

City of Quincy

City Hall

404 West Jefferson Street

Quincy, Florida 32351

www.myquincy.net



COMMISSION MEETING

Tuesday, January 25, 2022
6:00 PM

City Hall Commission Chambers

City Commission

Mayor Ronte R. Harris - District III
Mayor Pro-Tem Keith A. Dowdell - District I
Commissioner Angela G. Sapp - District II
Commissioner Freida Bass-Prieto - District IV
Commissioner Anessa A. Canidate - District V

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



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

AGENDA

**January 25, 2022
6:00 P.M.**

City Hall Commission Chambers

Call to Order

Invocation

Pledge of Allegiance

Roll Call

Approval of Agenda

Special Presentations

1. Quincy Police Department Special Presentation: Introduction of Commission Community Liaison and Newly Sworn in Police Officers
 - Timothy Ashley, Chief, Police Department
 - De'Anthony Shemar, Asst. Chief, Police Department

Proclamations

Items for Consent by the Commission

2. Minutes: Approval of Minutes of the December 30, 2021 Special Meeting
 - Janice Shackelford, City Clerk
3. Monthly Reports: Human Resources Reports | Customer Service Reports
 - Dr. Beverly A. Nash, Interim City Manager
 - Carolyn Bush, Interim Director, Human Resources
4. Monthly Reports: Police Department Traffic Report | Incident Report
 - Dr. Beverly A. Nash, Interim City Manager
 - Timothy Ashley, Chief, Police Department
5. Police Grant: State of Florida, Criminal Justice Information Services, Florida Department of Law Enforcement: FY 21/22-FIBRS Implementation Assistance Program: Support for Local Law Enforcement Agencies (CSFA Number: 71.043)
 - Dr. Beverly A. Nash, Interim City Manager
 - Timothy Ashley, Chief, Police Department
6. Reports: Fire Department Monthly Activity Report | District Calls | Quarterly Report
 - Dr. Beverly A. Nash, Interim City Manager
 - Anthony Baker, Chief, Fire Department

7. Weekly Report: Public Works Department
 - Dr. Beverly A. Nash, Interim City Manager
 - Reggie Bell, Director, Public Works Department
8. Weekly Report: Parks and Recreation Department
 - Dr. Beverly A. Nash, Interim City Manager
 - DeCody Fagg, Director, Parks and Recreation Department
9. Monthly Reports: December Financials
 P-Card Card Statements/Allocations | Arrearage Report | Cash Requirements | Expenditures | Revenues | Budget Transfers | Grants Report
 - Dr. Beverly A. Nash, Interim City Manager
 - Marcia Carty, Director, Finance Department

Comments from the Audience

Public Hearings and Ordinances as Scheduled or Agendaed

10. Ordinance 1126-2022 -Voluntary Annexation of Parcel on Pat Thomas Parkway on Second Reading
 - Dr. Beverly Nash, Interim City Manager
 - Charles Hayes, Interim Director, Building and Planning Department

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

Resolutions

11. Resolution 1418-2022 - Agreement to Use Land by Florida National Guard
 - Dr. Beverly Nash, Interim City Manager
 - Charles Hayes, Interim Director, Building and Planning Department

Reports, Requests and Communications by the City Manager

12. Amendment to Informal and Competitive Sealed Bid Thresholds of Purchasing Policy
 - Dr. Beverly Nash, Interim City Manager
 - Charles Hayes, Interim Director, Building and Planning Department
13. Capital Items Not Funded by the Approved Budget
 - Dr. Beverly Nash, Interim City Manager
 - Marcia Carty, Director, Finance Department

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

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

CITY COMMISSION
Thursday, December 30, 2021
5:06 P.M. (Eastern)

SPECIAL MEETING
QUINCY, FLORIDA 32351

CITY COMMISSION SPECIAL MEETING MINUTES

The City of Quincy City Commission met in a special in-person meeting on Thursday, December 30, 2021, with **Mayor Ronte Harris** presiding and the following Commissioners present:

Mayor Ronte Harris
Commissioner Angela G. Sapp
Commissioner Freida Bass-Prieto
Commissioner Anessa A. Canidate

City Staff and Guests:

Dr. Beverly Nash, Interim City Manager
Gary Roberts, City Attorney
Janice Shackelford Clemons, City Clerk
Jim Southerland Sr., WQTN-13 Administrator

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

Called to Order:

Mayor Harris called the special Commission meeting to order at 5:06 pm and requested a roll call.

Special Meeting Items of Discussion

1. City Manager's Lawsuit

Mayor Harris stated that there is one item for discussion on the agenda.

Mayor Harris stated that City Attorney Gary Roberts would update on former city manager Jack L. McLean Jr.'s current lawsuit.

City Attorney Gary Roberts stated that the City filed a motion to dismiss on December 29.

City Attorney Gary Roberts stated that the City filed an amended motion to dismiss on December 30 because of a scrivener's error.

City Attorney Gary Roberts stated that January 18, 20, and 26 are tentative hearing dates.

City Attorney Gary Roberts stated that he would confirm the court dates.

City Attorney Gary Roberts stated that Plaintiff's Jack L. McLean Jr. and Emanuel Ivan Sapp indicate their desire to take depositions.

City Attorney Gary Roberts stated that the defendants could also take depositions.

City Attorney Gary Roberts stated that Plaintiff filed a verified complaint, which means that the allegations are accurate.

City Attorney Gary Roberts stated that Plaintiff could rely on the information contained in the complaint and decide not to take depositions.

City Attorney Gary Roberts stated that the judge could decide the case without a hearing; however, a full hearing would occur.

Mayor Harris stated that his purpose for calling the special meeting is to get authorization from the Commission to hire an attorney for representation against the lawsuit filed by Jack L. McLean Jr. and Emanuel Ivan Sapp.

City Attorney Gary Roberts provided examples of elected officials being sued and hiring private attorneys.

City Attorney Gary Roberts stated that each Commissioner named in the lawsuit should retain counsel, and upon successfully winning the case, receive reimbursement of attorney fees.

City Attorney Gary Roberts stated based on his interpretation of the case law, the City would be required to reimburse the prevailing Commissioner(s).

Commissioner Candidate asked if there were any statutes where attorney fees were paid upfront.

City Attorney Gary Roberts stated that this case is on a Sunshine Law violation.

City Attorney Gary Roberts referred to the Government-In-The-Sunshine Manual, page 51, number 4 – attorney fees.

City Attorney Gary Roberts stated that Plaintiff's Jack L. McLean Jr. and Emanuel Ivan Sapp are at risk of paying everyone's attorney fees if they're not the prevailing party.

City Attorney Gary Roberts stated that the City and the Commissioners are at risk of paying the Plaintiff's attorney fees if they're not the prevailing party.

City Attorney Gary Roberts stated that the problem with paying attorney fees upfront is controlling the spending, finding the money, and paying back the City if found in violation of the Sunshine Law.

City Attorney Gary Roberts stated that former Commissioner Micah Brown was sued as a sitting Commissioner.

City Attorney Gary Roberts stated that the lawsuit is arranged where no one is named in their official capacity.

Mayor Harris noted that Ronte Harris as an individual, cannot violate the sunshine law, but Ronte Harris, in his official capacity as a Commissioner, can violate the sunshine law.

Mayor Harris stated that who knows when McLean and Sapp will stop filing lawsuits.

Mayor Harris stated that the City should pay upfront legal costs when an elected official is being sued because of a decision made on the dais.

City Attorney Gary Roberts stated that he did not receive an opinion from the Florida League of Cities and the Attorney General's Office regarding upfront fees.

City Attorney Gary Roberts stated he'd asked other attorneys and received various answers.

City Attorney Gary Roberts strongly suggested that the safest way would be for each Commissioner to pay the costs of hiring an attorney and, if successful, submit the bill to City for reimbursement.

City Attorney Gary Roberts stated that he's waiting on the Florida League of Cities to get back to him on paying for four attorneys through the City's insurance.

City Attorney Gary Roberts stated that time is of the essence.

Mayor Pro Tem Dowdell stated that he contacted the Division on Ethics regarding payment of upfront attorney fees.

Mayor Pro Tem Dowdell stated that the person he spoke with said that the City could bear the upfront attorney costs because the lawsuit is based on an action taken by a sitting Commissioner.

Mayor Pro Tem Dowdell stated that he spoke with the Division on Ethics, who referred to the Lousie Blackburn case.

City Attorney Gary Roberts reiterated that you couldn't go wrong with getting your attorney fees paid after successfully winning the case.

City Attorney Gary Roberts stated that the cure for authorizing payment of upfront attorney fees is repayment to the City.

City Attorney Gary Roberts stated that if the Florida League of Cities approves attorneys for the Commissioners, it would be with firms contracted by the league.

City Attorney Gary Roberts stated that if the league agrees to fund individual attorneys, he could assist with the pricing structure established by the league.

City Attorney Gary Roberts stated that this is the holiday season, and nothing is moving until the beginning of the year.

Mayor Harris offered a motion for the City to allow immediate representation to each Commissioner being sued by Jack L. McLean Jr. and Emanuel Ivan Sapp. Mayor Pro Tem Dowdell seconded the motion.

Commissioner Bass-Prieto noted a conflict for voting for one's self.

Commissioner Bass-Prieto stated that former Commissioners Micah Brown and Daniel McMillian recuse themselves from voting on matters concerning them.

Mayor Pro Tem Dowdell suggested three individual motions.

City Attorney Gary Roberts stated that would be a good idea.

Mayor Harris expressed concerns with Commissioner Sapp voting due to her husband, Emanuel Sapp, being a Plaintiff in the lawsuit.

City Attorney Gary Roberts stated that Commissioner Sapp's voting could be a conflict.

Commissioner Sapp stated that she does not believe her voting in this matter is a conflict.

Commissioner Sapp stated that Plaintiff Emanuel Sapp represents the citizens in the lawsuit, which bears no monetary value.

City Attorney Gary Roberts stated that it would not be wise to hire the same attorney.

City Attorney Gary Roberts advised that the attorneys have written contracts spelling out the terms and conditions.

Commissioner Bass-Prieto reemphasized her concern of an ethical violation in voting for oneself.

City Attorney Gary Roberts stated that he would contact the Division on Ethics to answer Commissioner Bass-Prieto's question.

Mayor Harris stated that the Commission had voted collectively to send themselves to the Florida League of Cities and various conferences. Mayor Harris stated that these votes had monetary value and self-interest.

City Attorney Gary Roberts emphasized that the cure for the City paying for an attorney up front is reimbursement.

Commissioner	Vote
Mayor Harris	Yes
Commissioner Sapp	No

Commissioner Bass-Prieto	No
Mayor Pro Tem Dowdell	Yes
Commissioner Candidate	Yes

Commissioner Bass-Prieto stated that she would like to add to the record that City Attorney Gary Roberts's strongly recommended hiring individual attorneys. Once the case settles, each defendant, if successful, could ask for the City to reimburse.

The adjournment was motioned by Mayor Harris and seconded by Mayor Pro Tem Dowdell at 5:41 pm.

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

Submitted by Janice Shackelford Clemons, City Clerk

APPROVED:

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

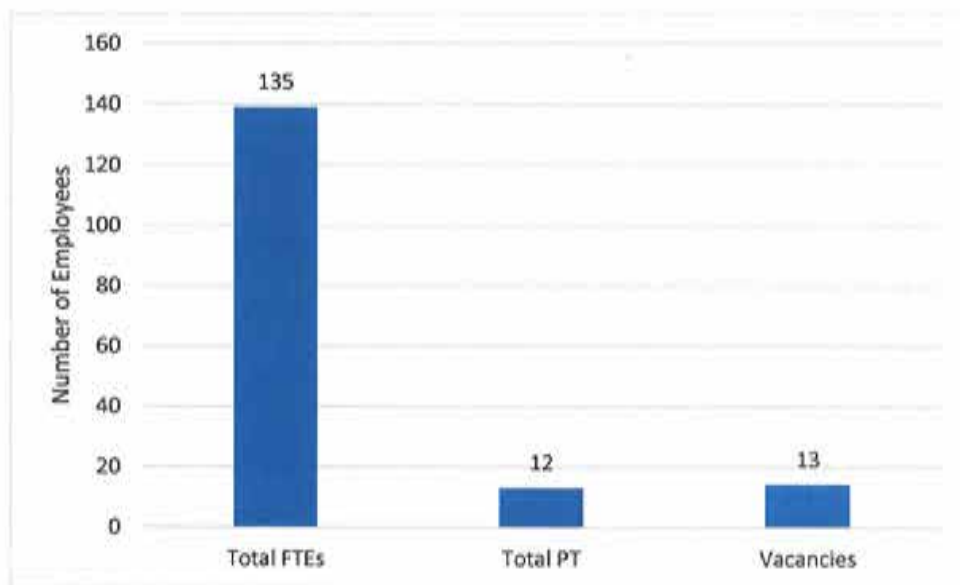
ATTEST:

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

**CITY OF QUINCY, FLORIDA
REGULAR CITY COMMISSION
Monthly Report (January 2022)**

Date of Meeting: January 25, 2022
Date Submitted: January 19, 2022
To: Honorable Mayor and Members of the City Commission
From: Dr. Beverly Nash, Ph.D., Interim City Manager
Carolyn Bush, Interim Director, Human Resources
Department
Subject: Monthly Report: **January 11, 2022 – January 24,
2022**

Per the Human Resources Department and staff.



City of Quincy Workforce

HUMAN RESOURCES DEPARTMENT
Carolyn Bush, Interim Director
MONTHLY REPORT
JANUARY 11, 2022 – JANUARY 24, 2022

NEW HIRES

Name	Department	Ethnicity	Gender
Darnecia Campbell	Police	B	F
Holly Ammons (from part-time to full-time)	Dispatcher	W	F
Jimena Tavera	Customer Service	H	F

PROMOTIONS

Name	Department	Ethnicity	Gender
n/a			

TERMINATIONS

Name	Department	Ethnicity	Gender
n/a			

RESIGNATIONS

Name	Department	Ethnicity	Gender
Jennifer Stiles	Police	W	F
Anthony Albritton	Utilities	B	M
Robert Mixson	Police	W	M

RETIREMENT

Name	Department	Ethnicity	Gender
Richard Green	Public Works	B	M

VACANT POSITIONS (13)

Positions	Department
Police Officer (3)	Police
Equipment Operator	Public Works
Building & Planning Director	Building & Planning
Senior Accountant	Finance
Firefighter (4)	Fire
Utilities Service Technician	Utilities
HR Assistant/Receptionist	Human Resource
Human Resource Specialist	Human Resource

**CITY OF QUINCY, FLORIDA
REGULAR CITY COMMISSION
Monthly Report
(November 18, 2021 – December 17, 2021)**

Date of Meeting: January 25, 2022

Date Submitted: January 20, 2022

To: Honorable Mayor and Members of the City Commission

From: Dr. Beverly Nash, Ph.D., Interim City Manager
Carolyn Bush, Interim Director, Customer Services
Department

Subject: Monthly Report: **November 18, 2021 – December 17,
2021**

Per the Customer Services Department and staff.

CUSTOMER SERVICES DEPARTMENT



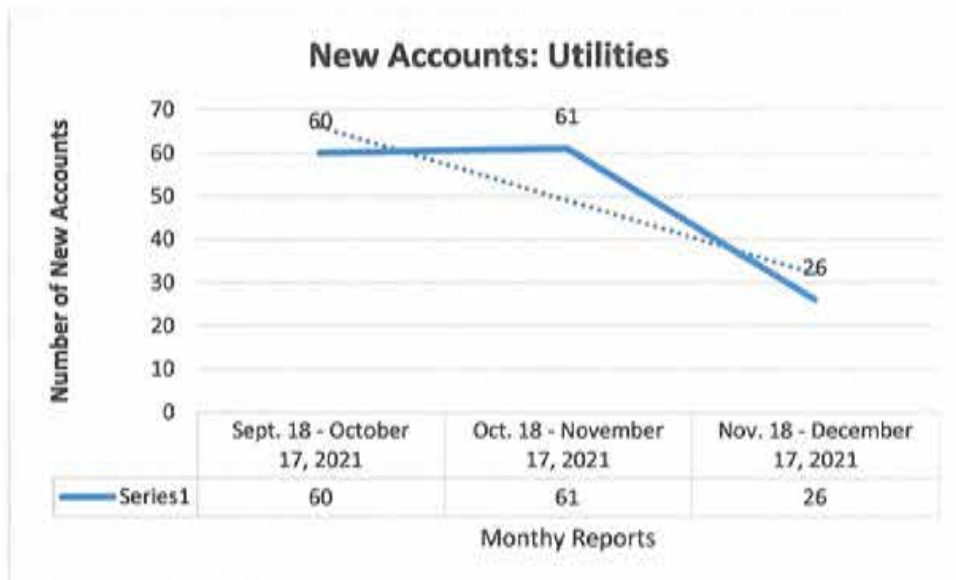
MONTHLY REPORT

November 18, 2021 – December 17, 2021

New Accounts

Account #	Address
156016	135 Bradley St
8370008	181 Rentz Rd Lot 46
2279016	1521 ELM ST
3169013	291 Hogan Ln
1268008	627 Lincoln St
52130015	9 New Bethel Rd
6701014	64 N Cleveland St Apt 1216
8217018	64 N Cleveland St Apt 2116
4558022	427 S STEWART ST APT 92
4525021	427 S STEWART ST APT 61
4497017	427 S STEWART ST APT 35
163024	958 E JEFFERSON ST
66270017	64 N Cleveland St Apt 3301
823019	64 N CLEVELAND ST 2/2301
8214010	64 N CLEVELAND ST BL 2/2113
4646024	620 S ATLANTA ST. APT, F-211
4989016	417 N ADAMS ST
673030	419 N ADAMS ST
3609019	2215 W JEFFERSON ST LOT 18
4956004	317 KENT ST
5673010	635 Strong Rd Apt 23
5329009	450 Williams St
4597033	620 S ATLANTA ST. APT. I-135
4128021	944 Strong Rd Apt 9
537029	146 Selman Rd

4533022	GADSDEN ARMS #77
TOTAL:	26



Closed Accounts

Account #	Address
4621040	PARKVIEW APT N-158
4637019	500 S ATLANTA APT A202
163024	958 E JEFFERSON ST
335015	302 E JEFFERSON ST
647012	18 S ADAMS ST
5566001	610 2 ND ST
364015	229 E FRANKLIN ST
4629016	500 S ATLANTA ST APT P-166
505014	220 B.W. ROBERT ST
150011	915 N MALCOLM ST
4549021	427 S STEWART ST APT 67
4600023	PARKVIEW GARDEN I-138
5475010	6692 BEN BOSTIC ROAD
4989016	419 N ADAMS ST
635023	13 W JEFFERSON ST
5402001	235 KELLY ST
3374011	2046 HAMILTON ST
8402002	1249 STRONG RD
4128020	GREENMEADOW CT 9

3393015	2039 FLAGLER ST
156015	135 BRADLEY ST
40640012	451 CIRCLE DR
4597032	620 S ATLANTA ST I-135
3209004	190 COTPORATE CT
558020	106 E JEFFERSON
2279014	1521 ELM ST
4983004	HAVANA HWY - QUONSET HANGER
1268006	627 LINCOLN ST
5703015	635 STRONG RD APT 48
1170017	338 N 11 TH ST
1478015	608 W JEFFERSON
1418022	501 W WASHINGTON ST
234022	328 E BAY ST
1405012	714 W FRANKLIN ST
1082028	1001 DOGWOOD DR
TOTAL:	35



Fresh Start Program

Account #	Address
N/A	

Jump Start Program

Account #	Address
66270017	64 N Cleveland St Apt 3301
TOTAL:	1

Net New Customer Program

Account #	Address
-----------	---------

n/a

Monthly Cash Report

Month	Cash	Checks	Point & Pay	ACH	Totals
January	\$285,933.16	\$694,896.00	\$407,956.08	\$81,460.42	\$1,388,785.24
February	\$251,641.24	\$1,135,533.40	\$447,196.11	\$83,177.73	\$1,834,370.75
March	\$273,641.24	\$948,916.60	\$574,549.81	\$106,141.65	\$1,903,249.30
April	\$205,143.89	\$978,641.23	\$370,146.66	\$87,279.61	\$1,553,931.78
May	\$160,194.41	\$1,008,771.50	\$348,116.45	\$83,265.75	\$1,517,082.36
June	\$255,843.84	\$801,429.68	\$429,485.88	\$88,426.35	\$1,575,185.75
July	\$196,000.33	\$1,024,905.38	\$458,057.43	\$81,849.12	\$1,760,812.26
August	\$198,753.85	\$1,068,074.11	\$434,705.71	\$104,703.66	\$1,806,237.33
September	\$215,561.25	\$1,130,028.01	\$435,454.96	\$105,034.03	\$1,886,078.25
October	\$190,255.37	\$971,046.34	\$444,410.13	\$86,026.82	\$1,691,738.66
November	\$209,319.49	\$1,082,674.80	\$133,891.02	\$86,026.82	\$1,511,912.13



Monthly Extensions

Date	Account #	Address
11/19	2352014	310 BAY ST
11/19	6707014	64 N CLEVELAND ST APT 1212
11/20	4723013	619 5 TH ST
11/19	5408006	730 SIKES ST
12/15	2921014	839 SIKES ST
11/19	5345001	2540 E GATE DR
11/18	3066022	348 JOE KNIGHT RD APT A
12/17	5414002	805 S VIRGINIA ST
12/15	6561003	810 ARLINGTON ST
11/17	6583002	874 ARLINGTON ST
11/22	6605003	880 ARLINGTON ST
12/07	3542030	1818 W KING ST
12/07	3555014	215 MACON ST
12/07	3753038	35 CARROL HOPKINS LN
12/09	5461013	44 SIRCY CT
12/08	4357011	24801 BLUE STAR HWY
12/01	4489026	427 S STEWART ST APT 28
12/06	5678	635 STRONG RD APT 27
12/15	5694010	635 STRONG ROAD APT 40
11/18	6329203	405 STRONG RD APT 106
Total:	20	

**CITY OF QUINCY, FLORIDA
REGULAR CITY COMMISSION
Monthly Reports
(December 2021)**

Date of Meeting: January 25, 2022
Date Submitted: January 20, 2022
To: Honorable Mayor and Members of the City Commission
From: Dr. Beverly Nash, Ph.D., Interim City Manager
Timothy Ashley, Chief, Police Department
Subject: Monthly Reports: **December 2021**

Per the Police Department and staff.

Quincy Police Department
Monthly Traffic Enforcement Report
December 2021

FOR THE MONTH OF **DECEMBER 2021**
THE CITY OF QUINCY POLICE DEPARTMENT REPORTS
BY INDIVIDUAL DISTRICT

Citations

13

Warnings

58

Quincy Police Department
 Monthly Traffic Enforcement Report
 December 2021

District 1

VIOLATION	DATE	LOCATION	WARNING	CITATION
Unlawful Speed				
Unlawful speed	12/02/2021	Jefferson St/KFC	X	
Unlawful speed	12/07/2021	Pat Thomas Pkwy/Gilcrest St	X	
Unlawful speed	12/07/2021	Pat Thomas Pkwy/Kelly Jr	X	
Unlawful speed	12/11/2021	Cleveland St/Stevens St	X	
Unlawful speed	12/11/2021	Pat Thomas Pkwy/Golden Falcon Store	X	
Unlawful speed	12/12/2021	Pat Thomas Pkwy/Golden Falcon Store	X	
Unlawful speed	12/14/2021	Pat Thomas Pkwy/ MLK	X	
Unlawful speed	12/14/2021	PTP/MLK	X	
Unlawful speed	12/14/2021	PTP/MLK	X	
Unlawful speed	12/14/2021	PTP/GOLDEN FALCON	X	
Unlawful speed	12/14/2021	PTP/MLK	X	
Unlawful speed	12/15/2021	Lincoln/Hardin St		X
Unlawful speed	12/16/2021	Pat Thomas Pkwy/ Camila St	X	
Unlawful speed	12/16/2021	Centennial Bank	X	
Unlawful speed	12/17/2021	Sonic	X	
Unlawful speed	12/21/2021	Shelfer/Key St		X
Unlawful speed	12/26/2021	Centennial Bank	X	
Aggressive Driving				
DUI				
Other Moving				
Non-Moving				
Faulty Equip Viol	12/02/2021	W Jefferson St/CITI Trends	X	
Faulty Equip Viol	12/10/2021	Pat Thomas Pkwy	X	
Faulty Equip Viol	12/10/2021	Cleveland St/Mainline Dr	X	
Ran red light Viol	12/25/2021	PTP/ Live Oak	X	
Failure To Yield	12/27/2021	Mainline Dr/ Talquin	X	
Stop sign Viol	12/27/2021	Hamilton/Virginia		X

District 2

VIOLATION	DATE	LOCATION	WARNING	CITATION
Unlawful Speed				
Unlawful speed	12/04/2021	W Jefferson St/LA FORMULS	X	
Unlawful speed	12/07/2021	MLK BLVD/Virginia St	X	
Unlawful speed	12/09/2021	Pat Thomas Pkwy/MLK BLVD	X	
Unlawful speed	12/09/2021	Brumby St/Pat Thomas Pkwy	X	
Unlawful speed	12/12/2021	MLK BLVD/Track Field	X	
Unlawful speed	12/14/2021	MLK/Track Field	X	

Quincy Police Department
 Monthly Traffic Enforcement Report
 December 2021

Unlawful speed	12/16/2021	Laura St	X	
Aggressive Driving				
DUI				
Other Moving				
Faulty Equip Viol	12/07/2021	S Stewart St/CP	X	
Traffic Light Viol	12/07/2021	Jefferson St/S Lowe St	X	
Stop Sign Viol	12/11/2021	Adams St/Davis St		X
Stop Sign Viol	12/14/2021	Madison St/ HWY 90	X	
Ran Stop Sign	12/22/2021	Stewart/ King		X
Non-Moving				

District 3

VIOLATION	DATE	LOCATION	WARNING	CITATION
Unlawful Speed				
Unlawful speed	12/02/2021	Jefferson St/Sheriff Dept.	X	
Unlawful speed	12/04/2021	Jefferson St/Duval St	X	
Unlawful speed	12/10/2021	MLK BLVD/Key St		X
Unlawful speed	12/25/2021	Patton St/Jefferson St	X	
Unlawful speed	12/29/2021	Love/Franklin St		X
Unlawful speed	12/30/2021	Jefferson St		X
Unlawful speed	12/30/2021	E King St	X	
Unlawful speed	12/30/2021	Jefferson St/Madison St	X	
Aggressive Driving				
DUI				
Other Moving				
Ran red light	12/26/2021	Sheriff Dept.	X	
Non-Moving				
Faulty Equip	12/07/2021	Calhoun St/Jefferson St	X	

District 4

VIOLATION	DATE	LOCATION	WARNING	CITATION
Unlawful Speed				
Unlawful speed	12/02/2021	King St/Duval St	X	
Unlawful speed	12/02/2021	King St/Camellia St	X	
Unlawful speed	12/06/2021	King St/Camellia St	X	

Quincy Police Department
 Monthly Traffic Enforcement Report
 December 2021

Unlawful speed	12/07/2021	W King St/N 9 th St	X	
Unlawful speed	12/10/2021	Washington St/10 th St		X
Unlawful speed	12/13/2021	East Jefferson St/ Courthouse	X	
Unlawful speed	12/17/2021	Franklin St/9 th St	X	
Unlawful speed	12/17/2021	King St/9 th St	X	
Unlawful speed	12/17/2021	Jefferson St/Calhoun St	X	
Unlawful Speed	12/20/2021	Down Town Motel	X	
Unlawful Speed	12/25/2021	ARCO Station	X	
Unlawful Speed	12/25/2021	Jefferson St/Madison St		X
Unlawful speed	12/29/2021	E Jefferson St / Arco		X
Non-Moving				
Faulty Equip Viol	12/08/2021	W Jefferson St/Monroe St	X	
Faulty Equip Viol	12/10/2021	W Jefferson St/Chalk St	X	
Failure To Stop Viol	12/14/2021	King St/Ward St	X	
Ran Stop sign	12/15/2021	King St/Gems	X	
Stop Sign Viol	12/17/2021	King St/ 9 th St	X	

District 5

VIOLATION	DATE	LOCATION	WARNING	CITATION
Unlawful Speed				
Unlawful speed	12/04/2021	W Jefferson St/ All Washed Up		X
Aggressive Driving				
DUI				
Other Moving				
Stop Sign Viol	12/01/2021	King St/10 th St	X	
Stop Sign Viol	12/01/2021	King St/9 th St	X	
Traffic Accident	12/13/2021	W Jefferson St/McDonalds		X
Stop Sign Viol	12/17/2021	King/ 9th	X	
No Lights	12/25/2021	King/ N 14th	X	
Ran Stop light	12/26/2021	N 14 th / King	X	
No Lights	12/30/2021	Jefferson St/ Wash Around	X	
Non-Moving				

City of Quincy Police Department Citywide Incident Summary December 2021

Timothy Ashley, Chief, Police Department

Incident	District One	District Two	District Three	District Four	District Five	Total Incidents
Assault	3	1	2	0	1	7
Battery	1	3	3	0	0	7
Residential Burglary	0	2	0	1	1	4
Vehicle Burglary	0	0	2	4	3	9
Stolen Vehicle	2	1	1	0	1	5
Shooting Incident	4	2	1	2	1	10
House/Business Checks	270	216	175	134	245	1040
Foot Patrols	9	3	2	4	6	24
Escorts, funeral	1	2	1	0	0	4
Escorts, business	2	1	2	23	0	28
Suspicious Incidents	16	11	13	7	9	56
Alarm Activations	17	3	8	7	9	44
Verbal Disturbance	14	20	16	4	10	64
Loud Noise/Music	4	11	5	7	7	34
Animal Complaint	3	4	1	5	3	16
Baker Act	0	1	8	3	4	16
Trespassing	10	3	0	4	16	33
Missing Person	0	2	1	0	2	5
Wanted Person	0	1	0	1	0	2
Lost/Stolen Tag	1	0	1	0	1	3
Bomb Threat	0	0	0	0	0	0
Fire	1	1	2	1	1	6

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

MEETING DATE: January 25, 2022

DATE OF REQUEST: January 19, 2022

TO: Honorable Mayor and Members of the City Commission

FROM: Dr. Beverly A. Nash, Interim City Manager
Chief Timothy Ashley, Police Department

SUBJECT: Grant: State of Florida, Criminal Justice Information Services, Florida Department of Law Enforcement
FY 21/22 – FIBRS Implementation Assistance Program: Support for Local Law Enforcement Agencies (CSFA Number: 71.043)

Background/Justification:

The funds shall be used for the purposes and types of expenses to assist in the financial burden of transitioning to the technological requirements of the Florida Incident Based Reporting System, set forth by the Federal Bureau of Investigation.

Funds under this program may be used for activities related to implementing incident-based reporting. Examples include, but are not limited to:

- Overtime for project staff;
- Equipment or supplies required for system upgrades;
- Training; and/or
- Procurement contracts for services such as data migration, system configuration, and/or consulting.

Grants are awarded for the state fiscal year period, beginning July 1, 2021 and ending June 30, 2022. These awards cannot be extended. Any unused funds after June 30, 2022 will be reverted to the state. Extension of awards is contingent upon legislative approval for continuation of program funding into the next state fiscal year.

Grant funds are distributed on a cost-reimbursement basis for eligible activities. The final approved grant agreement details all invoicing and documentation requirements. The recipient shall provide a monthly claim report to FDLE detailing all grant related expenditures. The claim reports serve as the request

for payment. Only expenditures in the approved grant budget may be paid from the agreement. Payments are processed in conjunction with the receipt and review of programmatic performance reports and supporting documentation. Additionally, the request and any corresponding supporting documentation must evidence the completion of all tasks required to be performed for the associated deliverable, including minimum performance standards established in the agreement.

Statement of Issue(s):

Requested Funding Amount: **\$23,363.73**

City Commission Action Needed:

Options:

Option 1: Vote to approve the engagement of the City of Quincy in the application for funding and approval of signatory requirements of the Mayor and/or Interim City Manager.

Option 2: Vote to deny the approve the engagement of the City of Quincy in the application for funding and approval of signatory requirements of the Mayor and/or Interim City Manager.

Option 3: Provide directions to City Staff from Commission.

Staff Recommendation:

Option 1

Attachment:

Exhibit A: Application to the Florida Department of Law Enforcement

Exhibit B: CSFA State Fiscal Year 2021-2022

**State of Florida
Criminal Justice Information Services
Florida Department of Law Enforcement
2331 Phillips Road
Tallahassee, Florida 32308**

GRANT AWARD

Recipient: Quincy Police Department

Grant Period: From: 7/1/2021 To: 6/30/2022

Project Title: FY 21/22 FIBRS IMPLEMENTATION ASSISTANCE PROGRAM: SUPPORT FOR LOCAL LAW ENFORCEMENT AGENCIES

Grant Number: 2021-FBSFA-F2-013

Awarded Funds: \$23,363.73

CSFA Catalog Number: 71.043

This agreement is entered into by and between the Florida Department of Law Enforcement (FDLE) and Recipient shown above, and

WHEREAS the Department pursuant to Fiscal Years 2019-2020, 2020-2021, and 2021-2022 General Appropriations Act 2500 has authority to distribute approximately 6 million dollars supporting local agencies' efforts in transitioning to incident-based crime data reporting. FDLE's Florida Incident-Based Reporting System (FIBRS) repository will receive and process the data submitted by local agencies and report it to the Federal Bureau of Investigation and

WHEREAS the Recipient represents that it is fully qualified, possesses the requisite skills, knowledge, qualifications and experience to carry out the state project identified herein, and does offer to perform such services, and

Failure to comply with provisions of this agreement, or failure to meet minimum performance specified in the agreement will result in required corrective action up to and including project costs being disallowed, withholding of funds and/or termination of the project, as specified within the terms of the agreement and 215.97 F.S.

Scope of Work

The Recipient must meet the requirements of quantifiable units of deliverables and scope of work as identified in the approved budget for the grant award to the Recipient referenced in this Agreement, in conjunction with the goals and requirements of the FY21/22 FIBRS Implementation Assistance funding.

Project Deliverables

Funds provided under this award shall be used for the purposes and types of expenses set forth in the FIBRS Implementation Funding Opportunity (i.e. the program announcement), alongside state and local requirements, and pursuant to the approved application, budget, etc., submitted by the Recipient and FDLE, and any related amendments.

Total payments for all deliverables will not exceed the maximum grant award amount of \$23,363.73.

The Recipient may invoice the Department for reimbursement under the grant on a monthly basis. The maximum allowable reimbursable amount shall be \$23,363.73. Reimbursements to the Recipient will be limited to actual, allowable expenses documented and submitted to the Department. All invoices, receiving documentation, purchase orders, 3rd party agreements, any scopes of work, etc. and copies of checks must be submitted to the Department by the Recipient with related reimbursement requests. The Recipient shall make supporting documentation available upon request, to comply with state grant documentation requirements and/or audits. Minimum performance for contracted providers and deliverables is to be documented in the contractual agreement between the Recipient and the provider and overseen by Department staff.

Florida requires the use of the Florida Single Audit Act Checklist for Nonstate Organizations form (DFS-A2-NS) for recipients and subrecipients. Agencies with amounts authorized in the Contractual Services Budget Category must complete this form. A copy is attached as Exhibit 1.

Deliverable 1 – Contractual Services	Recipient will use funds for services as outlined in the agency's grant application and Appendix B - Budget Narrative, section "Contractual Services"
Minimum Performance Criteria:	Completion of progress with at least one activity described in the Scope of Work. Documentation includes an attestation of activities or services rendered on the expenditure report.
Financial Consequences:	This is a cost reimbursement deliverable. Failure to provide proper supporting documentation for services rendered could result in project costs being disallowed, withholding of funds, and/or termination of the project.
Deliverable Price:	Total payments for this deliverable will be approximately \$20,363.73

Deliverable 2 - Other	Recipient will use grant funds to purchase items as outlined in the agency's grant application and Appendix B - Budget Narrative, section "Other Costs"
Minimum Performance Criteria:	Performance will be the procurement and receipt of goods/services purchased.
Financial Consequences:	This is a cost reimbursement deliverable. Failure to provide proper supporting documentation for items purchased could result in project costs being disallowed, withholding of funds, and/or termination of the project.
Deliverable Price:	Total payments for this deliverable will be approximately \$3,000.00

Performance Reports

Recipient shall provide monthly Performance Reports to the Department attesting to the progress towards deliverables and to validate the required minimum acceptable level of service performed. Performance Reports are due fifteen (15) days after the end of each reporting period. (Example: If the reporting period is July 1-31, the Performance Report is due August 15th.) A Performance Report template is attached as Exhibit 2.

Recipient will respond to the questions listed below in the monthly Performance Reports. Information provided by the Recipient will be used by the Department for processing payments, verifying deliverables, and to compile reports on project progress to the Legislature and Executive Office of the Governor.

Performance Reports must address and/or contain the following:

1. Provide a narrative describing the activities and accomplishments achieved during the reporting period.
2. Provide a summary report of activities completed and status addressing the deliverables in the scope of work.
3. Describe any progress or barriers encountered related to achieving those goals during the reporting period and how these obstacles will impact the successful completion of the project.

Supporting documentation for performance must be maintained by Recipient and made available upon request for monitoring purposes. Examples of supporting documentation include, but are not limited to, invoices, performance reports and status reports.

Payments to the Recipient (including payments under future awards) may be withheld, or other related requirements may be imposed, if required information and reports are not submitted within the specified time periods.

Payment Requirements & Financial Claim Reports

The State of Florida's performance and obligation to pay under this agreement is contingent upon an appropriation by the Legislature.

This is a cost reimbursement agreement. The Recipient must maintain original supporting documentation for all funds expended and received under this agreement in sufficient detail for proper pre- and post-audit(s) and to verify work performed was in accordance with the deliverable(s) and not eligible for payment under another state or federal funding source. Payment shall be contingent upon the Department's grant manager receiving and accepting the invoice and supporting documentation. Supporting documentation includes, but is not limited to, quotes, procurement documents, purchase orders, original receipts, invoices, canceled checks or EFT records, bank statements, etc.

Claim Reports shall validate the receipt of goods and services and verify the Recipient's compliance with 69I-40.002, F.A.C. All expenditures for state financial assistance must comply with the Reference Guide for State Expenditures published by the Florida Department of Financial Services. The Department will administer and disburse funds under this agreement in accordance with ss. 215.97, 215.971, 215.981 and 215.985, F.S.

The Department will reimburse the Recipient for allowable expenditures incurred during the eligible reporting period according to the terms and conditions, subject to the availability of funds and satisfactory performance of all terms by the Recipient.

Recipient shall provide monthly Claim Reports to the Department due thirty (30) days after the end of each reporting period. A Claim Report template is attached as Exhibit 3. All Claim Reports must be approved and signed by the Recipient's chief financial official and include a certification that costs claimed are true and valid costs incurred in accordance with the agreement.

The State Chief Financial Officer (CFO) reserves the right to require further documentation on an as needed basis.

Using the forms provided in conjunction with this agreement, Claim Reports must clearly identify the dates of services, a description of the specific contract deliverables provided during the reporting period, the quantity provided, and the payment amount specified in the agreement. Deliverables must be received and accepted prior to payment and are subject to subsequent audit and review to the satisfaction of the Department. The Department's determination of acceptable expenditures shall be conclusive.

The final claim for payment shall be submitted to the Department no more than thirty (30) days after the end date of the grant. Any payment due under the terms of this agreement may be withheld until

performance of services and all reports due from the Recipient and necessary adjustments have been approved by the Department. Before the final payment will be processed, the Recipient shall submit to the Department all outstanding project reports and must have satisfied all special conditions. Failure to comply with these provisions shall result in forfeiture of reimbursement.

Appendix A: Administration

Changes to the following points of contact and chief officials below must be submitted to the FDLE grant manager within the CJIS Director's Office in writing at CJISFunding@fdle.state.fl.us.

Chief Official	
Name	Dr. Beverly A. Nash, Ph.D.
Title	Interim City Manager
Address	404 East Jefferson Street, Quincy, Florida 32351
Phone	850-618-1881
Email	bnash@myquincy.net

Programmatic Contact	
Name	Robert Mixson
Title	Interim Chief of Police
Address	121 East Jefferson Street, Quincy, Florida 32351
Phone	850-627-7111
Email	rmixson@myquincy.net

Contract/Grant Manager	
Name	Robert Mixson
Title	Interim Chief of Police
Address	121 East Jefferson Street, Quincy, Florida 32351
Phone	850-627-7111
Email	rmixson@myquincy.net

Chief Financial Officer	
Name	Marcia Carty
Title	Finance Director
Address	404 W Jefferson Street, Quincy, Florida 32351
Phone	850-618-0020
Email	mcarty@myquincy.net

Official Payee	
Agency	
Address	
Phone	
Email	
FEID#	59-6000416

Appendix B: Budget

The following describes the proposed budget for the project. All amounts noted in the below budget are estimates based on preliminary quotes or prior program activities. Deviations from this budget that exceed 10% of the total amount in any budget category must be approved by FDLE CJIS Director's Office in writing prior to payment. Requests for amendments must be submitted to the FDLE grant manager within the CJIS Director's Office in writing at CJISFunding@fdle.state.fl.us.

Budget Category	Total
A. Overtime	\$0.00
B. Travel	\$0.00
C. Equipment (OCO)	\$0.00
D. Expenses (Supplies)	\$0.00
E. Contractual Services & Subcontracts	\$20,363.73
F. Other Costs	\$3,000.00
TOTAL	\$23,363.73

Budget Narrative:

A. Personnel (Overtime)

B. Travel

C. Equipment (Operating/Fixed Capital Outlay)

D. Expenses (Supplies)

E. Contractual Services & Subcontracts

Recipient will use grant funds for an annual service agreement with USA Software to troubleshoot and correct any issues relating to submitting FIBRS reports and other Records Management System (RMS) issues. The \$20,363.73 amount is to be prorated for to align with the term of this grant, if necessary.

F. Other Costs

Recipient will use grant funds for Adobe DC license subscriptions to resolve compatibility issues with the RMS system.

- 50 licenses for one year = \$3,000.00

Appendix C: Standard Conditions

The following terms and conditions will be binding upon approval of the grant award and completion of the Certificate of Acceptance by the Recipient. The Recipient will maintain required registrations and certifications for eligibility under this program.

The Department and the Recipient agree that they do not contemplate the development, transfer or receipt of intellectual property as a part of this agreement.

The Recipient certifies with respect to this agreement that it possesses the legal authority to receive the funds to be provided under this agreement and that, if applicable, its governing body has authorized, by resolution or otherwise, the execution and acceptance of this agreement with all covenants and assurances contained herein. The Recipient also certifies that the undersigned possesses the authority to legally execute and bind Recipient to the terms of this agreement.

If a project is not operational within thirty (30) days of the original start date of the award period, the Recipient must report by letter to the Department the steps taken to initiate the project, the reasons for delay, and the expected start date. If a project is not operational within sixty (60) days of the original start date of the award period, the Recipient must submit a second statement to the Department explaining the implementation delay.

Upon receipt of the ninety (90) day letter, the Department shall determine if the reason for delay is justified or shall, at its discretion, require additional project documentation and justifications throughout the award period. The Department will also require the Recipient provide a revised project timeline that includes all anticipated project activities, tasks, and estimated completion date(s).

I. PAYMENTS

Overpayments

Any funds paid in excess of the amount to which the Recipient is entitled under the terms and conditions of the agreement must be refunded to the Department.

Any balance of unobligated cash that have been advanced or paid that is not authorized to be retained for direct program costs in a subsequent period must be refunded to the state.

II. PROJECT AND GRANT MANAGEMENT

Personnel Changes

In the event there is a change in Chief Officials or Project Director for the Recipient or any contact information to include mailing address, phone number, email or title change, the Recipient must notify the FDLE grant manager.

Obligation of Grant Funds

Grant funds shall not under any circumstances be obligated prior to the effective date, or subsequent to the termination date, of the period of performance. Only project costs incurred on or after the effective date, and on or prior to the termination date of the Recipient's project are eligible for reimbursement. All payments must be completed within thirty (30) days of the end of the grant period of performance.

Financial Management

The Recipient must have a financial management system in place that is able to record and report on the receipt, obligation, and expenditure of grant funds. An adequate accounting system must be able to separately track receipts, expenditures, assets, and liabilities for awards, programs, and subrecipients.

The Recipient shall maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices.

Recipient must have written procedures for procurement transactions.

Travel

Cost for travel shall be reimbursed at the Recipient's travel rate, but the total per travel voucher shall not exceed rates established in State of Florida Travel Guidelines, s. 112.061, F.S.

Subcontracts

Recipient agrees that all employees, subcontractors, or agents performing work under the agreement shall be properly trained

individuals who meet or exceed any specified training qualifications.

Recipient agrees to be responsible for all work performance and all expenses incurred in fulfilling the obligations of this agreement, and will not assign the responsibility for this agreement to another party. If the Recipient subcontracts any or all of the work required under this agreement, a copy of the executed subcontract must be forwarded to the Department within thirty (30) days after execution of the subcontract. The Recipient agrees to include in the subcontract that (i) the subcontractor is bound by all applicable state and federal laws and regulations, and (ii) the subcontractor shall hold the Department and Recipient harmless against all claims of whatever nature arising out of the subcontractor's performance of work under this agreement, to the extent allowed and required by law.

Grant Adjustments

Recipients must submit a grant adjustment to the FDLE grant manager for major substantive changes such as: scope modifications or changes to project activities, target populations, service providers, implementation schedules, project director, designs or research plans set forth in the approved agreement, and for any budget changes that affect a cost category that was not included in the original budget.

Recipients may transfer up to 10% of the total budget between current, approved budget categories without prior approval, as long as the funds are transferred to an existing line item. Adjustments are required when there will be a transfer of 10% or more of the total budget between budget categories.

Under no circumstances can transfers of funds increase the total award.

Requests for changes to the grant agreement must be signed by the Recipient or implementing agency's chief official or the chief official's designee.

All requests for changes must be submitted no later than thirty (30) days prior to grant expiration date.

III. MANDATORY DISCLOSURES

Conflict of Interest

The Recipient will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

Recipients must disclose in writing any potential conflict of interest to the Department.

Violations of Criminal Law

The Recipient must disclose all violations of state or federal criminal law involving fraud, bribery or gratuity violations potentially affecting the grant award.

Convicted Vendors

The Recipient shall disclose to the Department if it, or any of its affiliates, as defined in s. 287.133(1)(a) F.S., is on the convicted vendor list. A person or affiliate placed on the convicted vendor list following a conviction for a public entity crime is prohibited from doing any activities listed in the agreement for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

Vendors on Scrutinized Companies Lists

If this agreement is in the amount of \$1 million or more, Recipient certifies upon executing this agreement, that it is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to s. 215.473, F.S., or engaged in business operations in Cuba or Syria. In the event that federal law ceases to authorize the states to adopt and enforce the contracting prohibition identified herein, this provision shall be null and void.

Discriminatory Vendors

The Recipient shall disclose to the Department if it or any of its affiliates, as defined by s. 287.134(1)(a), F.S. appears on the discriminatory vendors list. An entity or affiliate placed on the discriminatory vendor list pursuant to s. 287.134, F.S. may not a) submit a bid, proposal, or reply on a contract or agreement to provide any goods or services to a public entity; b) submit a bid, proposal, or reply on a contract or agreement with a public entity for the construction or repair of a public building or public work; c) submit bids, proposals, or replies on leases of real property to a public entity; d) be awarded or perform work as

a contractor, subcontractor, Recipient, supplier, subrecipient, or consultant under a contract or agreement with any public entity; or e) transact business with any public entity.

Reporting Potential Fraud, Waste, Abuse, and Similar Misconduct

The Recipient must promptly refer to the Department of Law Enforcement, Criminal Justice Information Services any credible evidence that a principal, employee, agent, contractor, subcontractor, or other person has either 1) submitted a claim for grant funds that violates the False Claims Act, or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds.

Restrictions and certifications regarding non-disclosure agreements and related matters

Recipients or contracts/subcontracts under this award may not require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits, restricts or purports to prohibit or restrict, the reporting of waste, fraud or abuse in accordance with law, to an investigative or law enforcement representative of a state or federal department or agency authorized to receive such information.

The Recipient certifies that if it is informed or notified of any subrecipient, or contractor/subcontractor has been requiring their employees to execute agreements or statements that prohibit the reporting of fraud, waste, or abuse that it will immediately cease all further obligations of award funds to the entity and will immediately notify the Department. The Recipient will not resume obligations until expressly authorized to do so from the Department.

IV. COMPLIANCE WITH STATUTES, RULES, AND REGULATIONS

In performing its obligations under this agreement, the Recipient shall without exception be aware of and comply with all State and Federal laws, rules and regulations relating to its performance under this agreement as they may be enacted or amended from time-to-time, as well as any court or administrative order, judgment, settlement or compliance agreement involving the Department which by its nature affects the services provided under this agreement. The following are examples of rules and regulations

that govern Recipient's performance under this agreement.

Civil Rights

The Recipient agrees to comply with the Americans With Disabilities Act (Public Law 101-336, 42 U.S.C. Section 12101 et seq.) and shall not discriminate against any employee (or applicant for employment) in the performance of this agreement because of race, color, religion, sex, national origin, disability, age, or marital status. These requirements shall apply to all contractors, subcontractors, subgrantees or others with whom it arranges to provide services or benefits to clients or employees in connection with its programs and activities.

Lobbying Prohibited

The Recipient shall comply with the provisions of ss. 11.062 and 216.347, F.S., which prohibit the expenditure of funds for the purpose of lobbying the Legislature, judicial branch, or a State agency. No funds or other resources received from the Department in connection with this agreement may be used directly or indirectly to influence legislation or any other official action by the Florida Legislature or any state agency.

Public Records

As required by s. 287.058(1)(c), F.S., the Recipient shall allow public access to all documents, papers, letters, or other public records as defined in s. 119.011(12), F.S. as prescribed by s. 119.07(1) F.S., made or received by the Recipient in conjunction with this agreement, except that public records which are made confidential by law must be protected from disclosure. It is expressly understood that the Recipient's failure to comply with this provision shall constitute an immediate breach of contract, for which the Department may unilaterally terminate this agreement.

Timely Payment of Subcontractors

To the extent that a subcontract provides for payment after Recipient's receipt of payment from the Department, the Recipient shall make payments to any subcontractor within 7 working days after receipt of full or partial payments from the Department in accordance with s. 287.0585, F.S., unless otherwise stated in the agreement between the Recipient and subcontractor. Failure to pay within seven (7) working days will result in a penalty that shall be charged against the Recipient and paid by the Recipient to the

subcontractor in the amount of one-half of one percent (.005) of the amount due per day from the expiration of the period allowed for payment. Such penalty shall be in addition to actual payments owed and shall not exceed fifteen (15%) percent of the outstanding balance due.

Legal Authorization

The Recipient certifies with respect to this agreement that it possesses the legal authority to receive the funds to be provided under this agreement and that, if applicable, its governing body has authorized, by resolution or otherwise, the execution and acceptance of this agreement with all covenants and assurances contained herein. The Recipient also certifies that the undersigned possesses the authority to legally execute and bind Recipient to the terms of this agreement.

Independent Contractor, Subcontracting and Assignments

In performing its obligations under this agreement, the Recipient shall at all times be acting in the capacity of an independent contractor and not as an officer, employee, or agent of the State of Florida. Neither the Recipient nor any of its agents, employees, subcontractors or assignees shall represent to others that it is an agent of or has the authority to bind the Department by virtue of this agreement, unless specifically authorized in writing to do so.

Notice of Legal Actions

The Recipient shall notify the Department of potential or actual legal actions taken against the Recipient related to services provided through this agreement or that may impact the Recipient's ability to complete the deliverables outlined herein, or that may adversely impact the Department. The Department's Grant Manager will be notified within 10 days of Recipient becoming aware of such actions or potential actions or from the day of the legal filing, whichever comes first.

Property

In accordance with s. 287.05805, F.S., any State funds provided for the purchase of or improvements to real property are contingent upon the Recipient granting to the State a security interest in the property at least to the amount of the State funds provided for at least five (5) years from the date of purchase or the

completion of the improvements or as further required by law.

Background Check

Whenever a background screening for employment or a background security check is required by law for employment, unless otherwise provided by law, the provisions of Chapter 435 F.S., shall apply.

All employees in positions designated by law as positions of trust or responsibility shall be required to undergo security background investigations as a condition of employment and continued employment. For the purposes of the subsection, security background investigations shall include, but not be limited to, employment history checks, fingerprinting for all purposes and checks in this subsection, statewide criminal and juvenile record checks through the Florida Department of Law Enforcement, and federal criminal record checks through the Federal Bureau of Investigation, and may include local criminal record checks through local law enforcement agencies.

V. RECORDS, AUDITS AND DATA SECURITY

Records, Retention

Retention of all financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this agreement shall be maintained by the Recipient during the term of this agreement and retained for a period of five (5) years after completion of the agreement or longer when required by law. In the event an audit is required under this agreement, records shall be retained for a minimum period of five (5) years after the audit report is issued or until resolution of any audit findings or litigation based on the terms of this agreement, at no additional cost to the Department.

Upon demand, at no additional cost to the Department, the Recipient will facilitate the duplication and transfer of any records or documents during the term of this agreement and the required five (5) year retention period. No record may be withheld, nor may the Recipient attempt to limit the scope of any of the foregoing inspections, reviews, copying, transfers or audits based on any claim that any record is exempt from public inspection or is confidential, proprietary or trade secret in nature; provided,

however, that this provision does not limit any exemption to public inspection or copying to any such record.

These records shall be made available at all reasonable times for inspection, review, copying, or audit by State, or other personnel duly authorized by the Department.

Audits

The Recipient shall comply and cooperate immediately with any inspections, reviews, investigations, or audits deemed necessary by The Office of the Inspector General (s. 20.055, F.S.).

In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year of such recipient (for fiscal years ending June 30, 2017, or thereafter), the recipient must have a state single or project-specific audit for such fiscal year in accordance with section 215.97, F.S.; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. This form lists the state financial assistance awarded through the Department by this agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department, other state agencies, and other nonstate entities. State financial assistance does not include federal direct or pass-through awards and resources received by a nonstate entity for federal program matching requirements.

Recipient shall ensure that the audit complies with the requirements of section 215.97(8), F.S. This includes submission of a financial reporting package as defined by section 215.97(2), F.S., and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.

If the recipient expends less than \$750,000 in state financial assistance in its fiscal year (for fiscal years ending June 30, 2017, or thereafter), an audit conducted in accordance with the provisions of section 215.97, F.S., is not required. If the recipient expends less than \$750,000 in state financial assistance in its fiscal year and

elects to have an audit conducted in accordance with the provisions of section 215.97, F.S., the cost of the audit must be paid from the nonstate entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than state entities).

Pursuant to s. 215.97(8), F.S., State agencies may conduct or arrange for audits of state financial assistance that are in addition to audits conducted in accordance with s. 215.97, F.S. In such an event, the State awarding agency must arrange for funding the full cost of such additional audits.

Any reports, management letters, or other information required to be submitted to the Department pursuant to this agreement shall be submitted timely in accordance with 2 CFR §200.512, section 215.97, F.S., and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

Recipients, when submitting financial reporting packages to the Department of ABC for audits done in accordance with 2 CFR 200, Subpart F - Audit Requirements, or Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the recipient in correspondence accompanying the reporting package.

Copies of financial reporting packages required by this agreement shall be submitted by or on behalf of the Recipient directly to each of the following:

The Department of Law Enforcement at:

ATTN: Rebecca Gardner
Florida Department of Law Enforcement
Criminal Justice Information Services
Post Office Box 1489
Tallahassee, Florida 32302-1489

The Auditor General's website (<https://flauditor.gov/>) provides instructions for filing an electronic copy of a financial reporting package.

The Auditor General's Office at:

Auditor General's Office
Room 401, Pepper Building
111 West Madison Street
Tallahassee, Florida 32399-1450

Monitoring

The Recipient agrees to comply with the Department's grant monitoring guidelines, protocols, and procedures; and to cooperate with the Department on all grant monitoring requests. In addition to reviews of audits conducted in accordance with 2 CFR 200, Subpart F - Audit Requirements, and section 215.97, Florida Statutes (F.S.), monitoring procedures may include, but not be limited to, on-site visits by Department staff, limited scope audits as defined by 2 CFR §200.425, or other procedures.

By entering into this agreement, the recipient agrees to comply and cooperate with any monitoring procedures or processes deemed appropriate by the Department. In the event the Department determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by Department staff to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General. Failure to cooperate with grant monitoring activities may result in sanctions affecting the Recipient's award, including, but not limited to: withholding and/or other restrictions on the Recipient's access to funds, and/or referral to the Office of the Inspector General for audit review.

Property Management

The Recipient shall establish and administer a system to protect, preserve, use, maintain, and dispose of any property furnished to it by the Department or purchased pursuant to this agreement.

Recipient's Confidential and Exempt Information

By executing this agreement, the Recipient acknowledges that, having been provided an opportunity to review all provisions hereof, all provisions of this agreement not specifically identified in writing by the Recipient prior to execution hereof as "confidential" or "exempt" will be posted by the Department on the public website maintained by the Department of Financial Services pursuant to s. 215.985, F.S.

The Recipient agrees that, upon written request of the Department, it shall promptly provide to the Department a written statement of the basis for the exemption applicable to each provision identified by the Recipient as "confidential" or "exempt", including the statutory citation to an exemption created or afforded by statute, and state with particularity the reasons for the conclusion that the provision is exempt or confidential.

Any claim by Recipient of trade secret (proprietary) confidentiality for any information contained in Recipient's documents (reports, deliverables or work papers, etc., in paper or electronic form) submitted to the Department in connection with this agreement cannot be waived, unless the claimed confidential information is submitted in accordance with the following two paragraphs.

The Recipient must clearly label any portion of the documents, data, or records submitted that it considers exempt from public inspection or disclosure pursuant to Florida's Public Records Law as trade secret. The labeling will include a justification citing specific statutes and facts that authorize exemption of the information from public disclosure. If different exemptions are claimed to be applicable to different portions of the protected information, the Recipient shall include information correlating the nature of the claims to the particular protected information.

The Department, when required to comply with a public records request including documents submitted by the Recipient, may require the Recipient to expeditiously submit redacted copies of documents marked as trade secret in accordance with this section. Accompanying the submission shall be an updated version of the justification, correlated specifically to redacted information, either confirming that the statutory and factual basis originally asserted remain unchanged or indicating any changes affecting the basis for the asserted exemption from public inspection or disclosure. The redacted copy must exclude or obliterate only those exact portions that are claimed to be trade secret. If the Recipient fails to promptly submit a redacted copy, the Department is authorized to produce the records sought without any redaction of proprietary or trade secret information.

**VI. PENALTIES, TERMINATION, DISPUTE
RESOLUTION, LIABILITY AND
COMMUNICATION**

**Financial Penalties for Failure to Take
Corrective Action**

Corrective action plans may be required for noncompliance, nonperformance, or unacceptable performance under this agreement. Penalties may be imposed for failures to implement or to make acceptable progress on such corrective action plans.

Termination

The Department reserves the right to unilaterally cancel this agreement for refusal by the Recipient to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the Recipient in conjunction with this agreement, unless the records are exempt pursuant to Article I, Section 24(a), of the Florida Constitution and s. 119.07(1), F.S.

The Department shall be the final authority as to the appropriation, availability and adequacy of funds. In the event the Recipient fails to fully comply with the terms and conditions of this agreement, the Department may terminate the agreement upon written notice. Such notice may be issued without providing an opportunity for cure if it specifies the nature of the noncompliance and states that provision for cure would adversely affect the interests of the State or is not permitted by law or regulation. Otherwise, notice of termination will be issued after the Recipient's failure to fully cure such noncompliance within the time specified in a written notice of noncompliance issued by the Department specifying the nature of the noncompliance and the actions required to cure such noncompliance. In addition, the Department may employ the default provisions in Rule 60A-1.006(3), F.A.C., but is not required to do so in order to terminate the agreement. The Department's failure to demand performance of any provision of this agreement shall not be deemed a waiver of such performance. The Department's waiver of any one breach of any provision of this agreement shall not be deemed to be a waiver of any other breach and neither event shall be construed to be a modification of the terms and conditions of this agreement. The provisions herein do not limit the Department's right to remedies at law or in equity. The validity

of this agreement is subject to the truth and accuracy of all the information, representations, and materials submitted or provided by the Recipient in this agreement, in any subsequent submission or response to Department request, or in any submission or response to fulfill the requirements of this agreement, and such information, representations, and materials are incorporated by reference. The lack of accuracy thereof or any material changes shall, at the option of the Department and with thirty (30) days written notice to the Recipient, cause the termination of this agreement and the release of the Department from all its obligations to the Recipient. This agreement shall be construed under the laws of the State of Florida, and venue for any actions arising out of this agreement shall lie in Leon County. If any provision hereof is in conflict with any applicable statute or rule, or is otherwise unenforceable, then such provision shall be deemed null and void to the extent of such conflict, and shall be deemed severable, but shall not invalidate any other provision of this agreement.

No waiver by the Department of any right or remedy granted hereunder or failure to insist on strict performance by the Recipient shall affect or extend or act as a waiver of any other right or remedy of the Department hereunder, or affect the subsequent exercise of the same right or remedy by the Department for any further or subsequent default by the Recipient. Any power of approval or disapproval granted to the Department under the terms of this agreement shall survive the terms and life of this agreement as a whole.

The agreement may be executed in any number of counterparts, any one of which may be taken as an original. In the event of termination, the Recipient will be compensated for any work satisfactorily completed through the date of termination or an earlier date of suspension of work.

Disputes and Appeals

The Department shall make its decision in writing when responding to any disputes, disagreements, or questions of fact arising under this agreement and shall distribute its response to all concerned parties. The Recipient shall proceed diligently with the performance of this agreement according to the Department's decision. If the Recipient appeals the

Department's decision, the appeal also shall be made in writing within twenty-one (21) calendar days to the Department's clerk (agency clerk). The Recipient's right to appeal the Department's decision is contained in Chapter 120, F.S., and in procedures set forth in Fla. Admin. Code R.28-106.104. Failure to appeal within this time frame constitutes a waiver of proceedings under Chapter 120, F.S. After receipt of a petition for alternative dispute resolution the Department and the Recipient shall attempt to amicably resolve the dispute through negotiations. Timely delivery of a petition for alternative dispute resolution and completion of the negotiation process shall be a condition precedent to any legal action by the Recipient concerning this agreement.

Liability

Unless the Recipient is a state agency or subdivision, the Recipient shall be solely responsible to parties with whom it shall deal in carrying out the terms of this agreement, and

shall save the Department harmless against all claims of whatever nature by third parties arising out of the performance of work under this agreement. For purposes of this agreement, Recipient agrees that it is not an employee or agent of the Department, but is an independent contractor.

Nothing herein shall be construed as consent by a state agency of the State of Florida to be sued by third parties in any matter arising out of any contract.

Nothing in this agreement shall be construed to affect in any way the Recipient rights, privileges, and immunities under the doctrine of "sovereign immunity" and as set forth in s. 768.28, Florida Statutes.

Signatures

In witness whereof, the parties affirm they each have read and agree to the conditions set forth in this agreement, have read and understand the agreement in its entirety and have executed this agreement by their duty authorized officers on the date, month and year set out below.

Corrections on this page, including strikeovers, whiteout, etc. are not permitted.

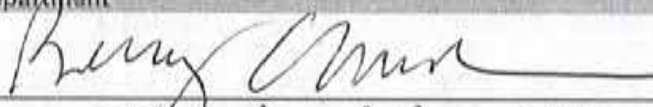
State of Florida
Department of Law Enforcement
Criminal Justice Information Services

Signature: _____

Typed Name and Title: Kristi Gordon, Deputy Director

Date: _____

Recipient
Quincy Police Department

Signature: 

Typed Name and Title: Interim City Manager

Date: 1/11/2022



[Division of Accounting
and Auditing](#)



[CONTENTS OF THE CATALOG](#) | [SEARCH/BROWSE THE CATALOG](#) | [SEARCH/BROWSE THE STATE PROJECT COMPLIANCE REQUIREMENTS](#)

CSFA State Fiscal Year 2021-2022

CSFA Number: 71.043
State Project Title: Florida Incident Based Reporting System
Agency: Department of Law Enforcement
Program: Criminal Justice Information Program 717000000
Budget Entity: 71700200
Specific Appropriation: HB 2500 2021 Legislature Section 4 FY 21/22
Appropriation Category: 102009
Related CFDA Code:
Authorization: HB 2500 2021 Legislature
Objectives: To provide financial assistance to agencies to become compliant with the National Incident Based Reporting Requirement, set forth by the Federal Bureau of Investigation.
Types Of Assistance: Cooperative Agreements
Applicant Type: Local Government
Restrictions: According to the terms and conditions of the agreement.
Procedures:
Pre-Application Notice: No.
Application Procedures: The solocitation is made available to eligible agencies. Submitted applications should include the Statement of work which is mad up of programmatic narrative, budget narrative and deliverables.
Award Procedures: The Department will review the agency's submission for a completed statement of work.
Deadlines: No
Other:
Information Contact: Debbie Haire
 Government Analyst II
 Criminal Justice Information Services
 Post Office Box 1489
 Tallahassee, FL 32302
 Email: debbiehaire@fdle.state.fl.us
 Phone: 850-410-7966
Web Address:
Associated Subjects:

[Return To Top](#)

[Florida Single Audit Act](#) | [Catalog of State Financial Assistance](#) | [State Projects Compliance Supplement](#) | [Rules of the Department of Financial Services](#) | [Section 215.97, Florida Statutes, Florida Single Audit Act](#) | [Links/Forms](#)

CONSUMER HELPLINE: 1-800-342-2762

**CITY OF QUINCY, FLORIDA
REGULAR CITY COMMISSION
Quarterly Report
(October, November, and December 2021)**

Date of Meeting: January 25, 2022

Date Submitted: January 20, 2022

To: Honorable Mayor and Members of the City Commission

From: Dr. Beverly Nash, Ph.D., Interim City Manager
Anthony Baker, Chief, Fire Department

Subject: Quarterly Report: **October, November, and December 2021**

Per the Fire Department and staff.



Quincy Fire Dept. Quarterly Report Oct, Nov, Dec 2021



	<u>2021</u>	<u>2020</u>
Total Fire Calls	259	272
City	136	166
County	123	106
Total Man Hours	417 hrs 32 mins	297 hrs 52 mins
City	186 hrs 28 mins	94 hrs 27 mins
County	231 hrs 4 mins	203 hrs 25 mins
Type Fire Calls - City		
Structure Fire	4	0
Vehicle Fire	4	16
False Alarm	8	11
Hazard	1	3
Rescue	2	0
Wood & Grass	5	2
Other	63	35
Type Fire Calls - County		
Structure Fire	6	13
Vehicle Fire	6	35
False Alarm	12	4
Hazard	1	5
Rescue	0	0
Woods & Grass	8	17
Other	97	29
Fire Causes		
Accidental	12	17
Undetermined	14	11
Suspicious	1	0
Arson	0	0
Average Response Time		
City	4.75 mins	5.13 mins
County	8.79 mins	6.56 mins
Average Firefighters per Call		
City	3.93	3.62
County	3.15	3.18
Average Time Spent per Call		
City	21.20 mins	17.69 mins
County	25.52 mins	28.70 mins

	<u>2021</u>	<u>2020</u>
Responses Out of District	3	1
Mutual Aid Responses	19	8
Deaths	1	1
Injuries	0	0
Fire Prevention Programs	3	2
Fire Safety Inspection	26	21
Fire Investigation	0	0
Plans Review	2	3
Training Man Hours	534 hrs 15 mins	961 hrs 35 mins
Hydrants Serviced/Painted	7	0
Utility Turn Ons	42	102
Smoke Detector/Battery Installs	17	0

**CITY OF QUINCY, FLORIDA
REGULAR CITY COMMISSION
Weekly Report**

Date of Meeting: January 25, 2022
Date Submitted: January 20, 2022
To: Honorable Mayor and Members of the City Commission
From: Dr. Beverly Nash, Ph.D., Interim City Manager
Reggie Bell, Director, Public Works Department
Subject: Weekly Report: **January 13 thru January 19, 2022**

Per the Public Works Department and staff.

PUBLIC WORKS DEPARTMENT

Reggie Bell, Director

Weekly Report: Week of January 13 through January 19, 2022

We still have 2 employees out that have injuries from auto accidents. Both employees will be out another 4 to 6 months.

Thursday, January 13th

Theodore Canidate, Bobby James, Lewis Wood, Dexter Paul picked up the old flowers at Sunnyvale Cemetery, and at Hillcrest Cemetery they picked up old flowers and limbs.

Sidney Miller, Todd Laster, Kevin Hughes went to Obama St to mow, weed eat, and edge the grass back from the sidewalk and curb.

Tomey Donaldson, Demetric Donald were fixing a metal frame that would protect the glass in interrogation room at the Police Station. They were checking on a problem in the women's restroom at City Hall that had a bad smell. The problem there was the drain was dry and they added some water to the drain. At GF&A & Short Street they cleaned the broken concrete from the manhole to get it ready for repair.

David Rodriguez and 2 inmates picked-up trash and paper from the right of way on GF&A to E. Jefferson St. to S. Adams St. They cleaned up around the shop at the Landfill and picked-up trash and blew the leaves.

Troy Lee cleaned and sanitized City Hall, NetQuincy, and Police Station. He also cleaned the offices and breakroom at the Landfill. He picked up a dead animal on Hwy. 90.

Mike Williams, Boom Truck #57, picked up bulk solid waste on Thursday Route.

Sammy McCray & Mark Davis, Boom Truck #59, picked up bulk yard waste on Thursday.

Daldrick Barnes, Street Sweeper, was on finishing up N. 13th St, 14th ST., N. Graves St., N. Cleveland St., N. Cone St., W. Washington St., N. Shelfer St., W. Sharon St. from Tuesday Route

Chad Price was checking out equipment the first time this morning, sorted out tools and assigned them. Change from rake to bucket on loader. Help remove trash around Landfill.

Loaded Utilities dump truck with 2 loads of dirt. After a late lunch turn limb fire and picked out logs.

Maintenance Dept.-Lamonte Marshal & Jamichael Moye

Public Works:

Morning maintenance, check out mechanic truck & shop

Went to Freightliner to pick up oil stick for sweeper truck

Worked on commercial blower, wouldn't start, and need more time to diagnose for parts & cranking issues

Police Department Vehicles:

Had to pull radiator out so we could matchup for the new radiator to be order and then put it back in.

All crews came in early due to meeting with Dr. Nash.

Friday, January 14th

Sidney Miller, Todd Laster, Kevin Hughes was picking up paper and sticks, mowing, weed eating & edging the sidewalks on S. Shelfer St. & Willie Ruth St. At the intersection of MLK & Pat Thomas Parkway they blew the leaves out of the road. They finish on Obama St. mowing grass down by the railroad track and picking up limbs and putting them in a pile for the boom truck. They also work on S. Shelfer Street right of way mowing, weed eating and edging the grass back from the curb and then blowing off the debris.

Theodore Canidate, Bobby James, Lewis Wood, Dexter Paul picked up paper and mowed the median. Mowed the right of ways on Bellamy Dr and Burmah Dr. and weed eating the curbs and gutters on M.L.K. Blvd. so the sweeper can keep them clean. Went to Sunnyvale Cemetery to finish picking up old flowers and other trash.

David Rodriguez and 2 inmates took barricades, and cones to the Recreation Dept. and then went to the Courthouse Square to change all the trash can bags out. They picked up trash and paper on Hwy 90 and Hwy 12 right of way. Went back to Landfill to cleaned van inside and out before taking inmates back.

Troy Lee cleaned and sanitized where needed at City Hall, NetQuincy, and Police Station. Due to oil leak the On Call Truck had to be taken out of service so Troy had to take all the equipment over to the Expedition. Then had to go spread absorbent out at City Hall and Police Station on the oil spills. Checking for missing street signs on B.W. Roberts, Earnest ST & Santa Clara Ave, Santa Clara Ave & McArthur St, McArthur St & Syndicate St, S. Corry St & B.W. Roberts, and S. Corry St & E. Crawford St.

Mike Williams, Boom Truck #57, checked Magnolia, Hwy 90, King St., Hwy 12, N. Madison, N. Adams, S. Adams, M.L.K. Blvd., Pat Thomas Parkway, Crawford St, S. Stewart St, and 14th St for bulk solid waste.

Sammy McCray & Mark Davis, Boom Truck #59, checked US 90, M.L.K. Blvd, S. Adams, Ray Road, Pat Thomas Parkway, 14th St., King St., Magnolia Forest, Laura St., W. Crawford St., Hillcrest, Barack Obama, and Smith St. for bulk yard waste.

Daldrick Barnes, Street Sweeper, sweep Linda Street, Marty Street, Cheeseborough Ave, S. Madison St., S. Love St., S. Duval St., Dupont Ave., and Greenwood Dr.

Tomey Donaldson, Demetric Donald repaired potholes and utility cuts on Circle Drive, 13th & Franklin, 13th Street and King Street. Up at City Hall someone was having problems with a drawer that would not stay closed, they installed a magnet on the drawer. At the Police Station they were installing audio equipment.

Maintenance Department-Lamonet Marshall & Jamichael Moye

Police Department:

Checked police truck for noise in brakes, rear brake & rotors bad. Had to go get parts.

Police Car also needed radiator picked up and coolant.

Put a radiator & coolant in police car, checked for leaks or improper temperature.

Took police car to station after we drove & checked all fluids. Temperature also checked out good.

Utility Department:

Checked transmission on utility truck and was the wrong trans fluid in transmission.

Parks & Rec:

Lawn mower needed blades replaced and tires aired up.

Public Works:

Daily check on tools, shop and mechanic truck, all fluids level checked.

Picked up dump truck from Ward's Lot and brought it back to Landfill.

Tuesday, January 18th

Got word this morning we have 1 employee that has tested positive for COVID-19.

Sidney Miller, Kevin Hughes picked up bagged yard waste on Tuesday Route and took to the landfill. They cleaned drains on S. Cleveland Street by the railroad tracks and on S. Cleveland & Mainline Drive so there would be better water flow.

Tomey Donaldson, Demetric Donald was at the Sunset Park. The old concrete was cut where it was cracked and removed and then was graded for forming.

Theodore Canidate, Bobby James, Lewis Wood, Dexter Paul picked up bags of yard waste on the Monday Route (Southeast Side) and some on Thursday Route (Northwest Side) and carried them to the landfill.

David Rodriguez emptied the trash cans around the Courthouse Square. After picking up 2 inmates they picked up trash and paper on Hwy 90, GF&A and Hwy 12 right of ways.

Troy Lee was at City Hall, NetQuincy and the Police Station cleaning and sanitizing where needed and taking out the trash. He replaced street and traffic signs on W. GF&A Dr. & S. Stewart St., W. Washington St., & Graves St., W. Washington St., & N. Main St., and Cooper St., & Brumby St.

Boom Truck #59, Sammy McCray & Mark Davis, was picking up bulk yard waste on Monday Route and some on Tuesday Route.

Boom Truck #57, Mike Williams & Daldrick Barnes, was picking up bulk solid waste on Monday Route.

Street Sweeper was down.

Maintenance-Jamichael Moya

Police Department:

Checking brakes and rotors on Police Truck, replaced brakes & charging battery.

Public Works:

Batteries dead on Sweeper, charging batteries and checking connectors

Taking concrete mixer to Sunset Acres Park jobsite. While at the jobsite plugged 2 tires on dump trailer, aired them up and checked for leaks

Inmate Van was stuck in the mud, had to go pull them out.

Charged bus batteries & let it run.

Went back to Sunset Acres Park to pick up concrete mixer.

Got sweep batteries charged & running.

Wednesday, January 19th

Theodore Canidate, Bobby James, Lewis Wood, Dexter Paul delivered trash cans to 2 residents. They were weed eating, edging, and blowing off the curbs on Virginia Street and Osceola Streets.

Sidney Miller, Kevin Hughes delivered trash cans 2 residents. They were edging grass from the curb and blowing off the debris on S. Virginia Street and Hamilton Street.

David Rodriguez and 3 inmates were edging the sidewalk, mowing, picking up limbs and cleaning off the sidewalk on Arlington Circle.

Troy Lee was at City Hall, NetQuincy, and Police Station cleaning and sanitizing and taking out trash. He put a No Dumping Sign up on W. Washington St at the corner by Tallahassee Rehab Center. He picked up trash scattered on ground in the park area beside City Hall. He replaced stop signs on S. Madison St & E. Clark Street and Cheeseborough Street & E. Betlinet Drive.

Tomey Donaldson, Demetric Donald was at Sunset Park working on sidewalk repair by putting up framing to pour concrete. They had to check out the electronic chair track at the Police Station, they didn't know what to do about it. On GF&A and Short St. they put water in the manhole to fine the problem and filled up the hole on the sides.

Chad Price, Heavy Equipment Operator, after staff meeting, he checked out equipment. He fixed and made a better gutter on main road at the landfill. He loaded sandy clay for limb pit repair. He had to push up limb and leave piles. After lunch he carried 8 loads of sandy clay to limb pit. After his break he pushed up the limb piles and spread dirt piles in limb pit.

Maintenance-Jamichael Moye

Public Works

Morning check list on truck, tools, and other mechanic equipment.

Checked concrete saw, something mechanical on inside broken, getting 2nd opinion.

Put coolant in dump truck and charged batteries.

Took concrete saw to Bell & Bates for parts and getting 2nd opinion.

Checking blower for starting problems and not blowing correctly.

Started all tractors, checked for leaks and low charging systems. Also checked sweeper for low charging system.

Position Vacancies:

- Equipment Operator - Class B license with updated DOT card.
- Inmate Supervisor - with a clean criminal record and driver license.

**CITY OF QUINCY, FLORIDA
REGULAR CITY COMMISSION
Weekly Report**

Date of Meeting: January 25, 2022

Date Submitted: January 20, 2022

To: Honorable Mayor and Members of the City Commission

From: Dr. Beverly Nash, Ph.D., Interim City Manager
DeCody Fagg, Director, Parks and Recreation
Department

Subject: Weekly Report: **January 14 thru January 20, 2022**

Per the Parks and Recreation Department and staff.

**CITY OF QUINCY
 PARKS & RECREATION DEPARTMENT
 DeCody Fagg, Director
 DAILY WORK
 Friday, January 14, 2022**

Facility/Building	Description	CONT.
	<i>Swept & mopped entrance & gym floor</i>	
Ferolito Rec Center	<i>Kitchen & Bathrooms cleaned & mopped</i>	<i>Trash picked up/trash cans emptied</i>
	<i>Fitness room wiped down</i>	<i>Fence line cleaned</i>
	<i>Glass doors cleaned</i>	<i>Checked for dangers & graffiti</i>
	<i>Floors swept and mopped</i>	
	<i>All offices Vacuumed</i>	
CKCC		<i>Trash picked up outside</i>
		<i>Checked for danger/ graffiti</i>
Tanyard Creek Park	<i>Restrooms cleaned and mopped</i>	<i>Trash picked up/trash cans emptied</i>
		<i>Fence line cleaned Danger/graffiti</i>
<i>King street pool</i>	<i>Checked for dangers/&graffiti</i>	<i>Trash picked up/trash can emptied</i>
<i>Splash pad</i>	<i>Checked for dangers& graffiti</i>	<i>Trash picked up/ fence line cleaned</i>
Leisure Park	<i>Restrooms cleaned & mopped</i>	<i>Trash picked up / trash can emptied</i>
		<i>Fence line Cleaned</i>
		<i>Checked for dangers& graffiti</i>
MLK Track Field	<i>Restrooms cleaned & mopped</i>	<i>Trash picked up trash can emptied</i>
	<i>Windows cleaned</i>	<i>Fence line Cleaned</i>
Corry Football Field		<i>Trash picked up trash can emptied</i>
		<i>Fence line Cleaned</i>

		Checked for dangers& graffiti
Bobby Nealy Complex	Trash picked up/ trash cans emptied	Fence line cleaned
		Checked Danger/graffiti check
Connors Field	Trash picked up/ trash cans emptied	Fence line cleaned
		Checked Danger/graffiti check
Alphonso Figgers Park	Trash picked up/ trash cans emptied	Fence line cleaned/ Danger/check
Tim Lane Park	Trash picked up/ trash cans emptied	Danger/graffiti check/ fence line cleaned
Burmah Heights Park	Trash picked up/ trash cans emptied	Danger/graffiti check/ ground blown
Sunset Park	Trash picked up/ trash cans emptied	Weed eater Danger/graffiti check
Curtis Green Park	Trash picked up/ trash cans emptied/ blown	Fence line cleaned/Danger check
Stevens Park	Trash picked up/ trash cans emptied	Danger/graffiti check/ fence line cleaned
Earnest Street Park	Trash picked up/ trash cans emptied/ Restrooms cleaned	Danger/graffiti check
Key Street Park	Trash picked up/ trash cans emptied	Danger/graffiti check
Carl Daniels BBALL	Trash picked up/ trash cans emptied	Danger/graffiti check/fence line cleaned

**CITY OF QUINCY
PARKS & RECREATION DEPARTMENT
DeCody Fagg, Director
OFFICE STAFF DAILY WORK
Tuesday, January 18,2022**

NAME/TITLE	Description	CONT.
	<i>Did Payroll & made copies of timecards. Logged all money orders on Deposit log to be turned in.</i>	<i>Took payments for basketball printed daily sheets & activity logs. stamped invoices filled in the invoice no. and vendor no. had Mr. Fagg to sign, & made copies before turning them in</i>
Alicia Sherman <i>Administrative Assistant</i>	<i>Updated Basketball roosters and payments, made copies of updated roosters. Had to go through all basketball registration forms to put paid on the ones part time worker (Cynthia Cunningham) collected payments for but didn't have time to do, and filed the new registration forms she took up in</i>	<i>Reserved dates for rental property. Added rentals to calendar</i>
	<i>Typed up responses to Dr. Nash's questions on youth workers. Also I worked with the youth workers, had them to list all basketball games on a calendar, and they helped me go through basketball roosters to make sure they are correctly updated.</i>	<i>Typed up all maintenance workers daily work. Took notes to what I do and type it up</i>
	<i>Answered phone calls (Still receiving a lot of Public Works calls) transfer calls to Public Works.</i>	<i>Texted and called Mr. Thomas (3rd attempt) to fix my email and ADG .</i>

**CITY OF QUINCY
 PARKS & RECREATION DEPARTMENT
 DeCody Fagg, Director
 OFFICE STAFF DAILY WORK
 Tuesday, January 18,2022**

NAME/TITLE	Description	CONT
	<i>Did Payroll & made copies of timecards. Logged all money orders on Deposit log to be turned in.</i>	<i>Took payments for basketball printed daily sheets & activity logs. stamped invoices filled in the invoice no. and vendor no. had Mr. Fagg to sign, & made copies before turning them in</i>
Alicia Sherman <i>Administrative Assistant</i>	<i>Updated Basketball roosters and payments, made copies of updated roosters. Had to go through all basketball registration forms to put paid on the ones part time worker (Cynthia Cunningham) collected payments for but didn't have time to do, and filed the new registration forms she took up in</i>	<i>Reserved dates for rental property. Added rentals to calendar</i>
	<i>Typed up responses to Dr. Nash's questions on youth workers. Also I worked with the youth workers, had them to list all basketball games on a calendar, and they helped me go through basketball roosters to make sure they are correctly updated.</i>	<i>Typed up all maintenance workers daily work. Took notes to what I do and type it up</i>
	<i>Answered phone calls (Still receiving a lot of Public Works calls) transfer calls to Public Works.</i>	<i>Texted and called Mr. Thomas (3^d attempt) to fix my email and ADG .</i>

**CITY OF QUINCY
 PARKS & RECREATION DEPARTMENT
 DeCody Fagg, Director
 OFFICE STAFF DAILY WORK
 Wednesday, January 19,2022**

NAME/TITLE	Description	CONT.
	<p><i>Did Payroll & made copies of timecards. Logged all money orders on Deposit log to be turned in.</i></p>	<p><i>stamped invoices filled in the invoice no. and vendor no. had Mr. Fagg to sign, & made copies before turning them in</i></p>
<p>Alicia Sherman <i>Administrative Assistant</i></p>	<p><i>Updated Basketball rosters and payments, made copies of updated rosters. Collected payments for basketball and filed the new registration forms Part time worker took up.</i></p>	<p><i>Reserved dates for rental property. Added rentals to calendar. Designed and printed calendars for Rental book. Updated all rentals to calendars of each building or park.</i></p>
		<p><i>Typed up all maintenance workers daily work. Took notes to what I do and type it up</i></p>
	<p><i>Answered phone calls (Still receiving a lot of Public Works calls) transfer calls to Public Works. Worked with youth workers on filing</i></p>	<p><i>Looked up 2 addresses for football parents to have their refund check mailed to them. Also I emailed Amanda from my email(My City email still not working)about changing the deposits Cynthia (Part time worker) deposited into baseball instead of basketball.</i></p>

**CITY OF QUINCY
PARKS & RECREATION DEPARTMENT
DeCody Fagg, Director
DAILY WORK
Thursday, January 20, 2022**

Facility/Building	Description	CONT.
	<i>Swept & mopped entrance & gym floor</i>	
Ferolito Rec Center	<i>Kitchen & Bathrooms cleaned & mopped</i>	<i>Trash picked up/trash cans emptied</i>
	<i>Fitness room wiped down</i>	<i>Fence line cleaned</i>
	<i>Cleaned Glass Doors</i>	<i>Checked for dangers & graffiti</i>
	<i>Floors swept and mopped</i>	
	<i>All offices Vacuumed</i>	
CKCC		<i>Trash picked up outside</i>
		<i>Checked for danger/ graffiti</i>
		<i>Fence line cleaned</i>
Tanyard Creek Park	<i>Restrooms cleaned and mopped</i>	<i>Trash picked up/trash cans emptied</i>
		<i>Fence line cleaned Danger/graffiti</i>
<i>King street pool</i>	<i>Checked for dangers/&graffiti</i>	<i>Trash picked up/trash can emptied</i>
<i>Splash pad</i>	<i>Checked for dangers& graffiti</i>	<i>Trash picked up/ fence line cleaned</i>
Leisure Park	<i>Restrooms cleaned and mopped</i>	<i>Trash picked up / trash can emptied</i>
		<i>Weed eater Horseshoe Pit</i>
		<i>Checked for dangers& graffiti</i>
MLK Track Field	<i>Restrooms cleaned & mopped</i>	<i>Trash picked up trash can emptied</i>
		<i>Fence line Cleaned</i>
		<i>Checked for dangers& graffiti</i>
Corry Football Field		<i>Trash picked up trash can emptied</i>
		<i>Fence line Cleaned</i>

		Checked for dangers& graffiti
Bobby Nealy Complex	Trash picked up/ trash cans emptied	
		Checked Danger/graffiti check
Connors Field	Trash picked up/ trash cans emptied	Fence line cleaned
		Checked Danger/graffiti check
Alphonso Figgers Park	Trash picked up/ trash cans emptied grounds blown	Fence line cleaned/ Danger/check
Tim Lane Park	Trash picked up/ trash cans emptied	Danger/graffiti check/ fence line cleaned
Burmah Heights Park	Trash picked up/ trash cans emptied	
Sunset Park	Trash picked up/ trash cans emptied	Danger/graffiti check/ fence line cleaned
Curtis Green Park	Trash picked up/ trash cans emptied/ blown	Fence line cleaned/Danger check
Stevens Park	Trash picked up/ trash cans emptied	Danger/graffiti check/ fence line cleaned
Earnest Street Park	Trash picked up/ trash cans emptied/ Restrooms cleaned/ground blown	Danger/graffiti check
Key Street Park	Trash picked up/ trash cans emptied	Danger/graffiti check/fence line cleaned
Carl Daniels BBALL	Trash picked up/ trash cans emptied	Danger/graffiti check/fence line cleaned

**CITY OF QUINCY
 PARKS & RECREATION DEPARTMENT
 DeCody Fagg, Director
 OFFICE STAFF DAILY WORK
 Thursday, January 20, 2022**

NAME/TITLE	Description	CONT.
	<i>. Logged all money orders on Deposit log to be turned in from rentals and basketball</i>	<i>stamped invoices filled in the invoice no. and vendor no. had Mr. Fagg to sign, & made copies before turning them in</i>
Alicia Sherman <i>Administrative Assistant</i>	<i>Updated Basketball roosters and payments, made copies of updated roosters. Collected payments for basketball and filed the new registration forms Part time worker took up. Made calendar for basketball games with times.</i>	<i>Reserved dates for rental property... Updated all rentals to calendars of each building or park. Did rental permit for Head start and FSU early Head start</i>
	<i>Did check request for deposit return for rental in November Recreation Department and a check request for basketball over pay.</i>	<i>Typed up all maintenance workers daily work. Took notes to what I do and type it up</i>
	<i>Answered phone calls (Still receiving a lot of Public Works calls) transfer calls to Public Works. Worked with youth workers on filing</i>	