Sole Source section.
- Employ other sources to assist with identifying deliverables appropriate for the type of product or services required.
- Renegotiate current contracts to include specific deliverables, e.g., reporting, verification, and validation of work, etc.
  - Sets the tone for how the contract will be managed. The same for negotiating new contracts.
- Establish a single point of contact who will manage the contracts.
- Establishing a process to verify and validate deliverables for completion.



- Manage the contract time periods to avoid gaps between renewals.
- Establish a Change Request process to amend scope, time, and budget.
- Have a replacement ready if contract is interrupted by COQ.

**Invoicing**

Fiscal Year reports shows that invoices are tracked and paid. When requested, Finance provided ADHOC reports to assist with the evaluation. The practice of validating the charges against the SOW was inconsistently applied. When validating, multiple scenarios were encountered that may have been flagged if a process was in place that identifies who will validate and steps to resolve, prior to payment (see Invoice Scenarios below). Invoices that were paid prior to work completion, is consistent with contracts with short durations and ongoing renewals. Discrepancies were found with the services descriptions between the invoices and the SOWs. There was a stint of late payments, COQ wrote checks for payment to Applied Com-Tek on 4/15/22 for invoices that are 60+ days from Invoice date. This was uncharacteristic of COQ long timely payment history. A response to why this occurred has not been provided. It is also unknown whether Applied Com-Tek has received the payments.

*Invoice Scenarios:*

- A. Invoices were paid prior to completion of work.
- B. Description of charges were vague or repeated the same services for each invoice even though the SOW listed deliverables.
- C. Description of charges were vague or repeated the same services for each invoice and the SOW deliverables are vague.
- D. Invoices that do not tie back to a SOW.
- E. Late Payments

❖ **Exhibit B: Invoice Examples**

	INV. #	CONTRACTOR	DELIVERABLE/SOW	INVOICE CHARGES	PAID DATE	INVOICE/SOW PERIOD
<b>C</b>	Multiple	Strategic Innovative Ventures, Inc.	Project Management and support for fiber network	Equipment Fiber Optic System Upgrade	Multiple Dates	1/1/20 – 8/09/21
<b>A/B</b>	INV-0006	Expert In Sites	Specific Deliverables in SOW	Implementation and Configuration: Install and configure support systems.	3/11/22	3/01 – 4/15/22
<b>A</b>	INV-0004	Expert In Sites	None on File	Implementation and Configuration: Install and configure support systems.	2/10/22	2/01 – 2/28/22
<b>A/B/D</b>	INV-6002	Expert In Sites	None on File	Initial Discovery and Support – Discovery, Documentation and Support of Network and Computer Systems.	11/15/21	11/01 – 12/31/21
<b>D</b>	Multiple	Applied Com-Tek	Fiber Backbone Rebuild	Various charges for fiber work not included in SOW	Multiple Dates	See RFP/Sole Source Section
<b>E</b>	Multiple	Applied Com-Tek	Fiber Backbone Rebuild	Various charges	4/14/22	1/2022 – 4/2022. Delayed payment

### *Recommendations*

- Develop/employ an invoice review process to ensure charges are in line with the SOW/contract.

#### Request for Proposals (RFP) and Sole Source

COQ used the RFP process to procure one vendor, Applied Com-Tek. The RFP process was not used to procure the other vendors even though all contract amounts exceeded \$10K, required high-level skillsets, and extended beyond 6 months. Applied Com-Tek was initially contracted to repair/rebuild the fiber backbone for \$50,460.00 and have continued to provide services not included in the original SOW totaling >\$540K. Once the fiber backbone was completed, the terms of the contract were met and a new contract or amended contract was required. There is no amended contract or new contract for the additional work on file. It is not clear what method COQ used to identify the additional work to be done and the cost prior to payment.

The Sole Source process was used for the remaining vendors. A variety of practices were used to identify and procure these vendors, i.e., vendor was previously used before; previously worked for the COQ; and referred by a familiar source. COQ did not advertise to attain a pool of qualified applicants to select the best vendor to fulfill the terms of the contract. Similar to the contracts, the requirements were vague or general.

### *Recommendations*

- Develop an RFP process that is repeatable. Templates are an efficient way to maintain consistency.
- Plan to accommodate the RFP processing time. Include buffer for vendor responses and internal reviews.
- Develop a Sole Source process that is repeatable. Templates are an efficient way to maintain consistency.
- Consider the skill level, cost, and impacts to the project to identify which procurement process is best.

## 2. WORK VALIDATION & Verification

When deliverables are inconsistent, vague or nonexistent, verifying completeness and whether they met expectation becomes difficult. Some deliverables are easier to validate than others. This is truer when the work to complete the deliverable is already understood or at the least familiar. Installation type contracts for equipment, repairs, and software was consistent with listing the deliverables allowed for ease of identifying the work and a method to test. There are 2 reasons for this; The type of work /deliverables that were tangible are governed by code/specs; and the Consultant are familiar with the non-tangibles.

Employing consultants that are familiar with the technology is a benefit to the project, however, verification of work will often take place through conversation or a screenshot rather than a documented report. This was prevalent when reviewing status reports. A variety of methods were used to verify work, including but not limited to, pictures of replaced/repared cabinets, pole cans, and switches; screenshots of network connectivity, meter readings, server responses, etc.; and verbal confirmation. Any of these methods may be used to verify work in this scenario. However, consistency in documentation of all mediums is important for good record keeping.

Non-tangible work or work that is unfamiliar posed a bigger challenge for verification. Non-tangible work, such as consulting, may present this problem, especially when the deliverable is generic. Vague and generic deliverable descriptions are used in the Consultant contracts. Processes or methods used to verify their consulting services have not been provided. In this scenario, to make the deliverable(s) measurable, smaller tasks/activities are needed.

For example, requiring consultants to produce a report can be used as a method to verify that services were rendered. Details in the report should identify useful datapoints to follow progress. See Reporting for more details.



Expert In Site is contracted to produce a monthly report. The status for this deliverable was left incomplete with Expert In Sites's recent update. A copy of a monthly report was not provided. Strategic Innovative Ventures, Inc. does not have this requirement explicitly stated in their contract.

#### *Recommendations*

- Ensure deliverables and the work required are understood and measurable.
- Become familiar with how the services/product will be verified
- Negotiate smaller measurable outputs in the SOW when deliverables are generic

### 3. BUDGET

The budget reports provided did not differentiate between the expenditures of the projects and the expenditures of COQ. Annual budget reports listed expenditures by General Ledger (GL) that needed to be broken down to the project level with totals and remaining. This is especially true for project expenditures that crossed accounts or are eligible for reimbursement by FEMA. Budgets for the Fiber Infrastructure project and the operations support project were not provided. It is unclear whether project budgets were developed and is being tracked.

#### *Recommendations*

- Develop a budget for each project; track and manage at the project level
- Develop a budget report for project expenditures and show roll up to GLs

### 4. REPORTING

The area of reporting was observed to be the most convoluted. COQ is running multiple projects simultaneously with no defined reporting requirements other than the cadence. The Fiber Infrastructure project reports bi-annually, and operations support is contracted to report monthly. Through observation and documentation, reporting consists of narratives, pictures, scanned documents and emails, screenshots and verbal updates. The volume of documents included in the reports overshadows the base information needed to know the health of the projects. This is due to inconsistencies in simplifying the information for the audience. There are no levels of reporting in place that starts at the detail level and compiles the information into an outline that highlights key milestones/deliverables, issues, risks, cost, etc. for executives. There were also discrepancies between documented reports and verbal updates. For example, the percentage of completion for fiber backbone (outside plant construction) changed from 95% complete per the 'June – Dec 2020 Status report' to 85% complete per the '2/01/22 Workshop'.

Reporting for the Fiber Infrastructure project is the responsibility of the project manager (Strategic Innovate Ventures, Inc.). Requests were made multiple times for a comprehensive timeline with tasks and milestones and received similar information from previous reports with a few updates. This includes all activities, issues, risks, costs, deliverables, and milestones associated with the project. Bi-annual reporting allows too much time in between reporting periods for the project to get off track.

Reporting for Operations Support (and other initiatives) is the responsibility of Expert In Sites. Monthly reporting is listed as a deliverable in the SOW. Records of monthly reporting have not been provided.

*Recommendations*

- Develop a reporting template to be used for Executive reporting for all consultants
  - Include: High-level view of the project timeline, milestones, outstanding tasks, budget to date, Issues/Risk; 1-2 pages max.
- Set a reporting cadence; monthly
- Limit documentation included with current reporting. Supporting documentation should be provided upon request, saved separate from the report, updated as needed and indexed for future retrieval.

DRAFT



# WALTER G. CORBETT III, PMP

Principal Consultant - Corbecom Consulting Services, LLC

## CONTACT



Tallahassee, FL



[Walter.corbett@corbecom.com](mailto:Walter.corbett@corbecom.com)



(850) 559-2341



[walter-corbett-iii-pmp-961b4811](https://www.linkedin.com/in/walter-corbett-iii-pmp-961b4811)

## EDUCATION

Bachelor of Science, School of Library and Information Studies, Florida State University

**Major:** Information Technology

**Minor:** Public Relations/Communications

## EXPERTISE

- PMP Certified (#1466885)
- PMI-ACP; Completed 21 required educational and professional hours for ACP certification.
- SharePoint 2010 Advanced User training
- North American Securities Administrators Association (NASAA)
- Train the Trainer training
- IBM FileNet P8 Prerequisite Skills 4.0 Training

## PROFILE

- ✓ Managed IT enablement projects for Healthcare, Grant Administration, Transportation, Financial Regulation, Worker's Compensation, Telecommunications, and Agriculture for the State of Florida; Mortgage Industry, and utilities for City Municipalities.
- ✓ Proficient in Waterfall and Agile project management methodologies.
- ✓ Led Organizational Change Management (OCM) efforts to transition organizations into complete business solutions.
- ✓ Knowledgeable of Federal and State funded grants programs and systems to improve administrative processes, expand client relationships and deliver market intelligence. Experience with Unemployment Insurance processes and governing FL Statutes and Rules.
- ✓ Experienced with implementing and integrating licensing, permitting, Point of Sales, bidding, design and estimates, Enterprise Resource Planning, mortgage technologies, and Call Center enterprise systems.

## PROFESSIONAL EXPERIENCE

Forward-thinking, technology project leader with strong technical and business acumen, managing complex multiplatform proprietary systems for State, Municipal, and private entities. Exceeds customer expectations with high-quality design and functional scalable applications to accommodate years of business growth and protection from security threats. Proficient in interpreting technical requirements and application design for business clients.

### SENIOR PROJECT MANAGER

ICE Mortgage Technology

Portfolio of projects implementing ICE MT products

Date: July 2021 – Current

Responsibilities: Provide support to ICE MT AIQ customers with the goal to deploy mortgage technology solutions efficiently and successfully. Responsible and accountable for project scope, schedule, and budget. Manage the delivery of the scope of work as defined in the SOW. Coordinate project activities. Work closely with clients and ICE MT Implementation team and other functional departments to establish the key project planning and routines across functional work streams. Establish work stream tracking routines and ensure customer is making required progress to meet budget and timeline.

### COMMUNICATIONS PROJECT MANAGER, CORBECOM, LLC/TAL

SEARCH GROUP, DEPARTMENT OF MANAGEMENT SERVICES

Project: SUNCOM Communications Services (SCS)

Date: September 2020 – June 2021

# WALTER G. CORBETT III, PMP

Principal Consultant - Corbecom Consulting Services, LLC

Responsibilities: Communications Project Manager Consultant for the SUNCOM Communications Services (SCS) Project, initiated to attain a controlled competitive environment to acquire telecommunication services for SUNCOM customers. Collaborated with DMS SCS Project Managers, Engineering, Service Delivery, IT, and SCS vendors to align communications with project milestones and deliverables. Led weekly communications meetings to discuss and plan communications as it relates to ongoing and upcoming project activities. Provide oversight and author project related communications to SUNCOM customers (state and local government agencies, educational institutions, libraries, non-profit organizations, etc.), SCS contractors, and SCS project teams.

**SENIOR PROJECT MANAGER, CORBECOM, LLC/INTEGRISOURCE, TECHNOLOGY & INNOVATION, CITY OF TALLAHASSEE, FL**

Project: COT Contact Center & IVR Upgrade

Date: April 2019 to August 2020

Responsibilities: Senior Project Manager Consultant for the Contact Center & Interactive Voice Recognition (IVR) project. Project initiated to upgrade the current analog IVR system to a Genesys PureConnect platform using VOIP and Natural Language Understanding (NLU). An estimated 90K impacted COT customer, approximately 47% of the city population.

- Project employed the waterfall methodology with a phased approach to align the workstreams of the System Integrators (SI).
- Oversight of the project calendar and COT project resources
- Managed and tracked project changes, deliverables and milestones, risks, issues, and general communications.
- Created test cases and led testing efforts; conducted trainings for test case development and testing.

**Senior Project Manager, Randstad, Tallahassee Memorial Healthcare (TMH), Tallahassee, FL, Date: July 2018 – April 2019**

Managed a portfolio of technology enablement projects that spanned multiple business areas of the hospital, including Sleep Center, Cardio-Pulmonary Rehab, Radiology, Cancer Center, Home Healthcare, IT Infrastructure, and Disaster Recovery.

- Established working relationships with hardware/software vendors for procurement and services supported. Managed resources for the project portfolio for multiple business areas. Aligned project deployments with TMH business and IT operations. Reconciled project budgets. Coordinated with vendor project team for onsite and remote installations.

**Operations Project Manager/PMO Manager Consultant, Corbecom, LLC/GCOM Software, Inc., Agriculture and Consumer Services System (AgCSS), August 2017 – May 2018**

Provided oversight for the System Integrator (SI) Project Management Office (PMO) and day-to-day operations of the project.

- As a **Configuration Manager**, I provided oversight to; the installation, development, configuration, and testing of software for the AgCSS project; the development and dissemination of related deliverables and documents; and technical resources day-to-day project activities.

# WALTER G. CORBETT III, PMP

Principal Consultant - Corbecom Consulting Services, LLC

Planned and executed sprints, documented lessons learned, and implemented changes for course correction. Coordinated with other project work streams to ensure the technical efforts of the project met the business and technical requirements of the users.

- As a **Project Oversight Manager** of the FDACS AgCSS Call-Center track, oversaw replacement of the existing call-center IVR with a COTS (Genesys Pure Connect) product. Managed the client-vendor relationship, supervised the work of the SI, facilitated system integration point sessions, and monitored project communications. Managed the track by aligning the work with the AgCSS project schedule joining at testing and deployment. Acclimated the vendor to the project culture to understand the environment and user expectations.

**Trainer**, Corbecom Consulting Services, LLC, Office of State of Clerks Administrator (OSCA), Project: Introduction to Project Management Training, August 2017 to October 2017

Developed/conducted a 16-hour introduction to project management training course to OSCA staff. Objectives included an overview of project management as it relates to their ongoing projects, an in-depth review of resource and time management, sequencing activities, identifying and managing risks, and using tools, techniques and best practices to more efficiently manage projects.

- Engaged/surveyed the clients to identify lessons learned and areas for improvements.
- Conducted a pre-training survey of the clients' knowledge of project management to establish a baseline and a post-training survey to gauge the effectiveness of the training. Survey results indicated that the training was particularly useful and planned to use many of the tools and techniques, acquired during the training in their projects.

**SENIOR PROJECT MANAGER CONSULTANT**, GLOBAL INFORMATION SERVICES, AGENCY: DEPARTMENT OF STATE- BUREAU OF DEPARTMENTAL INFORMATION SYSTEMS, MAY 2015 –JULY 2017

Senior Project Management Consultant for the Department of State (DOS) for the Consolidated Grants System project. A new in-house custom application to standardize and streamline processes for administering Federal and State funded grants for Divisions of Library Information Services, Cultural Affairs, Elections and Historical Resources.

- Consolidated grant processes and technologies of multiple Divisions using a custom solution that included user dashboards, notifications, grants directory, end-user reporting, and document management. First phase of project delivered on-time and within budget.

**SR. PROJECT MANAGER/LEAD BUSINESS ANALYST CONSULTANT**, INTEGRISOURCE, AGENCY: FLDOT - BUSINESS SYSTEMS SUPPORT OFFICE/OFFICE OF INFORMATION SYSTEMS, JANUARY 2011 TO MAY 2015

Reviewed business case studies for project prioritization, estimated project work effort, managed resource work-plan assignments, wrote and packaged Requests for Quotes (RFQ) and provided Project Management oversight to outsourced projects.

Managed project resources, developed project management plans and other project documentation, established baseline requirements, scheduled milestones/deliverables, facilitated Joint Application Development (JAD) sessions, documented/finalized deliverables, managed project team, and cultivated a positive work environment through team building, mentoring, and training.

- As a **Lead Business Analyst**, I facilitated JAD sessions, managed stakeholders' expectations for the Central Office and District Offices, wrote BA plans, coordinated stakeholder



# WALTER G. CORBETT III, PMP

Principal Consultant – Corbecom Consulting Services, LLC  
meetings/user training, documented System Development Life Cycle (SDLC), and facilitated User Acceptance Testing (UAT) and application training.

**FINANCIAL SPECIALIST/BUSINESS ANALYST**, OFFICE OF FINANCIAL REGULATION, DIVISION OF SECURITIES  
TALLAHASSEE, FL, OCTOBER 2007 TO DECEMBER 2011

- Project Manager/Lead and Business Analyst for sub-projects of the Regulatory Enforcement and Licensing (REAL) system.
- Compiled/reported financial statistical data related to the Division of Securities in the form of; Commissioner Briefings, Cabinet Briefings, Long Range Program Plan, Legislative Budget Request, North American Securities Administrators Association (NASAA) surveys and Financial Services Commission Quarterly and Annual Reports.
- Developed, monitored and reported Bureau of Regulation performance measures.
- Provided administrative and technical support to the Division of Securities.

**Insurance Specialist III**, Department of Financial Services, Division of Workers' Compensation,  
Tallahassee, FL, April 2005 to October 2007

**Project Manager/Business Analyst**, Workers' Compensation Electronic Worksheets, Tallahassee, FL

- Project nominated and awarded the Davis Productivity Award for increasing work productivity by 30% and reduced process of reporting insurers' claims handling practices to the Insurer and Agency by 40%.

Monitored/regulated Workers' Compensation Insurance industry by auditing insurer's claims practicing so that compliance endured with Florida Statute and Administrative Rule. Evaluated claims systems of Third-Party Associates (TPA) and Medical Vendors which involved extensive travel to conduct onsite audits and investigations.

- Facilitated trainings for the Workers' Compensation Insurance industry by recommending revisions to processes, addressed systematic errors, and advised on Rule and Florida Statutes changes.
- Coordinated/managed audit personnel for multiple site locations, i.e. travel arrangements, conference calls, technical requirements, entrance conferences, accommodations and exit interviews.
- Coordinated with Electronic Medical Data (EDI) team and Centralized Performance System (CPS) to track and manage indemnity and medical forms filed by the insurance industry.

## **TECHNICAL SKILLS & ABILITIES**

**Software:** Microsoft Office Suite (Word, Excel Access, Project, and Outlook), SnagIt and Balsamiq; Microsoft SharePoint; Windows and Macintosh Environment; Mac Office Suite; Adobe Pro; Survey Monkey; Class Marker; FileNet; Visual Studio; Team Foundation Server (TFS); Toad for Oracle; SQL, Visual Basic, SSRS, HTML; Helpdesk/Service Desk PC Troubleshooting; ESRI-ArcGIS Mapping Software; JIRA; Cherwell; OnBase; Genesys Interactive desktop and Interactive supervisor (IVR), Natural Language Understanding (NLU), SaaS, POS, and Mortgage Income and Credit Analysis and loan processing software.

# WALTER G. CORBETT III, PMP

Principal Consultant - Corbecom Consulting Services, LLC

**Healthcare Software:** Somnostar; Intellispace; Powerscribe; Optilink; EHR; EMR; Allscripts, Powerchart; Thornberry (EMR); Scottcare.

**Network Platforms/Environment:** Oracle; linux; NT; Mainframe; DB2; SQL Server 2008-16; Entity Framework; .NET; Java; Salesforce; ERPs; IaaS - Microsoft Azure

**Project Management Methodologies:** Proficient in Agile and Waterfall methodologies.

*Additional project details, past employment, and references provided upon request.*

City of Quincy, Florida

**For Information ONLY**

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**From:** Beverly Nash  
**Sent:** Wednesday, June 22, 2022 11:13 AM  
**To:** Decody Fagg; LaTrenda Gainous  
**Cc:** Jean Dabady  
**Subject:** RE: Swimming Pool Update

Thanks for the update. Will provide the information to the commissioners.

Dr. Beverly A. Nash, Ph.D.  
Interim City Manager  
City of Quincy, Florida  
404 West Jefferson Street  
Quincy, FL 32351  
(850) 618-1881 Office



Sent from [Mail](#) for Windows

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**From:** [Decody Fagg](#)  
**Sent:** Wednesday, June 22, 2022 10:58 AM  
**To:** [Beverly Nash](#); [LaTrenda Gainous](#)  
**Cc:** [Jean Dabady](#)  
**Subject:** Swimming Pool Update

Mr. Willie Smith will be finish painting the inside of the pool house from the break-in by today 6/22/22. Ms. Cynthia Figgers has agreed to work the swimming pool as Head Lifeguard/Pool instructor. She is going to make it fit her schedule to maintain the pool with the proper chemical and train the lifeguards as her normal duties. Our plan is to have the pool open by next week after the Health Department comes out to inspect King Street Pool. Also I'm waiting on utilities to come fix a leak in the water pump located in the pump room at the pool. I turned in a work order for the leak on 6/9/22 when we notice the leak. I will keep you posted with all updates.

P.S. also Mr. Steve just got my emails working today. Our Wi-Fi is still down here at the Rec, we have a cordless phone at the front desk that works occasionally & we cant transfer calls on the phone also, internet works on occasions, some days it work & some days it doesn't. Printer cant scan/emails, also it print some days & some days it doesn't.



**AL LAWSON**  
5TH DISTRICT, FLORIDA  
ASSISTANT MAJORITY WHIP

COMMITTEE ON  
FINANCIAL SERVICES

COMMITTEE ON  
AGRICULTURE

**Congress of the United States**  
**House of Representatives**  
Washington, DC 20515-0905

2437 RAYBURN HOUSE OFFICE BUILDING  
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(202) 225-2256 -- FAX

CITY HALL  
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(904) 379-0309 -- FAX

435 NORTH MACOMB STREET  
TALLAHASSEE, FL 32301  
(850) 558-9450  
(850) 577-0633 -- FAX

<http://www.lawson.house.gov>

June 10, 2022

FEMA Administrator Deanne Criswell  
Federal Emergency Management Agency  
500 C St SW  
Washington, D.C. 20024

Dear Administrator Criswell,

We write today to inform you of the dangerous supply chain shortages affecting Florida's electric cooperatives and municipalities. Labor shortages and competition from other industries for steel have made equipment procurement difficult. As a result, critical electric grid equipment delivery times have increased 20-fold in the past 2 years. Transformers, the most integral pieces in ensuring electricity to homes, took only 3 months to be delivered in 2018. Currently, delivery delays for transformers are averaging 52 to 75 months, and some manufacturers are not even taking orders.

This is particularly concerning given that the 2022 Atlantic hurricane season is forecasted to produce hurricanes and tropical storms of above-average strength. As the onset of the 2022 Atlantic hurricane season approaches, we urge FEMA to mitigate this issue before a severe hurricane or tropical storm devastates our Floridian communities.

Each year, Florida electric cooperatives and municipalities prepare for the upcoming hurricane season by stockpiling supplies. When disasters occur, destroyed equipment needs to be replaced to ensure quick power restoration. The severe delay of critical parts has made this preparation nearly impossible, leaving many electric companies without reserves. It would take only one hurricane or severe tropical storm to cause devastating damage to our constituents, and with the absence of a stockpile, power restoration for these communities would take substantially longer than previous years.

Local electric utilities play a critical role in the growth and development of the communities they serve. Unfortunately, these new supply chain issues adversely affect the growth and management of these communities. Without proper equipment, local utilities must triage parts, which delays upgrades and "non-essential" repairs. The weakened systems will make them more susceptible to damage when disaster occurs. FEMA must employ mitigation efforts with the local Florida electric community to ensure that transformers, bare wire, meters, and other electric grid equipment will be available ahead of the first disaster.

Sincerely,



Al Lawson  
Member of Congress



Kat Cammack  
Member of Congress



Neal Dunn  
Member of Congress



John H. Rutherford  
Member of Congress



Michael Waltz  
Member of Congress



Darren Soto  
Member of Congress



Gus Bilirakis  
Member of Congress



Kathy Castor  
Member of Congress



Brian Mast  
Member of Congress



Byron Donalds  
Member of Congress



Lois Frankel  
Member of Congress



Ted Deutch  
Member of Congress



Debbie Wasserman Schultz  
Member of Congress



Carlos Giménez  
Member of Congress



María Elvira Salazar  
Member of Congress



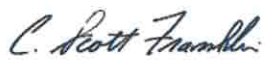
Bill Posey  
Member of Congress



Frederica Wilson  
Member of Congress



Daniel Webster  
Member of Congress



C. Scott Franklin  
Member of Congress



Charlie Crist  
Member of Congress



Val B. Demings  
Member of Congress



Mario Díaz-Balart  
Member of Congress



Stephanie Murphy  
Member of Congress





## HURI's STATEMENT OF WORK

Date: June 15, 2022

To: City of QUINCY ANTI-CRIME SEED GRANT

ATTENTION: Dr. Beverly Nash

### OVERVIEW

Healthy United Resources, Inc. (HURI) hosted our fifth Anti-Crime Presentation at Gadsden County Sheriff's-**Restoring Family Program**. The event was held at the Sheriff's Annex. In attendance were 13(thirteen) youth from Stewart Street Elementary and James A. Shanks Middle Schools. HURI had to modify its plan due to changes with the **Restoring Families Program**. June will be the last month for educational presentations from HURI. The time was changed to 10:00 a.m. As a result of these changes, HURI combined the last topics for discussion in groups.

**TOPIC of Discussion: Internet, Bullying, Tobacco and Alcohol**

### OBJECTIVES:

1. To discuss Internet safety and how to stay safe
2. To define bullying and the appropriate actions to take when you're bullied
3. To discuss why smoking is so dangerous and the disadvantages of smoking or using tobacco
4. To discuss the effects of alcohol on the mind and body

The Speakers introduced HURI and themselves: Mrs. Jimmie H. Griffin  
Assisted by Elder Thelma J. Caldwell and 2 of HURI's volunteers: Ms. Emma Brady /Ms. Shirley Brown

Chapters five, six, seven and eight in the publication "Your Choices, Your Life" were discussed with the group. Mrs. Griffin emphasized being bullied is no fun and people are really hurt by this behavior. Also, she stressed that tobacco and alcohol usage can be very harmful to the body, especially if it started at an early age. She quoted some statistics about young people under the age of 21 dying from alcohol abuse.

A pre and post-test were given before and after the presentation to evaluate the effectiveness of the teaching. All children without masks were given masks to wear during the presentation along with pencils.

One student got all the questions right pre and post presentation. She received a reward. Most students missed 2 questions. All the students were given incentives for their participation.

Copies of the presentation will be given to the students at the next meeting to share what they had learned with their parents and others.

**Expenses and Disbursements:** None

Humbly Submitted,

*Thelma J. Caldwell*

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**From:** Beverly Nash  
**Sent:** Thursday, June 23, 2022 2:54 PM  
**To:** Robert Nixon; Reggie Bell  
**Subject:** RE: Bike rack looks great!

Thanks to ALL. . . . Teamwork!!!

Dr. Beverly A. Nash, Ph.D.  
Interim City Manager  
City of Quincy, Florida  
404 West Jefferson Street  
Quincy, FL 32351  
(850) 618-1881 Office



Sent from [Mail](#) for Windows

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**From:** [Robert Nixon](#)  
**Sent:** Thursday, June 23, 2022 9:46 AM  
**To:** [Reggie Bell](#); [Beverly Nash](#)  
**Subject:** Fwd: Bike rack looks great!

Good morning Mr. Bell: please see the message thread below. I have received numerous compliments from the community regarding the bike racks. You and your team are greatly appreciated!

Sincerely,

Rob Nixon  
QCRA

Get [Outlook for iOS](#)

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**From:** Grace B. Robinson <[grace@gadsdenarts.org](mailto:grace@gadsdenarts.org)>  
**Sent:** Thursday, June 23, 2022 9:43 AM  
**To:** Robert Nixon <[rnixon@myquincy.net](mailto:rnixon@myquincy.net)>  
**Subject:** Re: Bike rack looks great!

Please share our thanks with Reggie and crew. Same to you, Rob :)

.....  
Grace B. Robinson  
Executive Director  
Gadsden Arts Center & Museum

Office (850) 627-5020

Cell (850) 556-6210

[www.gadsdenarts.org](http://www.gadsdenarts.org)

Office hours: M-F 8:30am - 4:30pm

Museum public hours: TU-SAT 10am - 5pm

On Thu, Jun 23, 2022 at 9:24 AM Robert Nixon <[rnixon@myquincy.net](mailto:rnixon@myquincy.net)> wrote:

Good morning Grace: thank you for your kind words. You're always so considerate! Yes, the bike racks look great! Kudos to Main Street and Reggie Bell and his Public Works crew! Enjoy your day!

Rob

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**From:** Grace B. Robinson <[grace@gadsdenarts.org](mailto:grace@gadsdenarts.org)>

**Sent:** Thursday, June 23, 2022 8:52:53 AM

**To:** Theresa Sterling <[director@quincymainstreet.org](mailto:director@quincymainstreet.org)>; Robert Nixon <[rnixon@myquincy.net](mailto:rnixon@myquincy.net)>

**Subject:** Bike rack looks great!

Hi Rob and Theresa,

Q bike rack looks great! Congrats on a successful project.

.....

Grace B. Robinson

Executive Director

Gadsden Arts Center & Museum

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