

City of Quincy

City Hall

404 West Jefferson Street

Quincy, Florida 32351

www.myquincy.net



COMMISSION MEETING

Tuesday, November 9, 2021

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
City Commission Meeting**

AMENDED AGENDA

November 9, 2021

6:00 P.M.

City Hall Commission Chambers

Call to Order

Invocation

Pledge of Allegiance

Roll Call

Approval of Agenda

Special Presentations

Introduction of New Chief of Police

- Jack L. McLean Jr., City Manager

Proclamations

Items for Consent by the Commission

1. Approval of Minutes of the October 19, 2021 Special Meeting
 - Janice Shackelford, City Clerk
2. Approval of Minutes of the October 26, 2021 Regular Meeting
 - Janice Shackelford, City Clerk
3. Approval of Minutes of the November 2, 2021 Special Meeting
 - Janice Shackelford, City Clerk
4. City of Quincy Special Event Kit
 - Jack L. McLean Jr., City Manager
 - DeCody Fagg, Parks and Recreation Director
5. Exceleton Pay Options
 - Jack L. McLean Jr., City Manager
 - Ann Sherman, Human Resources Director

Public Hearings and Ordinances as Scheduled or Agendaed

6. Ordinance Number 1124-2021 - Voluntary Annexation
Main Street Urgent Care on Pat Thomas Parkway
 - Jack L. McLean Jr., City Manager
 - Charles Hayes, Interim Planning Director

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

Resolutions

Reports, Requests and Communications by the City Manager

7. Jacobs Contract Renewal
 - Jack L. McLean Jr., City Manager
 - Robin Ryals, Utilities Director
8. Special Land Use Permission
 - Jack L. McLean Jr., City Manager
 - Charles Hayes, Interim Planning Director

Reports by Boards and Committees

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

9. Probationary Employees Raises
 - Mayor Ronte R. Harris, District 3
10. **FEMA Category Z Funding**
 - Mayor Ronte R. Harris, District 3

Comments

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

Comments from the Audience

Adjournment

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

CITY COMMISSION
Tuesday, October 19, 2021
5:35 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 Tuesday, October 19, 2021, with **Mayor Ronte Harris** presiding and the following

Commissioners present:

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

City Staff and Guests:

Jack L. McLean Jr., City Manager
Marcia Carty, Finance Director
Gary Roberts, City Attorney
Janice Shackelford Clemons, City Clerk
DeCody Fagg, Parks and Recreations Director
Reggie Bell, Public Works Director
Ann Sherman, Director of Human Resources and Customer Service
Anthony Baker, Interim Fire Chief
Vancheria Starling, Executive Assistant to the City Manager
DeShaundra (Dee) Jackson, Grant Writer
Robin Ryals, Utilities Director
Rob Nixon, CRA Manager
Charles Hayes, Procurement Officer
Jim Southerland Sr., WQTN-13 Administrator
Robert Mixson, Interim Police Chief

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

Called to Order:

Mayor Ronte Harris called the special Commission meeting to order at 5:35 pm. Mayor Ronte Harris requested a roll call.

Special Meeting Items of Discussion

1. American Rescue Act Grant

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

2. Employees' Salaries

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

3. September 28, 2021, Regular Commission Meeting Minutes

- Janice Shackelford-Clemons, City Clerk

Summary of the Discussion by Staff and the Commission

Item #1: Employees’ Salaries

Mayor Harris asked to address the employees’ salaries first.

Commissioner Bass-Prieto requested to make a motion to discuss employee salaries. Commissioner Sapp seconded the motion.

Mayor Harris carried Commissioner Bass-Prieto’s motion.

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

The Motion Carried 5 to 0.

Commissioner Bass-Prieto clarified she wanted to offer a motion regarding employee salaries.

Mayor Harris stated that he assumed her motion was a point of order.

Mayor Harris stated that he would recognize Commissioner Bass-Prieto once he’s finished with his remarks.

City Attorney Gary Roberts clarified that Commissioner Bass-Prieto did not offer specifics to her motion.

City Attorney Gary Roberts stated that Commissioner Bass-Prieto should be allowed to express her motion.

Commissioner Bass-Prieto stated that she desires to make a motion on employee salaries.

Commissioner Bass-Prieto stated that employee salaries have dragged on long enough and want to get it passed.

Mayor Harris reiterated that he recognized Commissioner Bass-Prieto for a point of order.

City Attorney Gary Roberts stated that Mayor Harris has the floor.

City Attorney Gary Roberts stated that after Mayor Harris completes his thoughts, Commissioner Bass-Prieto would be allowed to make her motion.

Mayor Harris commented on:

- Proposal of \$2600 raise to nonexempt employees.
- Disparities in salaries.
- Moving towards a \$15 per hour wage.
- The amount needed to fund the nonexempt employee raise is \$280,793.

Commissioner Bass-Prieto offered a motion to approve a 4.2% increase to all employees across the board, using the \$147,000 located in the Commission's contingency reserve line-item, and to remove the Commission's 122% raise and fund the dire needs list. Commissioner Sapp seconded the motion.

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

The Motion Failed 3 to 2.

Mayor Harris asked that the Commission take a look at his proposal. Mayor Harris stated that many employee salaries are below \$15 per hour. Mayor Harris noted that he removed the employee assistance program, IT support, investment expense, and interest expense as funding sources for employee raises.

Commissioner Bass-Prieto made the following comments:

- Problems with the funding sources.
- Contingencies are essential to the City. One never knows when needed.
- Agree that lower-paid employees should receive better pay.
- Taking \$240,000 to fund Commission raises leaves very little for employees.
- The proposal is not sustainable.
- The audit shows a decrease of approximately \$800,000 in revenue.
- Not a good idea to give one group of employees more money and less money to another group of employees.
- The proposal will affect the police negotiations salary increase.
- Sees lay-offs of employees, raises in utilities, raises in property taxes to maintain the proposed employee raises.
- The budget is not financially sound.
- The Commission is the guardian over the finances.

Mayor Harris reminded the Commission that the City Manager pointed out that the City operated using contingencies during Hurricane Michael. Mayor Harris stated that since

Hurricane Michael, the City acquired \$2 million in savings. Mayor Harris noted that the Commission voted not to touch the Hurricane Michael surcharge monies.

City Manager Jack L. McLean Jr. stated:

- An equivalent amount of the Hurricane Michael surcharge would pay off the City's debt.
- Contingencies are needed to make necessary purchases; if there's no money, City needs get neglected.
- The \$2 million in savings wouldn't carry the City far.
- The \$2 million should be used for long-term planning and holding contingencies.
- The fund balance is how the City is operating without a line of credit.
- Against removing contingencies from utilities.
- Transferring funds from line item to line item is cumbersome.

Mayor Harris stated that the Commission's contingency reserves would be used for purchases by departments when requested. Mayor Harris noted that the Commission needs more oversight into the City's finances. Mayor Harris stated that he doesn't have an issue with earmarking funds for utility use. Mayor Harris reminded the Commission that approximately \$981,000 from the Hurricane Michael surcharge is in the utility fund.

Commissioner Bass-Prieto reminded the Commission that loans are based on the City's utilities. Commissioner Bass-Prieto stated that taking funds away from utilities threatens the City's ability to obtain future loans. Commissioner Bass-Prieto stated that pulling profit away from the City's utilities would not help the department run well. Commissioner Bass-Prieto stated that utility must be adequately funded. Commissioner Bass-Prieto noted that the auditor cautions on putting funds into general revenue for spending. Commissioner Bass-Prieto noted that the auditor emphasizes that more revenue sources are needed for the general fund.

Commissioner Sapp commented on the following:

- Moving funds into the Commission's contingency reserve appears to be micro-managing by having departments come to the Commission for purchase approval.
- Against removing funding from the demolition line item.
- Homes in District 2 need tearing down.
- Suggested to pull \$100,000 from Commission's salary to fund employee raises.
- Hadn't heard any Commissioner say, "Why do they deserve a 122% salary increase?"

Mayor Pro Tem Dowdell stated:

- The Commission contingency reserve allows the Commission an opportunity to gain knowledge of what is going on in the City.
- He does not hear from the City Manager and does not know what's going on in the City.
- Receive numerous phone calls related to City matters he cannot answer.
- The Commission is not properly informed by the City Manager.

- The Commission is not listening to each other.
- The City is in chaos.
- Desires to see lower-paid employees get more money.
- Doesn't know where the raise for the Commission came from.
- Commissioner's who voted against the raise should give it back.

Mayor Harris clarified Commissioner Candidate's question that by researching options, the lowest-paid City employee could reach \$15 per hour by 2025.

City Manager Jack L. McLean Jr. stated that \$280,793 would be the recurring amount to fund the proposed employee raises. City Manager Jack L. McLean Jr. stated that approximately \$400,000, including other added expenditures, would be added to the budget each year. City Manager Jack L. McLean Jr. stated that the Commission would need to identify funding sources for these recurring expenditures. City Manager Jack L. McLean Jr. stated that retained earnings and fund balance next year would be down \$1 million.

Mayor Harris stated that he's in support of Mayor Pro Tem Dowdell's Commission contingency reserve account. Mayor Harris pointed out that the City Manager paid a contractor \$68,000 without bringing the contract before the Commission, and no one knows what he did. Mayor Harris stated that prioritizing will assist in funding the budget yearly. Mayor Harris reminded the Commission that his funding sources are new items and items budgeted annually and not spent.

Commissioner Bass-Prieto requested a workshop on revenues and how the City functions. Commissioner Bass-Prieto stated that she had not seen an interest in the budget in many years.

Commissioner Sapp stated that due to Covid, very little had been completed in the City. Commissioner Sapp stated, especially housing demolition. Commissioner Sapp reiterated that the City operated with a skeleton crew and had employees out battling Covid.

Interim Building and Planning Director Charles Hayes stated:

- On October 28, 2021, a magistrate hearing will take place for homes cited and liens.
- A total of 28 items are on the docket.
- Money is needed for housing demolition once the magistrate makes a ruling.
- The magistrate is Mark Dickerson.
- Depending on the size of the home, the cost for demolition is approximately \$7000-\$8000 per house.

Commissioner Bass-Prieto stated that the price to demolish houses has gone up. Commissioner Bass-Prieto reminded the Commission that the dire needs list and non-profits have yet to be funded. Commissioner Bass-Prieto stated that the employees and citizens are upset over the colossal raise the Commission gave themselves. Commissioner Bass-Prieto noted that how can the Commission justify giving themselves a 122% raise. Commissioner Bass-Prieto stated that she'd reviewed travel vouchers where Commissioners spent \$5000 attending one convention.

Commissioner Canidate stated that she inquired about the housing demolition and was told that the process is lengthy. Commissioner Canidate requested a copy of the process.

Mayor Pro Tem Dowdell addressed each line item in the Mayor's proposal for employees' salary increase. Mayor Harris reiterated that \$280,793 is needed to fund the proposed raises for employees, of which \$147,000 is in the Commission Contingency Reserve, and an additional \$133,347 from the proposed funding sources would cover the raises. The remaining funds, approximately \$185,000, are to be transferred to the Commission Contingency Reserve. Mayor Harris stated that he is willing to do what is necessary to keep the electric department running.

City Manager Jack L. McLean Jr. stated that placing contingencies funds into the Commission Reserves does not allow department heads or the City Manager the ability to make necessary decisions daily. City Manager Jack L. McLean Jr. suggested using funds from the Hurricane Michael surcharge or the fund balance account to cover the employee raises.

Mayor Harris stated that the Commission had made tough decisions to keep the City from falling.

Utilities Director Robin Ryals stated that he didn't have a problem coming before the Commission to request items for purchase. Utilities Director Robin Ryals noted that he would like to have a cushion to fall on.

City Manager Jack L. McLean Jr. stated to the Commission to allow staff the opportunity to research ways to fund employee raises other than using contingencies. City Manager Jack L. McLean Jr. noted that giving the nonexempt employees \$2600 raise would not place the City in jeopardy.

Mayor Harris offered a motion to approve the \$2600 raise to nonexempt employees using the recommended funding source with the remaining balance of those funds transferred to the Commission Contingency Reserves. Mayor Pro Tem Dowdell seconded the motion.

City Manager Jack L. McLean Jr. stated that he would come back with a plan to implement the \$2600 raise to nonexempt employees. Mayor Pro Tem Dowdell stated that the motion if passed, could be reversed.

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

The Motion Carried 3 to 2.

Item #2: American Rescue Act Grant.

Mayor Harris stated that to no avail, the Hurricane Michael surcharge would continue until sunset in 2023.

Mayor Harris stated he typed up a list of items that could be used under the American Rescue Act. The items include; premium pay to essential workers, household assistance, Flagler street ditch, storm drainage issues, and police department software.

Mayor Harris offered a motion to use the first \$1.7 million for premium pay to essential workers, household assistance, Flagler street ditch, storm drainage, police department software.

Commissioner Canidate asked for clarification on the \$500,000 for household assistance. Commissioner Canidate stated that research shows municipalities are providing premium pay to essential workers. Commissioner Canidate stated that premium pay is worthy of looking into. Commissioner Canidate stated that the police department's devices and software are needed. Commissioner Canidate stated that a few weeks ago, she placed a call to the police department and inquired about the number of shootings at a specific location. Commissioner Canidate stated that she was informed that it was impossible to retrieve the information due to the current software.

Mayor Harris stated:

- Residents need relief from paying the Hurricane Michael Surcharge.
- Would like to see essential workers compensated for their hard work during Covid.
- The last time employees received Covid pay ended in turmoil.
- That the list provided is broad and is only a suggestion.

City Manager Jack L. McLean Jr. stated:

- The City received 1.7 million in Biden funds.
- Didn't know in which bank account the funds were deposited.
- Until the auditor suggests opening new accounts, each time new funds are received, finance can manage funds being taken in.

Commissioner Sapp asked Commissioner Canidate did she favor the amount of money listed in Harris's motion. Commissioner Canidate stated that the amounts are negotiable. Commissioner Sapp stated that this was her first time viewing Mayor Harris's proposal and needed to digest it.

Mayor Harris stated that the City sets the criteria on who are essential workers. Mayor Harris stated that his proposal is something to get the Commission started.

Commissioner Bass-Prieto stated:

- That capital projects were pulled from the budget so that these items are addressed in the American Rescue Grant Act.

- Bothered by the idea of Mayor Harris bringing his ready-made motion to the Commission.
- Other Commissioners had not brought their ideas to the dais.
- \$3.4 million could impact the City in a good way.
- A definite plan is needed on how to use this money.

Commissioner Canidate requested Mayor Harris amend his motion. Commissioner Canidate stated that she agrees with the topics and would like more discussion on the dollar amounts. Mayor Harris amended his motion to approve premium pay, household assistance, Flagler Street drainage/ditch, and the police department devices and remove the dollar amounts for further discussion. Commissioner Canidate seconded the motion.

Commissioner Bass-Prieto stated that she would like to add to the motion sidewalks and infrastructure. Commissioner Bass-Prieto stated that the Commission should engage in a long-term plan to address flooding issues. Commissioner Bass-Prieto reminded the Commission that \$80,000 for non-profits could be addressed in the American Rescue Grant Act. Commissioner Sapp reminded the Commission of 2009 study that provides a solution to the City’s flooding issues.

City Manager Jack L. McLean suggested:

- Workshopping the American Rescue Grant Act so that staff and the other Commissioners could add to the list.
- Would like to look at infrastructure.
- Not against the items listed on the Mayor’s sheet.
- Mayor Harris provided a good list of where to begin.

Mayor Pro Tem Dowdell stated that he’s been waiting for years to get the storm ditch repaired.

Commissioner Sapp stated that the Commission should listen to each other.

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

The Motion Failed 3 to 2.

Commissioner Bass-Prieto offered a motion to workshop the American Rescue Grant Act. Mayor Pro Tem Dowdell seconded the motion.

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

Commissioner Canidate	Yes
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The Motion Carried 5 to 0.

Item #3: September 28, 2021, Regular Commission Meeting Minutes

Commissioner Sapp requested that the city clerk review the September 28, 2021 meeting again and capture her comments right after Mayor Pro Tem Dowdell second to approve the budget.

City Manager Jack L. McLean Jr. stated that he would provide his comments to the city clerk for insertion on his comment section of the minutes.

Commissioner Bass-Prieto stated that she covered her and the public comments only.

Mayor Harris stated that he doesn't favor the city clerk being asked to determine a person's position that's making a public statement. Mayor Harris stated that the minutes are not verbatim.

Mayor Pro Tem Dowdell offered a motion to allow the city clerk to obtain an opinion from the Florida League of Cities on the dictation of minutes.

City Clerk Janice Shackelford-Clemons stated that she received guidance from the Florida League of Cities and mentor Melissa Coyne regarding the dictation of minutes. City Clerk Janice Shackelford-Clemons stated that she understood Commissioner Bass-Prieto requesting that the clerk expounds on the public comments. City Clerk Janice Shackelford-Clemons stated that she saw nothing wrong with Commissioner Bass-Prieto's request.

Commissioner Sapp offered a motion not to accept the September 28, 2021 minutes until the city clerk inserts comments made by Commissioner's Sapp, Canidate and City Manager Jack L. McLean Jr. Commissioner Bass-Prieto amended the motion to add any additional comments made by her and citizens. Commissioner Sapp seconded the amended motion.

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

The Motion Carried 5 to 0.

Commissioner Candidate asked City Manager Jack L. McLean Jr. about the status of the police chief. Commissioner Candidate asked for the person's name in charge of the City's help desk system.

City Manager Jack L. McLean Jr. stated that he had not made a selection of a police chief. City Manager Jack L. McLean Jr. stated James McKenzie is currently providing IT work for the City pro bono.

The adjournment was motioned by Mayor Harris and seconded by Commissioner Sapp at 9:00 pm.

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

Submitted by Janice Shackelford Clemons, City Clerk

APPROVED:

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

ATTEST:

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

CITY COMMISSION
Tuesday, October 26, 2021
6:33 P.M. (Eastern)

REGULAR MEETING
QUINCY, FLORIDA 32351

CITY COMMISSION REGULAR MEETING MINUTES

The City of Quincy City Commission met in a regular in-person meeting on Tuesday, October 26, 2021, with **Mayor Ronte Harris** presiding and the following

Commissioners present:

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

City Staff and Guests:

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

Greg Slay, CRTPA Executive Director
Colonel Robert Barkley, Gadsden County Sheriff Office

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

Called to Order:

Mayor Ronte Harris called the regular Commission meeting to order at 6:33 pm. Mayor Ronte Harris led out in the reciting of the pledge of allegiance and requested a roll call.

Approval of Agenda

Mayor Harris stated that before the Commission is an amended agenda. Commissioner Sapp offered a motion to approve the amended agenda as printed. Commissioner Bass-Prieto seconded the motion.

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

The Motion Carried 5 to 0.

Public Hearings and Ordinances as Scheduled or Agendaed

None

Special Presentations

None

Proclamations

None

Items for Consent by the Commission

1. Approval of Minutes of the September 28, 2021, Regular Meeting

- Janice Shackelford, City Clerk

2. Approval of Minutes of the October 12, 2021, Regular Meeting

- Janice Shackelford, City Clerk

3. Code Enforcement Monthly Report

- Jack L. McLean Jr., City Manager
- Charles Hayes, Interim Planning Director

4. Human Resources Monthly Report

- Jack L. McLean Jr., City Manager
- Ann Sherman, Human Resources Director

5. Customer Service Monthly Reports: Jump Start | Fresh Start | Net New Customers | Direct Deposit

- Jack L. McLean Jr., City Manager
- Ann Sherman, Human Resources Director

6. Police Monthly Reports: Traffic Report | Monthly Crime Report

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

7. Fire Monthly Reports: Monthly Activity Report | District Calls

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

8. Monthly Finance Reports: P-Card Statements Allocations | Arrearage Report | Cash Requirements | Financial Report | Budget Transfer

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

9. Captial Purchase – Request to Purchase New Grapple Truck

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

10. Captial Purchase – Request to Purchase New Crew Cab Truck

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

11. Authorization to Apply for FDLE “Second Round”- SFA21 FIBRS Florida Incident-Base Reporting System

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

Summary of the Discussion by Staff and the Commission

Mayor Harris stated that there are eleven items on the consent agenda. Mayor Harris requested to pull items #4 Human Resources Monthly Report, #5 Customer Service Monthly Reports, #9 Request to Purchase New Grapple Truck, and #10 Request to Purchase New Crew Cab Truck.

Commissioner Bass-Prieto offered a motion to approve items #1, 2, 3, 6, 7, 8, and 11 on the consent agenda, pulling items # 4, 5, 9, and 10 for discussion. Commissioner Sapp seconded the motion.

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

The Motion Carried 5 to 0.

Item #4: Human Resources Monthly Reports

Mayor Harris requested clarity on the following:

- The hiring of a new grant writer on September 29.
- The termination of the old grant writer on October 1.
- The advertisement of the grant writer's position on October 8.

City Manager Jack L. McLean Jr. stated that the grant writer's position is the same. City Manager Jack L. McLean Jr. stated that personnel rules and regulations allow the city manager to fill positions temporarily through contract. City Manager Jack L. McLean Jr. stated that before the October 1 date, termination paperwork was prepared and not delivered to the old grant writer due to her being out ill. City Manager Jack L. McLean Jr. stated that at the end of the temporary contract, staff would review the applicants that applied for the grant writer's position. City Manager Jack L. McLean Jr. reiterated that the grant writer's agreement is for six months, subject to termination at any time. City Manager Jack L. McLean Jr. stated that the grant writer's pay is \$53,000 to \$55,000 annually.

Mayor Pro Tem Dowdell asked City Attorney Gary Roberts what the limitations of the city manager's authority is.

City Attorney Gary Roberts stated a \$10,000 authority limit.

City Manager Jack L. McLean Jr. stated that the City's personnel rules and regulations \$10,000 authority limit does not apply for a temporary position. City Manager Jack L. McLean Jr. stated that the \$10,000 limitation applies to procurement. City Manager Jack L. McLean Jr. stated that he would provide the personnel policy to the Mayor Pro Tem. City Manager Jack L. McLean Jr. stated that there is no permanent commitment from the individual filling the grant writer's position. The job advertisement was necessary.

Commissioner Bass-Prieto expressed her concerns regarding the number of resignations listed on the human resources report. Commissioner Bass-Prieto stated that these are important positions. Commissioner Bass-Prieto indicated that she hopes that there is an active campaign in filling these job vacancies.

Mayor Pro Tem Dowdell asked the city manager to explain why the hiring of a grant writer took priority.

City Manager Jack L. McLean Jr. stated that the City's grant funding related to Hurricane Sally and Category Z was in jeopardy. He hired a grant writer to continue the process of securing those funds. City Manager Jack L. McLean Jr. stated that his hiring order is; a police chief, IT director, and building and planning director.

Commissioner Bass-Prieto offered a motion to approve the Human Resources Monthly Report. Commissioner Sapp seconded the motion.

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

The Motion Carried 3 to 2.

Item #5: Customer Service Monthly Reports

Mayor Harris asked how the Fresh Start Program is being administered.

Human Resources Director Ann Sherman stated:

- The forgivable amount for the program is \$750.
- Program materials are being passed out in the drive-thru.
- Participates must abide by the program rules of paying the bill on time for 12 months.

Commissioner Sapp asked if there's a procedure in place for finding out about the programs.

Human Resources Director Ann Sherman stated that all of the City's programs are advertised via Facebook and the City's webpage.

Commissioner Sapp offered a motion to approve the Customer Service Monthly Reports. Commissioner Bass-Prieto seconded the motion.

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

The Motion Carried 5 to 0.

Item #9: Request to Purchase New Grapple Truck

Mayor Harris asked Public Works Director Reggie Bell under which fiscal year will the truck be purchased. Mayor Harris questioned if the City could use two grapple trucks to take care of the needs of the citizens.

Commissioner Bass-Prieto asked how many grapple trucks are functioning.

Commissioner Sapp questioned the depreciation of the grapple trucks. Commissioner Sapp stated that large pickups of tree limbs, debris, and furniture should be citizens' responsibility to discard. Commissioner Sapp questioned if there was a plan in place

that addressed oversized pickups. Commissioner Sapp clarified her comments regarding large pickups and stated her concern is a code issue. Commissioner Sapp stated that she'd witnessed individuals discarding substantial amounts of items in her neighborhood. Commissioner Sapp stated that individuals who throw out large loads are taking advantage of the City's service.

Public Works Director Reggie Bell stated:

- The truck is being purchased under 2022 the fiscal year budget.
- The City currently has 1 ½ grapple trucks operating.
- Large pickup amounts contribute to the depreciation of the grapple trucks.
- There is a meeting planned to address large pickups.

City Manager Jack L. McLean Jr. stated that large pickups exceed the \$4 cost citizens pay.

Commissioner Bass-Prieto noted that the City's grapple truck is not designed to haul large tree limb debris and other enormous items. Commissioner Bass-Prieto stated that very little is dropped off at the dump due to individuals leaving goods in neighborhoods.

Commissioner Sapp offered a motion for Public Works Director Reggie Bell to purchase a new grapple truck. Commissioner Bass-Prieto seconded the motion.

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

The Motion Carried 5 to 0.

Item #10: Request to Purchase New Crew Cab Truck

Public Works Director Reggie Bell stated that monies to purchase a crew cab would be removed from this year's fiscal budget.

Mayor Harris offered a motion to authorize public works to purchase a new crew cab truck. Commissioner Bass-Prieto seconded the motion.

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

The Motion Carried 5 to 0.

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

None

Resolutions

None

Reports, Requests, and Communications by the City Manager

12. Approval of Revised Capital Region Transportation Planning Agency (CRTPA) Interlocal Agreement

- Jack L. McLean Jr., City Manager
- Greg Slay, CRTPA Executive Director

13. Voluntary Annexation – Main Street Urgent Care

- Jack L. McLean Jr., City Manager
- Charles Hayes, Interim Planning Director

14. Appointment to the Fire and Police Pension Board

- Jack L. McLean Jr., City Manager
- Ann Sherman, Human Resources Director

15. Anti-Crime Prevention Seed Grant – Second Round

- Jack L. McLean Jr., City Manager
- Charles Hayes, Interim Planning Director

16. Road Closure for Trunks of Treats

- Jack L. McLean Jr., City Manager
- Colonel Robert Barkley, Gadsden County Sheriff's Office

Summary of the Discussion by Staff and the Commission

Item #12: Approval of the Revised Capital Region Transportation Planning Agency (CRTPA)

CRTPA Executive Director Greg Slay stated:

- That he requests the City's approval on the revised interlocal agreement.
- Proposed revisions would eliminate a weighted voting system and allow for a single-member vote system.

Commissioner Bass-Prieto offered a motion to approve the revised interlocal agreement. Mayor Pro Tem Dowdell seconded the motion.

Commissioner	Vote
Mayor Harris	Yes

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

The Motion Carried 5 to 0.

Item #13: Voluntary Annexation – Main Street Urgent Care

Interim Building and Planning Director Charles Hayes stated:

- The request is for voluntary annexation into the City of Quincy.
- The location of the property is 1730 Pat Thomas Parkway.
- The owner signed the annex petition.
- All pertinent documentation is included.
- Staff recommends approving annexation.
- Staff made in-person contact with residents in the area.
- The City permitting process is more straightforward than that of the County.

Commissioner Bass-Prieto asked how do the City benefit from the annexation. Commissioner Bass-Prieto asked for clarity of the status of the organization requesting annexation.

Interim Building and Planning Director Charles Hayes stated that the City would obtain approximately \$40,000 in property taxes. Interim Building and Planning Director Charles Hayes stated that the organization is for profit.

Interim Police Chief Robert Mixson stated that police officers get trained as to the location of the City limits.

Mayor Pro Tem Dowdell asked if there were any blueprints for the urgent care.

City Manager Jack L. McLean Jr. stated that once the Commission approves the annexation, the developers would bring plans to the City for permitting.

Mayor Pro Tem Dowdell offered a motion to approve the proposed voluntary annexation subject to the cite plan coming back before the Commission for review. Mayor Harris seconded the motion.

Commissioner Bass-Prieto reminded the Commission of a similar incident involving Pine Lake Apartments. Commissioner Bass-Prieto cautioned the Commission about getting involved in a staff function.

City Attorney Gary Roberts recommended that the Commission should vote to annex or not to annex.

Mayor Pro Tem Dowdell amended his motion to approve the proposed voluntary annexation and adoption of Ordinance 1124-2021. Mayor Harris seconded the motion.

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

The Motion Carried 4 to 1.

ORDINANCE NO. 1124-2021

AN ORDINANCE OF THE CITY OF QUINCY, FLORIDA, ANNEXING APPROXIMATELY 1.3 ACRES INTO THE CORPORATE LIMITS OF THE CITY OF QUINCY, PURSUANT TO FLORIDA STATUTES SECTION 171.044; PROVIDING FOR METES AND BOUNDS LEGAL DESCRIPTION; PROVIDING FOR PUBLICATION; PROVIDING FOR LAND USE DESIGNATION; PROVIDING FOR FILINGS WITH APPROPRIATE GOVERNMENTAL AGENCIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR COPY ON FILE; AND PROVIDING FOR AN EFFECTIVE DATE.

Commissioner Sapp offered a motion to read Ordinance No. 1124-2021 by title only. Mayor Pro Tem Dowdell seconded the motion. Mayor Harris instructed the clerk to poll the Commission.

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

The Motion Carried 5 to 0.

Commissioner Sapp offered a motion to adopt Ordinance No. 1124-2021 on the first read. Mayor Pro Tem Dowdell seconded the motion.

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

The Motion Carried 3 to 2.

Item #14: Appointment to the Fire and Police Pension Board

Human Resources Director Ann Sherman stated:

- The Fire/Police Pension Board is down to two members and cannot schedule meetings.
- The request is for the Commission to appoint a Board of Trustee Member to serve on the Pension Board.
- Fire/Police Ordinance #54-61 Board of Trustee requires a five-member board.
- Staff recommends option 1, appointing a commissioner to serve on the Fire/Police Pension Board.

Commissioner Bass-Prieto stated that she’s willing to serve on the Fire and Police Pension Board.

Mayor Harris stated that is wonderful.

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

The Motion Carried 5 to 0.

Item #15: Anti-Crime Prevention Seed Grant- Third Round

Interim Building and Planning Director Charles Hayes stated:

- This is the third and final round for funding.
- The total amount available for this round is \$18,000.
- Staff reviewed and scored the applications using the same rubric measurement.
- In accordance with the scored rubric, both applicants qualify for \$10,000.
- Staff recommends awarding each applicant \$9,000.
- Both applicants received funding in the first round.
- A few applicants funded during the first round provided the City with a progress report.
- Some applicants were funded the City has not heard from.
- Funded organizations have six months to a year to use the funds.
- Men of Action Organization are mentoring young men at various schools.
- Closing the Achievement Gap hosted a youth symposium this weekend and actively shared information on their program via Facebook.

Commissioner Bass-Prieto shared her concerns that these organizations received funding less than six months ago.

Commissioner Sapp stated that the Commission did not set the criteria regarding advertising. Commissioner Sapp stated that she is not in favor of funding the two organizations that received first-round funding. Commissioner Sapp stated that she’s aware of Closing the Achievement Gap’s branding. Commissioner Sapp stated that the Men of Action is actively involved in the community.

Mayor Pro Tem Dowdell stated that he didn't have a problem funding the two organizations.

Commissioner Sapp offered a motion to table the agenda item and request staff to advertise properly and bring the agenda item back before the Commission on November 9. Commissioner Bass-Prieto seconded the motion.

Mayor Harris stated that he agrees with the motion. Mayor Harris stated that staff had not done an excellent job with the process. Mayor Harris stated that a similar situation occurred two weeks ago. Mayor Harris stated that rules had been made up along the way. Mayor Harris stated that he received calls from applicants who applied during the first round upset that they had not received total funding, as did the second round applicants. Mayor Harris noted that giving grants was not the initial plan for the anti-crime prevention initiative.

Commissioner Bass-Prieto stated that the organizations funded two weeks ago are first-time recipients. Commissioner Bass-Prieto stated the two organizations tonight are repeat applicants. Commissioner Bass-Prieto stated that she's concerned that there is no plan.

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

The Motion Carried 3 to 2.

Item #16: Road Closure for Trunk of Treats

Mayor Harris asked why the City is not participating in the Trunks of Treats event. Mayor Harris stated that the City was notified at the last minute for approval on a road closure.

City Manager Jack L. McLean Jr. stated that his office was not contacted to participate in the Trunk of Treats event. City Manager Jack L. McLean Jr. stated that Rev. Morris texted him regarding a request for road closure.

Interim Police Chief Robert Mixson stated:

- The event is to take place on Sunday, October 31.
- Road closure beginning at 2:30 pm
- Permission to close Monroe St North and South, Washington, Adams, and Madison Streets.

Colonel Robert Barkley stated:

- The Sheriff's office got involved at the last minute.

- Rev. Morris contacted Sheriff Young regarding trunks of treats on the courthouse square.
- Sheriff Young does not want to disappoint the children.
- Sheriff Young requests approval from the Commission to close the requested roads.
- Deputy’s from the Sheriff’s office will be on duty during the event.

Commissioner Bass-Prieto asked if the event was a drive-by. Commissioner Bass-Prieto noted her concerns about the amount of traffic traveling through a residential neighborhood on a Sunday. Commissioner Bass-Prieto suggested that cars turn down Madison Street instead of Duval Street.

Colonel Robert Barkley stated that it is a drive-through event.

Commissioner Sapp stated that the event was advertised as the location being on the courthouse square and not a drive-by. Commissioner Sapp stated that she’s offended the City wasn’t asked to participate in the Trunk of Treats event.

Mayor Pro Tem Dowdell stated that he did not know of the Trunk of Treats events and planned a haunted house event for the kids in his district.

Mayor Pro Tem Dowdell offered a motion to approve the road closure for the Trunk of Treats events and to allow Commissioner Bass-Prieto an opportunity to work out the road closure situation with the police department and sheriff’s office. Commissioner Sapp seconded the motion.

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

The Motion Carried 5 to 0.

Mayor Harris requested that City Manager Jack L. McLean Jr. set a hard deadline for incoming agenda item requests. Mayor Harris stated that items that are not pressing in nature should not be added to the agenda the day of a Commission meeting.

Comments

City Manager Jack L. McLean Jr.

- Received no bids on the Stewart Street SCOP Project.
- Landfill is full of debris. WastePro trucks are down and not able to move trash.
- 97% completed of employees have taken the covid shot.
- Invited everyone to the Halloween bowl on Sunday at the parks and recreation center.

Matt from Dewberry stated:

- That an advertisement was done on the Stewart Street project.
- The option is to readvertise.
- There is so much work for contractors to choose from.
- Recommended readvertising.

Commissioner Bass-Prieto asked what happens to the grant since no one bid on the project.

Commissioner Sapp thanked Matt for the report and stated that paving projects in her district are essential.

Commissioner Canidate stated that she is in favor of readvertising the project. Macon Street in her district is in badly need of paving.

Commission

City Clerk Janice Shackelford-Clemons

- No comments

City Attorney Gary Roberts

- Notified the Commission of his conflict for Thursday's executive session.

Commissioner Bass-Prieto

- Thanked Manager McLean, Interim Police Chief Robert Mixson, and the Parks and Recreation Department for setting up for the Shaw Quarters Day Celebration.
- Celebration of Shaw Quarters 114th day was a fantastic event.
- Shout out to Commissioner Eric Hinson and Superintendent Key for coming to Shaw Quarters Day Celebration.
- Nice turned out to those that attended the Shaw Quarters Day.

Commissioner Sapp

- Stated that she attended the drive-through birthday celebration of Ms. Lizzie Figgers in Shaw Quarters.
- Commended Gadsden Arms Apartment management company for the hiring of a new apartment Manager.
- The new manager for Gadsden Arms is making progress on changes needed.
- Stated that she would be passing out holiday treats at the Gadsden Arms Apartment Complex.
- Requested that the Commission allow her to work on a Memorial Day project to memorialize individuals in the community that has served our country.

Mayor Pro Tem Dowdell offered a motion to authorize Commissioner Sapp to work on a memorialized project. Mayor Harris seconded the motion.

Commissioner	Vote
Mayor Harris	Yes
Commissioner Sapp	Yes

Commissioner Bass-Prieto	Yes
Mayor Pro Tem Dowdell	Yes
Commissioner Canidate	Yes

The Motion Carried 5 to 0.

- Reminded Human Resources Director Ann Sherman about advertising the Jump Start, Fresh Start and Spring Board initiatives.
- Stated that there is a large truck parked near the track field on 9th and MLK, which needs moving.
- “Love” the pink books and suggested that number tabs is placed behind each agenda item.

Commissioner Canidate

- Asked for the status of the IT position.

City Manager Jack L. McLean Jr. stated he would present the Commission with a contract regarding the IT position. City Manager Jack L. McLean Jr. stated that the IT position would be hired as a contractor.

Mayor Pro Tem Dowdell

- Invited everyone to District 1 haunted house on Sunday from 6 pm – 9 pm.
- Recognized the passing of General Colin Powell.

Mayor Harris

- Asked for the status of the building and planning position

City Manager Jack L. McLean Jr. stated that he could not provide a hiring date for the building and planning position.

- Asked about the status of the cameras on Stewart Street.

Interim Police Chief Robert Mixson stated that the cameras are currently being built.

Commissioner Sapp stated efforts have been made to ensure that Gadsden Arms residents are safe and have a wonderful place to live.

City Manager Jack L. McLean Jr. stated that Interim Police Chief Robert Mixson had done an outstanding job solving crime-related incidents throughout the City.

- Stated that there are individuals who rely on subsidized housing. Would like the Commission to begin looking towards ways of bringing affordable housing to the City.
- Asked City Manager Jack L. McLean Jr. to contact Mimi Robinson regarding her senior program.

The adjournment was motioned by Mayor Harris and seconded by Commissioner Sapp at 9:00 pm.

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

Submitted by Janice Shackelford Clemons, City Clerk

APPROVED:

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

ATTEST:

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

CITY COMMISSION
Tuesday, November 2, 2021
6:55 P.M. (Eastern)

SPECIAL MEETING
QUINCY, FLORIDA 32351

CITY COMMISSION SPECIAL MEETING MINUTES

The City of Quincy City Commission met in a regular in-person meeting on Tuesday, November 2, 2021, with **Mayor Ronte Harris** presiding and the following

Commissioners present:

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

City Staff and Guests:

Jack L. McLean Jr., City Manager
Marcia Carty, Finance Director
Gary Roberts, City Attorney
Janice Shackelford Clemons, City Clerk
DeCody Fagg, Parks and Recreations Director
Reggie Bell, Public Works Director
Ann Sherman, Director of Human Resources and Customer Service
Anthony Baker, Interim Fire Chief
Vancheria Starling, Executive Assistant to the City Manager
Robin Ryals, Utilities Director
Rob Nixon, CRA Manager
Charles Hayes, Procurement Officer
Robert Mixson, Interim Police Chief

The regular in-person meeting was recorded and **Not** televised or transmitted through TV Channel (WQTN-13) and Facebook. (Note: Digital formatted documents/media are public records.)

Called to Order:

Mayor Ronte Harris called the special Commission meeting to order at 6:55 pm and requested a roll call.

Special Meeting Items of Discussion

Mayor Harris stated that before the Commission are two items for discussion on the agenda.

1. Appointment to Quincy-Gadsden Airport Authority
 - Jack L. McLean Jr., City Manager

2. Annual City-wide Clean-up

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

Summary of Discussion with Staff and the Commission

Item #1: Appointment to Quincy-Gadsden Airport Authority

City Manager Jack L. McLean Jr. stated that the request is to appoint Mr. Wyatt Bostick as a City of Quincy representative on the Quincy-Gadsden Airport Authority.

With no further discussion, Mayor Pro Tem Dowdell offered a motion to appoint Mr. Wyatt Bostick as a City of Quincy representative on the Quincy-Gadsden Airport Authority. Commissioner Bass-Prieto seconded the motion. .

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

The Motion Carried 5 to 0.

Item #2: Annual City-wide Clean-up

Public Works Director Reggie Bell stated that the City of Quincy will conduct a Citywide Annual Cleanup beginning on November 8, 2021, through November 19, 2021.

With no further discussion, Commissioner Bass-Prieto offered a motion to approve the Annual City-wide Clean-up starting on November 8 through November 19. Mayor Pro Tem Dowdell seconded the motion.

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

The Motion Carried 5 to 0.

The adjournment was motioned by Mayor Harris and seconded by Commissioner Sapp at 7:15 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
CITY COMMISSION
AGENDA REQUEST**

MEETING DATE: NOVEMBER 9, 2021

DATE OF REQUEST: NOVEMBER 3, 2021

TO: Honorable Mayor and Members of the City Commission

FROM: Jack L. Mclean Jr., City Manager
De'Cody Fagg, Parks and Recreation Director

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

Statement of Issue:

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

Background:

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

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

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

Staff Recommendation:

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

Options:

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

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

Recommended Option:

Option 1

Attachments:

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

122 N. Graves Street



Quincy, Florida 32351

QUINCY BUSINESS PARK AND TANYARD CREEK AMPHITHEATER



Event Planning Kit

Venue Information

Permitting Checklist

Quincy Business Park and Tanyard Creek Amphitheater
Rules and Regulations

Insurance Requirements

Rental Fee Schedule

Payment Terms

Event Permit Application

Hold Harmless Agreement

Police Department Event Management/Security Management

Occupational License /Vendor Permit

Alcohol and Beverage One Day Permit

Venue Information

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



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

Tanyard Creek Amphitheater

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

Venue Map



Permitting Checklist

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

Establish date and area of use. Yes No

Submit Event Permit Application
With all applicable paperwork.

- Application Fee Yes No
- Pay Rental Deposit Yes No
- General Liability Insurance Yes No
- Tax Exempt Certificate Yes No
- Non-Profit Documentation Yes No
- Occupational License/Vendor Permit Yes No
- Alcohol and Beverage Permit Yes No
- Security Yes No
- Road Closure Yes No
- Site and Accessibility Planning Yes No
- City of Quincy Manager and/or

Parks and Recreation Director
Will contact you for site Planning
Meeting. Yes No

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

Event Organizer Checklist

Please use the checklist to make sure that you are following your event process list:

- Application Fee Yes _____ No _____
- Pay Rental Deposit Yes _____ No _____
- Total Rental Fee Paid Yes _____ No _____
- General Liability Insurance Yes _____ No _____
- Tax Exempt Certificate Yes _____ No _____
- Non-Profit Documentation Yes _____ No _____
- Occupational License/Vendor Permit Yes _____ No _____
- Alcohol and Beverage Permit Yes _____ No _____
- Security Plan Yes _____ No _____
- Officer Fee Paid Yes _____ No _____

Welcome Letter

Dear Event Planner/Organizer:

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

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

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

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

Sincerely,

Jack L. McLean Jr.

Jack L. McLean Jr.
City Manager

City of Quincy

Business Park and Tanyard Creek Amphitheater

Event Planning Kit

Rules and Regulations

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

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

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

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

Fees and Definitions

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

Rental Fees: See Chart in Back

Payment Terms:

- 90 days before the event: 25% of fees.
- 30 days before the event: 50% of remainder.

- 14 days before the event: all of the remainder balance.
- The \$500.00 rental deposit shall be applied to the total amount.
- Users of the Business Park or Amphitheater are responsible for all repairs due to damages incurred during the event.

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

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

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

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

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

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

Before Event: Fill out and submit an Occupational License/Vendor Permit Form. Display the form in your booth at the event.

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

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

General Vending Regulations: Vendor may not arrive earlier than set-up time provided by the event organizer. Vendor must stop serving immediately at event/activity ending time and start breaking down. Break down must be completed within 1.5 hours of event conclusion. Food vendors may only sell during the official event times. All waste must be disposed of properly. Large trash, boxes and items must go with vendor upon leaving the space. Grease, charcoal, grill drippings and oil **MAY NOT** be dumped in City garbage cans. Vendors must make their own arrangements for disposing of these items. Food items must be placed in bags before deposited into waste cans. Vendor must supply own extension cords. Fire Safety Code requires a portable fire extinguisher. Check with the local Fire Department for specific requirements pertaining to size and type of required fire extinguishers or other fire related requirements. Tents and/or canopies must be properly weighted. Walkways must remain clear of debris. Extension cords must be taped down or covered to prevent a trip or fall hazard. Vehicles **Will Not** be allowed to stay in the vendor area. Vendor areas **Will NOT** allow vehicle access once event begins. Walkways must remain clear of debris and extension cords must be secured.

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

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

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

Payment Terms

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

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



Event Permit Application

Quincy Business Park /Tanyard Creek Amphitheater

Applicant Information

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

Contact Phone Number:		
Alternate Phone Number		
Non-Profit Status ID# (Must attach copy):		
Name of Event:		
Public Event: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Requested Date: Choose three (3) possible dates; list in order of importance.		
1. 2. 3.		
Set-Up Time:	Event Start Time:	Event End Time:
Breakdown/Offsite Time:		
All events must conclude by 9pm Sundays – Thursdays and 10pm Fridays and Saturdays		
Anticipated Attendance:		

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

Have you held this event before? ___ Yes ___No	If so, when and what venue?
---	-----------------------------

Type of Event:	Festival ___ Foot Race ___ Benefit Walk ___ Public Assembly ___ Concert ___ Carnival ___ Performing Arts ___ Reception ___ Party ___ Animal Event ___ Other: (Please specify) _____ _____
----------------	--

Expected Activities:

Other Factors (Check all that apply):

Alcohol (submit Alcohol Permit)

Medical/First Aid

Tents What size: _____

Banners/Signs

Portable Restrooms

Use of sound system

Anticipated number of food vendors:

Merchandise Sales? Yes No

Anticipated number of merchant vendors:

What type of merchandise do you plan to sell?

Will food and/or non-alcoholic beverages be served and/or sold? Yes No

Who will dispense the food or beverage (i.e., caterers, staff, etc.)?

If caterers are being used, please list the names and DBPR license number of each caterer:

Electric, sanitation and water requirements will be determined based on needs.

**All sales tax is to be reported by vendor and is not the
City of Quincy's responsibility to report sales tax.**

Release and Hold Harmless Agreement

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

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

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

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

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

Applicant Signature: _____

Print Name: _____

Date: _____ Phone Number: _____

Economic Impact

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

CITY MANAGER APPROVAL

_____ Approved _____ Denied Date: _____

City Manager's Signature: _____

Jack L. McLean Jr.

Department Head Approval

1. _____ Approved _____ Denied Date: _____

Police Chief's Signature: _____

2. _____ Approved _____ Denied Date: _____

Building & Planning Signature: _____

3. _____ Approved _____ Denied Date: _____

Public Works Signature: _____

4. _____ Approved _____ Denied Date: _____

Parks & Recreation Signature: _____

Quincy Business Park and Tanyard Creek Amphitheater Rental Fee Schedule

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

**City of Quincy
City Commission
Agenda Request**

Date of Meeting: November 9, 2021

Date Submitted: November 3, 2021

To: Honorable Mayor and Members of the City Commission

From: Jack L. McLean Jr., City Manager
Ann Sherman, Director of Human Resources

Subject: Approval of Exceleron Credit Card and Pre-Pay Options

=====

Statement of Issue:

This report is to seek the approval of the Exceleron Credit Card and Pre-pay Convenience Fee Options.

Background:

The Commission granted approval for staff to enter into an agreement with Exceleron to provide Credit Card and Pre-Pay Options for utility payments. Staff signed and entered into that agreement on September 22, 2021.

Along with the approval by the commission staff was instructed to bring back Implementation and annual cost to the commission. On November 2, 2021 staff presented the requested information in a workshop to the commission.

As a refresher, the information is depicted below which covers Exceleron Implementation Cost along with Credit Card and Pre-Pay Convenience Fee Options.

Excleron Pre-Pay and Credit Card Cost Analysis

1. Overview

- Program Implementation Cost
- How much if any of the Convenience Fee Cost the City will Absorb

2. Implementation Cost (Fixed Fee) Covers Both Credit Card and Pre-Pay

\$15,000.00 for a 60-month (5year) contract which covers the following:

- Detail review of the City's existing business processes
- Installation of system set-up
- Integration support with the AMI metering system billing system
- A two-day on-site training session prior to going live. (Travel expenses for the trainer to be reimbursed by the City)
- New versions, features and upgrades provided as released

PHASE I

3. Credit Card Transaction Payments (All Types)

- **\$2.50** per transaction if City Absorbs Fee
- **\$3.95** transaction cost if Customer Pays Fee (\$1,000.00 Limit)

4. Additional Cost

- **\$375.00** -To Replace the (3) Current Credit Card Swipers @ \$125.00 each

5. Cost Analysis

The City of Quincy Utility Customer Base averages **4,750** accounts. Point and Pay Customer Base ranges from **1,900** to **2,100** users per month. Staff used an average of **2,000** Customers per month to calculate cost.

- 2,000 customers at **\$2.50** per transaction = **\$60,000** annually (City of Quincy Cost)
- 2,000 customers at **\$3.95** per transaction = **\$94,800** annually (Customer Cost)

6. Total Cost (City)

\$6,000.00 - Implementation Fee (Credit Card)

375.00 - Card Swipers (3)

\$6,375.00 - Total Implementation Credit Card Cost

7. Credit Card Cost Options (City)

1. **\$60,000.00** – average (2,000) customers per month times 12 months @ at **\$2.50** per transaction (**City Absorbs**)
2. **\$48,000.00** – average (2,000) customers per month times 12 months @ **\$2.00** per transaction (**50% City Shared Cost**)
3. Customer absorbs the **\$3.95** Convenience Fee

8. Staff Recommendation

- **Option #3**

9. Point and Pay

Cost has increased over the past 2 years significantly

- 2020 - **\$97,238.00**

- 2021 - \$156,398.00

Point and Pay made changes which moved from a \$2.95 fixed fee per transaction to an average range of 2.5 -2.7 % fee based on total sales.

Note: The City has absorbed all Credit Card Convenience Fees since Implementation in 2012 (9) years.

PHASE II

1. Pre-Pay Pay As You Go Cost

- \$ 1,500.00 - Monthly minimum fee which includes 250 pre-pay accounts
- \$ 6.00 monthly charge per account above 250

2. Cost Analysis

Staff averaged the pre-pay customer base at 1,000 Customers annually

- \$18,000.00 minimum average for (250) pre -pay customers at flat fee for 12 months
- \$54,000.00 average for (750) customers @ \$6.00 per month times 12 months
- \$.045.00 @ 1,000 customers for communications alert charge per month per customer = \$5,400.00

3. Total Implementation Cost

\$ 9,000.00

4. Implementation Cost Covers

- All software maintenance and licenses
- 24/7 technical support including webinars
- Access to an extensive resource library of material for promoting the program and encouraging enrollment
- Access to the Usage Monitor application for post pay customers
- Use of the MyUsage Debt Assist application

5. Pre-Pay Options

1. Customer Pays \$6.00 Convenience Charge
2. City Pays \$6.00 Charge for 1,000 Customers = \$72,000.00 Annually
3. City Absorbs \$3.00 (50%) for 1,000 Customers = \$36,000.00 Annually
4. Commissioners Direction

6. Staff Recommendation

- Option #1

Conclusion:

The Approval of staff's recommendations will not only enhance the customers experience with Excleron of paying the utility bill, but will also lower the City's overall cost after nine years (9) of absorbing the customer convenience fee.

Staff Recommendations:

Options: Phase I - Option #3

Options: Phase II -Option # I

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

Date of Meeting: November 9, 2021

Date Submitted: November 3, 2021

To: Honorable Mayor and Members of the City Commission

From: Jack L. McLean Jr., City Manager
Charles J. Hayes, Interim Building and Planning Director

Subject: Request for Voluntary Annexation of 1730 Pat Thomas Parkway

Statement of Issue:

This is a request for a voluntary annexation into the City of Quincy. Main Street Family Care Clinic 1730 Pat Thomas Parkway Per Section 171.044, Florida Statutes (FS), “the owner of real property in an unincorporated area of a county which is contiguous to municipality and reasonably compact may petition the governing body of said municipality that said property be annexed to the municipality”. The proposed annexation area is compact and contiguous to the City’s southern boundary on Pat Thomas Parkway, and it complies with State Law. The City’s staff is recommending that the City Commission approve the request to annex this property into the City of Quincy.

Voluntary Annexation Requirement:

The proposed annexation meets the State’s three requirements for voluntary annexation listed in Section 171.044, FS; because: 1) the subject area is contiguous to the City’s boundary, 2) it is compact, and 3) the annexation shall not result in the creation of an enclave.

Property Description:

The subject site for annexation involves a 1.3-acre property (Parcel ID – 3-24-2N4W-0000-00213-0400), located at 1730 Pat Thomas Parkway.

Why is the Annexation Necessary?

Cities grow through annexation in order to stay abreast of the demand for land to support the economic and population growth of the city. The proposed annexation area will

expand the City's boundary further to the south and will put this institution in into the City's jurisdiction.

Conclusion:

The City's staff believes that the proposed annexation is in the best interest of Quincy as it will put this outstanding and respected institution within the City of Quincy which will enhance the image of the city and provide alternative to Urgent care matters. In view of this, the City's staff is asking the City Commission to approve this proposed voluntary annexation and the second reading of annexation Ordinance for formal adoption by the City Commission

Options:

Option 1: Motion to approve the proposed voluntary annexation and Adoption of Ordinance 1124-2021

Option 2: Do not approve the proposed voluntary annexation.

Staff Recommendation:

Option 1

Attachment:

1. Ordinance 1124-2021
2. Map of Proposed Annexation Area
3. Voluntary Annexation Petition

ORDINANCE NUMBER: 1124-2021

AN ORDINANCE OF THE CITY OF QUINCY, FLORIDA, RELATING TO THE ANNEXATION OF 1.3 ACRES OF CONTIGUOUS PROPERTY INTO THE CORPORATE LIMITS OF THE CITY, PROVIDING FOR AUTHORITY; PROVIDING FOR ANNEXATION AND LEGAL DESCRIPTION; PROVIDING FOR A MAP OF ANNEXED AREA; PROVIDING FOR ZONING AND LAND USE; PROVIDING FOR COMPLIANCE WITH LAW; PROVIDING FOR FILING; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission has received a Petition for Voluntary Annexation of property Exhibit "A", attached and made a part hereof by reference, regarding the property described herein below, which is within Gadsden County, Florida, and which is compact and contiguous to City of Quincy, City limits.

NOW THEREFORE BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF QUINCY, FLORIDA, AS FOLLOWS:

SECTION 1. AUTHORITY. The authority for enactment of this Ordinance is Sections 166.021 and 171.044 of Florida Statutes.

SECTION 2. ANNEXATION AND LEGAL DESCRIPTION. The property described below, which is situated in Gadsden County, Florida, and compact and contiguous to the City of Quincy, Florida, is hereby annexed to the City of Quincy and the City of Quincy's boundary lines shall be redefined and hereby amended to include such property within its City limits, to wit:

3-24-2N-4W-0000-00213-0400

Location Address	1730 PAT THOMAS PKWY, QUINCY 32351
Brief Tax Description*	OR 669 P 743 OR 669 P 743 OR 115, P. 636-DB KKK, P. 207 BEGIN AT SWC OF NE1/4 OF NW1/4 RUN E. 189 FT. TO STATE RD. #267, N/LY ALONG RD. 464 FT., W. TO W. BOUNDARY OF NE1/4 OF NW1/4, S TO POB. LESS PART PER OR 146 P 230 IN SECTION 24-2N-4W.

SECTION 3. MAP OF ANNEXED AREA. The property annexed is specifically set forth in the map marked as Exhibit "B", attached hereto and made part hereof by reference.

SECTION 4. ZONING AND LAND USE. Pursuant to general law, the property hereby annexed was subject to Gadsden County land development, land use plan, zoning and subdivision regulations which still remain in full force and effect until rezoned by the City of Quincy to comply with the comprehensive plan.

SECTION 5. COMPLIANCE WITH LAW. The property shall be subject to all of the laws, ordinances and regulations in effect in the City of Quincy upon the effective date of this Ordinance.

SECTION 6. FILING. Upon passage, the City Clerk is directed to file a certified copy of this ordinance with the Clerk of Circuit Court of Gadsden County, the Chief Administrative Officer of Gadsden County and with the Florida Department of State, within 7 days after adoption of this ordinance, as directed by general law.

SECTION 7. EFFECTIVE DATE. This ordinance shall become effective upon its adoption by the City of Quincy City Commission and signature of the Mayor.

INTRODUCED IN OPEN SESSION OF THE CITY COMMISSION OF THE CITY OF QUINCY, FLORIDA THIS 26th DAY OF OCTOBER 2021.

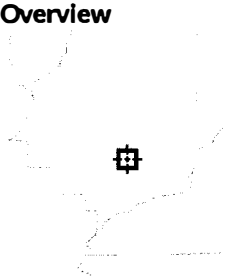
ADPOTED BY THE CITY COMMISSION OF THE CITY OF QUINCY, FLORIDA, THIS
9th DAY OF NOVEMBER 2021

APPROVED:

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

ATTEST:

Janice Shackelford
Clerk of the City of Quincy and
Clerk of the City Commission thereof



- Legend**
- Parcels
 - Roads (Local)
 - Roads (Major)
 - Streams and River (Large)

Parcel ID	3-24-2N-4W-0000-00213-0400	Alternate ID	22386	Owner Address	ZANDERS JOHNNY L SR
Sec/Twp/Rng	24/2N/4W	Class	VACANT RESIDENTIAL (0000)		324 NW 16TH PLACE
Property Address	1730 PAT THOMAS PKWY	Acreage	1.3		POMPANO BEACH, FL 33060
	QUINCY				
District	COUNTY				
Brief Tax Description	OR 669 P 743 OR 669 P 743 OR				
	(Note: Not to be used on legal documents)				

Date created: 10/19/2021
 Last Data Uploaded: 10/19/2021 6:04:25 AM

Developed by  **Schneider**
 GEOSPATIAL



August 23, 2021

Jack L. McLean Jr., City Manager
City of Quincy
404 West Jefferson Street
Quincy, Florida 32351

RE: MainStreet Family Care
1730 Pat Thomas Parkway
Parcel ID# 3-24-2N-4W-0000-00213-0400

Dear Mr. McLean,

We would like to formally request the Town Council consider our request for voluntary annexation into the City of Quincy. Our undeveloped property is currently in unincorporated Gadsden County. The property in question is located at 1730 Pat Thomas Parkway, Quincy, FL 32351. Our site is approximately 1.1 acres. We will be submitting plans our site and building plans for a 3,200 SF Urgent Care Clinic to be permitted with the City of Quincy. Initially, we will be on a septic system and will agree to tie into the public sewer when it is readily available.

Please contact me with any questions; (205) 516-0502, ssaia@mainstreetfamilycare.com. We look forward to becoming part of the City of Quincy!

Sincerely,

A handwritten signature in black ink that reads "Sam Saia". The signature is fluid and cursive, with the first letters of "S" and "S" being notably large and stylized.

Sam Saia

VP of Clinic Development

July 21, 2021

Mr. Charles Hayes
Acting Building & Planning Director, City of Quincy
404 West Jefferson Street
Quincy, Florida 32351

RE: Initial Request for information on voluntary
annexation of 1730 Pat Thomas Pkwy
into the City of Quincy

Mr. Hayes:

We appreciate your speaking with our contractor regarding the benefits of annexing the property we have under contract into the City of Quincy. We would like to request information on the processes for annexation, zoning, permitting, and utility requirements for the City of Quincy.

Specific concerns are:

1. Annexation - Information required for process, benefits of, duration of the process, timeline and specific steps
2. Commercial zoning of the property, setback requirements, uses of, etc associated with a zoning adjoining single family, agricultural and multi-family properties.
3. Use within setbacks for parking, detention, septic systems, etc
4. Landscape requirements
5. Permitting requirements for both civil and vertical construction of our 3200 sf building
6. Permitted use of a septic system on the property until gravity sewer becomes accessible to the property along with rules and setbacks, etc for such

We appreciate your prompt attention and look forward to your response in this matter. Feel free to call me with any questions, (205) 516-0052.

Sincerely,

Sam Saia
VP of Clinic Development
MainStreet Family Care

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

MEETING DATE: November 9, 2021

DATE OF REQUEST: November 3, 2021

TO: Honorable Mayor and Members of the City Commission

FROM: Robin Ryals, Utilities Director

SUBJECT: Jacobs Contract Increase

Statement of Issue:

Jacobs has a presented Staff with a cost proposal for the operation and maintenance for the City of Quincy Wastewater and Water Treatment Facilities for the period of October 1, 2021 through September 30, 2022.

Background:

This is an increase to cover some increased costs of repairs to the treatment plants and yearly costs of treatment in general. For the upcoming CY28 renewal, Jacobs is proposing an increase of 2.6% or \$28,628 (see attached proposal letter from Jacobs). In addition, Jacobs is still requesting an increase in the rebateable repairs account from \$30,000 to \$40,000 this contract year to cover the cost of repairs due to the aging of equipment at the Wastewater and Water Facilities as well as equipment at the facility that runs 24 hours a day 365 days a year. The last upgrade to the facility was in year 2000, making the most of the equipment that's now 22 years old or older.

Staff Recommendation:

Staff recommends approving Jacobs proposed contract budget increase for October 1, 2021 through September 30, 2022.

Options:

Option 1 Vote to amend the agreed upon cost increase per the contract.

Option 2 Give direction to Staff on direction to proceed.

Staff Recommendation

Option 1

ATTACHMENTS:

- Jacobs Proposed Budget Letter
- Jacobs Contract



July 29, 2021

Mr. Jack McClean
City Manager
City of Quincy
404 West Jefferson Street
Quincy, Florida 32351

Dear Mr. McClean:

Subject: Jacobs Quincy Proposed Budget for October 1, 2021 through September 30, 2022

Jacobs (OMI) is pleased to present our cost proposal for the operation and maintenance (O&M) for the Quincy wastewater and water treatment facilities for the period of October 1, 2021 through September 30, 2022. To date, our partnership has resulted in many successes.

Jacobs is cognizant of the current financial position the City of Quincy. Jacobs is doing its due diligence to assist the City of Quincy regarding fine tuning our planned direct cost so that our requested increase will have minimal impact for the city. For the upcoming CY28 renewal, we are proposing an increase of **2.6% or \$28,628**. If you take this increase and decrease it by the **\$7,200** we had budgeted for the Call Out Service we were asked to remove from our budget by the Utilities Director, you end up with an increase of **\$21,471 or 1.95%**. This would equate to a base fee of **One Million One Hundred Twenty Two Thousand and Five Hundred Fifteen Dollars (\$1,122,515)**. The base fee increase percentage for this year is **2.6% or \$28,628**. By Jacobs removing the call out service expense the City of Quincy will start paying for this service directly out of their budget on October 1, 2021.

We are also still requesting an increase in the rebateable repairs account (**\$30,000**) this contract year. We would like to increase it to (**\$40,000**). We did not include this increase in the budget, but it is greatly needed. We are in need of more money for repairs due to the aging of the equipment at the wastewater and water facilities as well as the addition of new equipment at the wastewater facility that is adding to the maintenance costs. Most of the equipment at the facility runs 24 hours a day and 365 days a year. The last upgrade to the facility was in year 2000 making most of the equipment 22 years old or older. We also raised the amount of the maximum purchase amount from \$2,000 to \$2,500 a several years ago. We have exceeded the \$30,000 dollars in repair costs every year except one in the last six years.

I hope you find this summary informative and satisfactory. Jacobs strives each day to exceed your expectations, as well as those of the citizens of Quincy. We continue to enjoy our partnership with you and the City of Quincy and look forward to building our relationship and providing award winning services.

Sincerely,

A handwritten signature in blue ink, appearing to read "MTP", written over a light blue horizontal line.

Mr. Denvil T. Presnal
Project Manager

AMENDMENT NO. 14
to the
AGREEMENT
for
OPERATIONS, MAINTENANCE AND
MANAGEMENT SERVICES
for the
CITY OF QUINCY, FLORIDA

THIS AMENDMENT NO. 14 (the "Amendment") is made and entered into this ____ day of _____ 2021, by and between the City of Quincy (hereinafter "Owner") and Operations Management International, Inc. (hereinafter "CH2M HILL OMI"), each a "Party" and collectively the "Parties".

WHEREAS, the Parties entered into that certain Agreement for Operations, Maintenance and Management Services for the City of Quincy, Florida on October 1, 2007 (the "Agreement"); and

WHEREAS, for good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the Parties now wish to further modify the Agreement as set forth herein.

NOW THEREFORE, effective October 1, 2021, ("Effective Date") Owner and CH2M HILL OMI agree that the Agreement shall be and is hereby amended and modified in the following manner:

1. Article 5.1 is hereby deleted in its entirety and replaced as follows:

5.1 Owner shall pay to CH2MHILL OMI as compensation for services performed under this Agreement a Base Fee as follows:

Year 15 (2021-2022)	\$1,122,515
---------------------	-------------

2. Article 5.4 is hereby deleted in its entirety and replaced as follows:

5.4 The total amount CH2M HILL OMI shall be required to pay for Repairs shall not exceed the annual Repairs Limit of \$30,000 during the period of October 1, 2021 to September 30, 2022 (Year 15) of this Agreement. CH2M HILL OMI shall provide Owner with a monthly detailed invoice of Repairs costs charged against the annual Repairs Limit and the Repairs Limit balance remaining. CH2M HILL OMI to seek Owner's written approval prior to incurring repair costs in excess of the annual Repairs Limit. Owner agrees to pay CH2M HILL OMI for repair costs in excess of the annual Repairs Limit and CH2M HILL OMI will rebate to Owner the entire amount that the cost of Repairs is less than the annual Repairs Limit. The Repairs Limit shall be negotiated each year, three (3) months prior to the anniversary of the Effective Date in accordance with Article 5.2; should Owner and CH2M HILL OMI fail to agree, the Repairs Limit will remain unchanged from the prior annual Repairs Limit.

This Amendment No. 14, together with all previous amendments and the Agreement constitutes the entire agreement between the Parties and supersedes all prior oral and written understandings with respect to the subject matter set forth herein. Unless specifically stated all other terms and conditions of the Agreement shall remain in full force and effect. Neither this Amendment nor the Agreement may be modified except in writing signed by an authorized representative of the Parties.

(Signature page to follow)

Both Parties indicate their approval of this Amendment No. 14 by their signature below.

Authorized Signature:

**OPERATIONS MANAGEMENT
INTERNATIONAL, INC.**

Authorized Signature:

CITY OF QUINCY, FLORIDA

Name: Jon Mantay
Title: Manager of Projects
Date:

Name: Ronte R. Harris
Title: Mayor
Date:

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

Date of Meeting: November 9, 2021

Date Submitted: November 4, 2021

To: Honorable Mayor and Members of the City Commission

From: Jack L. McLean Jr. Manager, City Manager
Charles J. Hayes, Interim Building and Planning Director

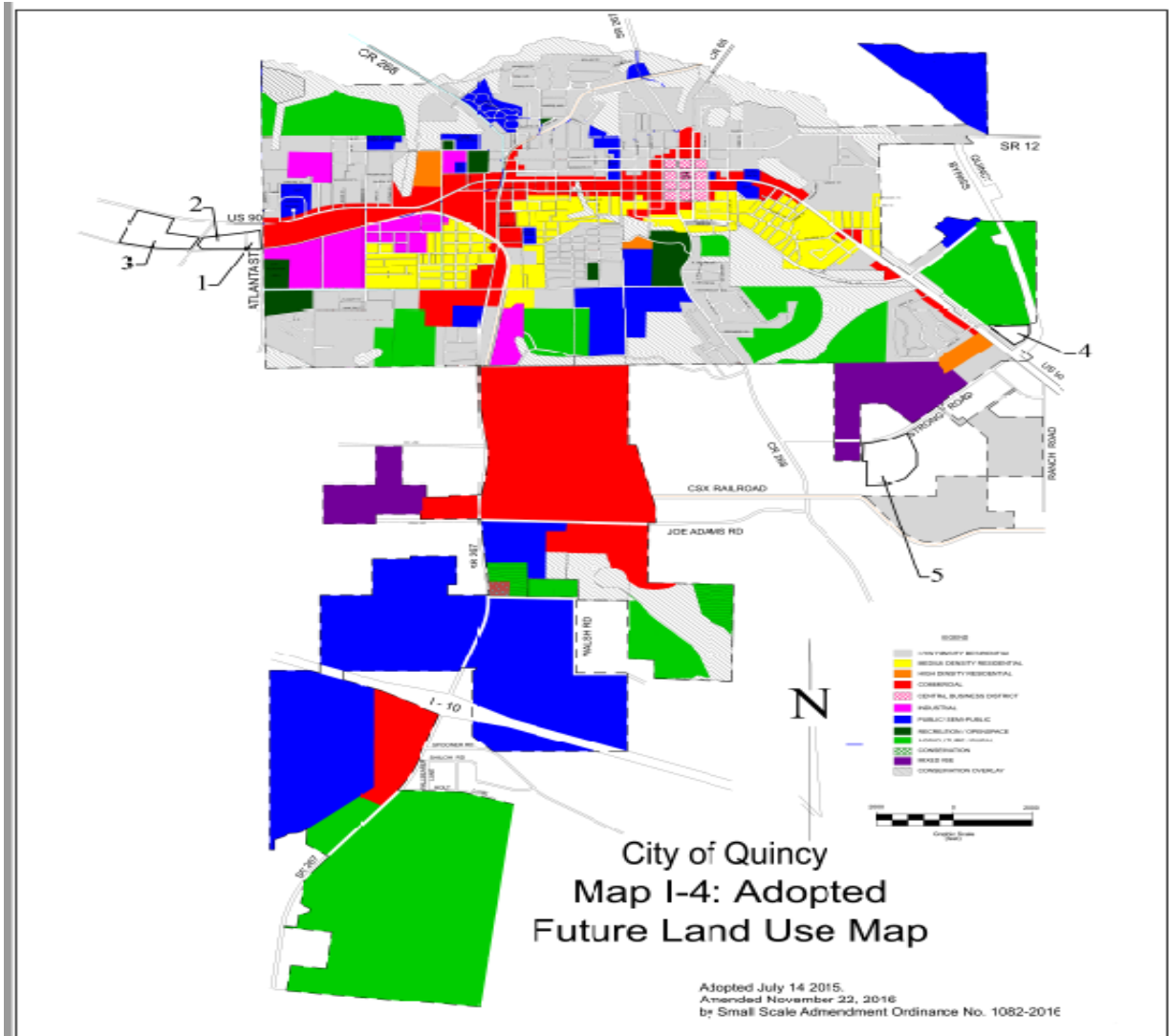
Subject: Request to prepare an Ordinance to amend the Future Land Use Map of the City's Comprehensive Plan to Assign City Land Use Designation

Statement of Issue:

This is a request to make some changes to the City's comprehensive plan Future Land Use map (FLUM) in order to change the designation of located on East Jefferson Street in the City's FLUM.

The proposed FLUM designations are similar to the designation that Gadsden County had assigned to these properties. So, the proposed land use designations, in general, will not have any additional impact on the city's public facilities and services. The amendment proposal appeared before the Planning and Development Review Board (PDRB) on November 1, 2021 during which the board voted unanimously to recommend approval of the proposed land use changes.

The City's staff has identified no issue with the proposed amendments and is, therefore, recommending that the City Commission give approval to prepare the amendment for land use change.



OPTIONS:

- Option 1: Vote to approve the preparation of draft ordinance for the amendment Provide a date for Public Hearing.
- Option 2: Do not vote to approve the preparation of draft ordinance for amending the FLUM

STAF RECOMMENDATION:

Option 1:

SUPPLEMENTAL AGENDA

MAY 25, 2020

COMPREHENSIVE PLAN AMENDMENT PROCEDURES

ANNOUNCEMENT OF THE MATTER AND OPENING OF PUBLIC HEARING FOR CONSIDERATION OF THE AMENDMENT BY THE CITY COMMISSION OF THE CITY OF QUINCY:

The City of Quincy proposes to consider a recommendation to adopt the following ordinance:

ORDINANCE NO. 1112-2020

AN ORDINANCE OF THE CITY OF QUINCY, FLORIDA, AMENDING THE CITY OF QUINCY COMPREHENSIVE PLAN, ORDINANCE NUMBER 1010, ADOPTED JANUARY 8, 2008, TO ADOPT AMENDMENTS TO THE FUTURE LAND USE MAP; PROVIDING FOR FINDINGS; PROVIDING FOR PURPOSE AND INTENT; PROVIDING FOR TITLE OF COMPREHENSIVE PLAN AMENDMENT; PROVIDING FOR COMPREHENSIVE PLAN AMENDMENT ADOPTED BY ADOPTING NEW FUTURE LAND USE MAP DESIGNATIONS FOR THE CERTAIN IDENTIFIED PARCELS; PROVIDING APPROPRIATE FUTURE LAND USE DESIGNATIONS FOR SUCH PARCELS IN THE COMPREHENSIVE PLAN, FUTURE LAND USE ELEMENT, MAP I - 4, FUTURE LAND USE MAP; PROVIDING FOR SEVERABILITY; PROVIDING FOR COPY ON FILE; AND PROVIDING FOR AN EFFECTIVE DATE.

PRESENTATION OF STAFF REPORTS AND COMMENTS:

RECEIPT OF COMMENTS FROM THE PROPONENTS AND OPPONENTS OF THE MATTER IN NEARLY AS EQUAL PROPORTIONS AS POSSIBLE (speakers are required to fill out speaker card so that an accurate record of participants can be maintained).

CLOSE INPUT EXCEPT FOR DIRECT QUESTIONS AS MAY BE INITIATED BY THE MEMBERS OF THE CITY COMMISSION.

CITY COMMISSION DISCUSSTION, DEBATE AND CONSIDERATION OF APPROVAL OF AMENDMENT ON FIRST READING AND OF TRANSMITTAL TO THE STATE DEPARTMENT OF ECONOMIC OPPORTUNITY FOR REVIEW.

ATTACHMENT 1:

Draft 2020-1 FLUM Amendment Ordinance

ORDINANCE NO. 1112-2020

AN ORDINANCE OF THE CITY OF QUINCY, FLORIDA, AMENDING THE CITY OF QUINCY COMPREHENSIVE PLAN, ORDINANCE NUMBER 1010, ADOPTED JANUARY 8, 2008, TO ADOPT AMENDMENTS TO THE FUTURE LAND USE MAP; PROVIDING FOR FINDINGS; PROVIDING FOR PURPOSE AND INTENT; PROVIDING FOR TITLE OF COMPREHENSIVE PLAN AMENDMENT; PROVIDING FOR COMPREHENSIVE PLAN AMENDMENT ADOPTED BY ADOPTING NEW FUTURE LAND USE MAP DESIGNATIONS FOR THE CERTAIN IDENTIFIED PARCELS; PROVIDING APPROPRIATE FUTURE LAND USE DESIGNATIONS FOR SUCH PARCELS IN THE COMPREHENSIVE PLAN, FUTURE LAND USE ELEMENT, MAP I - 4, FUTURE LAND USE MAP; PROVIDING FOR SEVERABILITY; PROVIDING FOR COPY ON FILE; AND PROVIDING FOR AN EFFECTIVE DATE.

SECTION 1. Findings.

WHEREAS, pursuant to the requirements of the Community Planning Act, Chapter 2011-139, Laws of Florida, amending Chapter 163, Part II, Florida Statutes, (formerly the Local Government Comprehensive Planning and Land Development Regulation Act of Chapter 163, Part II, Florida Statutes, and former Chapter 9J-5, Florida Administrative Code) (hereinafter "Community Planning Act") the City of Quincy has adopted and has in effect the City of Quincy Comprehensive Plan; and

WHEREAS, over the last several years the City has annexed a number of parcels into the City limits which are required by law to have future land use designations on the Future Land Use Map of the Comprehensive Plan; and

WHEREAS, after careful consideration of the characteristics of such parcels under the minimum criteria of the Community Planning Act, the City Commission has determined the appropriate land use designation for such parcels; and

WHEREAS, the public hearings required to be held by Florida Statutes were appropriately noticed and held by the Planning and Development Review Board, functioning as the Local Planning Agency, and by the City Commission.

NOW THEREFORE, BE IT ENACTED BY THE CITY OF QUINCY, FLORIDA THAT THE CITY OF QUINCY COMPREHENSIVE PLAN, IS HEREBY AMENDED AS FOLLOWS:

SECTION 2. Purpose and Intent

This ordinance is enacted to carry out the purpose and intent of, and exercise the authority set out in, the Community Planning Act, Sections 163.3161 through 3215, Florida Statutes.

SECTION 3. Title of Comprehensive Plan Amendment

This comprehensive plan amendment for the City of Quincy, Florida shall be entitled Comprehensive Plan Amendment 2020 –1.

SECTION 4. Comprehensive Plan Amendment Adopted

The City of Quincy Comprehensive Plan (Ordinance No. 1010, as may have been amended thereafter), Future Land Use Element, Map I – 4, Future Land Use Map (FLUM), is hereby amended as follows:

Amendment 1; Parcel 1: *Located on Barack Obama Blvd; (2.5 acres, Parcel Number 3-11-2N-4W-0000-00324-0200), FLUM Designation is hereby changed from Gadsden County “Commercial” to City of Quincy “High Density Residential” as depicted on Exhibits “A” hereto;*

Amendment 2; Parcel 2: *Located on the eastern side of Ben Bostic Road (7.6 Acres, Parcel Number 3-11-2N-4W-0000-00324-0100, FLUM Designation is hereby changed from Gadsden County “Commercial” to City of Quincy “Commercial” as depicted on Exhibits “A” hereto;*

Amendment 3: Parcels 3A & 3B: *Located on the western side of Ben Bostic Road involves 30 acres (20.97 acres; Parcel Number 3-10-2N-4W-0000-00144-0200 and 10 acres; Parcel Number 3-10-2N-4W-0000-00144-0100), FLUM Designations are hereby changed from Gadsden County “Commercial” to City of Quincy “Commercial” as depicted on Exhibits “3A” & “3B” hereto;*

Amendment 4: Parcel 5: *Located on the eastern outskirts of Quincy, on the northern side of US 90, (17.54 acres, Parcel Number 3-16-2N-3W-0000-00200-0000), FLUM Designation hereby changed from Gadsden County “Agriculture” to City of Quincy “Commercial” as depicted on Exhibit “A” hereto;*

Amendment 5: Parcel 6: *Located at 470 Strong Road (12.27 acres, Parcel Number 3-20-2N-3W-0000-00221-0000), FLUM Designation is hereby changed from Gadsden County “Urban Service Area” to City of Quincy “Mixed Use” as depicted on Exhibit “A” hereto;*

SECTION 4. Severability

If any portion of this ordinance is deemed by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then the remaining provisions and portions shall remain in full force and effect.

SECTION 5. Copy on File

A certified copy of the enacting Ordinance as well as certified copies of the City of Quincy Comprehensive Plan Amendment cited in Section 3 above shall be filed with the City Clerk of the City of Quincy.

SECTION 6. Effective Date

This Ordinance shall become effective as provided in the State Land Planning Agency’s Notice of Intent to Find Plan Amendment in Compliance, or if a timely challenge is filed, upon the issuance of a final order by the Administration Commission determining this amendment to be in compliance. If a final order of noncompliance is issued by the Administration Commission, this amendment may nevertheless be made effective by adoption of a resolution affirming its effective status, a copy of which resolution shall be sent to the Department of Economic Opportunity.

INTRODUCED on first reading in open session of the City Commission of the City of Quincy, Florida, on this 25th day of May, A.D. 2020.

PASSED on second and final reading in open session of the City Commission of the City of Quincy, Florida, on this ___ day of ___, A.D. 2020.

Keith A. Dowdell, Mayor
Presiding Officer of the City Commission of
the City of Quincy, Florida

ATTEST:

Beverly Nash, Ph.D.
Clerk of the City of Quincy and
Clerk of the City Commission thereof

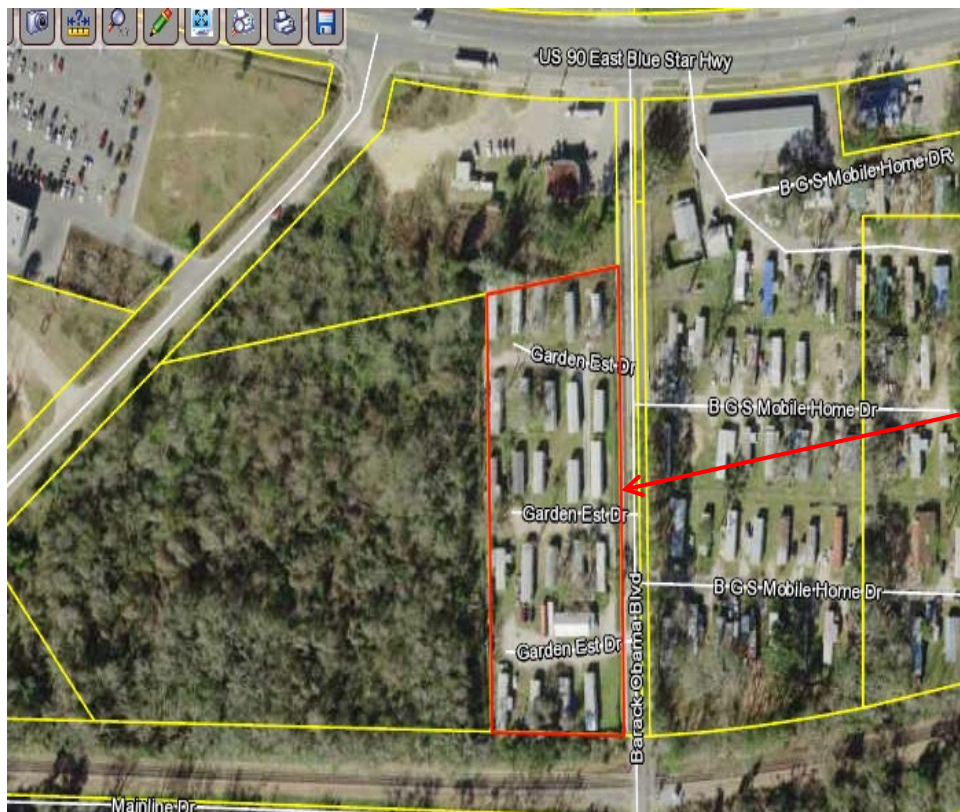
ATTACHMENT 2:

Summary and Analysis of Proposed Amendment

Analysis of the Proposed Amendments:

Amendment 1: Future Land Use Map Change from County Commercial to High Density Residential.

This amendment involves a 2.5-acre parcel that was annexed into the City in 2016. The parcel is located on the western outskirts of the City (along Barack Obama Blvd, formerly Atlanta Street). The parcel has been developed into a mobile home park. It is currently designated Commercial on the Gadsden County Future Land Use Map (FLUM). The surrounding FLUM designations are County Commercial on the north, south and west, and City High Density Residential on the west. The City is proposing to designate the property "High Density Residential" which allows mobile home parks and it is consistent with the current use of the site. See attached map below.



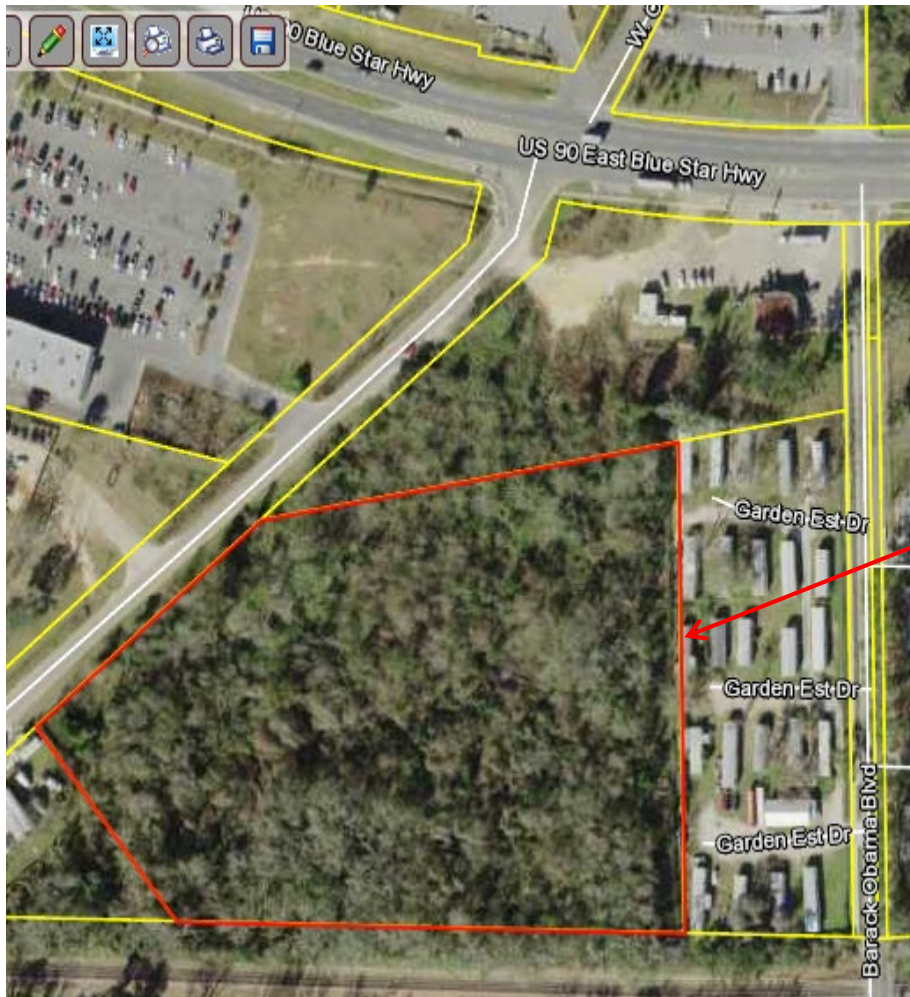
Amendment 1

Public facility Impact:

The property is already receiving City water, sewer and other services. No change in use or potential development is anticipated for this property in the future; therefore, no impact on public facilities: water, sewer, transportation, and recreational will occur as a result of the change to City designation.

Amendment 2: Change from County Commercial to City Commercial:

Amendment 2 involves a 7.6-acre parcel that was annexed into the City in 2016. It is currently vacant and designated Commercial on the Gadsden County Future Land Use Map; the City is proposing to designate the site for Commercial Use as well. The surrounding land use designations are County Commercial on the north, south and west and City High density Residential on the east. See attached map below.



Amendment 2

Suitability:

The parcel has no wetlands; in not in a floodplain and it is clearly suitable for commercial designations.

Traffic Impact:

The property is already in Commercial designation under the County's FLUM; therefore, the potential impact of commercial development on this site is already addressed. However, for the sake of illustration; of the 7.6 acres, when the area for roads, setbacks and other things are removed, the area left for commercial use will be about 5 acres (which is about 217,800 square feet).

Using ITE, Code 813; average PM Peak Hour trip generation for a free standing discount store is 4.03/1000 square feet. The number of trips to be generated will be about 878 trips. US 90, has an adopted LOS of C (49,000 max volume) and it is operating at LOS B about 12,507 trips. The additional, approximately 2,155 trips will not cause the LOS standard to fall below C, particularly in light of the fact no significant development has occurred along US 90 for the past 10 years.

Potable Water:

Potable water is available to the site. As stated in the City's comprehensive plan (Potable Water Element, Policy 1.1.1), the City of Quincy operates a water treatment plant which provides top grade water for the City. The plant has a permitted maximum capacity of 8.8 MGD, with an average current demand of 1.35 MGD. The plant is currently operating at about 15 % of its capacity.

The adopted level of service (LOS) standard for Potable Water (Potable Water Element: Policy 1.1.1) is 1,740 gallons per day per acre for non-residential development.

The site involve a 7.6-acres which will result in an additional water demand of 7.6 acres X 1,740 gpd/acre, which is 13,224 gallons per day. This amount of additional water demand is insignificant compared to the existing capacity of the City's potable water system.

Sewer:

Sewer service is available to the site. The adopted LOS standard for sewer (Sanitary Sewer Policy 1.1.1), is 1,212 gpd/acre which amounts to 1,212 gpd X 7.6 acres = 9,211 gpd.

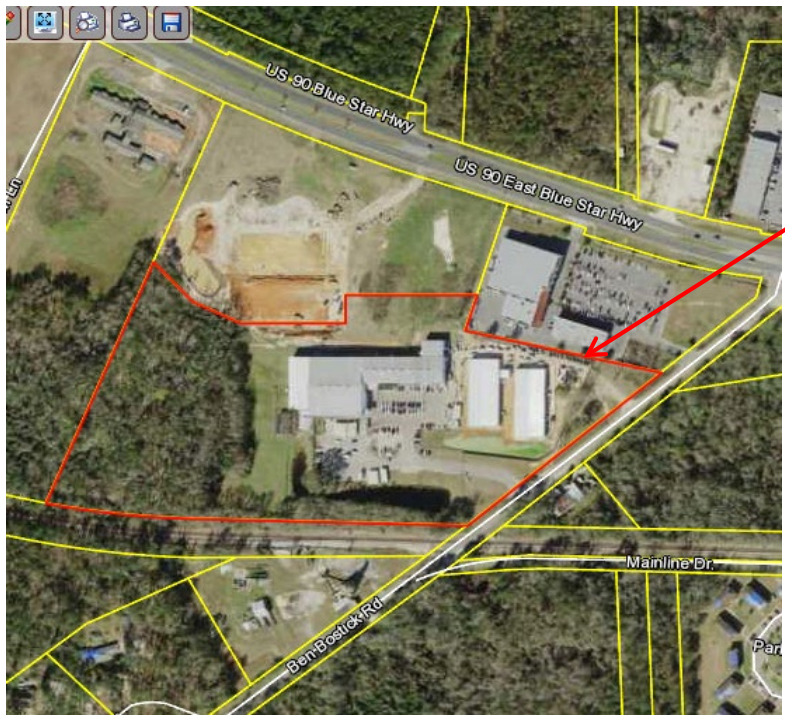
The City's sewer plant has capacity of 1.5 MGD with a current demand of 1.15 MGD which is about 77% of the plant capacity. Thus, the plant is operating below its capacity and has plenty of capacity left to serve new development.

Recreational Facility Impact: None

Drainage: Drainage shall be constructed consistent with the City's code and comprehensive plan.

Amendment 3: Change from County Commercial to City Commercial:

This amendment involves a 30.97-acre site that was annexed into the City. It involves two parcels: Parcel No. 3-10-2N-4W-0000-00144-0100, and Parcel No. 3-10-2N-4W-0000-00144-0200, located on Ben Bostic Road, Quincy, Florida. The site is already developed with warehouse use and a marijuana grow facility. Access to the property is from Ben Bostic Road which abuts its eastern boundary. It is currently designated Commercial on the County's FLUM and the City is proposing to designate it Commercial as well. The surrounding land use designations are County Commercial on the north, south, east and west.



**Amendment 3
Parcel A**



**Amendment 3
Parcel B**

Public facility Impact and Suitability Analyses:

The public facility impact of this amendment has already occurred. The subject development on the site is currently receiving water, sewer and gas services from the City and there is no potential for additional development on the site. Therefore, the proposed amendment will not create any additional demand on the City's services.

No change in use or potential development is anticipated for these parcels in the future; therefore, no impact on public facilities: water, sewer, transportation, and recreational will occur.

Suitability Analysis is not necessary for this amendment because it has already been developed and it does not involve a change in designation and use. On the southwestern part of the property is located about 2 acres of wetland which is well protected by about 4 acres of vegetative upland buffer between the wetland and the developments on the site.

Amendment 4: Change From County Agriculture to City Commercial:

This amendment involves a 17.54-acre property located on the eastern outskirts of the City (along US 90) that was annexed into the City. The property is currently vacant (in Timber

use). It is designated Ag 3 on the County's FLUM; the City is proposing to designate it Commercial on the City's FLUM. The surrounding land use designations are County Agriculture designation on the north, east and west and City Commercial on the south. See attached map below.



Suitability Analysis: The subject site is suitable for commercial use because it does not contain environmental resources that need to be protected and it is bounded by the Quincy Loop on the east and US 90 on the south which makes it more suitable for commercial use. Access to the property for commercial use will be from US 90 and roadway access permit will be obtained from FDOT prior to any development on the site.

Traffic Impact:

Of the 17.54 acres, when the area for roads, setbacks and other things are removed, the area left for commercial use will be about 12.278 acres (which is about 534,830 square feet).

Using ITE, Code 813; average PM Peak Hour trip generation for a free standing discount store is 4.03/1000 square feet. The number of trips to be generated will be about 2,155. US 90, from Quincy to Midway has an adopted LOS of C (49,000 max volume) and it is operating at LOS B about 12,507 trips. The additional, approximately 2,155 trips will not cause the LOS standard to fall below C.

Potable Water:

Potable water is available to the site. As stated in the City's comprehensive plan (Potable Water Element, Policy 1.1.1), the City of Quincy operates a water treatment plant which provides top grade water for the City. The plant has a permitted maximum capacity of 8.8 MGD, with a average current demand of 1.35 MGD. The plant is currently operating at about 15 % of its capacity.

The adopted level of service (LOS) standard for Potable Water (Potable Water Element: Policy 1.1.1) is 1,740 gallons per day per acre for non-residential development.

The site involve a 17.54 acres which will result in an additional water demand of 17.54 acres X 1,740 gpd/acre, which is 30,519.6 gallons per day. This amount of additional water demand is insignificant compared to the existing capacity of the City's potable water system.

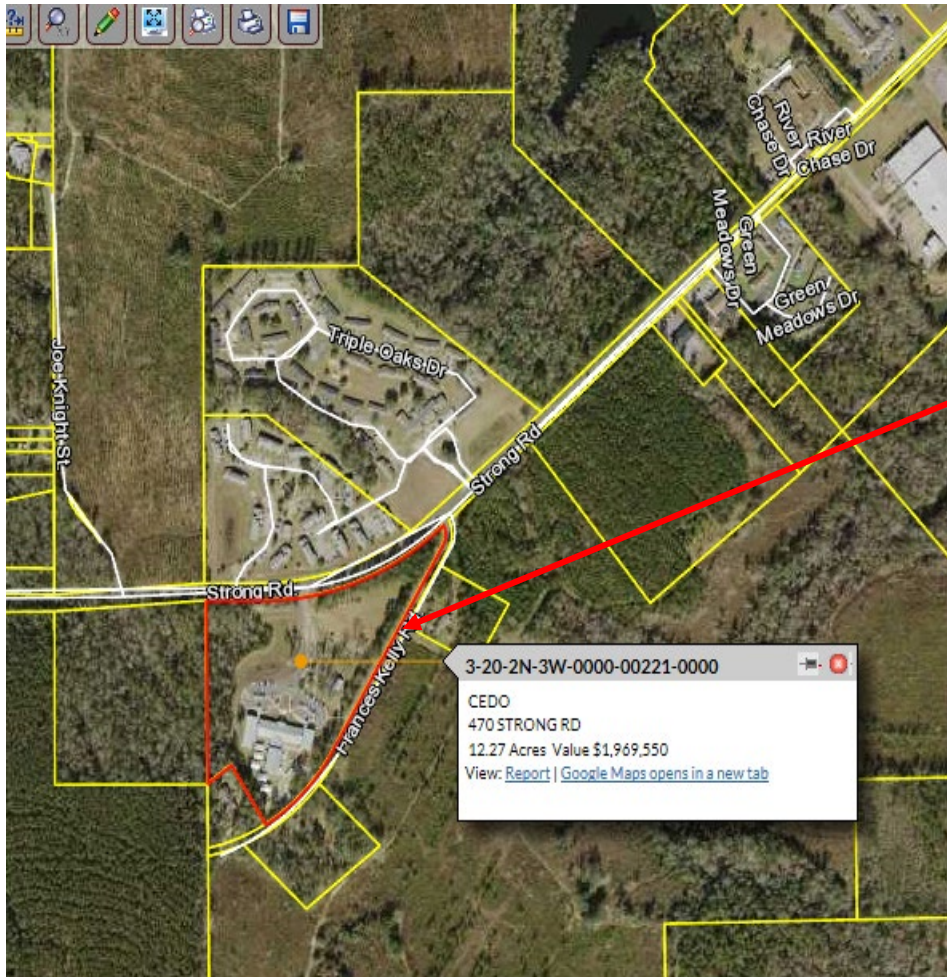
Sewer:

Sewer service is available to the site. The adopted LOS standard for sewer (Sanitary Sewer Policy 1.1.1), is 1,212 gpd/acre which amounts to 1,212 gpd X 17.54 acres = 21,258 gpd.

The City's sewer plant has capacity of 1.5 MGD with a current demand of 1.15 MGD which is about 77% of the plant capacity. Thus, the plant is operating below its capacity and has plenty of capacity left to serve new development

Amendment 5: **Change from County Urban Service Area to City Mixed Use:**

This amendment involves a 12.27-acre site that was annexed into the City. The property is located at 470 Strong Road on the eastern outskirts of the City. The site is already developed into an educational facility (Cross Road Academy), a K-12 charter school. It is currently designated Urban Service Area on the County's Future Land Use Map. The City is proposing to designate it Mixed Use which allows the same type of uses. The surrounding land use designations are County Urban Service Area on north and east, Heavy Industrial on the south, and City Mixed Use on the west. See attached map below.



Amendment 5

Public facility Impact Analyses:

The public facility impact of this amendment has already occurred. Access to the property is from Strong Road, a local road. The property is already receiving City of Quincy services: water, sewer, electricity and garbage collection. No additional development is anticipated on the site, therefore, the amendment will not have any impact on public facilities.

Consistency with the Comprehensive Plan

Commercial Areas: Future Land Use Element Policy of 2.1.3 requires that commercial areas and uses that have the potential to “generate high traffic load must be located adjacent to collector or arterial roadways”. The proposed designation of Amendments 2, 3, 4 and for commercial use is clearly consistent with this policy.

Residential Areas: Future Land Use Element Policy 2.1.2 requires that residential neighborhoods be planned to include an efficient system of internal circulation, including collector streets to connect with arterial roads and connecting pedestrian systems. Amendment 1 is proposed to be designated “High Density Residential” which will provide for planned residential communities on the western outskirts of the City as called for by this policy. However, the site is already in mobile home park development.

Mixed Use Areas: Goal 2 of the City’s Future Land Use Map states that the City shall seek to enhance the livability and character of Quincy through “a functional mix of residential, commercial, educational, cultural and recreation land uses.” Amendment 5 is located on Strong Road on the eastern outskirts of the City; the site is proposed to be designated Mixed Use on the City’s FLUM. This is because this designation is ideally suitable for the area and it is consistent with and compatible with existing mixed use community that has occurred in this area. This area is currently designated “Urban Service Area” on the County’s FLUM. The majority of these uses around the subject site are developed in medical facilities, apartments, retirement homes and nursing homes. The City’s proposed designation of Mixed Use for this site is exactly what is needed and it is supported by the City’s comprehensive plan.

ATTACHMENT 3

404 West Jefferson Street



Quincy, Florida 32351

PLANNING AND DEVELOPMENT REVIEW BOARD

MEETING MINUTES

MARCH 25, 2020

6:00 P.M.

Members Present:

Mr. Dan Hooker, Chairperson

Mr. Alvin Young

Mrs. Denise Hannah, via phone

Ms. Judy Ware, via phone

Ms. Kimberly W. Ray, via phone

Members Absent:

Mr. Thomas Skipper

Mr. Willie Reeves

Staff Present:

Bernard Piawah, Building & Planning

Joann G. Kimble, Administrative Assistant

Gary Roberts, City Attorney

The meeting was called to order by Chairman, Dan Hooker followed by roll call, meeting a quorum.

The previous minutes were reviewed by members of the Planning & Development Review Board.

Action Taken: The Chairman, Mr. Hooker, and for a motion on the approval of the minutes of the April 10, 2019 meeting. Mr. Alvin Young motioned for approval with any corrections deemed appropriate. Mrs. Denise Hannah second. The motion carried.

New Business:

1. The Review of Variance Request for Property located at 229 E Washington Street.

Mr. Sampson requested for a variance from the setback requirement of the code for the addition for a laundry room. Mr. Piawah has viewed the site and no issues have been identified with the application. The adjacent property owner has been informed of the variance request. The recommendation to board is to approve the request.

Mr. Alvin Young motioned to approve Option 1: Vote to approve the request for variance by Mr. Joel Sampson for the property located at 229 E Washington Street. The motion was seconded by Judy Ware. The motion carried.

2. The Review of Special Use from Gadsden County to Construct a New Telecommunication Tower behind the County Jail on Pat Thomas Pkwy.

Mr. Piawah addressed the board with a Special Use Request from Gadsden County. The county will build a new tower adjacent to its existing tower located behind the Gadsden County jail. Mr. Piawah explained that the request to build the cell tower also includes a request for a waiver of the height restriction because the proposed exceeds the height prescribed by the code. Furthermore, Mr. Piawah explained the requirements of the code for cell tower and the extent to which the applicant addressed those requirements. Some of the requirements include the design of the tower, FAA assessment, the height of the

tower and balloon test Mr. Piawah told the PDRB that the applicant addressed all the requirements of the code and is asking the board to recommend approval of the application. The County representatives at the meeting, Mr. Meade and co; spoke on the application and stressed the need for the tower and asked the board to recommend approval of the request.

Mrs. Hannah asked if the County will come with another request for height change since the original tower is about 40 years old and they are asking for a height change now. Mr. Meade stated that there would be no future changes to the tower.

After discussion, Mr. Alvin Young motioned to vote Option 1: To recommend approval of the proposal from Gadsden County to build a new 400-foot telecommunication tower. Judy Ware seconded. The motion carried.

3. Review of City Initiated Comprehensive Plan Future Land Use Map (FLUM) Amendment to Assign City FLUM designations to Annexed Properties and to Assign City Zoning Designation as well.

Mr. Piawah, explained that in recent years the City has annexed certain properties into its jurisdiction. He stated that under state law, the City is required to submit a comprehensive plan FLUM amendment to the state changing the FLUM designation of those properties from County designation to City designation. He also stated that, in general, the amendments will not result in increased development potential because the City is simply assigning identical designations to those properties and also, for the fact that almost all of the properties have already been developed.

Zoning: Furthermore, Mr. Piawah stated that the City is also going to assign the appropriate zoning designations to those properties. Below is a summary of the amendments:

- **Amendment 1:** Future Land Use Map Change from County Commercial to High Density Residential. The City is proposing to designate a 2.5-acre parcel that was annexed into the City in 2016. It has been developed into a mobile home park.

Zoning Assignment: Multifamily Residential (R-3)

- **Amendment 2:** Change from County Commercial To City Commercial. The change request involves a 7.6-acre parcel annexed into the City in 2016. The parcel is currently vacant and designated Commercial on the Gadsden County FLUM. The City wants to designate the property as Commercial as well.

Zoning Assignment: Heavy Commercial (C-2)

- **Amendment 3:** Change From County Commercial To City Commercial. The amendment involves a 30.97-acre site annexed into the City. The property contains two parcels located on the Ben Bostic Road. The subject site is already developed into warehouse use and marijuana grow facility. The City is proposing to designate it Commercial as well.

Zoning Assignment: Heavy Commercial (C-2).

- **Amendment 4:** Change From County Agriculture to City Commercial – The amendment involves a 17.54-acre property located on the eastern outskirts of the City along US 90. The property is currently vacant and designated County Ag 3. The City is proposing to designate it Commercial.

Zoning Assignment: Heavy Commercial (C-2)

- **Amendment 5:** Change From County Urban Service Area to City Mixed Use: The amendment involves a 12-27-acre site previously annexed into the City. The property is located at 470 Strong Road on the eastern outskirts of the City. The City is proposing to designate the property to “Mixed Use”. Zoning Assignment: Mixed Use.

The City staff asked the Planning and Development Review Board to recommend approval of the proposed amendments and corresponding zoning classifications. Mr. Dan Hooker motioned to vote to recommend approval of the amendments and the corresponding zoning assignments. Alvin Young seconded. The motion carried.

Stating no further business, the meeting adjourned.

Dan Hooker, Chairperson

Date:

November 4, 2021

This following information is in response to Mayor Harris request regarding Salary Action for Probationary Employees.

There are currently six (6) probationary employees, (3) will receive their increase in November, (1) in December, (1) in January and (1) in February.

It has been a practice of the City of Quincy that probationary employees receive salary increase upon completion of their probationary period.