City of Quincy

City Hall

404 West Jefferson Street

Quincy, Florida 32351

www.myquincy.net

Tuesday – August 13, 2019
6:00 PM

City Hall Commission Chambers

City Commission

Mayor Keith Dowdell - District One
Mayor Pro-Tem Ronte Harris - District Three
Commissioner Angela Sapp - District Two
Commissioner Freida Bass-Prieto - District Four
Commissioner Daniel McMillan - District Five

"In the Heart of Florida's Future"

AGENDA FOR THE REGULAR MEETING
OF THE CITY COMMISSION OF
QUINCY, FLORIDA
Tuesday~August 13, 2019
6:00 PM
City Hall Commission Chambers

Call to Order

Invocation

Pledge of Allegiance

Roll Call

Approval of Agenda

Special Presentations by Mayor or Commission

1. Recognition of Ms. Connie McClendon
    - Mayor Keith Dowdell, District I

Approval of the Minutes of the Previous Meetings

2. Approval of Minutes of the 7/23/2019 Regular Meeting
    - Sylvia Hicks, City Clerk

3. Approval of Minutes of the 7/30/2019 Special Meeting
    - Sylvia Hicks, City Clerk

Proclamations

Public Hearings and Ordinances as Scheduled or Agendaed

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

4. Resolution 1394-2019: Rodeo Temporary Road Closure
    - Jack L. McLean Jr., City Manager
    - Glenn Sapp, Police Chief

5. Resolution 1395-2019: Solar Array Asset Management Plan
    - Jack L. McLean Jr., City Manager
    - Robin Ryals, Utilities Director
    - Beverly Nash, Grants Writer

Reports by Boards and Committees

Reports, Requests and Communications by the City Manager

6. Request to Purchase Police/Fire Motorola Radios
    - Jack L. McLean Jr., City Manager
    - Glenn Sapp, Police Chief

7. City of Quincy Re-Roofing Program
    - Jack L. McLean Jr., City Manager
    - Bernard Piawah, Building and Planning Director

8. Appointment to City Retirement Committee
    - Jack L. McLean Jr., City Manager
    - Ann Sherman, Human Resources Director

9. Turn Key Projects Status Report
    - Jack L. McLean Jr., City Manager
    - Ann Sherman, Human Resources Director

10. Quick Claim Right of Way Deed – MLK Roundabout
    - Jack L. McLean Jr., City Manager

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

Comments

a) **City Manager**
    - Hillside Park Sign Dedication
    - SmartGrid

b) **City Clerk**

c) **City Attorney**

d) **Commission Members**

Comments from the Audience

Adjournment

*Items not in Agenda Packet

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 **REGULAR MEETING**
CITY HALL **JULY 23, 2019**
QUINCY, FLORIDA 32351 **6:00 P.M. (Eastern)**

The Quincy City Commission met in regular session, Tuesday, July 23, 2019, with Mayor Commissioner Dowdell presiding and the following present:

Commissioner Daniel McMillan
Commissioner Ronte Harris
Commissioner Freida Bass-Prieto
Commissioner Angela G. Sapp

Staff and Guests Present:

Jack L. McLean Jr., City Manager
Gary Roberts, Interim City Attorney
Chief Glenn Sapp, Police Department
Dr. Bernard Piawah, Director, Building and Planning
Reginald Bell, Director, Public Works Department
Chief Curtis Bridges, Fire Department
DeCody Fagg, Director, Parks and Recreation Department
Ann Sherman, Director, Human Resources
Dr. Beverly Nash, Grants Writer
Vancheria Perkins, Executive Assistant to the City Manager
Lieutenant Eugene Monroe, Sergeant at Arms
Marcia Carty, Director, Finance Department

Matthew Chester, Dewberry Engineering
Derrick D. Elias, Former Commissioner, City of Quincy

Call to Order:

Mayor Dowdell called the meeting to order with invocation by Utilities Director Robin Ryals followed by the Pledge of Allegiance.

Approval of the Agenda:

Commissioner Harris motioned to approve the amended agenda with removal of items #1 and #7. Commissioner Sapp seconded the motion. The vote was unanimous and the motion carried five to zero.

Approval of the Minutes of the Previous Meeting:

Commissioner McMillan motioned to approve the minutes of July 9, 2019 (Regular meeting) with one correction. Commissioner Sapp seconded the motion. The vote was unanimous and the motion carried five to zero.

Commissioner Sapp commented that she like the charts, however she wanted to see all charts indicated or no charts. Please note: per Robert's Rules of Order Newly Revised, 11th edition, pp. 468-480 – summarization: roll call votes and counted votes must be recorded in full detail and should be immediately clear how each member voted.

Public Hearing and Ordinance:

Second Reading of Ordinance 1106-2019 Voluntary Annexation of Crossroad Academy School on Strong Road.

Commissioner McMillian motioned to hear second reading of ordinance. Seconded by Commissioner Sapp.

Commissioners	Yes	No
Commissioner McMillan	x	
Commissioner Harris	x	
Commissioner Bass-Prieto	x	
Commissioner Sapp	x	
Mayor Dowdell	x	

The motion to hear second reading passed five to zero. Mayor Dowdell called for the second reading of ordinance. Dr. Nash read the second reading as follows:

"Ordinance Number: 1106-2019 – An ordinance of the City of Quincy, Florida, relating to the annexation of 12.7 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."

No public hearing comments or statements.

Commissioner Sapp referenced the previous commission meeting (July 9), stating that there would be no new infrastructure demands put on the city with this request and the city would gain revenue from the permitting fees and expansion anticipated on the annexed property.

Commissioner Sapp motioned to approve option 1 of Ordinance 1106-2019 on second reading. Seconded by Commissioner Harris. The motion carried five to zero.

Resolution: 1393-2019: CDBG Affirmative Action Policy Update/Revision

Ms. Ann Sherman stated that the resolution was the affirmation of the affirmative action policy statement not the affirmative action plan. The Title II of the Genetic Information Nondiscrimination Act (GINA) was passed in 2008. The city never revised its Affirmative Action Policy statement. The resolution is to bring the city in compliance with the GINA of 2008 and remove the city from being at-risk and/or ineligible to receive federal grant funding.

Commissioner McMillan questioned whether this resolution conflicted with the monthly personnel/human resources report regarding disclosure of information. City Manager McLean stated, "No, it did not, but is a requirement for the CDBG grant and genetic information is not an issue for that report".

Commissioner Harris motioned to approve Option 1 – policy revision - Resolution 1393-2019 – CDBG Affirmative Action Policy Statement. Seconded by Commissioner McMillan. The motion carried by five to zero.

Reports, Request and Communications:

Report: City of Quincy Junior Commission Budget Update – Dr. Beverly A. Nash

"The staff listened to the commissioners and citizens and made several recommended changes per indicated in the written agenda item." The budget amount of $4,633.05 will be transferred from the line item in the IT department under telecommunication regular salary creating a new line item - Junior Commission under the City Commission budget category.

Commissioner Sapp suggested changes to the budget regarding the hotel. She stated that she has problems with adults sleeping in the same room with students, especially since they may or may not be related. If there is an adult presence in the same room, she prefers that there be a parent with the student. She recommended four rooms (one separate room for each chaperons and two for the students – one for the two males and one for the two females) instead of two as indicated on the written agenda and budget. This would increase the amount of the hotel charges and change the total budget amount. She also questioned the per diem rate, stating the $36.00 is the state amount.

Dr. Nash replied that the $30.00 is the City of Quincy's per diem allowance rate.

Commissioner recommendations changed the previous recommended budget to approximately $5,445.05.

Commissioner McMillan questioned the inclusion of only Gadsden High and Robert F. Munroe and exclusion of students who are homeschooled, go someplace else or Crossroad Academy. Commission Sapp replied that the students from these two schools are only the organizing committee as indicated in the written agenda item. Mayor Dowdell recapped that the Key Clubs will constitute the organizing committee and the club is only at these two schools.

Commissioner Bass-Prieto expressed her concern was that "it seen like this effort is being rushed very quickly; September 6 is five weeks away". She also expressed that she wants this "effort to be successful; wants it done right and correctly". She wants the City to have the best program in the state. In addition, she asked where in the budget, the line item would be transferred. City Manager McLean replied "the Commission".

Commissioner Sapp asked about the line item and the position. City Manager McLean stated that it was a position that had not been filed during current fiscal year and would be recommended for the next budget year.

Report: Hurricane Irma - Florida Division of Emergency Management Agreement – Dr. Beverly A. Nash

The staff requested approval of the local matching share of the sub grant agreement in the amount of $10,326.75 in order to be in receipt of approximately $113,541.00 by transferring the matching dollars from the IT department, telecommunication regular salary to general revenue.

Commissioner Sapp motioned to approve Option 1 to authorize the local matching allocation of $10,326.75. Seconded by Commissioner McMillan. The motion carried five to zero.

City Manager McLean "thanked Mr. Ryals, Utilities Department and Mr. Bell, Public Works Department for working on the Hurricane Irma effort". The city utilized its staff to clean-up and do utility repairs after this hurricane. Dr. Nash also was recognized for working on the required paperwork.

Report: Monthly Traffic and Crime Reports – Chief Glenn Sapp

No questions or comments.

Report: Human Resources and Non-Turn Key Projects Reports – Ann Sherman

No questions or comments.

Report: Fire Reports – Chief Curtis Bridges

Commissioner Sapp requested an update on the renaming of the Fire Station. Chief Bridges reported that preparation is being made. City Manager McLean stated that the plague was ready and the design of the plague was texted to each commissioner by Ms. Perkins.

Report: June Finance Reports – Ms. Marcia Carty

Commissioner Bass-Prieto questioned the budget: "In the city commission budget, the amount of $19,000 was moved in February to cover the non-profits. To date, the city has only spent $1,000 – is the money supposed to stay there or have the non-profits after nine months not gotten their monies?" The city manager replied, "Both occurrences were correct – the non-profits have not gotten or requested the funds and the monies have remained in the account." Mr. McLean has met with Ms. Carty on this issue and will be mailing out a notices. Non-profit organizations will need to make the case for the need of these funds.

Commissioner Bass-Prieto questioned the City Manager's salary and wages: stating "dropped to $81,661 and the outstanding contract pushing it to $105,000; before it was

$84,000; the budget item is over about $2,000." "The commission moved about $10,000 from recreation part-time jobs to cover contingencies – added more monies into contractual services" and she stated that she was not certain where those funds came from. Ms. Carty stated that although, she just can on board, she has been working on these issues and posting various transfers. Commissioner Bass-Prieto stated that the $10,000 remains in parks and recreations budget, even though the amount was supposed to be transferred.

Commissioner Bass-Prieto also questioned: law enforcement operations that included the chief and the captain. She observed, "They were 167% over budget in gas and diesel fuel; the amount was increased, however, they did not use any last month." She commented that it was her understanding that "transfers between departments are supposed to come before the board."

The city manager reiterated that the budget is represented to the board to see what has been done, however, the "manager does have authority to make line item changes within the charter." He further stated that the budget lags and runs at least 30 days behind.

Commissioner Bass-Prieto requested clarification: "Are you saying the city manager has authority to move monies from one department to another one without commission approve?" She commented that she thought, "The city manager could move funds within a department, but not between departments." She also requested clarification about "creating jobs that are not in the budget." She wants "a budget driven city, however, believes that moving funds between departments and creating positions are items that should come to the commission."

City Manager McLean restated that he agreed with Commissioner Bass-Prieto on adding position, however, "they have a principle disagreement as to creating positions; positions have been reclassified," and he stated, "He has not created positions."

Commissioner Bass-Prieto requested specifically "where in the charter authority is given to the city manager to move monies between departments regarding the budget without commission approval."

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

Comments:

<u>City Manager</u>

The City Manager presented the following items:

- The plague for fire station #2 is ready and the renaming, hopefully can occur in the next two weeks.
- Special meeting is called on the budget dealing with the TRIM process scheduled for Tuesday, July 30, 2019 at 6:00 pm. State deadlines have to be met and TRIM deals with our ad valorem property taxes. The city manager will recommend no adjustments to property taxes, however the city must formally go thru the process.
- The tentative budget calendar contains the schedule that will be used. The departments are working on their budgets and are to submit by Wednesday.

- Discussion: Commissioner Bass-Prieto questioned if "budget workshops were going to be televised?" City manager McLean replied: "they are not customarily televised, but they could be." Commissioner Bass-Prieto stated that it would be an advantage to our citizens to be able to see and hear how their monies are being spent.

<u>City Clerk</u> (seating in on behalf of the City Clerk was: Dr. Beverly A. Nash)

No Comments.

<u>Interim City Attorney</u>: Attorney Gary Roberts

No Comments.

Commission Members Concerns and Comments:

<u>Commissioner McMillan</u>

- He extended thanks to staff for taking care of a citizen on Shelfer Street whose bushes had been cut.
- Thanks to Mr. Ryals and crew for taking care of the tree on Franklin Street.
- In addition, Mr. Ryals and crew worked on a broken pole on King Street.
- He emailed City manager McLean about the pension plan issues and is waiting on a reply. Commissioner McMillan questioned: "are we following state mandate on enrollment?" City manager McLean responded that "he was not sure about a state mandate". Also stated that "the Fire Department has elected to be in the 175 and 185. The position that the city has taken in the past, is that, employees have the right to elect whether they want to be in either 185 or 175 or not. The ordinance allows them to elect. The state has taken a different position from the city." Communications has been sent to the state that for the city, the employees have the option to elect.

<u>Commissioner Harris</u>

- He extended a thank you to the City Manager and staff for addressing the many concerns regarding the increases in the utility bills. He referenced the distributed "fact sheet" that addressed some of the issues and facts driving the recent increases. He requested that the fact sheet or information published earlier in the year regarding the Hurricane Michael recovery surcharge be made available to the citizens. The city manager summarized the reasons and timelines for the surcharge and stated that the "city does not have a utility tax; it is a rate change/adjustment". Commissioner Harris, again, requested that the Hurricane Michael recovery rate surcharge information be shared and available to the city customers.
- City manager responded to the question about the number of customers whose bills were over or equal to $500.00. "In June, in cycle one, there were 120 and cycle two, there were 128 out of 4,700 residential accounts."
- Commissioner Harris recommended that for the upcoming budget year that the city manager bring back a plan or program for those customers who are in arrears and have major dollar amounts; a program that would give these customers a fresh start or some type of incentive program that will bring them current. He recommended

another program that would address our young people that would encourage them to become utility customers and move to the city.
- Smart Grid – Commissioner Harris requested that the city manager revisit the issue and bring back to the commission a plan to complete the smart grid project.

Commissioner Bass-Prieto

- Thanks to Public Works for clearing the kudzu from King Street.
- Commissioner Bass-Prieto has observed in her district, as well as in other districts, piles of furniture left beside the road. She recommended that actions by way of code enforcements and/or educational information be shared with our citizens.
- Electric bills – Commissioner Bass-Prieto expressed her concerns about her own personal bill, stating, "It was 77% higher." In addition, she expressed that "the city could have sent an alert letter" and "addressed the issue before the customers came to us". "We must be able to trust that our billing is accurate and correct." She asked the question: "Is there a way that these big jumps (days and dollar amount) in bills can be monitored? We need to proactive instead of reactive." The City manager responded that the city did get out in front of this issue by using the Internet, the city's Facebook and website, including giving customers options. "As a staff, the city has worked with everyone regarding their bill to make adjustments, accommodations and meet individual needs." The City manager thanked Amanda Matthews, Robin Ryals, David Rittman and other staff who worked over the July 4 weekend to get the meter readings correct. Commissioner Bass-Prieto again, expressed her concern over the number of days, particularly those over 48 days.
- Thanks to Interim Attorney Roberts for sending her information regarding "home rule".
- Commissioner Bass-Prieto has received comments from citizens regarding "downtown". She stated that so many citizens want to see the downtown areas better and improved. She strongly suggested, "Everyone shop local", stating "if one shopped locally, 68% of every dollar would stay in our community."

Commissioner Sapp

- Thanks to staff for efforts to rectify the mistakes and errors in the utility bills.
- Question to Robin Ryals: "How does the city assess meters that are behind locked gates?" Mr. Ryals replied that this issue is why utility bill may show 48 days because there are those who have aggressive dogs, locked gates, etc. and staff will leave notes on doors stating meter was estimated and indicating the various attempts. He also described the functioning of a customer's air conditioning unit under certain conditions. Commissioner Sapp expressed that she is encouraging education and has personally taken on the task of reading her own meter.
- Tree removal that resulted from Hurricane Michael – She asked the question: "what is being done? Is it code enforcement?" The city manager replied that "yes, code enforcement is part of the solution", however, staff has covered the city continuing to remove trees and debris from individual property beyond the point in time that the city had announced that it would stop (April deadline). City manager McLean reiterated, "The city does pick up furniture and white goods based on a schedule." The trashing of furniture is because individuals are moving in and out of those places. The dumping of furniture and other items within the city is a violation.

- Thanks to Public Works and other staff for talking to residents on 7th Street. Commissioner Sapp reminded the City manager regarding some additional issues on 7th Street that needed to be handled.
- Commissioner Sapp is concerned about abandoned properties, in particular houses, in her district that are being consumed by brushes, weeds and debris. She is also concerned about maintaining the city's right of ways and eliminating the grass in the streets.
- Identified: 808 4th Street – abandoned house with tree across house.
- Smart Grid – She suggested that city revitalize efforts to utilize the smart grid again. She recalled when the smart grid was used to educate the citizens by having workshops on energy efficiency.
- Commissioner Sapp recommended some type of program to thank customers who pay their bills on time.

Public Comments:

Former Commissioner Derrick Elias, 233 Cheese borough Ave., Quincy - had several concerns:

- On Adams Street near the Philadelphia Church – grass on property is too high.
- CDBG Affirmation Action policy statement – he asked if there was a problem with the grant funding process? The City manager replied, "The city did receive the funds." Mr. Elias shared that the Governor of the State of Florida had released some infrastructure funds and he observed that the City of Quincy was not on the list.
- Upcoming concert – he wants the city to address the parking and traffic issues that will occur.
- High utility rates – he observed if the city used the temperature as the reason, if so, then "there would continue to be issues, because, as it was hot in June and July, it will be hot also in August." He summarized by stating that the citizens are concerned with what happens in the City of Quincy, not Tallahassee or Talquin. In addition, he is concerned with the contingency plan that the city has in place to deal with all of the issues, i.e., locked gates, dogs, untrained meter readers, etc.

Delores Guinnie, 117 Bradley Street, Quincy – Thanks to the Mayor, City manager and other city staff, i.e., Ms. Powell, Ms. Perkins, Dr. Nash, etc., for their assistance in helping her get back into her house after Hurricane Michael and a family crisis.

Paula Phillips, 816 Sunset Drive, Quincy – She provided an extensive list of thanks to Commissioners McMillan and Bass-Prieto, which included, but not limited to: "not voting to give themselves pensions and/or health insurance; for not voting to hire Mr. McLean; for not voting to fill-in a $250,000 ditch; for not threatening to interfere with individuals' emails; for not threatening citizens for things that are said that they (the commissioners) may not want to hear; for not laughing when other commissioners belittle citizens; for wanting to cut the budget before putting the Hurricane Michael bill on the citizens and always putting the citizens' needs before your own."

Vivian R. Howard, 805 South Virginia Street, Quincy – She acknowledged that she spoke with Mr. McLean regarding concerns about her utility bill. She stated that Commissioner Harris texted her about the article that she had put in the newspaper. She stressed that she does

not lie. She related her text with Commissioner Harris, where she stated that he called her an "Uncle Tom". She expressed that she is seeking legal counsel.

Robert Finley, 213 West King Street, Quincy – He questioned the attorney's definition of "home rule". He described a situation where a firearm was discharged; he questioned the legality of this situation. He called the Police Department and after the while, the phone went dead. He is not sure if the Police took care of this situation. In addition, he questioned whether it is illegal to gamble in the state of Florida, i.e., computer gaming parlors and/or Internet Cafes.

Mayor Dowdell

- At an earlier meeting with the CRA, regarding the CRA Director, it was decided to re-advertise the position. He requested that the city manager work with Ms. Sherman, Director, Human Resources.
- Utility Bills – Mayor Dowdell recommended that the commissioners come together in a workshop and revisit the policies and procedures for utility bills. He suggested that a statement be added: "no utility bill will leave the city hall with no more than 30/31 days". Another issue that needs to be addressed is communications to the degree that citizens need to be alerted to all issues related to their utility bill.
- Mayor Dowdell asserted that the city needs to look at a housing program.
- The Mayor had a meeting with Comcast stating that Comcast has a program whereby they are giving any student on free and reduced lunch Internet services for $9.00 per month and along with that, if they need a laptop, they will be able to purchase one for less than $150.00.

Additional Discussion and Comments:

- Commissioner Sapp requested that the City manager explain the city's position regarding Internet Cafes. City Manager McLean stated that the "city allows for no more than 4-6 establishments within the city limits. The state law does not consider it to be gambling; in consultation with the Leon County Sheriff; it was determined that these activities were legal. What was illegal in Leon County was that there were individuals who engaged in horse/dog betting on-line. The city has regulations in place.
- Interim Attorney Roberts described "home rule". "As a part of the Florida constitution, home rule allows for municipalities, like the City of Quincy, to vex their own charters, which is the city's constitution, in addition to codes, ordinances and resolutions without the need of getting prior approval from the State, legislative body or any other government. Allowing for more efficiently carrying-out the wishes of the citizens and a growing population."
- Commissioner McMillan commented, "We still have to follow state law". Interim Attorney Roberts responded, "It cannot conflict with State or Federal laws or existing laws".
- Commissioner Bass-Prieto questioned, "How do we know if they are following the rules that are prescribed by the state?" "Do we know that there is no horse/dog betting going on, how do we monitored that and who is responsible?" The city manager replied that the city operationally does provide oversight; the

establishments have to pay a fee for us to go in and inspect their facilities. In addition, when they open, they have to give the city a certified statement from an outside expert that their operations and/or simulation is not gambling and does not violate state laws. City manager McLean stated that enforcement activities have been going on lately, not because of the gambling, but because of enforcement to ensure that the customers are paid properly and promptly.

- Mr. Chester, Dewberry spoke about the work being done on MLK and additional pavement. Plans are back from DOT and he is working with Mr. Bell and Mr. Cox on these issues.
- Commissioner Harris made a motion to go ahead with a workshop on the smart grid as a possible solution to the current problems of utility days, high bills and manual meter readings and 30-day cycle. Seconded by Mayor Dowdell.
- Discussion: City manager McLean indicated that he needed 1-2 weeks to schedule the workshop; however, Mayor Dowdell suggested that the city manager come back to the commission with a date and time instead of attempting come up with a date at the commission meeting. Commissioner Bass-Prieto requested an accounting of all the monies spent on the smart grid in the past. Commissioner Bass-Prieto commented that the fiber optics cables have not been repair and questioned if this needed to be a part of the considerations? City Manager agreed that an assessment of the city fiber optics cables need to be conducted before a workshop is scheduled. He has talked with our IT person and plans are being made to move forward with the assessment.
- Please note: the motion on the workshop before the assembly was not properly disposed of.

Adjournment: Motioned by Commissioner Sapp; seconded by Commissioner McMillan at 7:39 pm.

Submitted by: Dr. Beverly A. Nash

APPROVED:

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

ATTEST:

_____
Sylvia Hicks
Clerk of the of Quincy, Florida
Clerk of the City Commission thereof

CITY COMMISSION **SPECIAL MEETING**
CITY HALL **JULY 30, 2019**
QUINCY, FLORIDA 32351 **6:00 P.M. (Eastern)**

The City of Quincy City Commission met in special session, Tuesday, July 30, 2019, with Mayor Commissioner Dowdell presiding and the following commissioners present:

Commissioner Daniel McMillan
Commissioner Ronte Harris
Commissioner Freida Bass-Prieto
Commissioner Angela G. Sapp

Staff and Guests Present:

Jack L. McLean Jr., City Manager
Gary Roberts, Interim City Attorney
Chief Glenn Sapp, Police Department
Dr. Bernard Piawah, Director, Building and Planning
Reginald Bell, Director, Public Works Department
Chief Curtis Bridges, Fire Department
DeCody Fagg, Director, Parks and Recreation Department
Ann Sherman, Director, Human Resources
Dr. Beverly Nash, Grants Writer
Vancheria Perkins, Executive Assistant to the City Manager
Marcia Carty, Director, Finance Department

Call to Order:

Mayor Dowdell called the special meeting to order at 6:00 pm with the Roll Call.

Special Meeting Agenda:

City Manager McLean reported that the special meeting was being recorded, televised and transmitted by way of the city's Facebook and website pages.

Reports, Request and Communications:

Report: 2018 Budget Request – Hurricane Michael Housing Reroofing and Mold Remediation Program

The city manager opening statement was that the budget request comes from the city manager's office and is in the current budget. The request seeks to transfer or redirect $250,000.00, less the spent/encumbered funds, from GL line item 001-430-541-60334. The requested amount originally was appropriated to install an underground concrete pipe to eliminate the sloped ditches at the corner of Shelfer and Hamilton. Fifteen thousand dollars of this appropriation is under contract with Dewberry Engineering Company for the purposes of preparation of specifications and plans for the underground concrete pipe.

The developed specifications and plans are recommended to be used, to complete the project, with funds from next year's fiscal budget (2019-2020).

The requested amount will be used to establish a program to assist citizens with reroofing and mold remediation to homes damaged by Hurricane Michael.

On October 23, 2018, the City Commission approved the waiver of reroofing permitting fees for homes damaged by Hurricane Michael. On April 30, 2019, the city ended the reroofing waiver permitting fees program. The City waived the reroofing permit fees for 314 homes. Between April 30 and July 30, 2019, the city issued an additional 47 reroofing permits. The City estimates that there are approximately 150 damaged homes still needing reroofing.

The city manager announced a new initiative called: "Customer Facing – Neighborhood Walk-about". To date, the city manager and Mayor have conducted two walk-abouts. Last Saturday, a walk-about was done on Arlington Circle. It was observed that approximately 10% of the 50 homes had roof damages.

"The City of Quincy's program will be differenced from the CRA Senior Reroofing Program". The City of Quincy's program will have the following features:

- Income eligibility will include the annual income for ALL household members. The types of income, for example, employment, unemployment compensation, social security, supplemental and retirement incomes.
- It will not be limited to seniors.
- Homeownership required.
- The income level will not be the only determinative of participation, but will guide the decision-making selection process.
- All funds, including FEMA individual assistance, insurance and any other source would be used in setting the level of contribution by the city to selected participants.
- City staff will supplement the contractors participating in the CRA Senior Reroofing Program.

Discussion:

Commissioner Sapp asked Mayor Dowdell how he felt about the re-appropriation of these funds. Mayor Dowdell replied that he "did not have a problem with the request". In the walk-about with the City manager, he observed that most of the residents had the blue tarps. After a discussion with city manager, he had to ask the question: "What was more important, a ditch or helping our citizens?"

Commissioner Sapp commented that part of the problem with the high utility bills is the damaged roofs and blue tarps. She suggested, "Maybe the citizens do not realize that it is difficult to monitor the flow of energy in and out of one's house when you have the roof covered with a blue tarp. Therefore, losing more energy contributing to higher monies spent on utilities and other services".

Commissioner Sapp observed that the monies would be taken out of Public Works and questioned where it would be going. The city manager responded that the funds would be

appropriated to the city manager's office and the program would be managed out of his office.

Commissioner Sapp commented that programs, like the CRA Program, allocate a certain amount to each household. The city manager responded that he would certainly look at the model used by the CRA; however, "what he has learned is that each individual case will be slightly different. The program will be on an individualized basis and will require documentation".

Commissioner Sapp also questioned "what was meant by FEMA funds – Are these the funds that the citizens received?" City manager McLean responded that the funds are FEMA's public assistance that were provided to individuals. The city, to date, has not received any of the requested $3 million dollars. Commissioner Sapp questioned whether "an amount had not been set per home and asked how soon will be applications be available and when can citizens pick-up an application?" City manager McLean stated that city staff has already begun to outline what needs to be done and will be meeting on these issues for most of the day on tomorrow to lay out the specifications. In addition, she questioned how "the ditch project would be completed out of next year's budget." The city manager replied, "The determination would be the up to the commission".

Commissioner Bass-Prieto questioned the permitting process and "if that process needed to be stopped since, it was going to be another year?" The city manager responded that the plans and specifications are drawn to be able to obtain the necessary permits. She was also concerned about mold remediation. She wanted to know "what the cost is and commented that the mold remediation process is very expensive." The city manager explained that the cost often times depend on whether contractors are using pre-hurricane or post-hurricane rates. Commissioner Bass-Prieto asked, "If the program would take into account the home's value. If the work that is being put into the house is more than the value of the house, will there be a percentage of the house and how will it be determined. "Particularly, if the house needs more repairs than the city is able to do."

Commissioner McMillan commented that he "was glad this was happening, however, right after the hurricane he had gone to the city manager to request the reallocated of these funds in order to offset some of the Hurricane Michael surcharge. At that time, he was told that it was not important." He requested that the reallocation be designed to target a larger spectrum of citizens. He requested more concrete information on the plans for these funds. In addition, he was concerned that the commission needs to look at all avenues.

Commissioner Sapp motioned to approve option 1 – to authorize the redirection of $250,000 from Public Works to the city manager's budget for Hurricane Michael damaged houses. Seconded by Commissioner Harris. The motion carried by four to one.

Report: 2019 Budget - Tentative Property Tax Millage Rate - presented by Marcia Carty, Director, Finance Department

Ms. Carty summarized the process for certification of tax value from the County Appraiser. The preliminary gross taxable value is $221,163,617, with is a 1.71% increase. Twelve percent of the city revenue comes from taxes. She stated that the millage rate remains the same.

Discussion:

Commissioner Bass-Prieto questioned the "correctness of the options". The city manager replied that the recommendation is to adopt the current millage rate. Mayor Dowdell highlighted that the commission was adopting the millage rate. The language in the option 1 was changed to eliminate the wording "the rolled back rate".

Commissioner Harris asked for clarification. Ms. Carty referred the commissioners to the fourth paragraph on page one of the agenda item, stating "the rolled back rate has been calculated to be 5.0471, which is greater than the 2018 millage rate of 5.000. . . "

Commissioner McMillan stated that he "was confused." The city manager reiterated that the city would be operating on the same budget as last year. He stated," it was his understanding that the rate was not calculated properly." Ms. Carty stated that she would ensure that the rate is being calculated right as she goes thru the process.

Commissioner Harris motioned to adopt the tentative millage rate of 5.000. Seconded by Commissioner Sapp. The motion carried three to two.

Adjournment: Motioned by Commissioner McMillan; seconded by Commissioner Bass-Prieto at 7:00 pm.

Submitted by: Dr. Beverly A. Nash

APPROVED:

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

ATTEST:

_____
Sylvia Hicks
Clerk of the of Quincy, Florida
Clerk of the City Commission thereof

RESOLUTION No. 1394-2019

A RESOLUTION GRANTING THE REQUEST OF THE CITY OF QUINCY THE TEMPORARY ROAD CLOSING FOR THE 2019 BIG BEND

WHEREAS, The City of Quincy has requested the closing of certain roads for its 2019 Big Bend Rodeo to be held on Friday August 23rd, 2019 and Saturday, August 24th, 2019.

WHEREAS, The City of Quincy has determined that said road closings are necessary in order for the 2019 Big Bend Rodeo event to take place as planned and that such use will not interfere with the safe and efficient movement of traffic or cause danger to the public.

NOW THEREFORE BE IT RESOLVED by the City Commission of the City of Quincy, Florida, in lawful session assembled, that the city of Quincy does hereby authorize and permit the temporary closing of the following State/County and City Road; On Friday, August 23rd, 2019 and on Saturday August 24th 2019 beginning at 4:00pm-10:00pm, Pavilion Road off West Jefferson Street will be closed to traffic. Pavilion Road, traveling in a northwest direction to Pavilion Street will be closed. The intersections will be open.

PASSED in open session of the City Commission of the City of Quincy, Florida on the____ day of _____, A.D., 2019

_____
Keith Dowdell,
Presiding Officer of the City Commission of the City of Quincy, Florida

ATTEST:

_____
Sylvia Hicks
Clerk of City of Quincy and
Clerk of the City Commission thereof

Gadsden Horsemen's

&

presents the 2nd Annual

2018 Mini RODEO

Gadsden Horsemen's Arena
2140 W Jefferson Street
Quincy, FL

August 23rd & 24th
8:00 PM Nightly

* Bareback Riding
* Saddle Bronc Riding
* Breakaway Roping
* Barrel Racing
* Team Roping
* Calf Roping
* Bull Riding
* Steer Wrestling

Tickets $10
(Ages 4 & Under Free)

THE CITY OF QUINCY
POLICE DEPARTMENT

121 East Jefferson Street Quincy, Florida 32351 Phone: (850) 875-7335 Fax: (850) 627-3979

PARADE/EVENT PERMIT

NAME OF ORGANIZATION	PERSON IN CHARGE	DATE
Gadsden Horseman Association	Danny Parramore	08/02/2019
ADDRESS OF ORGANIZATION		TELEPHONE NUMBER
Pavilion Drive, Quincy FL 32351		850-556-6183

TITLE OF EVENT

2019 Big Bend Rodeo

DATE OF EVENT:	ALTERNATE DATE:	START TIME	DURATION OF EVENT	ENDING TIME
08/23-8/24/2019		5pm	5 hours	10:00pm

EVENT LOCATION OR PARADE ROUTE: (if Permit is for parade, attach map indicating route, starting point and ending point.) :

On Friday 08/23/19 and on Saturday 08/24/2019 from 4PM-10PM, Pavilion Road off West Jefferson Street will be closed to traffic. Pavilion Road, traveling in a northwest direction to Pavilion Street will be closed. The intersections will be open.

An orange pedestrian erected by the association will be used in conjunction with Connor Fields fence. (Discussion has been made with Decody Fagg).

SPECIAL CONDITIONS OR NEEDS: (Any applicable rental fees, clean up fees, Utility fees, or other services required must be approved by the City Manager prior to permit approval.)

Gadsden Horsemans Association has secured permission from Gadsden County Live Stock Pavilion for people to park on their property.

LIABILITY INSURANCE IN THE AMOUNT OF $1,000,000.00 LISTING THE CITY OF QUINCY AS AN ADDITIONAL INSURED, WITH A HOLD HARMLESS AGREEMENT, MUST BE OBTAINED AND ATTACHED TO PERMIT.

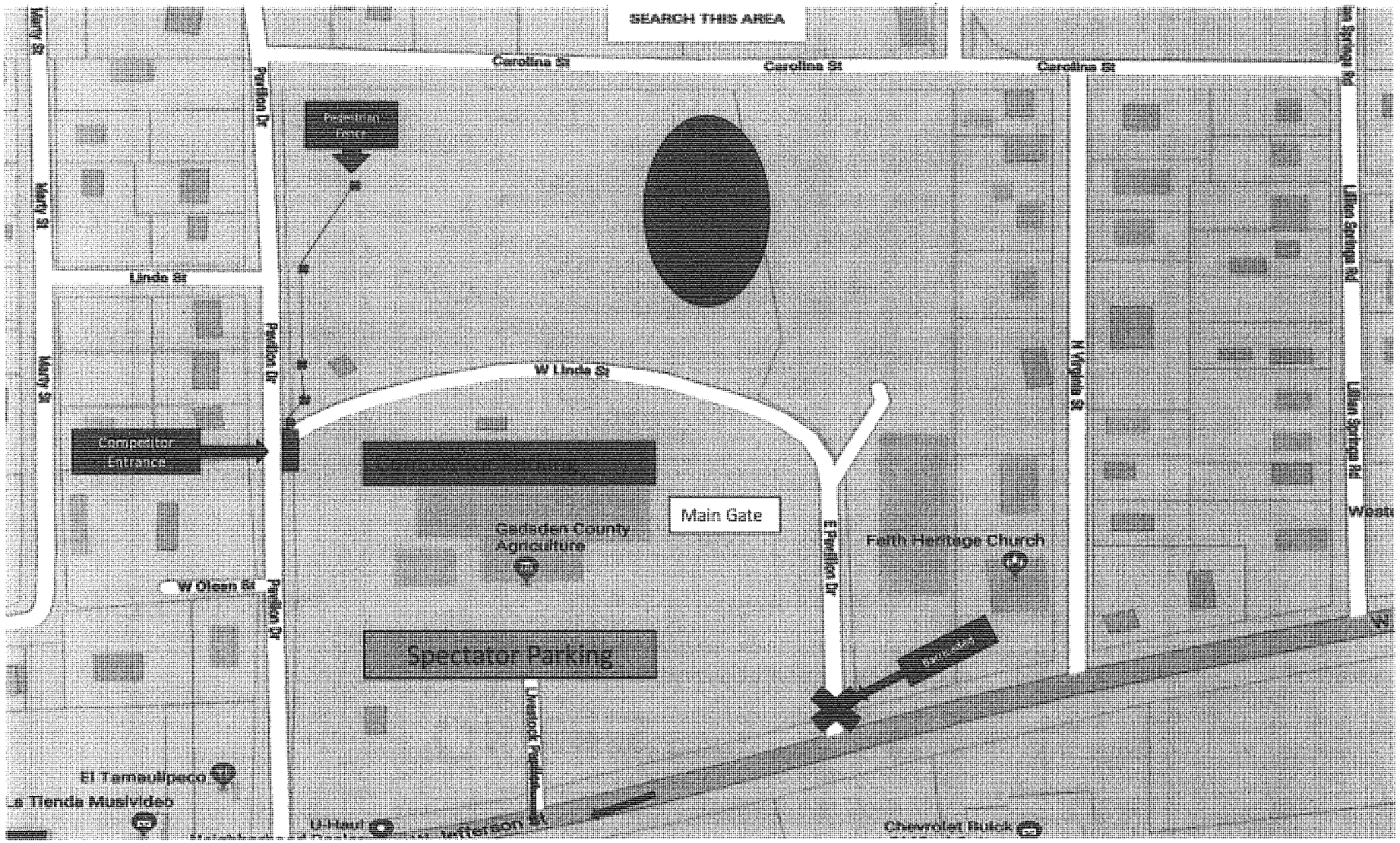
Insurance and Agreement Attached: YES ☐ NO ☐

Parade / Event Permit: ☒ Approved ☐ Denied Chief: Glen H. Sapp

Parade / Event Permit: ☒ Approved ☐ Denied Mayor:

FDOT Permit: ☐ Approved ☐ Denied ☒ N/A

COMMENTS: _____


SEARCH THIS AREA
Carolina St
Carolina St
Carolina St
Pavilion Dr
Competitor Parking
Competitor Entrance
Linde St
Linde St
Mary St
Mary St
Pavilion Dr
W Linde St
Main Gate
Gadsden County Agriculture
W Olsen St
Pavilion Dr
Spectator Parking
Faith Heritage Church
E Pavilion Dr
N Virginia St
Lillian Springs Rd
Lillian Springs Rd
El Tamaulipeco
La Tienda Musivideo
U-Haul
Jefferson St
Chevrolet Buick

CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST

MEETING DATE:	**August 13, 2019**
DATE OF REQUEST:	**August 2, 2019**
TO:	**Honorable Mayor and Members of the City Commission**
FROM:	**Jack L. McLean Jr., City Manager** **Robin Ryals, Utilities Director** **Dr. Beverly Nash, Grant Writer** **Chris Bailey, Asset Management Program Technician, Florida Rural Water Association**
SUBJECT:	**Resolution 1395-2019: Asset Management and Fiscal Sustainability Plan for the Solar Array Project**

Statement of Issue:

A workshop to discuss the Solar Array Project by the City Commission was held on November 27, 2018 and adoption of project was unanimous by the City Commission. The Florida Department of Environmental Protection approved the City's Request for Inclusion and Planning Loan Application on August 8, 2018 and notified the City on October 24, 2018.

The project, as stated previously, is a loan program from the Florida Department of Environmental Protection (DEP) to design and install a solar energy system to offset costs related to the sewer treatment facilities. The solar array will be located at the Quincy Business Park. The recommended system is a single axis array with battery backup. This design was researched and determined to be the most cost effective option for the City of Quincy. The single axis array with battery backup involves capturing the sun's energy as Direct Current (DC) via strings of photovoltaic panels (PV). The DC power is then converted to Alternating Current (AC) with the use of smart inverters.

The Florida Department of Environmental Protection approved the City's Request for Inclusion and Planning Loan Application on August 8, 2018 and notified the City on October 24, 2018.

The City will be awarded the loan (Florida Department of Environmental Protection State Revolving Fund – SRS) upon the submission of a Wastewater System Asset Management and Fiscal Sustainability (AMFS) plan.

Projected Project Costs:

The projected cost of the project is $3,559,596 with an interest rate of a quarter of one percent over 20 years and a projected life of the project of 40 years. The City is eligible for the State of Florida's 80% principal forgiveness to construct the solar array project. The City's repayment is $711,919 with the forgiveness. The projected cash recovery to the City is approximately $122,558 per year for 20 years.

Progress to Date:

The total project estimated timeframe is 18 months upon funding approval. The Florida Rural Water Association (FRWA) in partnership with DEP was selected to conduct the Asset Management and Fiscal Sustainability (AMFS) Plan.

To date the following has occurred:

- Coordination meetings held in March 2019.
- FRWA began work in April 2019.
- FRWA completed the work required on the sewer side. FRWA began evaluation of the wastewater side (fire hydrants, water valves, etc.) of the assessment.
- The completion and review of the Asset Management and Fiscal Sustainability (AMFS) Plan (two documents) in August 2019.

Next Steps:

In order for the City of Quincy to be accepted for the financing rate adjustment and to be eligible for principal forgiveness/reimbursement, the Asset Management and Fiscal Sustainability Plan must:

- Be adopted by Resolution;
- Have written procedures in place to implement the plan, and
- Be implemented in a timely manner.

Summary of Plan:

Florida Rural Water Association has recently worked with the City of Quincy to compile the Asset Management and Fiscal Sustainability Plan for both the water and wastewater systems. These systems represent critical infrastructure designed to protect the public health and the environment. These reports assesses the current conditions of the City's utility fixed capital assets (treatment plants, as well as, the distribution, collection, and transmission systems), and more importantly provides recommendations, procedures and tools to assist with long range asset protection and utility reinvestment. FRWA will be available to support Asset Management and Fiscal Sustainability Plan recommendations and implementation.

In addition, these two reports are considered living documents with tools for the City's use and must be updated at least annually (recommended quarterly updates) by City of Quincy's Utility Department. Given the assessments, FRWA urges the following recommendations to strengthen the utilities, protect the City's customers, and lengthen the life cycle of assets and financial resiliency:

- Sewer Mains: Complete Virginia Street lift station collection system improvements to decrease I&I coming into WWTP, replace cleanout cap covers, fix open holes and sewer line breaks identified in smoke testing.
- Manholes: Line or re-grout manholes as needed to decrease I&I coming into WWTP, install inflow dishes in manholes identified by smoke testing, clean/jet manholes as needed
- Lift Stations: Replace piping in Circle Drive lift station, replace pump #2 in Sharon Drive lift station, clean debris/grease from Jail/Sharon/Washington lift stations immediately and other lift stations as needed. Institute regular cleaning schedule for all lift stations. Identify source of power outage/pump tripping at Virginia Street and repair as needed. Install standby generators at both Circle Drive and Virginia Street lift Stations. Purchase portable generator and manual transfer switches for remaining eight (8) lift stations. Install security fence around five (5) lift stations.
- Wastewater Plant: Replace clarifier inlet valve #1, replace nitrification tank DO meter, rebuild influent pump #1, replace influent and effluent pump controllers, replace nitrification tank #2 diffuser, rebuild bar screen chain, replace digester aerators with higher capacity aerators, build solar array to decrease energy usage at the plant.
- Water treatment plant and distribution system: Install new chlorine analyzer, repair well #9 and rebuild HSP 1, repair well #9 generator, install new chlorination system at well field.
- Hydrants and Hydrant valves: Replace failed hydrants throughout system and repair poor or very poor condition hydrants. Evaluate remaining hydrants for condition and repair or replace as needed. Paint hydrant throughout system.
- Water valves: Replace failed valves. Repair poor condition valves and/or clean out valve boxes to evaluate. Design and begin valve-exercising program. Evaluate remaining valves and repair or replace as needed.

Options:

Option 1: Motion to approve adoption of Resolution to Approve the City of Quincy's Asset Management and Fiscal Sustainability Plan (Exhibit B: Wastewater Asset Management & Fiscal Sustainability Plan – City of Quincy, Florida, Gadsden County, Permit #FL0020903 and Exhibit C: Drinking Water Asset Management & Fiscal Sustainability Plan – City of Quincy, Florida, Gadsden County, PWS 1200551) for the Solar Array Project

Option 2: Motion to deny Adoption of Resolution to Approve the City of Quincy's Asset Management and Fiscal Sustainability Plan (Exhibit B: Wastewater Asset Management & Fiscal Sustainability Plan – City of Quincy, Florida, Gadsden County, Permit #FL0020903 and Exhibit C: Drinking Water Asset Management & Fiscal Sustainability Plan – City of Quincy, Florida, Gadsden County, PWS 1200551) for the Solar Array Project

Staff Recommendation:

- Option 1

ATTACHMENTS:

Exhibit A: RESOLUTION No. 1395-2019

Exhibit B: Wastewater Asset Management & Fiscal Sustainability Plan – City of Quincy, Florida, Gadsden County, Permit #FL0020903

Exhibit C: Drinking Water Asset Management & Fiscal Sustainability Plan – City of Quincy, Florida, Gadsden County, PWS 1200551

RESOLUTION No. 1395-2019

A RESOLUTION OF THE CITY OF QUINCY, FLORIDA, APPROVING THE CITY OF QUINCY UTILITY ASSET MANAGEMENT AND FISCAL SUSTAINABILITY PLAN ("AMFS PLAN"), AUTHORIZING THE CITY MANAGER TO TAKE ALL ACTIONS NECESSARY TO MAKE EFFECTURE THE INTENT OF THIS RESOLUTION, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Florida Statutes provide for financial assistance to local government agencies to finance construction of the municipal utility system improvements, and

WHEREAS, the Florida Department of Environmental Protection State Revolving Fund (SRF) has designated the City of Quincy Utility System Improvements, as eligible for available funding, and

WHEREAS, as a condition of obtaining funding from the SRF, the City is required to implement the AMFS Plans for the City's Utility System Improvements, and

WHEREAS, the City Commission of the City of Quincy has determined that approval of the attached AMFS Plans for the proposed improvements, in order to obtain necessary funding in accordance with SRF guidelines, is in the best interest of the City.

NOW, THEREFORE, THE City of Quincy COMMISSION HEREBY RESOLVES:

Section 1. That the Utility Asset Management & Fiscal Sustainability Plans ("AMFS Plans"), attached hereto as Exhibit B and Exhibit C, is hereby approved and incorporated herein by this reference.

Section 2. That the City Manager is authorized to take all actions necessary to effectuate the intent of this resolution and to implement the AMFS Plans in accordance with applicable Florida laws and Commission directions in order to obtain funding from the SRF.

Section 3. That the City will implement an automatic annual rate increase equal to the Consumer Price Index or 2%, whichever is greater.

Section 4. That this resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED on this 13TH day of AUGUST 2019.

City of Quincy, Florida, Gadsden County

_____

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

ATTEST:

_____

Sylvia Hicks
Clerk of the City of Quincy
Clerk of the City Commission

FLORIDA RURAL WATER ASSOCIATION

2970 WELLINGTON CIRCLE • TALLAHASSEE, FL 32309-7813
(850) 668-2746

EMAIL
frwa@frwa.net

WEBSITE
www.frwa.net

Jack McLean, Jr., City Manager
404 W. Jefferson St
Quincy, FL 32351
jmclean@myquincy.net

Re: Drinking Water Asset Management & Fiscal Sustainability Plan– City of Quincy, Gadsden County, PWS 1200551

Mr. McLean,

The Florida Rural Water Association is pleased to submit the following Wastewater System Asset Management and Fiscal Sustainability (AMFS) plan to the City of Quincy. FRWA prepared this Plan in partnership with the FDEP State Revolving Fund (SRF) Program to identify your wastewater system's most urgent and critical needs.

The City's water and wastewater systems represent critical infrastructure designed to protect the public health and the environment. This report assesses the current conditions of your wastewater fixed capital assets (wastewater treatment plant, collection and transmission systems and disposal system), and more importantly provides recommendations, procedures and tools to assist with long range asset protection and wastewater utility reinvestment. FRWA will be available to support AMFS plan recommendations and implementation.

The following report is considered a living document with tools for your use which must be updated at least annually (recommended quarterly updates) by City of Quincy utility management. We provide electronic copies for your use and future modification. FRWA will remain available to assist in updating and revising the City's AMFS plan.

As a valued FRWA member, it is our goal to help make the most effective and efficient use of your limited resources. This tool is an unbiased, impartial, independent review and is solely intended for achievement of wastewater system fiscal sustainability and maintaining your valuable wastewater utility assets. Florida Rural Water Association has enjoyed serving you and wishes your wastewater system the best.

Sincerely,

Chris Bailey
Chris Bailey
FRWA Utility Asset Management

Copy:
Robin Ryals, Utilities Director, City of Quincy
Mo Cox, Assistant Director of Utilities, City of Quincy
Shanin Speas-Frost, FDEP, DW State Revolving Fund
Gary Williams, Florida Rural Water Association, Executive Director

City of Quincy System Asset Management and Fiscal Sustainability

Prepared for:

City of Quincy
Quincy, Florida
PWS 1200551
Prepared by:

FLORIDA RURAL WATER ASSOCIATION
Asset Management Program
In partnership with
Florida Department of Environmental Protection
&
Clean Water State Revolving Fund Program
Date: June 20, 2019

Table of Contents

Executive Summary

I. AMP Defined

An *Asset Management Plan* (AMP) is the systematic process of maintaining critical assets at the lowest life cycle cost within a predetermined desired level of service (as determined by Utility Staff, Customers, Commission Members, Regulators, etc.). Lowest life cycle cost refers to the best appropriate cost for rehabilitating, repairing, or replacing an asset. Asset management is implemented through an asset management program and includes a written asset management plan.

II. Benefits of an AMP

Implementing and maintaining an active Asset Management Plan will provide numerous benefits to the Utility and its Customers, such as:

- Prolonging asset life and aiding in rehabilitation/repair/replacement decisions
- Increased operational efficiencies
- Informed operational and management decisions
- Increased knowledge of asset criticality
- Meeting consumer demands with a focus on system sustainability and improved communication
- Setting rates based on sound operational and financial planning
- Budgeting by focusing on activities critical to sustained performance
- Meeting system service expectations and regulatory requirements
- Improving responses to emergencies
- Improving security and safety of assets
- Capital improvement projects that meet the true needs of the system and community

FRWA is committed to providing the City of Quincy with an AMFS plan that will make the process more efficient.

III. State Revolving Fund Requirement

An active Asset Management Plan (AMP) is a requirement for participation in the State Revolving Fund Program (SRF). Asset Management and Fiscal Sustainability (AMFS) program details are identified in the Florida Administrative Code (FAC) 62-503.700(7).

IV. AMP Development Stakeholders

The development of this AMFS plan involved the collective efforts of the City Management and Staff, Florida Department of Environmental Protection State Revolving Fund (FDEP-SRF), and Florida Rural Water Association (FRWA). FRWA resources include: Engineers, Certified Operators and Rate Sufficiency Analysts.

V. Table of Proposed Improvements and Associated Rate Sufficiency- CapEx and OpEx

The table below contains a listing of City of Quincy's Critical Assets and Processes that were found to need Capital and/or Operational funding to operate as designed and within Regulatory Compliance. A five (5) year estimated cost for each activity is provided for consideration. Also provided is the associated rate sufficiency, per customer per year, for the proposed activity. Contact the SRF to discuss the best loan repayment for the City. In addition to the Capital Needs table below, the City should expect to use annual reserves to maintain and repair other system wide assets, such as replacing water mains, extending to new areas, leak detection, etc.

See Section 4 for a detailed description of the asset improvements listed below.

City of Quincy Water Proposed Improvements & AssociA1:J22ated Rate Sufficiency

Item No.	Asset	Recommended Action (in excess of current O&M, R&R)		Projected CAPEX & OPEX Expenses by Year Fiscal Year Ending:				
	CAPEX		**Total Project Cost ($)**	**2019**	**2020**	**2021**	**2022**	**2023**
	No capital projects are recommended at this time							
	OPEX							
7	*WWTP Improvements*	Water plant improvements, including replace chlorine analyzer, repair well 9, rebuild HSP 1, install new chlorination system at well field, and well 9 generator repairs	$62,500	$29,000	$23,500	$10,000	$0	$0
9	*Hydrants*	Replace failed hydrants throughout system	$42,000	$21,000	$21,000	$0	$0	$0
10	*Hydrants*	Repair poor and very poor condition hydrants throughout system and replace as needed.	$26,000	$0	$0	$8,667	$8,667	$8,667
	Valves	Replace failed valves throughout system	$44,800	$8,960	$8,960	$8,960	$8,960	$8,960
11	*hydrants*	Paint hydrants throughout system for aesthetics and	$44,800	$8,960	$8,960	$8,960	$8,960	$8,960
	FINANCIALS							
15	*Annual Reserve Funding*	**See Note Below.	$1,142,063	$228,413	$228,413	$228,413	$228,413	$228,413
			NEW CAPEX	**$0**	**$0**	**$0**	**$0**	**$0**
			NEW CAPEX Debt Service	**$0**	**$0**	**$0**	**$0**	**$0**
			NEW OPEX	**$220,100**	**$0**	**$0**	**$0**	**$0**
			TOTAL	**$448,513**	**$0**	**$0**	**$0**	**$0**
		Customers	**3,972**	**3972**	**3972**	**3972**	**3972**	**3972**
		Monthly Rate Sufficiency/Customer		**$9.41**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
		Cumulative Monthly Rate Sufficiency/Customer		**$9.41**	**$9.41**	**$9.41**	**$9.41**	**$9.41**
		***Water Rate Sufficiency/Based on Avg Monthly Residential Bill**	**$15.65**	**$25.06**	**$25.06**	**$25.06**	**$25.06**	**$25.06**
		Percent Rate Sufficiency Needed/Year		60.1%	0.0%	0.0%	0.0%	0.0%
							Average Annual Rate Adjustment:	12.0%

NOTES:

* Sewer Rate Sufficiency is the average monthly sewer bill inside

The OPEX Cost and associated rate sufficiency shown above are in "in addition to" current utility activity.

Automatic re-occurring Annual Rate Increase of 1.5%, based on the current CPI is recommended to manage inflation of good and services associated with delivery of water service.

**Annual Reserve Funding:

Recommended percentages are included in the chart above and detailed below for illustration purposes only.

Major Capital Improvement Program Reserves:	$137,048	7.5% of Annual Operating Expenses
Contingency/Emergency Reserves:	$91,365	5% of Annual Operating Expenses
Total:	$228,413	
Based on 2018 budgeted operating expenses of:	$1,827,300	

VI. Fiscal Strategy and AMP Process Recommendations.

Based on this asset management and fiscal sustainability study, **specific recommendations** related to Capital Expenditures (CAPEX) and Operating Expenditures (OPEX) over the next five years are as follows:

1. Adopt this Asset Management and Fiscal Sustainability (AMFS) study in the form of a Resolution (see *Appendix A* for an example AMFS Resolution at the end of this document)
2. Engage a Florida Registered Engineer to support the Utility in review, funding, planning, design, permitting, and construction of critical CAPEX and OPEX as recommended in this AMFS study.
3. Make funding applications to the following programs/agencies in support of Utility System Upgrades/Improvements as recommended by this AMFS study (a synopsis of wastewater utility funding programs can be found at http://www.frwa.net/funding.html and http://efcnetwork.org/wp-content/uploads/2017/05/FL-Water-Wastewater-Funds-2017.pdf)*
    a. FDEP-State Revolving Fund (SRF)
    b. Regional Water Management City Community Budget Issues Request (CBIR)
    c. Florida Depart of Economic Opportunity Community Development Block Grant (CDBG)
    d. USDA Rural Development Direct Loan/Grant (USDA RD)
    e. Florida Dept. of Emergency Management (FDEM)
4. Evaluate and Adopt a Utility rate structure that will ensure rate sufficiency as necessary to implement capital improvements.
5. Begin using Diamond Maps for Asset Management Planning (AMP) and Computerized Maintenance Management System (or another CMMS of your choice).
6. Continue to build your asset management program by:
    a. Collecting critical field data and attributes on any new or remaining assets
    b. Improving on processes which provide cost savings and improved service
    c. Implementing a checklist of routine maintenance measures
    d. Benchmarking critical processes, annually
    e. Develop policies that will support funding improvements
    f. Develop manuals, SOPs and guidelines for critical processes
    g. Identify responsible persons or groups to implement processes to protect critical assets.
    h. Attend asset management training; annually.

See Table 9.2 Funding Source Summary in Conclusion

1 Introduction

In accordance with FDEP Rule 62-503.700(7), F.A.C., State Revolving Fund (SRF) recipients are encouraged to implement an asset management plan to promote utility system long-term sustainability. To be accepted for the ***financing rate adjustment and to be eligible for principal forgiveness/reimbursement***, an asset management plan must:

A. Be adopted by Resolution or Ordinance
B. Have written procedures in place to implement the plan
C. Be implemented in a timely manner

The plan must include each of the following:

1. Identification of all assets within the project sponsor's (utility) system
2. An evaluation of utility system assets' current:
    a. Age
    b. Condition
    c. Anticipated useful life of each asset
3. Current value of utility system assets
4. Operation and maintenance cost of all utility system assets
5. A Capital Improvement Program Plan (CIPP) based on a survey of industry standards, life expectancy, life cycle analysis and remaining useful life
6. An analysis of funding needs
7. The establishment of an adequate funding rate structure
8. An asset preservation plan:
    a. Renewal
    b. Replacement
    c. Repair
    d. A risk-benefit analysis to determine optimum renewal or replacement timing
9. An analysis of population growth and wastewater treatment demand projections for the utility's planning area and an impact fee model, if applicable, for commercial, industrial and residential rate structures
10. A threshold rate set to ensure proper wastewater system operation and maintenance; <u>if the potential exists for the project sponsor to transfer *any* of the system proceeds to other funds, rates must be set higher than the threshold rate to facilitate the transfer and maintain proper operation of the system.</u>

Fiscal Sustainability represents the accounting and financial planning process needed for proper management of system assets. It assists in determining such things as:

a. Asset maintenance, repair, or replacement cost
b. Accurate and timely capital improvement project budgeting
c. Forecasting near and long-term capital improvement needs
d. Whether the system is equipped for projected growth
e. Whether adequate reserves exist to address emergency operations.

Fiscal sustainability analysis requires a thorough understanding of the system's assets' current condition and needs. Therefore, fiscal sustainability follows asset management and is improved by sound asset management. Conversely, asset management requires a healthy fiscal outlook, since servicing and care of current assets is not free. Timely expenditures for proper servicing and care of current assets are relatively small when compared to repair and replacement expenditures that inevitably occur with component failure due to neglect.

Having a solid AMFS plan in place will benefit the City of Quincy in determining which assets are to be insured and for what amount, and to more effectively and efficiently identify its capital improvement needs and solutions. Additionally, the Clean Water State Revolving Fund (CWSRF) requires a system to adopt and implement an AMFS plan to qualify for loan interest rate reduction and/or principal forgiveness (grant).

This AMFS plan's intended approach is to assist City of Quincy with conducting a basic inventory and condition assessment of its current assets. It is expected the City will periodically re-evaluate the condition of its assets (suggested at least annually) to determine asset remaining useful life. A reminder/tickler can be established for staff that a given component is nearing time for servicing, repair, or replacement. Furthermore, major capital improvement needs can be reassessed periodically as they are met or resolved. In short, **this plan is not designed to be set in stone, but is intended to be a living, dynamic, evolving document**. It is recommended that the City conduct at least an annual AMFS plan review and revise as necessary throughout the year, resulting in a practical and useful tool for City of Quincy Staff.

2 Asset Management Plan

2.1 Components of Asset Management

Basic asset management includes:

- building an inventory of the utility's assets,
- developing and implementing a program that schedules and tracks all maintenance tasks, generally through work orders,
- developing a set of financial controls that will help manage budgeted and actual annual expenses and revenue.

Asset management provides documentation that helps the utility understand the assets they have, how long they will last, and how much it will cost to maintain or replace them. The AMFS plan provides financial projections which show the utility whether rates and other revenue mechanisms are sufficient to supply the utility's future needs, 5, 10, even 20 years ahead.

Asset Management is made up of five core questions:

1. What is the current status and condition of the utility's assets?
2. What is Level of Service (LOS) required?
3. What assets are considered critical to meeting the required LOS?
4. What are the utility's Capital Improvement Program Plan (CIPP), Operations and maintenance plan (O&M), and asset's Minimum Life Cycle Cost strategies?
5. What is the utility's long term financial strategy?

2.2 Implementation

In developing this plan, the FRWA has collected information on much of the City's wastewater system assets. The information has been entered into Diamond Maps, a cloud based geographical information system (GIS). The FRWA, in partnership with FDEP has contracted with Diamond Maps to develop Asset Management software specifically for small systems at an affordable cost. Continuing with Diamond Maps will cost $19 per month for a single license, or as many licenses as necessary at the rates listed in the following table. The software is easy to use, as it is set up for small communities and for water/wastewater systems.

Meter Count	Unlimited-Use Subscription
250	$15/month
500	$20/month
1,000	$30/month
2,000	$45/month
3,000	$60/month
4,000	$75/month
5,000	$90/month
10,000	$165/month

There is no obligation to continue this service if City of Quincy desires to purchase alternative software. Diamond Maps can be explored at http://diamondmaps.com. If the City decides to use Diamond Maps as their asset management tool, it will be easy to move the data collected by FRWA to the City's account.

The link https://www.capterra.com/cmms-software/ lists over 200 other asset management software options to choose from. The City of Quincy must choose the one that best suits its needs and budget. Once the decision is made, the important step of exporting the data collected by FRWA to the system must be completed as soon as possible.

Having an asset management tool to keep data current is essential for tracking the utility's assets into the future, to assist with planning and funding for asset rehabilitation or replacement, to schedule and track asset maintenance by issuing work orders, and assigning tasks to personnel who will perform the work and update in the system.

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In addition to the CMMS tool, Diamond Maps, The Florida Rural Water Association (FRWA) has partnered with the Florida Department of Environmental Protection (FDEP) State Revolving Loan (SRF) program and Raftelis Financial Consultants to create an online financial tracking and revenue sufficiency modeling tool, RevPlan.

RevPlan is designed to enhance asset and financial management for small/medium Florida water and wastewater utilities. It provides a free-to-member online tool to achieve financial resiliency, and to maintain utility assets for long-term sustainability. Additionally, RevPlan is programmed to populate asset information directly from Diamond Maps.

By inputting your accurate budgetary, O&M, CIP, existing asset and funding information, this tool assists the user in identifying any rate adjustments and/or external funding necessary to meet the utility finance requirements, and the impact rate increases/borrowing may have on customers.

There are a few important elements of a successful RevPlan outcome:

- The tool is only as accurate as the information used.
- One person should be assigned the task of annual RevPlan updates.
- Updating asset information in Diamond Maps is essential.

2.3 Level of Service (LOS)

As a provider of water and/or wastewater service, a utility must decide what Level of Service (LOS) is required for its customers. When setting these goals, most importantly the utility must decide the level of service it will provide. The following table shows examples of what might be included. Ideally, these goals would be conveyed to the utility's customers via a 'Level of Service Agreement'. This document demonstrates the utility's accountability in meeting the customer's needs and its commitment to do so. The four key elements of LOS are to:

I. provide safe and reliable wastewater service while meeting regulatory requirements
II. budget improvement projects focused on assets critical to sustained performance based on sound operational and financial planning
III. maintain realistic rates and adjust as necessary to ensure adequate revenue reserves for targeted asset improvement
IV. ensure long-term system resilience and sustainability

Targets must be set for individual parameters. Metrics should be created to help the utility direct efforts and resources toward predetermined goals. The established goals must include consideration of costs, budgets, rates, service levels, and level of risk. These goals are set in an agreement between the utility and its customers.

Guidelines for setting these goals include:

- Make the goals specific and well defined. Each goal should be clear to anyone with even a basic knowledge of the utility.
- Make the goals measurable. You must be able to tell how close you are to achieving the goal. You must also be able to determine when success is achieved.
- The goals must be attainable. Setting a goal to have zero water outages is great but unrealistic. A better choice would be to set a goal that no outage would exceed six hours, for example.
- The goals must be realistic. The staff and resources of the utility must be considered when setting goals. Available personnel, equipment, materials, funds, and time play a role in setting realistic targets.
- The goals must be time based. There must be a deadline for reaching the goal. Adequate time must be included to meet the target. However, too much time can lead to apathy and negatively affect the utility's performance.

The idea is to set goals and meet them. Reaching the goals should not be overly easy. Effort should be involved. The goals should target areas where a need exists. If the bar is set too low, the process is pointless. A few Level of Service examples are:

- Reduce water outage durations to no more than eight hours for any event.
- Respond to water quality complaints within two hours.

Most importantly, the utility must decide the level of service it will provide. The following table shows examples of what might be included. The LOS items for the City of Quincy must be specific to the system and would be discussed and agreed upon by management and staff. Ideally, these goals would be conveyed to the utility's customers via a 'Level of Service Agreement'. This document demonstrates the utility's accountability in meeting the customer's needs and its commitment to do so. LOS items are also typically included in a city's Comprehensive Plan.

Quincy **Drinking Water (DW)** Level of Service Goals			
Service Area	**Goal**	**Performance Targets**	**Timeframe/Reporting**
Health, Safety and Security	Reduce "down time" for water outages and reduce the number and duration of Boil Water Notices	Provide water distribution employees with training necessary to be proactive in water system maintenance and to rapidly and efficiently make emergency water system repairs.	Bi-annual report to District Superintendent and Board
Asset Preservation and Condition	Improve system wide preventive maintenance (PM)	Develop a comprehensive Preventive Maintenance weekly schedule for equipment and water system components (including valve exercising) and complete all preventative maintenance tasks as scheduled.	Weekly report to District Superintendent/Monthly report to Board
Asset Preservation and Condition	Establish a Predictive maintenance schedule (PdMS)	Develop a weekly PdMS to continuously monitor equipment for signs of unexpected problems. Adjust the PdMS as needed.	Weekly report to District Superintendent/Monthly report to Board
Asset Preservation and Condition	Develop an Asset Replacement Strategy	Develop an asset replacement strategy to be updated at least annually, including financing options.	Annual report to District Superintendent/Annual Report to Board
Service Quality and Cost	Assure that the utility is financially self-sustaining.	Perform an annual utilities rate analysis and make any needed rate adjustments every three to five years.	Annual Report to District Superintendent/Annual report to Board
Service Quality and Cost	Enact automatic inflationary rate adjustments	Annual evaluation of the adequacy of inflationary rate adjustments	Annual report to District Superintendent/ Board
Service Quality and Cost	Minimize Life of Asset Ownership costs	Bi-annual evaluation of unexpected equipment repairs compared to the Preventive Maintenance Schedule (PMS). Adjust the PMS if warranted.	Bi Annual report to District Superintendent/Annual report to Board
Conservation, Compliance, Enhancement	Improve reliability of water distribution through the distribution system	Annual evaluation of the water distribution system, including piping, valves, and fire hydrants. Develop a long range plan for replacements and improvements with timelines and funding options.	Annual report to District Superintendent/Bi-Annual report to Board

2.4 Best Management Practices (BMP)

Utility owners, managers, and operators are expected to be responsible stewards of the system. Every decision must be based on sound judgment. Using Best Management Practices (BMPs) is an excellent tool and philosophy to implement. BMPs can be described as *utilizing methods or techniques found to be the most effective and practical means in achieving an objective while making optimum use of the utility's resources*.

The purpose of an Asset Management and Fiscal Sustainability plan is to help the utility operate and maintain their system in the most effective and financially sound manner. An AMFS plan is a living document and is not intended to sit on a shelf. It must be maintained, updated, and modified as conditions and situations change. Experience will help the utility fine tune the plan through the years.

Category	Possible BMP's Available
Septic Systems	Establish proper siting criteria Specify appropriate design and construction criteria Establish operation and maintenance protocols Analyze assimilative capacity of soils and receiving water to determine appropriate density of septic system units Consider connecting to a public water system
Lawn and Garden Fertilizer	Eliminate excess uses Ensure proper application Select appropriate fertilizer Avoid application near wells used for drinking water, agricultural drainage wells; surface waters Plant native plants and grasses requiring less fertilizer and water.
Pet Waste	Pick up after pets
Pesticide Application (Large Scale)	Pesticide alternative through Integrated Pest Management Mix, load, and apply consistent with label directions Reduce techniques such as soil incorporation, pre- and post-plant emergence applications, spot treatments; split applications Proper storage and disposal Avoid Application around wells used for drinking water, agricultural drainage wells, and surface water
Turfgrass/Agricultural Fertilizer Application	Utilize application rates and fertilizer types consistent with actual plant needs. Time applications with periods of maximum crop uptake Impede runoff by using tillage buffer strips or filter strips Store and dispose fertilizers properly Avoid application near wells used for drinking water
Livestock and Poultry Waste	Prevent animal waste contact with water Ensure proper land application of manure Avoid application near drinking water wells and surface waters

	Use pasture management techniques such as fencing and planting legumes Avoid siting animal waste lagoons near drinking water wells or flood plains Use low-permeability lagoon liners Aerobically compost horse manure Divert wildlife from sensitive areas by fencing, mowing, landscaping, tree pruning, and drainage devices
Sanitary and Combined Sewer Overflows (SSos/CSOs)	Non-Structural prevention methods such as visual inspections, monitoring and maintenance programs, employee training and public education. Consider structural prevention methods such as upgrading of collection systems, wet-weather storage facilities, and new sewer collection systems
Injection Wells (UIC Program) Classes I-IV	See EPA website for descriptions of well classes and regulations that apply to each
Injection Wells (UIC Program) Class V	Available BMPS for selected representative samples below) See vehicle washing, small quantity chemical use, and underground storage tanks
Storm Water Runoff	Basic pollution prevention practices such as erosion control and sedimentation control measures; land use controls; grassed swales; buffer strips; filter strips; storm water capture and retainment ponds, and constructed wetlands.
Vehicle Washing	Use alternative cleansing agents such as phosphate-free, biodegradable detergents Discourage use of solvent and emulsifier-based agents Install water-recycling systems Train employees on spill control and response to problems Control and manage spills
Small Quantity Chemical Use	Avoid excess use of chemicals Follow label directions on proper use, storage and disposal Train employees on spill response and response protocols Refer to manufacturer's MSDS for specific hazard descriptions
Underground Storage Tanks (USTs)	Ensure compliance with federal UST requirements Consider local registration programs for exempt tanks Consider local land-use controls such as zoning, use restrictions, permits, and setbacks
Aboveground Storage Tanks (ASTs)	Ensure compliance with federal UST requirements Consider local registration programs for exempt tanks

	Consider local land-use controls such as zoning, use restrictions, permits, and setbacks

3 System Description

3.1 Overview

The City of Quincy, in Gadsden County, was originally founded in 1828 and is approximately 25 miles from the state capital in Tallahassee.

The wastewater system includes a 1.5 MGD Wastewater Treatment Plant, 16 miles of gravity or force sewer mains, 330 manholes and 10 lift stations. There are 3,972 sewer connections: 3,311 residential connections and 609 commercial connections and 50 government or other connections.

3.2 Form of Government

The City of Quincy is a council-city manager form of government. The City Commission is composed of a Mayor, Mayor Pro-Tem and three Commissioners who are elected. The City Commission is the legislative body of the City with the power to adopt ordinances (including the annual budget), resolutions and regulations.

The City Commission is authorized to create, by ordinance, the office of City Manager to serve at the pleasure of the City Commission as the administrative head of the City government with the power to manage the affairs of the City as provided by the ordinance.

The Mayor is elected by the voters of the City at large and holds office for a term of four years. The Mayor is recognized as the official head of the City for all ceremonial purposes, and by the courts for the purpose of serving civil process.

3.2.1 City Government and Management

City of Quincy Government	
Mayor /District 1	Keith A Dowdell
District 2	Angela Sapp
Mayor Pro-Tem/District 3	Ronte Harris
District 4	Freida Bass-Prieto
District 5	Daniel McMillan

- City Manager – Jack McLean
- City Clerk – Sylvia Hicks
- Interim City Attorney-Gary Roberts

The City Manager serves at the pleasure of the City Commission as the administrative head of the city government with the power to manage City affairs, including the power of appointment and removal of officers and employees of the City.

3.2.2 City Management

The City Manager's Office runs the daily general operations of the City in accordance with local ordinances, laws and policies that were put into place by the City Commission. The City Manager's office will manage and administer this AMFS plan, with appointees performing asset

management planning responsibilities. The team, under the direction of the City Manager, will be responsible for preparing, implementing, and updating this plan.

3.2.3 City Public Works Staff

The success of the City of Quincy Utilities Department results from the partnerships among its divisions and the diverse skills and unselfish contributions of their respective staffs. The Department is comprised of the following divisions: Water and Sewer, Gas, Meter Reading, and Electric.

The City of Quincy Utilities and Water/Wastewater Treatment divisions are staffed by 7 fulltime employees and managed by the Director of Utilities, Robin Ryals and Assistant Director of Utilities Mo Cox. Their work is supported by an administrative assistant, storekeeper, equipment operator, and the meter reading division. Operations at the wastewater treatment plant are contracted out to Jacobs (formerly CH2M Hill).

Title	Name
Director of Utilities	Robin Ryals
Assistant Director of Utilities	Mo Cox
Superintendent of Operations	Michael Pennington
Water & Sewer Superintendent	Josh Cox
Senior Utility Service Technician	Thomas Martinez
Utility Service Technician	Luis Colon
Utility Service Technician	Daniel Cromartie

3.3 Mission Statement

A mission statement for City of Quincy's Water Department, such as the one below, defines the goals of the city and is the guide for Level of Service agreements discussed in section 2.3.

The City's wastewater treatment plant operations perform their duties in a responsible and professional manner, while meeting or exceeding State of Florida standards and rules, in addition to the public's health, safety, and welfare. Operations at this facility have three (3) primary goals:

- *Produce the very best effluent quality possible*
- *Help ensure the water quality of the area surrounding Quincy*
- *Provide this quality and protection at the lowest possible cost to the citizens of Quincy and its customers*

3.4 System Components

The District's water system is supplied from six wells (6) wells located at three Water Treatment Plants (WTPs). The primary well field contains well 6, 7, 8, and 9. There are also wells at South Stewart St (well 2) and the decommissioned former water plant (well 4). They have a combined total design capacity of 6.696 MGD but an average daily demand of 1.629 MGD and a maximum daily demand of 3.133 MGD (2018 sanitary survey). All four wells at the well field have individual generators, but the other two wells do not. The system uses gas chlorination to disinfect. Both well 2 and 4 have chlorine Onsite. Well 9 supplies chlorine for the entirety of the wellfield.

The District has three elevated potable storage tanks and three ground storage tanks for a total storage capacity of 3.3 million gallons. All storage tanks had an annual inspection in 2018, however did not have their required 5 year inspection completed by the time FDEP completed their last sanitary survey in 2018.

3.5 Number of Connections and Average Flow

The District has 3,972 metered connections which include:

Category	# of Meters	Annual Average GPD (gallons per day)
Residential	3,312	567,350
Industrial	610	417,601
Government	51	65,695
Totals	**3,972**	**1,050,646**

4 Current Asset Conditions

4.1 Assets Critical to Sustained Performance

The City's water and wastewater utility comprises ***critical infrastructure***. The utility provides essential services for the community—safe drinking water and treated wastewater. Proper provision of these services protect the public health and the environment. The Florida Department of Environmental Protection has strict requirements for the proper operation and maintenance of the utility system, and the City is responsible for meeting these requirements.

Every water and wastewater system is made up of assets. Some you can see, some you can't. These are the physical components of the system, such as blowers, pumps, valves, pipes, tanks, motors, manholes, buildings, etc. Each is important in its own way and serves a function to make the system operate as it should. Often these assets include expensive and proprietary equipment.

One trait common to all assets is that they lose value over time. With age comes deterioration; with deterioration comes a decreased ability to provide the level and type of service the utility should give to its customers. Another trait common to assets is that they must be maintained. Maintenance costs increase as these assets age. Operation costs can rise with age as equipment becomes worn and less efficient. At some point, it is wiser to replace components rather than continue with increasingly frequent costly repairs. Failed or failing equipment can cause inadequate wastewater treatment, sanitary sewer overflows, customer complaints, costly damage to private property, negative environmental impacts, permit violations, and regulatory fines. Here in Florida we also have to consider that many of our communities depend on tourism, which relies on the protection of our natural resources.

Another unfortunate reality is that all assets will ultimately fail, and if not properly maintained, some will fail prematurely. How the utility manages the consequences of these failures is vital. Not every asset presents the same failure risk. Not every asset is equally critical to the

performance of the utility. For example, a fence surrounding a well site or lift station, though important, is not as vital or 'critical' to the utility as a well pump or lift station pump.

Factors that contribute to asset failure are numerous and include age, environment (weather, corrosive environments), excessive use and improper or inadequate maintenance

Replacement versus rehabilitation is always a consideration. What is best for the utility? What is best for the customer? The proper decision must be made based on information gleaned from all available resources.

Continuing to implement a Computerized Maintenance Management System (CMMS) will ensure the City's assets last longer, perform better, and provide more reliable service moving forward. With a CMMS, maintenance can be automatically scheduled, work orders printed, and completed work recorded in the system. Tracking and recording maintenance tasks encourages accountability of staff assigned to maintain the equipment.

Importantly, maintenance schedules can be created following manufacturer's recommendations, as well as those of industry professionals, instead of fixing things as needed or when they break down. *FRWA staff can assist the City in creating these schedules as well as provide training in Diamond Maps.*

4.2 Current Needs

4.2.1 Water Production Facilities and Distribution System

The City's water treatment and distribution system is generally in average condition as indicated in the 2018 Sanitary Survey Report and 2017 Consumer Confidence Report. There have been no significant reported problems with coliform bacteria, fluorides/inorganic chemicals, synthetic and volatile organic chemicals, lead and copper, nitrate/nitrite, radionuclides, public health hazard, low system pressure, inadequate capacity, and direct influence of surface water.

The distribution system was installed, for the most part, in the 1970's-80's and is a mixture of iron, galvanized and majority PVC piping. However, there are some areas of the city whose pipes are significantly older. Leaks and main breaks are a regular problem throughout the city due to the age and condition of the piping.

According to system operators there are some needs at the water treatment facilities. The chlorine analyzer at the water plant failed several years ago and needs to be replaced so operators have an accurate indication of the residual going into the system. Well 9 has a severe vibration issue and has been relegated to backup service as a result. High service pump #1 should be rebuilt since it has lost pumping capacity and is only at 75%. The chlorination system at the wellfield needs to be replaced as it has been problematic for several years. Finally, the well #9 generator has been out of service since 2011 and needs to be repaired. This repair could be delayed if there is sufficient capacity from the other wells during emergency situations.

- **Estimated cost for water facility repairs: $62,500**
  - **Estimated cost to replace chlorine analyzer (year 1): $3,000**
  - **Estimated cost to repair well #9 (year 1): $26,000**
  - **Estimated cost to rebuild high service pump #1 (year 2): $20,000**
  - **Estimated cost for new chlorination system at well field (year 2): $3,500**
  - **Estimated cost for well #9 generator repairs (year 3): $10,000**

4.2.2 Hydrants and Hydrant Valves

According to the 2018 Sanitary Survey, the City of Quincy has 461 hydrants throughout their distribution system. Our field personnel collected data on 120 fire hydrants. Thirteen percent of the hydrants were in poor to failed condition. The majority of these are in poor condition due to being too low to ground or in being in need of paint or grease. Many of the hydrants were buried to the outlets, the outlets were severely corroded or the outlets were seized. The large percentage of poor condition hydrants should be addressed to ensure operability and community safety. A hydrant maintenance program should be instituted to lengthen the life-cycle of these assets. In this proposed maintenance program, any seized outlets need to be fixed, raised or fully exposed, and pained/sealed as needed. Only 5% of the hydrants were graded as very poor or failed and as such in need of immediate attention.

The remaining hydrants were in average condition, however many need to be painted for aesthetics as well as having available water pressure identified for the fire department. Regarding the condition of the hydrants:

- 104 Hydrants are in average-good condition: minor to moderate corrosion, broken chains, minor leaks during flush, need paint.
- 8 hydrants are in poor condition: moderate to heavy corrosion, need paint, some difficulty turning, leaking before flushing, too low to ground.
    - Poor condition hydrants need to be serviced and repaired within the next 5 years. The majority of these hydrants will not need to be replaced, however that is a possibility that needs to be considered by the system as they inspect each hydrant.
- 5 Hydrants are in very poor condition: buried to outlets, leaning greater than 35 degrees, nothing comes out when open indicating it was valved off due to previous issues.
    - Very poor condition hydrants need to be serviced within the next 3 years. Replacement is likely with these hydrants, however some hydrants may be able to be serviced and repurposed.
- 3 Hydrants are in failed condition: All outlets and/or operating nut seized.
    - Failed hydrants need to be replaced immediately for fire prevention capabilities as well as system flushing.

Asset ID	Location	Condition	Reported Issues
5	Elm St and Williams St	Poor	buried to outlets
11	Smith St and S Cleveland St	Poor	operating nut super tight
23	N Madison St south of C&E Farm Rd	Poor	buried to outlets
25	David St and Crofton St	Poor	outlets seized, operating nut tight
32	G F A Drive	Poor	operating nut super tight
33	B W Roberts St and S Shadow St	Poor	too low to ground, buried to outlets
68	7th St	Poor	buried to outlets
70	N Betlinet Dr	Poor	too low to ground, outlet buried
15	S Shaffer St and W Inlet St	Very poor	buried to outlets, can't exercise

41	Pat Thomas Pkwy north of Hogan Ln	Very poor	hit by car, leaning forward 45 degrees
85	W Crawford St and Porro St	Very poor	prev hit by car, leaning over 45 degree
103	W Kin St and Frank Smith Rd	Very poor	Nothing comes out when opened, possible h.valve closed?
119	Washington St and N Duvall St	Very poor	Nothing coming out when opened, possible h.valved off?
6	Elm St and Lincoln St	Failed	all 3 outlets seized
73	Dupont Ave	Failed	operating nut seized
101	W Washington St and Main St	Failed	operating nut seized

Many of the hydrants were installed in pre-1970 (which mean they are beyond or nearing their industry standard useful design life of 50 years) and did not have a hydrant valve installed with them. Many of the newer hydrants did have valves accompanying them, however many were buried or otherwise inaccessible. Hydrant valves were not exercised during asset collection, but varied in visible inspection from poor to excellent. Many of the valve boxes were full of dirt and should be cleaned out. In order to verify operation, system personnel should attempt to locate, mark, and exercise hydrant valves to ensure proper operation when needed.

According to the most recent Sanitary Survey evaluation from 2018, FDEP noted that the city does have a flushing program. "Accounted for water loss" varied between 800,000 gallons to 1.2 million gallons which indicates that the city of Monticello does a good job of implementing the flushing program to increase water quality. Continuation of a comprehensive flushing program is recommended to ensure high chlorine residuals and good water quality, as well as ensuring operation of hydrant during time of emergency.
It is recommended that the City of Quincy replace the failed and very poor condition hydrants in year one to two and contract with a vendor to assess and fix the poor condition hydrants in year three to four. Since we looked at approximately 25% of the hydrants, we should extrapolate out to the remaining 75% of the system a similar number of valves needing replacement. In that case, 32 hydrants would be considered poor, 20 in very poor condition, and 12 in failed condition. The city maintains sufficient funding in the budget for hydrant maintenance so no additional funds are recommended at this time.

- **Estimated cost to replace/repair hydrants throughout system: $68,000**
  - **Estimated cost replace 12 failed condition hydrants: (100% of system): $42,000** (to replace ONLY assessed very poor hydrants $10,500)
  - **Estimated cost to repair 34 poor and very poor condition hydrants (100% of system): $26,000** (to repair ONLY assessed poor and very poor condition hydrants: $6,500)

4.2.3 Water Valves

According to the 2018 Sanitary Survey, the City of Quincy has a total of 580 valves throughout the distribution system. Our field personnel marked and assessed 150 valves. Of these:

- 116 valves were in average condition-Valve boxes were clean and operating nut or wheel easily accessible. Operating nut turned fully and valve opened and closed completely.
- 24 valves were in poor condition-Valve boxes were full of dirt making operating nut inaccessible, valve stem leaking slightly or valve lid paved over or stuck making access difficult. Some of the poor condition valves are likely operational, therefore the city needs to clean the valve boxes and attempt to exercise.
- 10 valves were in failed condition-Operating nut seized, valve didn't close completely, or wheel valve broken off.

ADDRESS	SIZE	Condition	Reported Issue
Elm St and Camilla Ave	Unknown	Poor	valve stem leaks profusely while turning per system, did not operate
W King St and N Adams St	Unknown	Poor	full of dirt
W King St and N Adams St	Unknown	Poor	full of dirt
W King St and N Adams St	Unknown	Poor	full of dirt
W King St and N Adams St	Unknown	Poor	full of dirt
W King St and N Adams St	Unknown	Poor	full of dirt
W King St and N Adams St	Unknown	Poor	full of dirt
Attapulgus Hwy and Fowler Dr	Unknown	Poor	paved over, can't open
Attapulgus Hwy and Fowler Dr	Unknown	Poor	paved over, can't open
Canal St and Circle Dr	Unknown	Poor	can't feel nut, possible wheel valve broke off
N Key St and W King St	Unknown	Poor	
Forest Dr and Bellemy Dr	6"	Poor	leaking at valve stem
W Bellemy Dr and Woodland Dr	Unknown	Poor	leaking from valve stem
W King St and 14th St	Unknown	Poor	full of dirt
W King St and 14th St	Unknown	Poor	full of dirt
S Ward St and W Crawford St	Unknown	Poor	too much dirt, can't get on nut
W Crawford St and S 10th St	Unknown	Poor	can't get on nut
W Crawford St and S 10th St	Unknown	Poor	covered in dirt
MLK Blvd and S 11th St	Unknown	Poor	leaking profusely from valve stem while turning
Malcolm St and Bradley St	Unknown	Poor	can't get on nut
B W Roberts St and S Shadow St	Unknown	Poor	Can't get on nut
N Cleveland St and W Washington St	6"	Poor	Leaking badly from stem when turning
W King St south of school	Unknown	Poor	Leaks badly during operation
MLK Blvd and Frierson St	Unknown	Poor	lid stuck
Elm St and Williams St	Unknown	Failed	only operates 2 turns
Stevens St and S Cleveland	2"	Failed	wheel broken off
Elm St and Camilla Ave	Unknown	Failed	operating nut seized
N Key St and W King St	Unknown	Failed	wheel valve broke off
W King St and 11th St	Unknown	Failed	Can't operate

W Jefferson St and S Ward St	Unknown	Failed	can't turn, operating nut seized
W King St and Frank Smith Rd	Unknown	Failed	operating nut seized
W King St south of Sharon St	Unknown	Failed	operating nut seized
S Sheffer St and Hamilton St	Unknown	Failed	Operating nut seized
N Duval St and Washington St	Unknown	Failed	operating nut spinning freely

As we did with hydrants above, since we looked at approximately 25% of the valves, we should extrapolate out to the remaining 75% of the system a similar number of valves needing replacement. In that case, 40 valves would be considered failed and 96 in poor condition. The city maintains sufficient funding in the budget for valve replacement so no additional funds are recommended at this time.

- **Estimated cost to replace 40 failed valves: (100% of system): $44,800** (to replace ONLY assessed failed valves $11,200)

4.2.4 Water Meters

Water meters should be considered critical for the revenue stream they provide to the City. Inaccurate meters can cost a city thousands or even millions of dollars over time. Therefore, making sure that meters are working properly, and replacing old and broken meters annually, is an industry standard (or BMP).

There are 3972 metered connections in the distribution system (3312 residential and 610 commercial/industrial and 51 meters connected to city government properties).

Regular testing of the large commercial/industrial meters (3-inches and above) is recommended. Meters testing below AWWA standards should be repaired or replaced. These large meters are typically installed at high-use locations, so ensuring they are accurate will prevent lost revenues.

Water loss can be a significant portion of the water provided by a utility. The most commonly accepted maximum water loss is 15% of water produced, with accepted ranges from 7.5 to 25%. According to the system, unaccounted water averaged within that range in 2018.

Implementation of the AMFS plan and following through with scheduled and warranty maintenance of the assets will give your community years of reliable service from this site. Diamond Maps contains detailed condition and notes of each of the manholes, lift stations and other utility assets discussed within this document.

5 Operations and Maintenance Strategies (O&M)

O&M consists of preventive and emergency / reactive maintenance. The strategy for O&M varies by the asset, criticality, condition, and operating history.

All assets have a certain risk associated with their failure. This risk must be used as the basis for establishing a maintenance program to make sure that the utility addresses the highest risk assets. In addition, the maintenance program should address the level of service performance objectives to ensure that the utility is running at a level acceptable to the customer. Unexpected incidents could require changing the maintenance schedule for some assets. This is because corrective action must be taken in response to unexpected incidents, including those found during routine inspections and O&M activities. Utility staff will record condition assessments when

maintenance is performed, at established intervals, or during scheduled inspections. As an asset is repaired or replaced, its condition will improve and therefore it can reduce the overall risk of the asset failing. The maintenance strategy will be revisited annually.

Two important considerations in planning O&M strategies are:

- Unplanned repairs should be held at 30% or less of annual maintenance activities
- Unplanned maintenance in excess of 30% indicates a need to evaluate causes and adjust strategies

5.1 Preventive Maintenance

Preventive maintenance is the day-to-day work necessary to keep assets operating properly, which includes the following:

1. Regular and ongoing annual tasks necessary to keep the assets at their required service level
2. Day-to-day and general upkeep designed to keep the assets operating at the required levels of service
3. Tasks that provide for the normal care and attention of the asset including repairs and minor replacements
4. The base level of preventative maintenance as defined in equipment owner's manuals

These preventative maintenance guidelines are supplemented by industry accepted best management practices (BMPs).Equipment must be maintained according to manufacturer's recommendations to achieve maximum return on investment. By simply following the manufacturer's suggested preventive maintenance the useful life of equipment can be increased 2 to 3 times when compared to "run till failure" mode of operation. Communities that have disregarded preventive maintenance practices can achieve positive returns from a relatively small additional investment. Deferred maintenance tasks that have not historically been performed due to inadequate funding or staffing must be programmed into future operating budgets. Proper funding provides staffing and supplies to achieve life expectancy projected by the manufacturer and engineer.

Table 5.A is a sample O&M Program for this system and is based on BMPs, manufacturers' recommended service intervals, staff experience, and other sources. *This schedule is only an example.* The true schedule must be created by City of Quincy staff based on their historical knowledge and information gleaned from the new plant O&M Manuals received after the facility upgrade has been completed.

Diamond Maps should be used to schedule maintenance tasks, some of which can be set up in advance. This is especially helpful for recurring tasks (annual flow meter calibrations for instance). All maintenance activities should be coordinated in Diamond Maps using the work order feature. Performing the work is important. Tracking the work is also important. Being able to easily check on when specific maintenance tasks were performed or are due to be performed will make the utility run more efficiently, and prolong the life of critical equipment.

Table 5.B is a generic example of a spreadsheet created using information taken directly from Diamond Maps to create a maintenance schedule. Such a schedule could be used to create work orders for employees in Diamond Maps.

Table 5.A

Task Name	Frequency	Task Name	Frequency
Visually inspect site. Check for damage or tampering (fence, tanks, equipment, etc.) O/M	Once Each Visit	Make sure unnecessary equipment is properly decommissioned. O/M	As it occurs
Check all on site equipment for proper operation. Note any issues (leaking pipes, equipment issues, lighting, etc.) and schedule repairs accordingly) O/M	Once each Visit	Check freeze protection measures in winter months (O/M)	Once each visit during appropriate months.
Calibrate chlorine and pH meters and enter data on calibration sheets or in log book. O	Once each visit	Respond to any distribution system issues. M	As they occur
Record all readings on plant worksheets and in log book. O	Once each visit	Collect lab samples. O	As required per operating permit.
Clean/tidy plant grounds. O/M	Weekly/as needed	Thoroughly inspect chemical systems in plant (hypochlorite, etc.) and perform any routine maintenance. O/M	Every 6 months
Confirm submittal of monthly reports within required timeframe. O	Monthly	Exercise all valves at plant and throughout system. M	At least annually per the valve exercising plan.
Perform preventive maintenance on treatment plant and buildings. M	Annually or as needed.	Perform preventive maintenance on treatment plant equipment. M	Per manufacturers recommendation
Prepare a demand forecast. Identify and evaluate energy conservation measures for your utility. Identify and evaluate distribution system problems. Establish/update customer knowledge (CCR, FOG letters, etc.) O/M	Annually	Update FSAMP plan. O/M	Annually
Inspect and certify (or verify certification) of all backflow devices in the system. O/M	Annually	Have plant flow meters tested for accuracy and repaired or replaced as necessary. M	Annually
Clean all tank exteriors, inspect vents, openings. O/M	Annually, Interior checked every 5 years.		
O = Operations Staff: M = Maintenance Staff O/M = can be performed by either			

Table 5.B

WO#	Status	Description	Date Created	Date Started	Date Completed	Date Planned	Recurring
W1001	Planned	Replace failed hydrant	7/12/2019 14:09				
W1002	Planned	Replace failed hydrant	7/12/2019 14:09				
W1003	Planned	repair failed hydrant	7/12/2019 14:09				
W1004	Planned	Evaluate hydrant. Repair or replace as needed	7/12/2019 14:10				
W1005	Planned	Evaluate hydrant. Repair or replace as needed.	7/12/2019 14:10				
W1007	Planned	Evaluate hydrant. Repair or replace as needed.	7/12/2019 14:11				
W1008	Planned	Evaluate hydrant. Repair or replace as needed.	7/12/2019 14:11				
W1009	Planned	Evaluate hydrant. Repair or replace as needed.	7/12/2019 14:11				
W1010	Planned	Raise hydrant or un-bury outlets for access	7/12/2019 14:12				
W1011	Planned	Add grease so operating nut can turn. Repair otherwise as needed.	7/12/2019 14:12				
W1012	Planned	Raise hydrant or un-bury outlets	7/12/2019 14:13				
W1013	Planned	repair hydrant and add grease to weep hole	7/12/2019 14:13				
W1014	Planned	add grease to allow operating nut to turn	7/12/2019 14:13				
W1015	Planned	raise hydrant or un-bury outlets	7/12/2019 14:14				
W1018	Planned	raise hydrants or unbury outlets	7/12/2019 14:14				
W1019	Planned	raise hydrant or unbury outlets	7/12/2019 14:15				
W1020	Planned	replace failed valve	7/12/2019 14:15				
W1021	Planned	replace failed valve	7/12/2019 14:16				
W1022	Planned	replace failed valve	7/12/2019 14:16				
W1023	Planned	replace failed valve	7/12/2019 14:16				
W1024	Planned	replace failed valve	7/12/2019 14:16				
W1025	Planned	replace failed valve	7/12/2019 14:17				
W1026	Planned	replace failed valve	7/12/2019 14:17				
W1027	Planned	replace failed valve	7/12/2019 14:17				
W1028	Planned	replace failed valve	7/12/2019 14:17				
W1029	Planned	replace failed valve	7/12/2019 14:17				
W1030	Planned	Evaluate valve. Repair or replace as needed.	7/12/2019 14:18				

WO#	Status	Description	Date Created	Date Started	Date Completed	Date Planned	Recurring
W1031	Planned	Clean valve box. exercise valve	7/12/2019 14:18				
W1032	Planned	Clean valve box. exercise valve	7/12/2019 14:19				
W1033	Planned	Clean valve box. exercise valve	7/12/2019 14:19				
W1035	Planned	Clean valve box. exercise valve	7/12/2019 14:20				
W1036	Planned	Clean valve box. exercise valve	7/12/2019 14:20				
W1037	Planned	Clean valve box. exercise valve	7/12/2019 14:20				
W1038	Planned	remove asphalt from lid, exercise valve	7/12/2019 14:20				
W1039	Planned	Remove asphalt from lid. exercise valve	7/12/2019 14:21				
W1040	Planned	Evaluate valve. Repair or replace as needed.	7/12/2019 14:21				
W1041	Planned	Evaluate valve. Repair or replace as needed.	7/12/2019 14:22				
W1042	Planned	evaluate and repair leaking valve stem	7/12/2019 14:22				
W1043	Planned	evaluate and repair leaking valve stem	7/12/2019 14:22				
W1044	Planned	clean valve box and exercise valve	7/12/2019 14:23				
W1045	Planned	clean valve box and exercise valve	7/12/2019 14:23				
W1046	Planned	clean valve box and exercise valve	7/12/2019 14:23				
W1047	Planned	clean valve box and exercise valve	7/12/2019 14:24				
W1048	Planned	clean valve box and exercise valve	7/12/2019 14:24				
W1049	Planned	repair leaking valve stem if possible, replace if necessary	7/12/2019 14:24				
W1050	Planned	Evaluate valve, determine if wheel broken off, repair/replace as needed.	7/12/2019 14:25				
W1051	Planned	evaluate valve, determine if wheel broken off, repair/replace as needed	7/12/2019 14:25				
W1052	Planned	Repair leaking valve stem, replace if needed.	7/12/2019 14:26				
W1053	Planned	Evaluate valve. Replace/repair as needed.	7/12/2019 14:26				
W1054	Planned	Free stuck lid. Exercise valve	7/12/2019 14:27				
RECUR1056	Planned	Exercise 25 valves in system as determined by valve exercising program.	7/12/2019 14:28				Biweekly |8/30/2019
RECUR1057	Planned	Flush 40 hydrants according to hydrant flushing schedule	7/12/2019 14:30				Monthly|15

5.2 Proactive vs Reactive Maintenance

Reactive maintenance is often carried out by customer requests or sudden asset failures. Required service and maintenance to fix the customer's issue(s) or asset failure is identified by staff inspection and corrective action is then taken. Reactive maintenance is sometimes performed under emergency conditions, such as an inoperable lift station causing a sanitary sewer overflow. As mentioned above, if your system is responding to and performing reactive/emergency maintenance more than 30% of the time, you will need to adjust your maintenance schedules (increase proactive maintenance schedules).

Proactive maintenance consists of preventive and predictive maintenance. Preventive maintenance includes scheduled tasks to keep equipment operable. Predictive maintenance tasks try to determine potential failure points. An example of predictive maintenance is infrared analysis of electrical connections. Using special equipment, a technician can "see" loose or corroded connections that would be invisible to the naked eye. This allows the utility to "predict" and correct a potential problem early. Assets are monitored frequently, and routine maintenance is performed to increase asset longevity and prevent failure.

Upon adoption of this AMFSP plan or any DEP-approved WW AMP, the FRWA Utility Asset Management (UAM) team intends to upload the City of Quincy's asset data definition file into "Diamond Maps", described in Section 2.2, and will populate the field data. The appropriate City personnel will be trained on Diamond Maps functionality and can immediately begin using it for scheduling and tracking system asset routine and preventive maintenance.

5.3 Staff Training

Utility maintenance is quite unique. It can involve one or a combination of water and sewer main repairs, customer service issues, lift station troubleshooting and repair, blower and motor repairs, and even tank repairs and other technical work. This skill set is not common. Training staff, whether they are new or long-term employees, is very important. It is recommended that the City initiate a training program for its employees. In addition to technical training, safety training is also necessary. Treatment plants and distribution/collection systems can be dangerous places to work. Electrical safety, troubleshooting panel boxes, trenching and shoring, confined space entry, etc. are just a few of the topics that could benefit the City and its staff.

FRWA personnel can provide some of the training needed by City of Quincy staff members. Training services that we offer to members are listed on our website http://www.frwa.net/ under the Training Tab.

There is no such thing as too much training. The more your staff knows, the more capable, safe, and professional they become. This enhanced sense of professionalism will improve the quality of overall service and accountability to the community.

6 Capital Improvement Plan

Capital improvement projects generally create a new asset that previously did not exist or upgrades or improves an existing component's capacity. These projects are the consequence of growth, environmental needs, or regulatory requirements. Included in a CIP are typically:

1. Any expenditure that purchases or creates a new asset or in any way improves an asset beyond its original design capacity.
2. Any upgrades that increase asset capacity.

3. Any construction designed to produce an improvement in an asset's standard operation beyond its present ability.

Capital improvement projects, such as the WWTF upgrades/rehabilitation, lift station and collection system improvements, and others mentioned previously, will populate this list. Renewal expenditures do not increase the asset's design capacity, but restores an existing asset to its original capacity, such as:

1. Any activities that do not increase the capacity of the asset. (i.e., activities that do not upgrade and enhance the asset but merely restore them to their original size, condition and capacity, for example, rebuilding an existing pump).
2. Any rehabilitation involving improvements and realignment or anything that restores the assets to a new or fresh condition (for example, manhole rehabilitation and lining of sewer mains).

In making renewal decisions, the utility considers several categories other than the normally recognized physical failure or breakage. Such renewal decisions include the following:

1. Structural
2. Capacity
3. Level of service failures
4. Outdated functionality
5. Cost or economic impact

The utility staff and management typically know of potential assets that need to be repaired or rehabilitated. Reminders in the Diamond Maps task calendar let the staff members know when the condition of an asset begins to decline according to the manufacturer's life cycle recommendations. The utility staff members can take these reminders and recommendations into account.

Because the anticipated needs of the utility will change each year, the CIP is updated annually to reflect those changes.

7 Financial

7.1 Population

Population of Quincy in 2014: 7914
Population change since 2000: +13.3%
Median resident age: 40.4 years
Estimated median household income in 2016: $ 35,545 (**it was** $29,393 **in 2000**)
Estimated per capita income in 2016: $17,813 (**it was** $15,133 **in 2000**)
(Source http://www.city-data.com/city/Quincy-Florida.html)

7.2 Budget/Financial Sufficiency

According to the latest adopted budget (as seen below), operating expenses for the water system were $1,655,308. The proposed budget for the upcoming year (2018-2019) is higher at $1,760,300. Revenue projections noted on the budget would cover the expected expenses. According to the 2017 Audit, the water division operated at a net revenue (surplus) of $392,616.

Budget Items	2017 Actuals	2019 Budget
Personnel Expenses	182,718	214,998
O&M Expenses	486,863	771,663
Capital and Depreciation	466,359	0
Debt Service	219,685	489,487
Transfer	300,683	281,152
Total	1,655,308	1,760,300

Revenue

Budget Items	2017 Actuals	2019 Budget
Sales	1,520,189	1,574,000
Interdepartmental Sales	99,613	110,000
Connections	8,426	7,000
Forfeited Discounts-Penalties	18,657	20,000
Cut On/Off Fees	314	300
Misc Charges	10,201	6,000
Water Surcharge O/S	95,027	97,000
Interest Revenue	3,272	6,000
Unrealized Gain	36,995	7,000
Interfund Transfer	0	0
Total	1,792,694	1,827,300

Reserves

An important funding line item for a wastewater utility is reserves, which should be funded annually as a percentage of the operating budget, more specifically as 7.5% of annual operating expenses for Major Capital Improvement Program Reserves and 5% of annual operating expenses for Contingency/Emergency Reserves.

Increasing the annual reserve funding to at least meet the recommended amount would help to build adequate reserves moving forward. We have included a line item for the recommended annual reserve funding in the Proposed Improvements table.

7.3 Rates

A ‘rule of thumb’ we subscribe to regarding rates is that base charges pay for operational expenses and usage charges fund the Capital Improvement Plan/Renewal & Replacement/Preventive Maintenance/Operation & Maintenance reserves. Usage fluctuates and does not always provide a reliable funding source for operations.

A threshold rate should be set to ensure proper wastewater system operation and maintenance revenue. We suggest a new rate study or evaluation. FRWA can assist with a rate study.

The City rate structure for water distinguishes between commercial and residential rates, but does not have separate rates for inside versus outside of the city. Meter size and usage is also taken into consideration in the rate structure. Drinking water rates are as follows:

Size of Water meter Min.(inches)	Minimum Bill	Gallons Included
Residential		
¾ or smaller	$10.45	3,000
1	$13.85	3,000
1 ½	$17.25	3,000
2	$29.10	3,000
3	$43.20	3,000
4	$67.50	3,000
6	$122.30	3,000
Commercial		
¾ or smaller	$26.55	3,000
1	$29.10	3,000
1 ½	$35.60	3,000
2	$42.95	3,000
3	$61.00	3,000
4	$89.85	3,000
6	$192.10	3,000

Usage Charge	Gallon Range
Residential	
$2.60 per 1000 gallons	3,001-12,999
$2.90 per 1000 gallons	13,000-22,999
$3.30 per 1000 gallons	23,000-199,999
$3.50 per 1000 gallons	>199,999
Commercial	
$3.55 per 1000 gallons	3,001-12,999
$3.85 per 1000 gallons	13,000-22,999
$4.20 per 1000 gallons	23,000-199,999
$4.40 per 1000 gallons	>199,999
$3.50 per 1000 gallons	>199,999

Based on the Revenue amounts listed above, it appears that the monthly average sewer bill inside the City is $15.65 (5,000 gallons) for residential and varies based on meter size for commercial.

The Additional Expenses listed in the Executive Summary would cost approximately $175,300 in year one, in addition to currently projected costs of operation, including an increase in reserve funding. If the City implements a Capital Needs plan based on our findings, rates would need to be adjusted up significantly in year one, however the rates would have no adjustments in years 2-5 for an average annual rate adjustment of 10.8%. The initial rate adjustment is relatively high due to the need to begin setting aside a percentage of annual operating expenses towards reserves. Grants or legislative appropriations may offset a portion of this increase. Our analysis for the purpose of this AMFSP did not include raising the base rate, but that is an option that should be considered.

The threshold rate should be set to include these additional operating costs and additional reserves to ensure proper wastewater system operation and maintenance. For the purpose of this plan, we only considered residential rates, as they account for the majority of wastewater accounts.

Additionally, the City could consider an automatic Consumer Price Index (CPI) rate increase moving forward. A small increase of 2% annually is manageable for customers and provides the utility with much needed financial resources. Keeping customers informed is always a worthwhile endeavor. Using bill inserts or mailings that advertise utility accomplishments and successes, such as noting LOS items and listing any system improvements that have been made to demonstrate the City's commitment to proper system stewardship. Remember, the water and wastewater systems are critical infrastructure to protect the public health and the environment.

8 Energy Management

8.1 Energy Conservation and Cost Savings

The City should ensure all assets, not just those connected to a power source, are evaluated for energy efficiency. It is highly recommended the staff (or your consultant) conduct an energy assessment or audit. The following are common energy management initiatives the City should implement going forward:

1. Load management
2. Replace weather-stripping and insulation on buildings.
3. Installation of insulated metal roofing over energy inefficient shingle roofing
4. On-demand water heaters
5. Variable frequency driven pumps and electrical equipment
6. Energy efficient infrastructure
7. LED lighting
8. Meg electric motors
9. MCC electrical lug thermal investigation
10. Flag underperforming assets for rehabilitation or replacement

The above 10 energy saving initiatives are just a start and most can be accomplished in-house. A more comprehensive energy audit, conducted by an energy consultant/professional, is recommended to evaluate how much energy is consumed system wide and identify measures

that can be taken to utilize energy more efficiently. The primary goal is reducing power consumption and cost through physical or operational changes. The FRWA has just recently begun offering Energy Assessments to our members and SRF recipients that are participating the AMFSP program. Please contact your local Circuit Rider or other FRWA team member to participate.

Each system will have unique opportunities to reduce energy use or cost depending on system specific changes and opportunities within the power provider's rate schedules. For example, an audit of an individual wastewater treatment plant (WWTP) will attempt to pinpoint wasted or unneeded facility energy consumption.

With the cost of electricity rising, the reduction of energy use should be a priority for municipalities. A key deliverable of an energy audit is a thorough analysis of the effect of overdesign on energy efficiency. Plants are designed to perform at maximum flow and loading conditions. Unfortunately, most plants are not efficient at average conditions. Aging infrastructure is another source of inefficient usage of energy in WWTPs across the country. The justification for addressing aging infrastructure related energy waste is also included in the energy audit process.

8.2 Energy Conservation Measures

The following table provides typical water and wastewater high-use energy operations and associated potential energy saving measures.

High Energy Using Operations	Energy Saving Measures
Lift Station Pumping	• Reduce load • Manage load • Water to wire efficiency • Pump selection • Motor and drive selection • Automated control • Install variable frequency drives
Lighting	• Motion sensors • T5 low and high bay fixtures • Pulse start metal halide • Indirect fluorescent • Super-efficient T8s•Comprehensive control for large buildings
Heating, Ventilation, Air Conditioning (HVAC)	• Water source heat pumps • Prescriptive incentives for remote telemetry units • Custom incentives for larger units • Low volume fume hood • Occupancy controls • Heat pump for generator oil sump

8.3 Energy Audit

On April 3, 2019 the FRWA conducted an energy assessment at the City water plants. The assessment found the facilities in good condition energy wise. Many of the structures at the WTP have been repurposed or reused. Upgraded controls and management systems help the system

keep their energy cost down. FRWA's energy assessment specialist did not find any specific items that would save the system additional money, however it is recommended to continually search for ways to save money electrically, including replacing fluorescent bulbs with LEDs when applicable.

A water system energy audit approach checklist similar to the one below can be a useful tool to identify areas of potential concern and to develop a plan of action to resolve them.

Determine Audit Team Members	
	Engineers - reduce energy cost
	Plant Staff - reduce disruption to system
	Electric Utility - reduce peak demand
Collect Data	
	Power bills - get actual bills that show energy use, demand charges, cost adjustments, etc.
	Electric rate schedules - get current rate schedules
	Alternative rate schedules-are alternate rates available that will benefit the water system
	Flow data - include booster stations, wells, HSPs, anything with a flow meter
	Meter data - Sold vs produces, bulk purchases or sales, water loss data
	Pump curves - collect pump curves to verify pumps are operating near their design point
	Water quality standards - any unique processes required
	Previous audit findings - have energy audits been performed in the past?
	System pressure - operating pressures in the system
	Pressure zones - how are different zones operated and how is water moved around the system?
	PRVs - amount of head removed, number in the system, any way to limit wasting head?
	Storage tanks - capacity, elevation, head range
	Compressed air systems - horsepower, receiver tank size, devices consuming compressed air
	HVAC - efficiency and performance of existing equipment
	Gas bills - HVAC audit
	Lighting - efficiency and performance of existing lights
Conduct Site Visit	
	Meet with staff and operators
	Q&A session, discuss operations, gain understanding of how system is operated
	Seek input from operators and those familiar with the system
	Walk through-tour facilities, more Q&A
	Obtain any missing info, check motor sizes, observe valve positions
	Focus on big power consumers, they will offer the best payback
	Raw water pumping, wells, HSP, air compressors-typically largest power consumers
	Seek Energy efficiency ideas from plant staff
Develop Energy Conservation Measures	
	Estimate energy or cost savings
	Determine capital cost
	Consider operation impacts to the plant
	Look for rebates or incentives

9.1 Conclusions

Our conclusions are based on our observations during the data collection procedure, discussions with City of Quincy staff, reports from the City's engineer, regulatory inspection data, and our experience related to similar assets.

Areas needing attention (detailed in Section 4) include:

Water treatment plant and distribution system: Install new chlorine analyzer, repair well 9 and rebuild HSP 1, repair well 9 generator, install new chlorination system at well field.

Hydrants and Hydrant valves: Replace failed hydrants through system and repair poor or very poor condition hydrants. Evaluate remaining hydrants for condition and repair or replace as needed. Paint hydrant throughout system.

Water valves: Replace failed valves. Repair poor condition valves and/or clean out valve boxes to evaluate. Design and begin valve exercising program. Evaluate remaining valves and repair or replace as needed.

An AM and CMMS program must begin to maintain assets efficiently and effectively.

- Staff training on maintenance, safety, and use of the AM/CMMS tool must be completed.
- Rates must be monitored to ensure adequate funding for operations and system improvements.
- An automatic Consumer Price Index (CPI) rate increase is strongly recommended moving forward. A small increase of 2% annually is manageable for customers and provides the utility with much needed financial resources.
- Energy Management is recommended as well. Even small changes in energy use can result in large savings.
- ***The Asset Management Plan must be adopted by resolution or ordinance.*** This demonstrates the utility's commitment to the plan. After adoption, implementation of the AMP must occur.

9.1 Implementing this Asset Management and Fiscal Sustainability Plan

Implementing an Asset Management and Fiscal Sustainability Plan requires several items:

1. **Assign specific personnel** to oversee and perform the tasks of Asset Management.
2. **Develop and use a CMMS program (Computerized Maintenance Management System**). The information provided in this AMFS plan will give the utility a good starting point to begin this. Properly maintaining assets will ensure their useful life is extended and will ultimately save money. Asset maintenance tasks are scheduled and tracked, new assets are captured, and assets removed from service are retired properly using CMMS. Transitioning from reactive to preventive and predictive maintenance philosophies will net potentially large savings for the utility. Diamond Maps is one example among many options that are available. FRWA can help with selection, set up, and implementation.
3. **Develop specific Level of Service items**. Create a LOS Agreement and inform customers of the Utility's commitment to providing the stated LOS. Successes can be shared with customers. This can dramatically improve customer relations. This also gives utility employees goals to strive for and can positively impact morale. We have included a DRAFT LOS list in Section 2.3.
4. **Develop specific Change Out/ Repair/ Replacement Programs**. The City does budget for R&R and should continue to evaluate the system to adjust the annual budgeted amount accordingly. An example includes budgeting for a certain number of stepped system refurbishments each year.
5. **Modify the existing rate structure.** The City should make changes to their rate structure to capture all possible revenue and share the burden of maintaining the systems among

all classes of users. Continue to make sure adequate funds are available to properly operate and maintain the facilities. Rate increases, when required, can be accomplished in a stepped fashion rather than an 'all now' approach to lessen the resulting customer impact. Also, a rate study is recommended, especially if the City intends to offer wastewater services outside the City to commercial/industrial customers.

6. **Explore financial assistance options.** The City has already done this, so you understand the benefits of applying for available funding. Financial assistance is especially useful in the beginning stages of Asset Management since budget shortfalls likely exist and high cost items may be needed quickly. See Section 9.2, below.
7. **Revisit the AMFS plan annually.** An Asset Management Plan is a living document. It can be revised at any time but must be revisited and evaluated at least once each year. Updates may be needed such as changes to your asset management team, asset inventory, updating condition and criticality ranking charts, asset condition and criticality assessment procedures may need to be revisited, evolving O&M activities may warrant changes, financial strategies and long-term funding plan may need to change, etc. The annual review should begin by asking yourself:

"What changes have occurred since our last AMFS plan update?"

9.2 Funding Sources for Water and Wastewater Systems

Below is a table of common funding sources, including web links and contact information. All municipal systems should be making the effort to secure funding, which can be in the form of low or no interest loans or grants or a combination.

Agency/Program	Website	Contact
FDEP Drinking Water State Revolving Fund Program (DWSRF)	https://floridadep.gov/wra/srf/content/dwsrf-program	Shanin Speas-Frost shanin.speasfrost@dep.state.fl.us 850-245-2991
FDEP Clean Water State Revolving Fund Loan Program (CWSRF)	https://floridadep.gov/wra/srf/content/cwsrf-program	Tim Banks Timothy.Banks@dep.state.fl.us 850-245-2969
USDA Rural Development- Water and Wastewater Direct Loans and Grant s	https://www.rd.usda.gov/programs-services/rural-economic-development-loan-grant-program https://www.rd.usda.gov/programs-services/water-waste-disposal-loan-grant-program	Michael Langston michael.langston@fl.usda.gov 352-338-3440
Economic Development Administration- Public Works and Economic Adjustment Assistance Programs	https://www.eda.gov/resources/economic-development-directory/states/fl.htm https://www.grants.gov/web/grants/view-opportunity.html?oppId=294771	Greg Vaday gvaday@eda.gov 404-730-3009
National Rural Water Association- Revolving Loan Fund	https://nrwa.org/initiatives/revolving-loan-fund/	Gary Williams Gary.Williams@frwa.net 850-668-2746

Florida Department of Economic Opportunity- Florida Small Cities Community Development Block Grant Program	http://www.floridajobs.org/community-planning-and-development/assistance-for-governments-and-organizations/florida-small-cities-community-development-block-grant-program	Roger Doherty roger.doherty@deo.myflorida.com 850-717-8417
Northwest Florida Water Management City- Cooperative Funding Initiative (CFI)	https://www.nwfwater.com/Water-Resources/Funding-Programs	Christina Coger Christina.Coger@nwfwater.com 850-539-5999

9.3 Closing

This Asset Management and Fiscal Sustainability plan is presented to the City of Quincy for adoption. Its creation would not be possible without the cooperation of the City Manager, the City staff, and the Florida Department of Environmental Protection State Revolving Fund (FDEP-SRF).

APPENDIX A Example Resolution

EXAMPLE RESOLUTION NO. 2019-_____

A RESOLUTION OF THE City of Quincy, FLORIDA, APPROVING THE CITY OF QUINCY UTILITY ASSET MANAGEMENT AND FISCAL SUSTAINABILITY PLAN ("AMFS PLAN"); AUTHORIZING THE CITY MANAGER TO TAKE ALL ACTIONS NECESSARY TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Florida Statutes provide for financial assistance to local government agencies to finance construction of the municipal utility system improvements and

WHEREAS, the Florida Department of Environmental Protection State Revolving Fund (SRF) has designated the City of Quincy Utility System Improvements, listed under Project Number 2019-_____, as eligible for available funding; and

WHEREAS, as a condition of obtaining funding from the SRF, the City is required to implement an AMFS Plan for the City's Utility System Improvements; and

WHEREAS, the City Commission of the City of Quincy has determined that approval of the attached AMFS Plan for the proposed improvements, in order to obtain necessary funding in accordance with SRF guidelines, is in the best interest of the City.

NOW, THEREFORE, THE City of Quincy COMMISSION HEREBY RESOLVES:

Section 1. That the Utility Asset Management & Fiscal Sustainability Plan ("AMFS Plan"), attached hereto as Exhibit A, is hereby approved and incorporated herein by this reference.

Section 2. That the City Manager is authorized to take all actions necessary to effectuate the intent of this resolution and to implement the AMFS Plan in accordance with applicable Florida law and Commission direction in order to obtain funding from the SRF.

Section 3. That the City will implement an automatic annual rate increase equal to the Consumer Price Index or 2%, whichever is greater.

Section 4. That this resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED on this_____ day of_____, 2019.

City of Quincy, FLORIDA

_____

REVIEWED AND APPROVED:

_____

ATTEST:

_____

APPENDIX B Preliminary Action List

PRELIMINARY ACTION LIST

Action Item	Responsible Parties	Total Anticipated Cost	Target Start Date	Actual Completion Date
Pass AMFSP Resolution	City Manager, Clerk, Commission	--	7/1/19	
Determine LOS goals, targets and metrics and prepare LOS agreement	Customers, City Manager, Staff, Commission	--	9/1/19	
Prepare CIP	City Manager, Finance, Utility Staff	--	9/1/19	
Conduct Rate Sufficiency Study and adjust as needed	City Manager, Finance, Utilities Director	--	10/1/19	
Replace chlorine analyzer at water plant	Utilities Director, Utility Staff, Licensed Contractor	$3,000	11/1/19	
Repair well 9 and restore to permanent service	Utilities Director, Utility Staff, Licensed Contractor	$26,000	10/1/19	
Rebuild HSP 1	Utilities Director, Utility Staff, Licensed Contractor	$20,000	6/1/20	
Install new chlorination system at wellfield	Utilities Director, Utility Staff, licensed contractor	$3,500	7/1/20	
Schedule and repair well 9 generator	Utilities Director, Utility Staff,	$10,000	7/1/21	
Replace failed hydrants in year one and two throughout system.	Utilities Director, Utility Staff,	$42,000	11/1/19	
Evaluate poor and very poor condition hydrants throughout system. Repair or replace as necessary	Utilities Director, Utility Staff	$6,000	11/1/21	
Replace failed valves throughout system	Utilities Director, Utility Staff	$44,800	9/1/19	
Design valve exercising program and exercise approximately 50 valves per month, update condition of valves	Utilities Director, Utility Staff	---	12/1/19	
Design hydrant flushing program and flush approximately 40 hydrants per month, update condition of hydrants	Utilities Director, Utility Staff	---	7/1/20	
Paint hydrants throughout system	Utilities Director, Utility Staff	$69,000	10/1/20	

Appendix C Master Asset List

FLORIDA RURAL WATER ASSOCIATION

2970 WELLINGTON CIRCLE • TALLAHASSEE, FL 32309-7813
(850) 668-2746

EMAIL
frwa@frwa.net

WEBSITE
www.frwa.net

Jack McLean, Jr., City Manager
404 W. Jefferson St
Quincy, FL 32351
jmclean@myquincy.net

Re: Wastewater Asset Management & Fiscal Sustainability Plan– City of Quincy, Gadsden County, Permit # FL0020903

Mr. McLean,

The Florida Rural Water Association is pleased to submit the following Wastewater System Asset Management and Fiscal Sustainability (AMFS) plan to the City of Quincy. FRWA prepared this Plan in partnership with the FDEP Clean Water State Revolving Fund (CWSRF) Program to identify your wastewater system's most urgent and critical needs.

The City's water and wastewater systems represent critical infrastructure designed to protect the public health and the environment. This report assesses the current conditions of your wastewater fixed capital assets (wastewater treatment plant, collection and transmission systems and disposal system), and more importantly provides recommendations, procedures and tools to assist with long range asset protection and wastewater utility reinvestment. FRWA will be available to support AMFS plan recommendations and implementation.

The following report is considered a living document with tools for your use which must be updated at least annually (recommended quarterly updates) by City of Quincy utility management. We provide electronic copies for your use and future modification. FRWA will remain available to assist in updating and revising the City's AMFS plan.

As a valued FRWA member, it is our goal to help make the most effective and efficient use of your limited resources. This tool is an unbiased, impartial, independent review and is solely intended for achievement of wastewater system fiscal sustainability and maintaining your valuable wastewater utility assets. Florida Rural Water Association has enjoyed serving you and wishes your wastewater system the best.

Sincerely,

Chris Bailey
Chris Bailey
FRWA Utility Asset Management

Copy:
Robin Ryals, Utilities Director, City of Quincy
Mo Cox, Assistant Director of Utilities, City of Quincy
Tim Banks, FDEP, CW State Revolving Fund
Gary Williams, Florida Rural Water Association, Executive Director

City of Quincy System Asset Management and Fiscal Sustainability

Prepared for:

City of Quincy
Quincy, Florida
FL0020903
Prepared by:

FLORIDA RURAL WATER ASSOCIATION
Asset Management Program
In partnership with
Florida Department of Environmental Protection
&
Clean Water State Revolving Fund Program
Date: May 21, 2019

Table of Contents

Executive Summary

I. AMP Defined

An *Asset Management Plan* (AMP) is the systematic process of maintaining critical assets at the lowest life cycle cost within a predetermined desired level of service (as determined by Utility Staff, Customers, Commission Members, Regulators, etc.). Lowest life cycle cost refers to the best appropriate cost for rehabilitating, repairing, or replacing an asset. Asset management is implemented through an asset management program and includes a written asset management plan.

II. Benefits of an AMP

Implementing and maintaining an active Asset Management Plan will provide numerous benefits to the Utility and its Customers, such as:

- Prolonging asset life and aiding in rehabilitation/repair/replacement decisions
- Increased operational efficiencies
- Informed operational and management decisions
- Increased knowledge of asset criticality
- Meeting consumer demands with a focus on system sustainability and improved communication
- Setting rates based on sound operational and financial planning
- Budgeting by focusing on activities critical to sustained performance
- Meeting system service expectations and regulatory requirements
- Improving responses to emergencies
- Improving security and safety of assets
- Capital improvement projects that meet the true needs of the system and community

FRWA is committed to providing the City of Quincy with an AMFS plan that will make the process more efficient.

III. State Revolving Fund Requirement

An active Asset Management Plan (AMP) is a requirement for participation in the State Revolving Fund Program (SRF). Asset Management and Fiscal Sustainability (AMFS) program details are identified in the Florida Administrative Code (FAC) 62-503.700(7).

IV. AMP Development Stakeholders

The development of this AMFS plan involved the collective efforts of the City Management and Staff, Florida Department of Environmental Protection State Revolving Fund (FDEP-SRF), and Florida Rural Water Association (FRWA). FRWA resources include: Engineers, Certified Operators and Rate Sufficiency Analysts.

V. Table of Proposed Improvements and Associated Rate Sufficiency- CapEx and OpEx

The table below contains a listing of City of Quincy's Critical Assets and Processes that were found to need Capital and/or Operational funding to operate as designed and within Regulatory Compliance. A five (5) year estimated cost for each activity is provided for consideration. Also provided is the associated rate sufficiency, per customer per year, for the proposed activity. The WWTF SRF loan repayment depicted below is one scenario. Contact the SRF to discuss the best loan repayment for the City. In addition to the Capital Needs table below, the City should expect to use annual reserves to maintain and repair other system wide assets, such as lining old mainline pipes, sealing lateral connections at the mains, CCTV of mains and laterals, etc.

See Section 4 for a detailed description of the asset improvements listed below.

City of Quincy Wastewater Proposed Improvements & Associated Rate Sufficiency

Item No.	Asset	Recommended Action (in excess of current O&M, R&R)		Projected CAPEX & OPEX Expenses by Year Fiscal Year Ending:				
	CAPEX		**Total Project Cost ($)**	**2019**	**2020**	**2021**	**2022**	**2023**
1	*WWTP Solar Array (planning)*	Solar array to produce energy to power the WWTP. City has qualiftied for a 80% grant/20% loan from SRF to be financed over 20 years.	$30,000	$0	$0	$15,000	$0	$0
2	*WWTP Solar Array (design)*	City has qualified for 80% grant/20% loan, 0.812% interest 20 year loan through SRF	$303,524	$0	$0	$60,704	$0	$0
3	*WWTP Solar Array (construction and service during construction)*	City has qualified for 80% grant/20% loan, 0.000% interest 20 year loan through SRF	$4,082,944	$0	$0	$0	$816,589	$0
4	*Collection System Improvements*	Virginia St Liftstation Collection system improvements (mandated by FDEP consent order) 80% grant/20% loan from SRF to be financed over 20 years at 0.812% interest (example)	$695,000	$139,000	$0	$0	$0	$0
	OPEX							
5	*Install standby generators*	Install standby generators to Circle Drive/Virginia St Liftstations, rehab Virginia St LS (mandated by FDEP consent order) Total cost $140,000. City would apply for 75% grant/25% loan through FDEM	$35,000	$17,500	$0	$17,500	$0	$0
6	*Purchase portable generator*	Purchase portable 100 kW generator, fuel tank, manual transfer switches (mandated by FDEP in kind approval)	$54,120	$54,120	$0	$0	$0	$0
7	*WWTP Improvements*	Add secondary sensor to activate pumps (mandated by FDEP consent order	$5,000	$0	$5,000	$0	$0	$0
8	*WWTP improvements*	Repair and rehab various areas of WWTP as outlined in Section 4.2.3	$90,000	$18,000	$18,000	$18,000	$18,000	$18,000
9	*Cleanout cap covers*	Install cap covers on 230 cleanouts identified in smoke testing	$1,365	$0	$0	$0	$0	$1,365
10	*Collection System Improvements*	Fix open holes and service line breaks identified in smoke testing	$5,000	$0	$0	$0	$0	$5,000
11	*Manhole lining*	Line or regrout poor and very poor condition manholes	$75,000	$0	$18,750	$18,750	$18,750	$18,750
12	*Install inflow dishes*	Install inflow dishes to 265 manholes identified in smoke testing (53 per year)	$26,500	$5,300	$5,300	$5,300	$5,300	$5,300
13	*Liftstation Rehab*	Rehabilitate Circle Drive and Sharon Dr Liftstations	$20,000	$10,000	$10,000	$0	$0	$0
14	*Security*	Install Security Fencing at 5 lift stations	$10,000	$0	$10,000	$0	$0	$0
	FINANCIALS							
15	*Annual Reserve Funding*	**See Note Below.	$1,287,999	$257,600	$257,600	$257,600	$257,600	$257,600
			NEW CAPEX	**$139,000**	**$0**	**$0**	**$816,589**	**$0**
			NEW CAPEX Debt Service	**$7,558**	**$0**	**$0**	**$44,400**	**$0**
			NEW OPEX	**$104,920**	**$0**	**$0**	**$0**	**$0**
			TOTAL	**$501,520**	**$40,721**	**$0**	**$44,400**	**$0**

		Customers	**3,972**	**3972**	**3972**	**3972**	**3972**	**3972**
		Monthly Rate Sufficiency/Customer		**$7.92**	**$0.85**	**$0.00**	**$0.00**	**$0.16**
		Cumulative Monthly Rate Sufficiency/Customer		**$7.92**	**$8.77**	**$8.77**	**$8.77**	**$8.93**
		*** Water Rate Sufficiency/Year based on 5,000 thousand/gall**	**$32.10**	**$40.02**	**$40.87**	**$40.87**	**$40.87**	**$41.03**
		Percent Rate Sufficiency Needed/Year		24.7%	2.1%	0.0%	0.0%	0.4%
							Average Annual Rate Adjustment:	5.4%

NOTES:

* Water Rate Sufficiency is the average monthly sewer bill inside and outside city combined.

The OPEX Cost and associated rate sufficiency shown above are in "in addition to" current utility activity.

Automatic re-occurring Annual Rate Increase of 1.5%, based on the current CPI is recommended to manage inflation of good and services associated with delivery of water se

**Annual Reserve Funding:

Recommended percentages are included in the chart above and detailed below for illustration purposes only.

Major Capital Improvement Program Reserves:	$154,560	7.5% of Annual Operating Expenses
Contingency/Emergency Reserves:	$103,040	5% of Annual Operating Expenses
Total:	$257,600	
Based on 2018 budgeted operating expenses of:	$2,060,799	

VI. Fiscal Strategy and AMP Process Recommendations.

Based on this asset management and fiscal sustainability study, **specific recommendations** related to Capital Expenditures (CAPEX) and Operating Expenditures (OPEX) over the next five years are as follows:

1. Adopt this Asset Management and Fiscal Sustainability (AMFS) study in the form of a Resolution (see *Appendix A* for an example AMFS Resolution at the end of this document)
2. Engage a Florida Registered Engineer to support the Utility in review, funding, planning, design, permitting, and construction of critical CAPEX and OPEX as recommended in this AMFS study.
3. Make funding applications to the following programs/agencies in support of Utility System Upgrades/Improvements as recommended by this AMFS study (a synopsis of wastewater utility funding programs can be found at http://www.frwa.net/funding.html and http://efcnetwork.org/wp-content/uploads/2017/05/FL-Water-Wastewater-Funds-2017.pdf)*
    a. FDEP-State Revolving Fund (SRF)
    b. Regional Water Management City Community Budget Issues Request (CBIR)
    c. Florida Depart of Economic Opportunity Community Development Block Grant (CDBG)
    d. USDA Rural Development Direct Loan/Grant (USDA RD)
    e. Florida Dept. of Emergency Management (FDEM)
4. Evaluate and Adopt a Utility rate structure that will ensure rate sufficiency as necessary to implement capital improvements.
5. Begin using Diamond Maps for Asset Management Planning (AMP) and Computerized Maintenance Management System (or another CMMS of your choice).
6. Continue to build your asset management program by:
    a. Collecting critical field data and attributes on any new or remaining assets
    b. Improving on processes which provide cost savings and improved service
    c. Implementing a checklist of routine maintenance measures
    d. Benchmarking critical processes, annually
    e. Develop policies that will support funding improvements
    f. Develop manuals, SOPs and guidelines for critical processes
    g. Identify responsible persons or groups to implement processes to protect critical assets.
    h. Attend asset management training; annually.

See Table 9.2 Funding Source Summary in Conclusion

1 Introduction

In accordance with FDEP Rule 62-503.700(7), F.A.C., State Revolving Fund (SRF) recipients are encouraged to implement an asset management plan to promote utility system long-term sustainability. To be accepted for the ***financing rate adjustment and to be eligible for principal forgiveness/reimbursement***, an asset management plan must:

A. Be adopted by Resolution or Ordinance
B. Have written procedures in place to implement the plan
C. Be implemented in a timely manner

The plan must include each of the following:

1. Identification of all assets within the project sponsor's (utility) system
2. An evaluation of utility system assets' current:
    a. Age
    b. Condition
    c. Anticipated useful life of each asset
3. Current value of utility system assets
4. Operation and maintenance cost of all utility system assets
5. A Capital Improvement Program Plan (CIPP) based on a survey of industry standards, life expectancy, life cycle analysis and remaining useful life
6. An analysis of funding needs
7. The establishment of an adequate funding rate structure
8. An asset preservation plan:
    a. Renewal
    b. Replacement
    c. Repair
    d. A risk-benefit analysis to determine optimum renewal or replacement timing
9. An analysis of population growth and wastewater treatment demand projections for the utility's planning area and an impact fee model, if applicable, for commercial, industrial and residential rate structures
10. A threshold rate set to ensure proper wastewater system operation and maintenance; <u>if the potential exists for the project sponsor to transfer *any* of the system proceeds to other funds, rates must be set higher than the threshold rate to facilitate the transfer and maintain proper operation of the system.</u>

Fiscal Sustainability represents the accounting and financial planning process needed for proper management of system assets. It assists in determining such things as:

a. Asset maintenance, repair, or replacement cost
b. Accurate and timely capital improvement project budgeting
c. Forecasting near and long-term capital improvement needs
d. Whether the system is equipped for projected growth
e. Whether adequate reserves exist to address emergency operations.

Fiscal sustainability analysis requires a thorough understanding of the system's assets' current condition and needs. Therefore, fiscal sustainability follows asset management and is improved by sound asset management. Conversely, asset management requires a healthy fiscal outlook, since servicing and care of current assets is not free. Timely expenditures for proper servicing and care of current assets are relatively small when compared to repair and replacement expenditures that inevitably occur with component failure due to neglect.

Having a solid AMFS plan in place will benefit the City of Quincy in determining which assets are to be insured and for what amount, and to more effectively and efficiently identify its capital improvement needs and solutions. Additionally, the Clean Water State Revolving Fund (CWSRF) requires a system to adopt and implement an AMFS plan to qualify for loan interest rate reduction and/or principal forgiveness (grant).

This AMFS plan's intended approach is to assist City of Quincy with conducting a basic inventory and condition assessment of its current assets. It is expected the City will periodically re-evaluate the condition of its assets (suggested at least annually) to determine asset remaining useful life. A reminder/tickler can be established for staff that a given component is nearing time for servicing, repair, or replacement. Furthermore, major capital improvement needs can be reassessed periodically as they are met or resolved. In short, **this plan is not designed to be set in stone, but is intended to be a living, dynamic, evolving document**. It is recommended that the City conduct at least an annual AMFS plan review and revise as necessary throughout the year, resulting in a practical and useful tool for City of Quincy Staff.

2 Asset Management Plan

2.1 Components of Asset Management

Basic asset management includes:

- building an inventory of the utility's assets,
- developing and implementing a program that schedules and tracks all maintenance tasks, generally through work orders,
- developing a set of financial controls that will help manage budgeted and actual annual expenses and revenue.

Asset management provides documentation that helps the utility understand the assets they have, how long they will last, and how much it will cost to maintain or replace them. The AMFS plan provides financial projections which show the utility whether rates and other revenue mechanisms are sufficient to supply the utility's future needs, 5, 10, even 20 years ahead.

Asset Management is made up of five core questions:

1. What is the current status and condition of the utility's assets?
2. What is Level of Service (LOS) required?
3. What assets are considered critical to meeting the required LOS?
4. What are the utility's Capital Improvement Program Plan (CIPP), Operations and maintenance plan (O&M), and asset's Minimum Life Cycle Cost strategies?
5. What is the utility's long term financial strategy?

2.2 Implementation

In developing this plan, the FRWA has collected information on much of the City's wastewater system assets. The information has been entered into Diamond Maps, a cloud based geographical information system (GIS). The FRWA, in partnership with FDEP has contracted with Diamond Maps to develop Asset Management software specifically for small systems at an affordable cost. Continuing with Diamond Maps will cost $19 per month for a single license, or as many licenses as necessary at the rates listed in the following table. The software is easy to use, as it is set up for small communities and for water/wastewater systems.

Meter Count	Unlimited-Use Subscription
250	$15/month
500	$20/month
1,000	$30/month
2,000	$45/month
3,000	$60/month
4,000	$75/month
5,000	$90/month
10,000	$165/month

There is no obligation to continue this service if City of Quincy desires to purchase alternative software. Diamond Maps can be explored at http://diamondmaps.com. If the City decides to use Diamond Maps as their asset management tool, it will be easy to move the data collected by FRWA to the City's account.

The link https://www.capterra.com/cmms-software/ lists over 200 other asset management software options to choose from. The City of Quincy must choose the one that best suits its needs and budget. Once the decision is made, the important step of exporting the data collected by FRWA to the system must be completed as soon as possible.

Having an asset management tool to keep data current is essential for tracking the utility's assets into the future, to assist with planning and funding for asset rehabilitation or replacement, to schedule and track asset maintenance by issuing work orders, and assigning tasks to personnel who will perform the work and update in the system.

Having an asset management tool to keep data current is essential for tracking the utility's assets into the future, to assist with planning and funding for asset rehabilitation or replacement, to schedule and track asset maintenance by issuing work orders, and assigning tasks to personnel who will perform the work and update in the system.

In addition to the CMMS tool, Diamond Maps, The Florida Rural Water Association (FRWA) has partnered with the Florida Department of Environmental Protection (FDEP) State Revolving Loan (SRF) program and Raftelis Financial Consultants to create an online financial tracking and revenue sufficiency modeling tool, RevPlan.

RevPlan is designed to enhance asset and financial management for small/medium Florida water and wastewater utilities. It provides a free-to-member online tool to achieve financial resiliency, and to maintain utility assets for long-term sustainability. Additionally, RevPlan is programmed to populate asset information directly from Diamond Maps.

By inputting your accurate budgetary, O&M, CIP, existing asset and funding information, this tool assists the user in identifying any rate adjustments and/or external funding necessary to meet the utility finance requirements, and the impact rate increases/borrowing may have on customers.

There are a few important elements of a successful RevPlan outcome:

- The tool is only as accurate as the information used.
- One person should be assigned the task of annual RevPlan updates.

- Updating asset information in Diamond Maps is essential.

2.3 Level of Service (LOS)

As a provider of water and/or wastewater service, a utility must decide what Level of Service (LOS) is required for its customers. When setting these goals, most importantly the utility must decide the level of service it will provide. The following table shows examples of what might be included. Ideally, these goals would be conveyed to the utility's customers via a 'Level of Service Agreement'. This document demonstrates the utility's accountability in meeting the customer's needs and its commitment to do so. The four key elements of LOS are to:

I. provide safe and reliable wastewater service while meeting regulatory requirements
II. budget improvement projects focused on assets critical to sustained performance based on sound operational and financial planning
III. maintain realistic rates and adjust as necessary to ensure adequate revenue reserves for targeted asset improvement
IV. ensure long-term system resilience and sustainability

Targets must be set for individual parameters. Metrics should be created to help the utility direct efforts and resources toward predetermined goals. The established goals must include consideration of costs, budgets, rates, service levels, and level of risk. These goals are set in an agreement between the utility and its customers.

Guidelines for setting these goals include:

- Make the goals specific and well defined. Each goal should be clear to anyone with even a basic knowledge of the utility.
- Make the goals measurable. You must be able to tell how close you are to achieving the goal. You must also be able to determine when success is achieved.
- The goals must be attainable. Setting a goal to have zero water outages is great but unrealistic. A better choice would be to set a goal that no outage would exceed six hours, for example.
- The goals must be realistic. The staff and resources of the utility must be considered when setting goals. Available personnel, equipment, materials, funds, and time play a role in setting realistic targets.
- The goals must be time based. There must be a deadline for reaching the goal. Adequate time must be included to meet the target. However, too much time can lead to apathy and negatively affect the utility's performance.

The idea is to set goals and meet them. Reaching the goals should not be overly easy. Effort should be involved. The goals should target areas where a need exists. If the bar is set too low, the process is pointless. A few Level of Service examples are:

- Reduce water outage durations to no more than eight hours for any event.
- Respond to water quality complaints within two hours.

Most importantly, the utility must decide the level of service it will provide. The following table shows examples of what might be included. The LOS items for the City of Quincy must be specific to the system and would be discussed and agreed upon by management and staff. Ideally, these goals would be conveyed to the utility's customers via a 'Level of Service Agreement'. This document demonstrates the utility's accountability in meeting the customer's needs and its commitment to do so. LOS items are also typically included in a city's Comprehensive Plan.

City of Quincy LOS Targets			
Service	**Goal**	**Performance Target**	**Achieved**
Health, Safety and Security	Reduce # of Sanitary Sewer Overflow (SSOs)	Reduce SSOs by 20% annually	Report SSOs monthly-compared to previous year
Health, Safety and Security	Report SSOs	Strictly follow state and Federal reporting guidelines Report all SSOs over 1,000 gallons on monthly bills Report all SSOs that reach surface water on monthly bills	Annual summary of reported SSOs
Asset preservation and Condition	Improve Preventive Maintenance (PM) tasks	Complete all PM within 5 business days	Monthly report all PM
Asset preservation and Condition	Improve Predictive (PdM) Maintenance	Complete all PdM within 10 business days	Monthly report all PdM
Service Quality and Cost	Enact automatic inflationary rate adjustments	Include inflationary rate adjustment in upcoming budget	Finance to ensure rate adjustment is included in budget
Service Quality and Cost	Increase annual sewer reserve funding	Reserve 7.5% of annual operating expenses for Major Capital Improvement Program Reserves and 5% of annual operating expenses for Contingency/Emergency Reserves	Finance to ensure increased reserves are included in budget

2.4 Best Management Practices (BMP)

Utility owners, managers, and operators are expected to be responsible stewards of the system. Every decision must be based on sound judgment. Using Best Management Practices (BMPs) is an excellent tool and philosophy to implement. BMPs can be described as *utilizing methods or techniques found to be the most effective and practical means in achieving an objective while making optimum use of the utility's resources*.

The purpose of an Asset Management and Fiscal Sustainability plan is to help the utility operate and maintain their system in the most effective and financially sound manner. An AMFS plan is a living document and is not intended to sit on a shelf. It must be maintained, updated, and modified as conditions and situations change. Experience will help the utility fine tune the plan through the years.

3 System Description

3.1 Overview

The City of Quincy, in Gadsden County, was originally founded in 1828 and is approximately 25 miles from the state capital in Tallahassee.

The wastewater system includes a 1.5 MGD Wastewater Treatment Plant, 16 miles of gravity or force sewer mains, 330 manholes and 10 lift stations. There are 3,972 sewer connections: 3,311 residential connections and 609 commercial connections and 50 government or other connections.

3.2 Form of Government

The City of Quincy is a council-city manager form of government. The City Commission is composed of a Mayor, Mayor Pro-Tem and three Commissioners who are elected. The City Commission is the legislative body of the City with the power to adopt ordinances (including the annual budget), resolutions and regulations.

The City Commission is authorized to create, by ordinance, the office of City Manager to serve at the pleasure of the City Commission as the administrative head of the City government with the power to manage the affairs of the City as provided by the ordinance.

The Mayor is elected by the voters of the City at large and holds office for a term of four years. The Mayor is recognized as the official head of the City for all ceremonial purposes, and by the courts for the purpose of serving civil process.

3.2.1 City Government and Management

City of Quincy Government	
Mayor /District 1	Keith A Dowdell
District 2	Angela Sapp
Mayor Pro-Tem/District 3	Ronte Harris
District 4	Freida Bass-Prieto
District 5	Daniel McMillan

- City Manager – Jack McLean
- City Clerk – Sylvia Hicks
- Interim City Attorney-Gary Roberts

The City Manager serves at the pleasure of the City Commission as the administrative head of the city government with the power to manage City affairs, including the power of appointment and removal of officers and employees of the City.

3.2.2 City Management

The City Manager's Office runs the daily general operations of the City in accordance with local ordinances, laws and policies that were put into place by the City Commission. The City Manager's office will manage and administer this AMFS plan, with appointees performing asset management planning responsibilities. The team, under the direction of the City Manager, will be responsible for preparing, implementing, and updating this plan.

3.2.3 City Public Works Staff

The success of the City of Quincy Utilities Department results from the partnerships among its divisions and the diverse skills and unselfish contributions of their respective staffs. The Department is comprised of the following divisions: Water and Sewer, Gas, Meter Reading, and Electric.

The City of Quincy Utilities and Water/Wastewater Treatment divisions are staffed by 7 fulltime

employees and managed by the Director of Utilities, Robin Ryals and Assistant Director of Utilities Mo Cox. Their work is supported by an administrative assistant, storekeeper, equipment operator, and the meter reading division. Operations at the wastewater treatment plant are contracted out to Jacobs (formerly CH2M Hill).

Title	Name
Director of Utilities	Robin Ryals
Assistant Director of Utilities	Mo Cox
Superintendent of Operations	Michael Pennington
Water & Sewer Superintendent	Josh Cox
Senior Utility Service Technician	Thomas Martinez
Utility Service Technician	Luis Colon
Utility Service Technician	Daniel Cromartie

3.3 Mission Statement

A mission statement for City of Quincy's Wastewater Department, such as the one below, defines the goals of the city and is the guide for Level of Service agreements discussed in section 2.3.

The City's wastewater treatment plant operations perform their duties in a responsible and professional manner, while meeting or exceeding State of Florida standards and rules, in addition to the public's health, safety, and welfare. Operations at this facility have three (3) primary goals:

- *Produce the very best effluent quality possible*
- *Help ensure the water quality of the area surrounding Quincy*
- *Provide this quality and protection at the lowest possible cost to the citizens of Quincy and its customers*

4 Current Asset Conditions

4.1 Assets Critical to Sustained Performance

The City's water and wastewater utility comprises ***critical infrastructure***. The utility provides essential services for the community—safe drinking water and treated wastewater. Proper provision of these services protect the public health and the environment. The Florida Department of Environmental Protection has strict requirements for the proper operation and maintenance of the utility system, and the City is responsible for meeting these requirements.

Every water and wastewater system is made up of assets. Some you can see, some you can't. These are the physical components of the system, such as blowers, pumps, valves, pipes, tanks, motors, manholes, buildings, etc. Each is important in its own way and serves a function to make the system operate as it should. Often these assets include expensive and proprietary equipment.

One trait common to all assets is that they lose value over time. With age comes deterioration; with deterioration comes a decreased ability to provide the level and type of service the utility should give to its customers. Another trait common to assets is that they must be maintained. Maintenance costs increase as these assets age. Operation costs can rise with age as equipment

becomes worn and less efficient. At some point, it is wiser to replace components rather than continue with increasingly frequent costly repairs. Failed or failing equipment can cause inadequate wastewater treatment, sanitary sewer overflows, customer complaints, costly damage to private property, negative environmental impacts, permit violations, and regulatory fines. Here in Florida we also have to consider that many of our communities depend on tourism, which relies on the protection of our natural resources.

Another unfortunate reality is that all assets will ultimately fail, and if not properly maintained, some will fail prematurely. How the utility manages the consequences of these failures is vital. Not every asset presents the same failure risk. Not every asset is equally critical to the performance of the utility. For example, a fence surrounding a well site or lift station, though important, is not as vital or 'critical' to the utility as a well pump or lift station pump.

Factors that contribute to asset failure are numerous and include age, environment (weather, corrosive environments), excessive use and improper or inadequate maintenance

Replacement versus rehabilitation is always a consideration. What is best for the utility? What is best for the customer? The proper decision must be made based on information gleaned from all available resources.

Continuing to implement a Computerized Maintenance Management System (CMMS) will ensure the City's assets last longer, perform better, and provide more reliable service moving forward. With a CMMS, maintenance can be automatically scheduled, work orders printed, and completed work recorded in the system. Tracking and recording maintenance tasks encourages accountability of staff assigned to maintain the equipment.

Importantly, maintenance schedules can be created following manufacturer's recommendations, as well as those of industry professionals, instead of fixing things as needed or when they break down. *FRWA staff can assist the City in creating these schedules as well as provide training in Diamond Maps.*

4.2 Current Needs

4.2.1 Consent Order

In March 2018 the City received an Amended Consent Order (CO) as a result of numerous sanitary sewer overflows (SSOs) throughout the system, including the wastewater treatment plant. Overflows at the plant were traced back to inflow and infiltration (I&I) issues in the collection system. As a result, FDEP issued a compliance schedule to resolve the violations, which is to be completed by December 31, 2023. FDEP also issued a fine of $4747.75, which could be offset by an in-kind project. In February 2019, FDEP approved the City's requested in-kind proposal of a trailer mounted generator to be stored at the plant. In addition to the approved generator, the compliance schedule is also requiring a secondary sensor at the wastewater plant to activate pumps. smoke testing, standby generators at Virginia St. and Circle Drive lift stations, improvements to the collection system around Virginia St. Lift Station, and CCTV of sewer mains throughout the collection system to resolve I&I issues are required as well.

4.2.2 Gravity and Force Mains and Laterals

During data collection, FRWA staff did not evaluate the condition of the sewer mains, however, Mott MacDonald conducted an evaluation of the system via smoke testing. At that time, they estimated that the wastewater treatment plant received 5.31 million gallons per year due to inflow

and infiltration in the system. Of that amount, they traced 1.99 million gallons to issues in sewer laterals and the remainder to inflow from the manholes. A copy of the smoke test report can be found at the link below and should be examined closely to see which issues are easily solvable: https://depedms.dep.state.fl.us:443/Oculus/servlet/shell?command=getEntity&[guid=38.661330.1]&[profile=Enforcement_Legal]. Of the issues noted, 230 cleanouts were cracked or open. Replacing these covers should cut inflow significantly to the wastewater plant at low cost financially and time-wise. Other issues related to the laterals included open holes (approximately 90), storm water crossovers (approximately 30), service line breaks and illegal connections. These issues may take more time to address but should be easily fixed and can be done by the . One of the issues addressed in the consent order were spills at the WWTP influent pump stations, including a 150,000 gallon spill in 2016. It was determined that these spills occurred as a direct result of inflow/infiltration in the collection system. A run-time analysis identified the Virginia St. Lift Station as having the highest potential for I&I. As a result, improvements to the area were added by FDEP to the compliance schedule to be completed by 2023. An example SRF grant/loan is below, however this project may also be eligible for Community Block Development Grants (CDBG)

- **Estimated cost for Virginia St Liftstation Collection system improvements: $695,000 (example FDEP SRF grant/loan: 80% grant/20% loan, 20 years at 0.000% interest, cost to system $139,000)**
- **Estimated cost to replace 230 cleanout cap covers: $1,365 ($35 each for pack of six covers)**
- **Estimated cost to fix open holes and service line breaks: $5,000 for parts**

4.2.1 Manholes

It is well known in the industry that manholes are a major source of Inflow and Infiltration (I/I), both through inflow at the top and infiltration through the walls. FRWA and staff assessed 171 of the 330 City's manholes (52%).

- 116 of the manholes are considered to be in average condition (68%)
- 50 are considered to be in poor condition (29%)
- 5 manholes are considered to be in very poor condition (3%)
- Based on these numbers, it would be fair to assume there are at least 46 more manholes in the system that are in poor condition and another 4 that are in very poor condition.

Overall, the vast majority of the manholes that were assed were in good to average condition.

Of the poor and very poor condition manholes, all but two were brick construction. In these manholes, a variety of issues were discovered; mortar was missing, bricks were cracked or missing, precast manholes with leaks around the joints, medium to heavy corrosion and debris and grease build up and/or infiltration. Additionally, the downtown area of the city contained a number of manholes with stormwater sewer lids. The smoke testing report noted at least 12 stormwater lids. The large open holes of the lids allow for inflow directly into the plant during storms. These manhole lids should be replaced as soon as possible.

The 55 identified manholes should be assessed by system personnel and lined or re-grouted as needed. For the purpose of this asset management plan, it is assumed that all 55 manholes will need to be lined and the recommendations are based on that premise.

Manhole ID	Location	GIS Coordinates	Condition
wwManH-3	west franklin/Calhoun	30.5901582 -84.5803659	Poor
wwManH-4	W Washington/Calhoun	30.5891817 -84.5803745	Poor
wwManH-5	W Washington/N Stewart St	30.5891647 -84.5814087	Poor
wwManH-7	W King St/N Key St	30.5911362 -84.5835150	Poor
wwManH-9	W Washington St	30.5891811 -84.5833312	Poor
wwManH-11	N 9th St/W Washington St	30.5892462 -84.5857724	Poor
wwManH-19	W Franklin/13th St	30.5901086 -84.5900658	Poor
wwManH-21	W Franklin/9th St	30.5901600 -84.5860211	Poor
wwManH-24	9th St	30.5897728 -84.5857613	Poor
wwManH-27	S Stewart St	30.5895035 -84.5814926	Poor
wwManH-30	W King St/N 8th St	30.5911066 -84.5847584	Poor
wwManH-33	9th St	30.5921508 -84.5858964	Poor
wwManH-35	W King St/N 9th St	30.5911016 -84.5859079	Poor
wwManH-37	W King St/N 10th St	30.5911020 -84.5870148	Poor
wwManH-40	W Kin St/11th St	30.5910836 -84.5881309	Poor
wwManH-41	11th St	30.5914426 -84.5881353	Poor
wwManH-42	Gay St	30.5916834 -84.5892492	Very Poor
wwManH-43	W King St	30.5910451 -84.5900555	Poor
wwManH-45	13th St	30.5925934 -84.5901635	Poor
wwManH-46	Clayton Ave/Rosewood St	30.5930733 -84.5891727	Poor
wwManH-48	Sunset Dr	30.5940261 -84.5895163	Poor
wwManH-49	Sunset Dr, N 11th St	30.5940029 -84.5881462	Poor
wwManH-50	N 11th St/Myrtle Ave	30.5949591 -84.5881666	Very Poor
wwManH-52	Sunset Dr	30.5940150 -84.5864742	Poor
wwManH-53	Sunset Dr/Park Ave	30.5939881 -84.5868533	Poor
wwManH-54	11st St/Park Ave	30.5932701 -84.5881392	Very Poor
wwManH-55	Clayton Ave/11th St	30.5930737 -84.5881605	Poor
wwManH-56	Florida Ave/S Cleveland St	30.5832542 -84.5959931	Poor
wwManH-57	Florida Ave/Lincoln St	30.5832830 -84.5948012	Poor
wwManH-59	Florida Ave/Williams St	30.5832852 -84.5936355	Poor
wwManH-60	Live Oak St/Williams St	30.5823199 -84.5936270	Poor
wwManH-61	Elm St/Williams St	30.5813589 -84.5936504	Poor
wwManH-62	Elm St/Williams St	30.5813764 -84.5939739	Poor
wwManH-63	Stevens St/Williams St	30.5803662 -84.5939662	Poor
wwManH-64	Smith St/Williams St	30.5795542 -84.5939772	Poor
wwManH-66	Adams St	30.5957906 -84.5787892	Poor
wwManH-67	North St/N Adams St	30.5943098 -84.5779278	Poor
wwManH-78	E King St	30.5914726 -84.5686933	Poor
wwManH-81	E King St	30.5912731 -84.5708369	Poor
wwManH-84	E Washington St/N Love St	30.5892489 -84.5729045	Poor

wwManH-87	Santa Clara Ave/Patton St	30.5849761 -84.5691417	Poor
wwManH-88	BW Roberts St/Patton St	30.5841740 -84.5697369	Poor
wwManH-99	Shadow St	30.5845944 -84.5684497	Very Poor
wwManH-101	S Shadow St	30.5830051 -84.5696945	Very Poor
wwManH-108	Stanley St	30.5827255 -84.5679997	Poor
wwManH-110	S Stewart St/W Clark St	30.5861744 -84.5814964	Poor
wwManH-111	S Stewart St	30.5855222 -84.5814359	Poor
wwManH-112	6th St/N Stewart St	30.5836924 -84.5816201	Poor
wwManH-113	6th St	30.5836801 -84.5824937	Poor
wwManH-114	6th St/S Key St	30.5836480 -84.5832275	Poor
wwManH-116	S 8th St	30.5836308 -84.5843883	Poor
wwManH-130	S 9th St	30.5784672 -84.5853189	Poor
wwManH-132	Lincoln St	30.5781319 -84.5948941	Poor
wwManH-144	W Washington St/N Pittman St	30.5886654 -84.6002659	Poor
wwManH-145	Church St/N Pittman St	30.5877814 -84.6002393	Poor

Since the city has already done a comprehensive smoke testing of their system, it is important to focus on the issues noted in the report. The consent order issued by FDEP requires that any issues noted in the report must be addressed. The more “clean water” (water such as rain and surface water) that is able to naturally percolate into the water supply instead of being sent to the lift stations and wastewater plant, the more the City can reduce treatment costs, extend the life of critical assets (such as pumps) and replenish our drinking water sources. Another important reason to address I/I: where there is infiltration there is exfiltration- which means that untreated sewage can “leak” out of the broken pipes, laterals, manholes and into the surrounding ground. Issues with the laterals were addressed in the last section. This can also lead to collapsed sewers and blockages in the sewer mains causing backups and sanitary sewer overflows (SSOs).

Inexpensive inflow dishes should be installed in manholes that are in low lying areas, are located in or near water bodies or along banks, or are known to have inflow issues during rain events to limit storm water inflow. Estimated cost: $100/each (if purchased by the City and installed in-house). During the smoke testing, Mott MacDonald identified approximately 265 manholes that would benefit from installation of an inflow dish. The main issues identified with the manholes were mostly concerning open pick holes, smoke coming from manhole, and holes in 13 lids in the system. If smoke is able to leave via pick holes or around the lid, which means that water can enter as well. Using stormwater lids instead of the standard sewer lid also allows for excess inflow and sand/grit/oils/debris entering the system which can damage pumps and motors at the lift stations and WWTPs. Installation of an inflow dish at the identified manholes would further limit I&I in the system. Replacing the stormwater lids with sewer lids is another low cost solution.

- **Estimated cost to line/rehab (96) manholes: (100% of system): $(144,000)** (Rehab ONLY assessed manholes $75,000)
- **Estimated cost to install inflow dishes in 265 manholes: $26,500 ($100 each)**
- **Estimated cost to clean manholes: No cost- City can do this in-house**

As noted at the start of the section, FRWA personnel evaluated approximately 52% of the manholes in the collection system. Improving only the manholes assessed would cost up to $75,000. Assuming a similar proportion of poor, and very poor condition manholes, rehabilitation of the entire system would require an additional cost of up to $69,000 over 5 years to line, rehab or re-grout as needed. It is recommended that City personnel evaluate the remaining 48% of manholes. A full and complete evaluation would give a precise accounting of the work needed.

4.2.2 Lift Stations

The City has 10 lift stations and FRWA staff assessed all 10. The overwhelming majority of the lift stations are in average condition, showing expected corrosion and other typical signs of deterioration common to the harsh environment of a lift station. Two lift stations (Circle Drive and Sharon Drive) have issues that are previously known to the city and should be addressed. Piping in the Circle Drive lift station shows severe corrosion on the base elbow and inside the dry well box. Even though Virginia St. was rehabbed last year, there is still need for a new check valve to be installed. The jail lift station's control panel needs to be rewired. Sharon lift station currently has one pump that is due for replacement as a result of wear and clogging issues. Sharon lift station also had a large amount of debris in the wet well that needs to be cleaned out regularly to prevent pump issues. W. Washington St. Lift Station and the Jail Lift Station, likewise, had large amounts of debris in the wet wells and should be cleaned out on a more regular basis. Once these lift stations are initially cleaned out, a regular cleaning cycle should be established to prevent future build-up. Cleaning of the lift stations can be conducted in-house to save the city money. Continual cleaning of stations is encouraged and will prolong the life of the pumps and motors in the City's lift stations.

One major issue noted in the consent order concerned overflows at lift stations, particularly Virginia St. and Circle Drive Lift Stations. SSOs occurred at these lift stations multiple times in the last several years due to lack of back-up power generation. During investigation, it was determined that overflows at Circle Dr. were a direct result of power outages. Virginia St. lift station's issues were a result of power outages, as well as tripped pumps. As a result of the consent order, the city agreed to put stand-by generators at both Virginia St. and Circle Dr. Lift Stations and make improvements at Virginia St. FRWA recommends applying for Hazard Mitigation Grant (HMGP) or Pre-Disaster Mitigation Grant (PDM) funds to offset the some of the cost of the stand-by generators. If approved, both grants are usually a 75% grant and 25% match.

During Hurricane Michael, the need for back-up power generation at the remaining lift stations was magnified as the City of Quincy's electrical grid was at least 70% down. Since the storm damage was so wide-spread, it took almost 3 weeks to restore power to 98% of the city. As a result of the consent order, the city was granted approval for an in-kind project to cover the cost of the penalties that would have been otherwise assessed. The city has agreed to purchase a portable generator, an additional fuel tank, and manual transfer switches to service the eight remaining lift stations.

Five of the lift stations did not have fencing protecting against intrusion. Although each were locked, it is recommended that fencing be installed at these lift stations for security.

Estimated Cost to rehabilitate liftstations: $20,000

Estimated Cost of regular lift station cleaning: No cost- City will use vac truck and crew.

Estimated Cost to install standby generators/improvements at Virginia St./Circle Drive: $35,000 (total estimated cost of generator $140,000, system cost of $35,000 if approved for HMGP, or PDM grants)

Estimated Cost to purchase portable 100kW generator, additional fuel tank, and manual transfer switches: $54,120

Estimated cost to install security fencing at 5 lift stations: $10,000 ($2,000/ea.)

4.2.3 Wastewater Treatment Plant (WWTP)

The city of Quincy contracts with Jacobs to operate a 1.5 MGD wastewater treatment plant. The visible portions of the plant are outwardly in average condition, however Jacobs has noted a number of issues with pumps, aerators, valves, and other parts that would allow the plant to run optimally. The clarifier inlet valve #1 has completely failed and therefore operators cannot isolate clarifiers any longer. The nitrification tank DO meter quit reading recently and is out of production, so a new one needs to be purchased. Influent pump #1 is in very poor condition and cannot be replaced and therefore needs to be rebuilt. The impeller and volute both need to be replaced on that pump. The influent and effluent pump station controllers were destroyed due to a power surge several years ago and have not been replaced. An emergency fix has been installed, but it is recommended to replace these sensors since they tell the pumps when to turn on/off. The nitrification tank #2 diffusers are well past their useful life. The bar screen chain is likewise past its useful life and is allowing some trash to bypass the screen. Rebuilding of the chain is recommended. Finally, the digester aerators are not reliable and have the potential to cause compliance issues for the city. Previous fixes to the aerators were short-lived, therefore an aerator with more capacity is recommended.

Additionally, as previously mentioned, several overflows have occurred at the effluent pump station over the last several years. Improvements in the collection system should solve several of those issues, however at least two overflows were attributed to power failures and tripped pumps at the WWTP. These issues were added to the compliance schedule to be addressed by the end of 2020. The City of Quincy needs to determine the exact cause of these problems as soon as possible

The city is also eligible for an 80-85% principal forgiveness for a loan to construct a WWTP solar energy system. The solar array would be used to partially or fully power the wastewater treatment plant and several liftstations in the area. The process involves capturing the sun's energy as Direct Current (DC) via strings of photovoltaic panels (PV). The DC power is then converted into Alternating Current (AC) with the use of smart inverters. The system is then designed to send the AC to the automatic transfer switch (ATS) so that it may be utilized by the WWTF and lift stations. Since a large portion of the utility's cost is energy related, the installation of a solar array is recommended to offset those costs in both scenarios.

Estimated Cost for WWTP repairs and improvements: $90,000

Estimated Cost to install solar array at current wastewater plant: $4,416,468 (Planning=$30,000 with 50% grant and 0.812% interest, Design =$303,524 with 80% grant and 0.812% interest, Construction and Services during Construction=$4,082,944 with 80% grant and 0.000% interest, 20 year loans; total initial cost to system $883,294).

Implementation of the AMFS plan and following through with scheduled and warranty maintenance of the assets will give your community years of reliable service from this site. Diamond Maps contains detailed condition and notes of each of the manholes, lift stations and other utility assets discussed within this document.

5 Operations and Maintenance Strategies (O&M)

O&M consists of preventive and emergency / reactive maintenance. The strategy for O&M varies by the asset, criticality, condition, and operating history.

All assets have a certain risk associated with their failure. This risk must be used as the basis for establishing a maintenance program to make sure that the utility addresses the highest risk assets. In addition, the maintenance program should address the level of service performance objectives to ensure that the utility is running at a level acceptable to the customer. Unexpected incidents could require changing the maintenance schedule for some assets. This is because corrective action must be taken in response to unexpected incidents, including those found during routine inspections and O&M activities. Utility staff will record condition assessments when maintenance is performed, at established intervals, or during scheduled inspections. As an asset is repaired or replaced, its condition will improve and therefore it can reduce the overall risk of the asset failing. The maintenance strategy will be revisited annually.

Two important considerations in planning O&M strategies are:

- Unplanned repairs should be held at 30% or less of annual maintenance activities
- Unplanned maintenance in excess of 30% indicates a need to evaluate causes and adjust strategies

5.1 Preventive Maintenance

Preventive maintenance is the day-to-day work necessary to keep assets operating properly, which includes the following:

1. Regular and ongoing annual tasks necessary to keep the assets at their required service level
2. Day-to-day and general upkeep designed to keep the assets operating at the required levels of service
3. Tasks that provide for the normal care and attention of the asset including repairs and minor replacements
4. The base level of preventative maintenance as defined in equipment owner's manuals

These preventative maintenance guidelines are supplemented by industry accepted best management practices (BMPs).

Equipment must be maintained according to manufacturer's recommendations to achieve maximum return on investment. By simply following the manufacturer's suggested preventive maintenance the useful life of equipment can be increased 2 to 3 times when compared to "run till failure" mode of operation. Communities that have disregarded preventive maintenance practices can achieve positive returns from a relatively small additional investment. Deferred maintenance tasks that have not historically been performed due to inadequate funding or staffing must be programmed into future operating budgets. Proper funding provides staffing and supplies to achieve life expectancy projected by the manufacturer and engineer.

Table 5.A is a sample O&M Program for this system and is based on BMPs, manufacturers' recommended service intervals, staff experience, and other sources. *This schedule is only an example.* The true schedule must be created by City of Quincy staff based on their historical knowledge and information gleaned from the new plant O&M Manuals received after the facility upgrade has been completed.

Diamond Maps should be used to schedule maintenance tasks, some of which can be set up in advance. This is especially helpful for recurring tasks (annual flow meter calibrations for instance). All maintenance activities should be coordinated in Diamond Maps using the work order feature. Performing the work is important. Tracking the work is also important. Being able to easily check on when specific maintenance tasks were performed or are due to be performed will make the utility run more efficiently, and prolong the life of critical equipment.

Table 5.B is a generic example of a spreadsheet created using information taken directly from Diamond Maps to create a maintenance schedule. Such a schedule could be used to create work orders for employees in Diamond Maps.

Table 5.A

Sample O&M Program **O=operation staff; M= Maintenance staff; O/M= Operation and Maintenance staff**	
Task	**Frequency**
Inspect each manhole **O/M**	Annually
Inspect all system and control valves **O/M**	Annually
Lift stations: Visually inspect site. Check for damage or tampering (fences, tanks, equipment)**O/M**	Once each visit
Check all on site equipment for proper operation. Note any issues (piping leaks, valves, equipment issues, lighting, etc.) and schedule repairs. **O/M**	Once each visit
Confirm submittal of monthly/annual reports within required timeframe. **O**	Monthly
Perform preventive maintenance. **M**	Annually or as needed
Prepare a demand forecast. Identify and evaluate energy conservation measures. **O/M**	Annually
Establish/update customer expectations/knowledge (FOG letters). **O/M**	Annually
Update AMFS Plan. **O/M**	Annually or as needed
Respond to Collection system issues. **M**	As they occur
Properly decommission unnecessary/unused/nonfunctioning equipment. **O/M**	As it occurs
Exercise valves throughout the system and at lift stations. **M**	At least annually and or per exercising plan
Perform preventive maintenance at the lift stations. **M**	Per manufacturer recommendation

Table 5.B

WO#	Status	Title	Description	Assignee	Date Created	Date Started	Date Completed	Date Planned
W1001	Planned	Work Order	Assess motors, determine source of power tripping		5/21/2019 15:50			
W1005	Planned	Work Order	schedule for lining/rehab		5/21/2019 15:53			
W1006	Planned	Work Order	schedule for lining/rehab		5/21/2019 15:54			
W1007	Planned	Work Order	schedule for lining/rehab		5/21/2019 15:55			
W1008	Planned	Work Order	schedule for lining/rehab		5/21/2019 15:55			
W1009	Planned	Work Order	Assess manholes between crawford st and 4th st		5/21/2019 15:56			
W1010	Planned	Work Order	Assess manholes south of MLK blvd		5/21/2019 15:57			
W1011	Planned	Work Order	Assess manholes between Shaffer St and Marty St		5/21/2019 15:58			
W1012	Planned	Work Order	Schedule for lining/rehab		5/21/2019 15:59			
W1013	Planned	Work Order	Schedule for lining/rehab		5/21/2019 15:59			
W1014	Planned	Work Order	schedule for lining/rehab		5/21/2019 16:00			
W1015	Planned	Work Order	Schedule for lining/rehab		5/21/2019 16:00			
W1016	Planned	Work Order	Schedule for lining/rehab		5/21/2019 16:01			
W1017	Planned	Work Order	Schedule for lining/rehab		5/21/2019 16:01			
W1018	Planned	Work Order	Replace Nitrification Tank Blower #1 DO meter		5/21/2019 16:02			
W1019	Planned	Work Order	Replace Clarifier #1 Inlet valve		5/21/2019 16:02			
W1020	Planned	Work Order	Replace influent pump #1		5/21/2019 16:03			
W1021	Planned	Work Order	replace influent/effluent pump station controllers		5/21/2019 16:03			
W1022	Planned	Work Order	Bar screen chain rebuild		5/21/2019 16:04			

5.2 Proactive vs Reactive Maintenance

Reactive maintenance is often carried out by customer requests or sudden asset failures. Required service and maintenance to fix the customer's issue(s) or asset failure is identified by staff inspection and corrective action is then taken. Reactive maintenance is sometimes performed under emergency conditions, such as an inoperable lift station causing a sanitary sewer overflow. As mentioned above, if your system is responding to and performing reactive/emergency maintenance more than 30% of the time, you will need to adjust your maintenance schedules (increase proactive maintenance schedules).

Proactive maintenance consists of preventive and predictive maintenance. Preventive maintenance includes scheduled tasks to keep equipment operable. Predictive maintenance tasks try to determine potential failure points. An example of predictive maintenance is infrared analysis of electrical connections. Using special equipment, a technician can "see" loose or corroded connections that would be invisible to the naked eye. This allows the utility to "predict" and correct a potential problem early. Assets are monitored frequently, and routine maintenance is performed to increase asset longevity and prevent failure.

Upon adoption of this AMFSP plan or any DEP-approved WW AMP, the FRWA Utility Asset Management (UAM) team intends to upload the City of Quincy's asset data definition file into "Diamond Maps", described in Section 2.2, and will populate the field data. The appropriate City personnel will be trained on Diamond Maps functionality and can immediately begin using it for scheduling and tracking system asset routine and preventive maintenance.

5.3 Staff Training

Utility maintenance is quite unique. It can involve one or a combination of water and sewer main repairs, customer service issues, lift station troubleshooting and repair, blower and motor repairs, and even tank repairs and other technical work. This skill set is not common. Training staff, whether they are new or long-term employees, is very important. It is recommended that the City initiate a training program for its employees. In addition to technical training, safety training is also necessary. Treatment plants and distribution/collection systems can be dangerous places to work. Electrical safety, troubleshooting panel boxes, trenching and shoring, confined space entry, etc. are just a few of the topics that could benefit the City and its staff.

FRWA personnel can provide some of the training needed by City of Quincy staff members. Training services that we offer to members are listed on our website http://www.frwa.net/ under the Training Tab.

There is no such thing as too much training. The more your staff knows, the more capable, safe, and professional they become. This enhanced sense of professionalism will improve the quality of overall service and accountability to the community.

6 Capital Improvement Plan

Capital improvement projects generally create a new asset that previously did not exist or upgrades or improves an existing component's capacity. These projects are the consequence of growth, environmental needs, or regulatory requirements. Included in a CIP are typically:

1. Any expenditure that purchases or creates a new asset or in any way improves an asset beyond its original design capacity.
2. Any upgrades that increase asset capacity.

3. Any construction designed to produce an improvement in an asset's standard operation beyond its present ability.

Capital improvement projects, such as the WWTF upgrades/rehabilitation, lift station and collection system improvements, and others mentioned previously, will populate this list. Renewal expenditures do not increase the asset's design capacity, but restores an existing asset to its original capacity, such as:

1. Any activities that do not increase the capacity of the asset. (i.e., activities that do not upgrade and enhance the asset but merely restore them to their original size, condition and capacity, for example, rebuilding an existing pump).
2. Any rehabilitation involving improvements and realignment or anything that restores the assets to a new or fresh condition (for example, manhole rehabilitation and lining of sewer mains).

In making renewal decisions, the utility considers several categories other than the normally recognized physical failure or breakage. Such renewal decisions include the following:

1. Structural
2. Capacity
3. Level of service failures
4. Outdated functionality
5. Cost or economic impact

The utility staff and management typically know of potential assets that need to be repaired or rehabilitated. Reminders in the Diamond Maps task calendar let the staff members know when the condition of an asset begins to decline according to the manufacturer's life cycle recommendations. The utility staff members can take these reminders and recommendations into account.

Because the anticipated needs of the utility will change each year, the CIP is updated annually to reflect those changes.

7 Financial

7.1 Population

Population of Quincy in 2014: 7914
Population change since 2000: +13.3%
Median resident age: 40.4 years
Estimated median household income in 2016: $ 35,545 (**it was** $29,393 **in 2000**)
Estimated per capita income in 2016: $17,813 (**it was** $15,133 **in 2000**)
(Source http://www.city-data.com/city/Quincy-Florida.html)

7.2 Budget/Financial Sufficiency

Expenses

According to the latest adopted budget (as seen below), operating expenses for the water system were $1,509,124. The proposed budget for the upcoming year (2019) is higher at $2,060,749.

Revenue projections noted on the budget would cover the expected expenses. According to the 2017 Audit, the water division operated at a net revenue (surplus) of $497,263.

Budget Items	2017 Actuals	2019 Budget
Personnel Expenses	152,317	219,139
O&M Expenses	896,037	1,050,227
Capital and Depreciation	204,385	65,000
Debt Service	146,046	505,231
Transfer	110,339	221,152
Total	1,509,124	2,060,749

Revenue

Budget Items	2017 Actuals	2019 Budget
EPA Grant	4,826	3,900,000
Sales	1,848,832	1,975,049
Connections	9,864	2,500
Forfeited Discounts-Penalties	22,737	20,000
Sewer Surcharge Outside City Limits	58,124	63,200
Interest	44	50
Interfund Transfer In	0	0
Use of Retained Earnings	0	0
Capital Contribution- Private	4,284	0
Total	1,944,427	2,060,799

Reserves

An important funding line item for a wastewater utility is reserves, which should be funded annually as a percentage of the operating budget, more specifically as 7.5% of annual operating expenses for Major Capital Improvement Program Reserves and 5% of annual operating expenses for Contingency/Emergency Reserves.

Increasing the annual reserve funding to at least meet the recommended amount would help to build adequate reserves moving forward. We have included a line item for the recommended annual reserve funding in the Proposed Improvements table.

7.3 Rates

A ‘rule of thumb’ we subscribe to regarding rates is that base charges pay for operational expenses and usage charges fund the Capital Improvement Plan/Renewal & Replacement/Preventive Maintenance/Operation & Maintenance reserves. Usage fluctuates and does not always provide a reliable funding source for operations.

A threshold rate should be set to ensure proper wastewater system operation and maintenance revenue. We suggest a new rate study or evaluation. FRWA can assist with a rate study.

The City rate structure for sewer distinguishes between commercial and residential rates, but does not have separate rates for inside versus outside of the city. Meter size is also taken into consideration in the rate structure. Sewer rates are as follows:

Size of Water meter Min.(inches)	Minimum Bill	Gallons Included	Consumption Rate
Residential			
¾ or smaller	$24.05	3,000	$3.65 per 1,000 gallons above the minimum
1	$28.80	3,000	$3.65 per 1,000 gallons above the minimum
1 ½	$40.35	3,000	$3.65 per 1,000 gallons above the minimum
Commercial			
¾ or smaller	$38.55	3,000	$4.55 per 1,000 gallons above the minimum
1	$40.35	4,000	$4.55 per 1,000 gallons above the minimum
1 ½	$52.55	8,000	$4.55 per 1,000 gallons above the minimum
2	$92.90	20,000	$4.55 per 1,000 gallons above the minimum
3	$128.15	30,000	$4.55 per 1,000 gallons above the minimum
4	$192.80	40,000	$4.55 per 1,000 gallons above the minimum
6	$280.00	60,000	$4.55 per 1,000 gallons above the minimum

Based on the Revenue amounts listed above, it appears that the monthly average sewer bill inside the City is $31.35 (5,000 gallons) for residential and varies based on meter size for commercial.

The Additional Expenses listed in the Executive Summary would cost approximately $377,520 in year one, in addition to currently projected costs of operation, including an increase in reserve funding. If the City implements a Capital Needs plan based on our findings, rates would need to be adjusted up 24.7% year one, however the rates would have minimal adjustments in years 2-5 for an average annual rate adjustment of 5.4%. The initial rate adjustment is relatively high due to the need to begin setting aside a percentage of annual operating expenses towards reserves. Grants or legislative appropriations may offset a portion of this increase. Our analysis for the purpose of this AMFSP did not include raising the base rate, but that is an option that should be considered.

The threshold rate should be set to include these additional operating costs and additional reserves to ensure proper wastewater system operation and maintenance. For the purpose of this plan, we only considered residential rates, as they account for the majority of wastewater accounts.

Additionally, the City could consider an automatic Consumer Price Index (CPI) rate increase moving forward. A small increase of 2% annually is manageable for customers and provides the utility with much needed financial resources. Keeping customers informed is always a worthwhile endeavor. Using bill inserts or mailings that advertise utility accomplishments and successes,

such as noting LOS items and listing any system improvements that have been made to demonstrate the City's commitment to proper system stewardship. Remember, the water and wastewater systems are critical infrastructure to protect the public health and the environment.

8 Energy Management

8.1 Energy Conservation and Cost Savings

The City should ensure all assets, not just those connected to a power source, are evaluated for energy efficiency. It is highly recommended the staff (or your consultant) conduct an energy assessment or audit. The following are common energy management initiatives the City should implement going forward:

1. Load management
2. Replace weather-stripping and insulation on buildings.
3. Installation of insulated metal roofing over energy inefficient shingle roofing
4. On-demand water heaters
5. Variable frequency driven pumps and electrical equipment
6. Energy efficient infrastructure
7. LED lighting
8. Meg electric motors
9. MCC electrical lug thermal investigation
10. Flag underperforming assets for rehabilitation or replacement

The above 10 energy saving initiatives are just a start and most can be accomplished in-house. A more comprehensive energy audit, conducted by an energy consultant/professional, is recommended to evaluate how much energy is consumed system wide and identify measures that can be taken to utilize energy more efficiently. The primary goal is reducing power consumption and cost through physical or operational changes. The FRWA has just recently begun offering Energy Assessments to our members and SRF recipients that are participating the AMFSP program. Please contact your local Circuit Rider or other FRWA team member to participate.

Each system will have unique opportunities to reduce energy use or cost depending on system specific changes and opportunities within the power provider's rate schedules. For example, an audit of an individual wastewater treatment plant (WWTP) will attempt to pinpoint wasted or unneeded facility energy consumption.

With the cost of electricity rising, the reduction of energy use should be a priority for municipalities. A key deliverable of an energy audit is a thorough analysis of the effect of overdesign on energy efficiency. Plants are designed to perform at maximum flow and loading conditions. Unfortunately, most plants are not efficient at average conditions. Aging infrastructure is another source of inefficient usage of energy in WWTPs across the country. The justification for addressing aging infrastructure related energy waste is also included in the energy audit process.

8.2 Energy Conservation Measures

The following table provides typical water and wastewater high-use energy operations and associated potential energy saving measures.

High Energy Using Operations	Energy Saving Measures
Lift Station Pumping	• Reduce load • Manage load • Water to wire efficiency • Pump selection • Motor and drive selection • Automated control • Install variable frequency drives
Lighting	• Motion sensors • T5 low and high bay fixtures • Pulse start metal halide • Indirect fluorescent • Super-efficient T8s•Comprehensive control for large buildings
Heating, Ventilation, Air Conditioning (HVAC)	• Water source heat pumps • Prescriptive incentives for remote telemetry units • Custom incentives for larger units • Low volume fume hood • Occupancy controls • Heat pump for generator oil sump

8.3 Energy Audit

On April 3, 2019 the FRWA conducted an energy assessment at the City WWTP. The assessment found the city's facilities in good condition energy wise. Many of the structures at the WWTP have been repurposed or reused. Upgraded controls and management systems help the system keep their energy cost down. This assessment discusses two possible strategies to reduce energy consumption, thereby reducing operating costs.

- Install VFDs (variable frequency drives) on blowers and other noncontinuous duty motors. VFDs allow a motor to start up at slower speed, gradually increasing speed to optimal level, reducing the demand at startup. This could save the City $1,279 annually after the initial cost of installation per VFD (estimated cost $1,417, with a payback of 18 months). The estimated payback therefore would be just over a year.
- Install LED lights to replace fluorescent bulbs. This could save the city $133.40 for every ten bulbs replaced (estimated cost $81.00). The estimated payback in this case would be 7 months.

Below is a wastewater system energy audit checklist that can be a useful tool to identify other areas of potential concern and to develop a plan of action to resolve them.

Water System Energy Audit Approach Checklist

Determine type of audit

- [ ] Pumping, HVAC, lighting, and/or process

Determine audit team members, everyone will have different goals

- [ ] Engineers - reduce energy cost
- [ ] Plant staff - reduce disruption to system
- [ ] Electric utility - reduce peak demand

Collect data

- [ ] Power bills - get actual bills that show energy use, demand charges, cost adjustments, etc
- [ ] Electric rate schedules - get current rate schedules
- [ ] Alternative rate schedules - are alternate rates available that will benefit the water system?
- [ ] Flow data - include booster stations, wells, high service pumps, anything with a flow meter
- [ ] Meter data - sold vs produced, bulk purchases or sales, water loss data
- [ ] Pump curves - collect pump curves to verify pumps are operating near their design point
- [ ] Process flow diagrams, design summary - useful to help understand operation of the system
- [ ] Water quality standards - any unique processes required?
- [ ] Previous audit findings - have energy audits been performed in the past?
- [ ] System pressure - operating pressures with distribution system
- [ ] Pressure zones - how are different zones operated, how is water moved around the system?
- [ ] PRVs - amount of head removed, number in the system, any way to limit wasting head?
- [ ] Reservoirs - storage capacity, elevation, head range
- [ ] Compressed air systems - horsepower, receiver tank size, devices consuming compressed air
- [ ] HVAC - efficiency and performance of existing equipment
- [ ] Gas bills - HVAC audit
- [ ] Lighting - efficiency and performance of existing lights

Conduct Site Visit

- [ ] Meet with staff and operators
- [ ] Q&A session - discuss operations, gain understanding of how system is operated
- [ ] Seek input from operators and those familiar with the sytem
- [ ] Walk through - tour facilities, more Q&A
- [ ] Obtain any missing info, check motor sizes, observe valve positions
- [ ] Focus on big power consumers, they will offer best payback opportunity
- [ ] Raw water pumping, wells, HSP, air compressors - typically largest power consumers
- [ ] Seek energy efficiency ideas from plant staff

Develop Energy Conservation Measures

- [ ] Estimate energy or cost savings
- [ ] Determine capital cost
- [ ] Consider operational impacts to the plant
- [ ] Look for rebates or incentives

9 Conclusions

Our conclusions are based on our observations during the data collection procedure, discussions with City of Quincy staff, reports from the City's engineer, regulatory inspection data, and our experience related to similar assets.

Areas needing attention (detailed in Section 4) include:

Sewer Mains: Complete Virginia St. lift station collection system improvements to decrease I&I coming into WWTP, replace cleanout cap covers, fix open holes and sewer line breaks identified in smoke testing.

Manholes: Line or re-grout manholes as needed to decrease I&I coming into WWTP, install inflow dishes in manholes identified by smoke testing, clean/jet manholes as needed

Lift Stations: Replace piping in Circle Drive lift station, replace pump #2 in Sharon Dr. lift station, clean debris/grease from Jail/Sharon/Washington lift stations immediately and other lift stations as needed. Institute regular cleaning schedule for all lift stations. Identify source of power outage/pump tripping at Virginia St. and repair as needed. Install standby generators at both Circle Dr. and Virginia St.. Lift Stations. Purchase portable generator and manual transfer switches for remaining 8 lift stations. Install security fence around 5 lift stations

Wastewater Plant: Replace clarifier inlet valve #1, replace nitrification tank DO meter, rebuild influent pump #1, replace influent and effluent pump controllers, replace nitrification tank #2 diffuser, rebuild bar screen chain, replace digester aerators with higher capacity aerators, build solar array to decrease energy usage at the plant.

An AM and CMMS program must begin to maintain assets efficiently and effectively.

- Staff training on maintenance, safety, and use of the AM/CMMS tool must be completed.
- Rates must be monitored to ensure adequate funding for operations and system improvements.
- An automatic Consumer Price Index (CPI) rate increase is strongly recommended moving forward. A small increase of 2% annually is manageable for customers and provides the utility with much needed financial resources.
- Energy Management is recommended as well. Even small changes in energy use can result in large savings.
- ***The Asset Management Plan must be adopted by resolution or ordinance.*** This demonstrates the utility's commitment to the plan. After adoption, implementation of the AMP must occur.

9.1 Implementing this Asset Management and Fiscal Sustainability Plan

Implementing an Asset Management and Fiscal Sustainability Plan requires several items:

1. **Assign specific personnel** to oversee and perform the tasks of Asset Management.
2. **Develop and use a CMMS program (Computerized Maintenance Management System**). The information provided in this AMFS plan will give the utility a good starting point to begin this. Properly maintaining assets will ensure their useful life is extended and will ultimately save money. Asset maintenance tasks are scheduled and tracked, new assets are captured, and assets removed from service are retired properly using CMMS. Transitioning from reactive to preventive and predictive maintenance philosophies will net potentially large savings for the utility. Diamond Maps is one example among many options that are available. FRWA can help with selection, set up, and implementation.
3. **Develop specific Level of Service items**. Create a LOS Agreement and inform customers of the Utility's commitment to providing the stated LOS. Successes can be shared with customers. This can dramatically improve customer relations. This also gives utility employees goals to strive for and can positively impact morale. We have included a DRAFT LOS list in Section 2.3.
4. **Develop specific Change Out/ Repair/ Replacement Programs**. The City does budget for R&R and should continue to evaluate the system to adjust the annual budgeted amount accordingly. An example includes budgeting for a certain number of stepped system refurbishments each year.

5. **Modify the existing rate structure.** The City should make changes to their rate structure to capture all possible revenue and share the burden of maintaining the systems among all classes of users. Continue to make sure adequate funds are available to properly operate and maintain the facilities. Rate increases, when required, can be accomplished in a stepped fashion rather than an 'all now' approach to lessen the resulting customer impact. Also, a rate study is recommended, especially if the City intends to offer wastewater services outside the City to commercial/industrial customers.
6. **Explore financial assistance options.** The City has already done this, so you understand the benefits of applying for available funding. Financial assistance is especially useful in the beginning stages of Asset Management since budget shortfalls likely exist and high cost items may be needed quickly. See Section 9.2, below.
7. **Revisit the AMFS plan annually.** An Asset Management Plan is a living document. It can be revised at any time but must be revisited and evaluated at least once each year. Updates may be needed such as changes to your asset management team, asset inventory, updating condition and criticality ranking charts, asset condition and criticality assessment procedures may need to be revisited, evolving O&M activities may warrant changes, financial strategies and long-term funding plan may need to change, etc. The annual review should begin by asking yourself:

   "What changes have occurred since our last AMFS plan update?"

9.2 Funding Sources for Water and Wastewater Systems

Below is a table of common funding sources, including web links and contact information. All municipal systems should be making the effort to secure funding, which can be in the form of low or no interest loans or grants or a combination.

Agency/Program	Website	Contact
FDEP Drinking Water State Revolving Fund Program (DWSRF)	https://floridadep.gov/wra/srf/content/dwsrf-program	Shanin Speas-Frost shanin.speasfrost@dep.state.fl.us 850-245-2991
FDEP Clean Water State Revolving Fund Loan Program (CWSRF)	https://floridadep.gov/wra/srf/content/cwsrf-program	Tim Banks Timothy.Banks@dep.state.fl.us 850-245-2969
USDA Rural Development- Water and Wastewater Direct Loans and Grant s	https://www.rd.usda.gov/programs-services/rural-economic-development-loan-grant-program https://www.rd.usda.gov/programs-services/water-waste-disposal-loan-grant-program	Michael Langston michael.langston@fl.usda.gov 352-338-3440
Economic Development Administration- Public Works and Economic Adjustment Assistance Programs	https://www.eda.gov/resources/economic-development-directory/states/fl.htm https://www.grants.gov/web/grants/view-opportunity.html?oppId=294771	Greg Vaday gvaday@eda.gov 404-730-3009

National Rural Water Association- Revolving Loan Fund	https://nrwa.org/initiatives/revolving-loan-fund/	Gary Williams Gary.Williams@frwa.net 850-668-2746
Florida Department of Economic Opportunity- Florida Small Cities Community Development Block Grant Program	http://www.floridajobs.org/community-planning-and-development/assistance-for-governments-and-organizations/florida-small-cities-community-development-block-grant-program	Roger Doherty roger.doherty@deo.myflorida.com 850-717-8417
Northwest Florida Water Management City- Cooperative Funding Initiative (CFI)	https://www.nwfwater.com/Water-Resources/Funding-Programs	Christina Coger Christina.Coger@nwfwater.com 850-539-5999

9.3 Closing

This Asset Management and Fiscal Sustainability plan is presented to the City of Quincy for adoption. Its creation would not be possible without the cooperation of the City Manager, the City staff, and the Florida Department of Environmental Protection State Revolving Fund (FDEP-SRF).

APPENDIX A Example Resolution

EXAMPLE RESOLUTION NO. 2019-_____

A RESOLUTION OF THE City of Quincy, FLORIDA, APPROVING THE CITY OF QUINCY UTILITY ASSET MANAGEMENT AND FISCAL SUSTAINABILITY PLAN ("AMFS PLAN"); AUTHORIZING THE CITY MANAGER TO TAKE ALL ACTIONS NECESSARY TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Florida Statutes provide for financial assistance to local government agencies to finance construction of the municipal utility system improvements and

WHEREAS, the Florida Department of Environmental Protection State Revolving Fund (SRF) has designated the City of Quincy Utility System Improvements, listed under Project Number 2019-_____, as eligible for available funding; and

WHEREAS, as a condition of obtaining funding from the SRF, the City is required to implement an AMFS Plan for the City's Utility System Improvements; and

WHEREAS, the City Commission of the City of Quincy has determined that approval of the attached AMFS Plan for the proposed improvements, in order to obtain necessary funding in accordance with SRF guidelines, is in the best interest of the City.

NOW, THEREFORE, THE City of Quincy COMMISSION HEREBY RESOLVES:

Section 1. That the Utility Asset Management & Fiscal Sustainability Plan ("AMFS Plan"), attached hereto as Exhibit A, is hereby approved and incorporated herein by this reference.

Section 2. That the City Manager is authorized to take all actions necessary to effectuate the intent of this resolution and to implement the AMFS Plan in accordance with applicable Florida law and Commission direction in order to obtain funding from the SRF.

Section 3. That the City will implement an automatic annual rate increase equal to the Consumer Price Index or 2%, whichever is greater.

Section 4. That this resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED on this_____ day of_____, 2019.

City of Quincy, FLORIDA

_____

REVIEWED AND APPROVED:

_____

ATTEST:

_____

APPENDIX B Preliminary Action List

PRELIMINARY ACTION LIST

Action Item	Responsible Parties	Total Anticipated Cost	Target Start Date	Actual Completion Date
Pass AMFSP Resolution	City Manager, Clerk, Commission	--	7/1/19	
Determine LOS goals, targets and metrics and prepare LOS agreement	Customers, City Manager, Staff, Commission	--	9/1/19	
Prepare CIP	City Manager, Finance, Utility Staff	--	9/1/19	
Conduct Rate Sufficiency Study and adjust as needed	City Manager, Finance, Utilities Director	--	10/1/19	
Begin Collection system improvements around Virginia St. Lift Station	Utilities Director, Dir. W/WW, Utility Staff, Engineer, Licensed Contractor	$695,000	12/1/19	
Apply for Hazard Mitigation grant funds for Circle Drive and Virginia St. Lift Stations	City manager, Finance, Utilities Director	--	10/1/19	
Install Standby generators at Circle Drive and Virginia St. Lift Stations	Utilities Director, Dir. W/WW, Utility Staff, Engineer, Licensed Contractor	$35,000	6/1/20	
Purchase portable 100kW generator, fuel tank, manual transfer switches for lift stations	Utilities Director, Utility Staff	$54,120	10/1/19	
Repair various areas of WWTP as outlined in Section 4.2.3	Utilities Director, Dir. W/WW, Utility Staff, Engineer, Licensed Contractor	$75,000	7/1/19	
Install inflow dishes in 265 manholes (53 per year for 5 years)	Utilities Director, Dir. W/WW, Utility Staff, Engineer, Licensed Contractor	$26,500	8/1/19	
Rehabilitate Circle Drive and Sharon Dr. Lift Stations	Utilities Director, Utility Staff	$20,000	11/1/19	
Assess remaining 50% of manholes throughout system	Utilities Director, Utility Staff	--	9/1/19	
Add secondary sensor to activate pumps at WWTP	Utilities Director, Utility Staff	$5,000	12/1/19	
Line or regrout poor and very poor condition manholes throughout system	Utilities Director, Dir. W/WW, Utility Staff, Licensed Contractor	$75,000	7/1/20	
Install security fencing at 5 liftstations	Utilities Director, Dir. W/WW, Utility Staff, Licensed Contractor	$10,000	10/1/20	
Planning and design of WWTP solar array	Utilities Director, Dir. W/WW, Utility Staff, Engineer, Licensed Contractor	$75,704	1/1/21	
Installation of solar array at WWTP	Utilities Director, Dir. W/WW, Utility Staff, Engineer, Licensed Contractor	$4,0772,944	1/1/22	
Fix open holes and breaks in collection system identified in smoke testing	Utilities Director, Utility Staff	$5,000	4/1/23	

APPENDIX C Master Asset List

Milton Wastewater Asset Name	Install Year	Design Life	Age	Remaining Useful life	Replacement Cost	Condition	Redundancy	COF
Wastewater Treatment Equipment								
blower 1	1957	25	62	(37)	$75,000	Average	Fullsized	None
blower 2	1957	25	62	(37)	$75,000	Average	Fullsized	Full
digester syncogear reducer	1957	25	62	(37)	$2,000	Average	Fullsized	None
nitri blower 3	1957	25	62	(37)	$75,000	Average	Fullsized	Double
nitrification blower 2	1957	25	62	(37)	$75,000	Average	Fullsized	Double
nitrification blower 1	1957	25	62	(37)	$75,000	Average	Fullsized	Full
screw press	1957	25	62	(37)	$5,000	Average	Fullsized	None
clarifier 1 skimmer	1957	25	62	(37)	$40,000	Average	Fullsized	None
clarifier 2 skimmer	1957	25	62	(37)	$40,000	Average	Fullsized	None
traveling bridge filter 1	1957	25	62	(37)	$250,000	Average	Fullsized	None
traveling bridge filter 2	1957	25	62	(37)	$250,000	Average	Fullsized	None
reaeration blower 1	1957	25	62	(37)	$75,000	Average	Fullsized	Full
reaeration blower 2	1957	25	62	(37)	$75,000	Average	Fullsized	Full
headworks bar screen	1957	25	62	(37)	$5,000	Average	Fullsized	None
chlorine regulator 1	1957	25	62	(37)	$2,500	Average	Fullsized	Full
chlorine regulator 2	1957	25	62	(37)	$2,500	Average	Fullsized	None
chlorine regulator 3	1957	25	62	(37)	$2,500	Average	Fullsized	Full
chlorine regulator 4	1957	25	62	(37)	$2,500	Average	Fullsized	Full
chlorine injector	1957	25	62	(37)	$1,500	Average	Fullsized	None
Wastewater Lift Stations								
carolina st	1986	30	33	(3)	$500,000	Average	None	Moderate
virginia st	1900	30	119	(89)	$500,000	Average	None	Moderate

Milton Wastewater Asset Name	Install Year	Design Life	Age	Remaining Useful life	Replacement Cost	Condition	Redundancy	COF
circle drive	1984	30	35	(5)	$500,000	Poor	None	Moderate
industrial park	2003	30	16	14	$500,000	Average	None	Moderate
walmart ls	2002	30	17	13	$500,000	Average	None	Moderate
jail ls	1900	30	119	(89)	$500,000	Average	None	Major
UF ag ls	2001	30	18	12	$500,000	Average	None	Moderate
key st	1900	30	119	(89)	$500,000	Average	None	Moderate
washington st	2005	30	14	16	$500,000	Average	None	Moderate
sharon st	1995	30	24	6	$500,000	Poor	None	Moderate
Wastewater Pumps								
nitrification pump 1	1957	20	62	(42)	$10,000	Average	Double	Moderate
nitrification pump 2	1957	20	62	(42)	$10,000	Average	Double	Moderate
nitrification pump 2	1957	20	62	(42)	$10,000	Average	Double	Moderate
screw presspolymer pump	1957	20	62	(42)	$800	Average	None	Moderate
screw press pump 1	1957	20	62	(42)	$1,000	Average	Full	Moderate
screw press pump 2	1957	20	62	(42)	$1,000	Average	Full	Moderate
ccc transferpump 1	1957	20	62	(42)	$10,000	Average	Full	Moderate
ccc transfer pump 2	1957	20	62	(42)	$10,000	Average	Full	Moderate
ccc transfer pump 3	1957	20	62	(42)	$10,000	Average	None	Moderate
ccc transfer pump 4	1957	20	62	(42)	$10,000	Average	Full	Moderate
ras pump 1	1957	20	62	(42)	$10,000	Poor	Full	Moderate
ras pump 2	1957	20	62	(42)	$10,000	Poor	Full	Moderate
sodium bisulfate pump	1957	20	62	(42)	$800	Average	None	Major
Wastewater Electrical Equipment								
reaeration blower control panel	1957	20	62	(42)	$10,000	Average	Fullsized	None
nitrification blower alarm panel	1957	20	62	(42)	$10,000	Average	Fullsized	None
nitrification blower 1 control panel	1957	20	62	(42)	$10,000	Average	Fullsized	None

Milton Wastewater Asset Name	Install Year	Design Life	Age	Remaining Useful life	Replacement Cost	Condition	Redundancy	COF
nitrification blower 2 control panel	1957	20	62	(42)	$10,000	Average	Fullsized	None
nitrification blower 3 control panel	1957	20	62	(42)	$10,000	Average	Fullsized	None
fermentation and anoxic mixer control panel	1957	20	62	(42)	$10,000	Average	Fullsized	None
nitrification pump control panel	1957	20	62	(42)	$10,000	Average	Fullsized	None
screw press control panel	1957	20	62	(42)	$10,000	Average	Fullsized	None
polymer pump control panel	1957	20	62	(42)	$10,000	Average	Fullsized	None
bridge filter control panel	1957	20	62	(42)	$10,000	Average	Fullsized	None
ccc pump station control panel	1957	20	62	(42)	$10,000	Good	Fullsized	None
headworks	1957	20	62	(42)	$10,000	Average	Fullsized	None
wetp gen transfer switch	1957	20	62	(42)	$1,000	Average	Fullsized	None
wwtp generator	1957	20	62	(42)	$125,000	Average	Fullsized	None
Wastewater Motors								
blower 1 motor	1957	20	62	(42)	$4,000	Average	None	Moderate
blower 2 motor	1957	20	62	(42)	$4,000	Average	None	Moderate
digester syncrogear motor	1957	20	62	(42)	$10,000	Average	None	Moderate
digester floating aerator motor	1957	20	62	(42)	$7,500	Average	None	Moderate
nitrification basin blower 3 motor	1957	20	62	(42)	$5,000	Average	None	Moderate
nitrification blower 2 motor	1957	20	62	(42)	$5,000	Average	None	Moderate
nitrifrication blower 1 motor	1957	20	62	(42)	$5,000	Average	None	Moderate
nitrification pump 1 motor	1957	20	62	(42)	$4,000	Average	None	Moderate
nitrification pump 2 motor	1957	20	62	(42)	$4,000	Average	None	Moderate
nitrification pump 3 motor	1957	20	62	(42)	$4,000	Average	None	Moderate
screw press pump 2 motor	1957	20	62	(42)	$1,000	Average	None	Moderate
screw press pump 1 motor	1957	20	62	(42)	$1,000	Average	None	Moderate
clarifier 1 motor	1957	20	62	(42)	$750	Average	None	Moderate

Milton Wastewater Asset Name	Install Year	Design Life	Age	Remaining Useful life	Replacement Cost	Condition	Redundancy	COF
clarifier 2 motor	1957	20	62	(42)	$750	Average	None	Moderate
reaeration blower 1 motor	1957	20	62	(42)	$4,000	Average	None	Moderate
reaeration blower motor 2	1957	20	62	(42)	$4,000	Average	None	Moderate
ccc pump 1 motor	1957	20	62	(42)	$2,000	Average	None	Moderate
ccc transfer pump 2 motor	1957	20	62	(42)	$2,000	Average	None	Moderate
ccc transfer pump 3 motor	1957	20	62	(42)	$2,000	Average	None	Moderate
ccc transfer pump 4 motor	1957	20	62	(42)	$2,000	Average	None	Moderate
nitric basin motor	1957	20	62	(42)	$12,000	Average	None	Moderate
ras pump 1 motor	1957	20	62	(42)	$4,500	Average	None	Moderate
ras pump 2 motor	1957	20	62	(42)	$4,500	Average	None	Moderate
Wastewater Instruments and Controls								
transfer pump 1 vfd	1957	20	62	(42)	$1,000	Average	None	Moderate
tranfer pump 2 vfd	1957	20	62	(42)	$1,000	Average	None	Moderate
mcc 1	1957	20	62	(42)	$10,000	Average	None	Catastrophic
Wastewater Storage Tanks								
anoxic tank	1957	30	62	(32)		Average	None	Moderate
digester	1957	30	62	(32)		Average	None	Catastrophic
anoxic and nitrification basin	1957	30	62	(32)		Average	None	Major
clarifier 1	1957	30	62	(32)		Average	None	Moderate
clarifier 2	1957	30	62	(32)		Average	Full	Moderate
chlorine contact chamber 1	1957	30	62	(32)		Average	Full	Moderate
chlorine contact chamber 2	1957	30	62	(32)		Average	Full	Moderate
sodium bisulfite tank	1957	30	62	(32)		Average	None	Moderate

Milton Wastewater Asset Name	Install Year	Design Life	Age	Remaining Useful life	Replacement Cost	Condition	Redundancy	COF
Wastewater Utility Meter								
effluent flow meter	1957	20	62	(42)	$6,000	Average	None	Moderate
Wastewater Sampling Station								
effluent autosampler	1957	15	62	(47)	$2,000	Average	None	Moderate
Wastewater Manholes								
wwManH-1	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-2	1930	50	89	(39)	$3,840	Average	None	Moderate
wwManH-3	1900	50	119	(69)	$3,840	Poor	None	Moderate
wwManH-4	1900	50	119	(69)	$3,840	Poor	None	Moderate
wwManH-5	1900	50	119	(69)	$3,840	Poor	None	Moderate
wwManH-6	1930	50	89	(39)	$3,840	Average	None	Moderate
wwManH-7	1900	50	119	(69)	$3,840	Poor	None	Moderate
wwManH-8	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-9	1900	50	119	(69)	$3,840	Poor	None	Moderate
wwManH-10	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-11	1900	50	119	(69)	$3,840	Poor	None	Moderate
wwManH-12	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-13	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-14	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-15	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-16	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-17	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-18	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-19	1900	50	119	(69)	$3,840	Poor	None	Moderate
wwManH-20	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-21	1900	50	119	(69)	$3,840	Poor	None	Moderate
wwManH-22	1900	50	119	(69)	$3,840	Average	None	Moderate

Milton Wastewater Asset Name	Install Year	Design Life	Age	Remaining Useful life	Replacement Cost	Condition	Redundancy	COF
wwManH-23	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-24	1900	50	119	(69)	$3,840	Poor	None	Moderate
wwManH-25	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-26	1929	50	90	(40)	$3,840	Average	None	Moderate
wwManH-27	1929	50	90	(40)	$3,840	Poor	None	Moderate
wwManH-28	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-29	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-30	1900	50	119	(69)	$3,840	Poor	None	Moderate
wwManH-31	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-32	1935	50	84	(34)	$3,840	Average	None	Moderate
wwManH-33	1930	50	89	(39)	$3,840	Poor	None	Moderate
wwManH-34	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-35	1900	50	119	(69)	$3,840	Poor	None	Moderate
wwManH-36	1961	50	58	(8)	$3,840	Average	None	Moderate
wwManH-37	1900	50	119	(69)	$3,840	Poor	None	Moderate
wwManH-38	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-39	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-40	1900	50	119	(69)	$3,840	Poor	None	Moderate
wwManH-41	1900	50	119	(69)	$3,840	Poor	None	Moderate
wwManH-42	1900	50	119	(69)	$3,840	Very Poor	None	Moderate
wwManH-43	1900	50	119	(69)	$3,840	Poor	None	Moderate
wwManH-44	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-45	1900	50	119	(69)	$3,840	Poor	None	Moderate
wwManH-46	1900	50	119	(69)	$3,840	Poor	None	Moderate
wwManH-47	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-48	1900	50	119	(69)	$3,840	Poor	None	Moderate

Milton Wastewater Asset Name	Install Year	Design Life	Age	Remaining Useful life	Replacement Cost	Condition	Redundancy	COF
wwManH-49	1900	50	119	(69)	$3,840	Poor	None	Moderate
wwManH-50	1900	50	119	(69)	$3,840	Very Poor	None	Moderate
wwManH-51	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-52	1900	50	119	(69)	$3,840	Poor	None	Moderate
wwManH-53	1900	50	119	(69)	$3,840	Poor	None	Moderate
wwManH-54	1900	50	119	(69)	$3,840	Very Poor	None	Moderate
wwManH-55	1900	50	119	(69)	$3,840	Poor	None	Moderate
wwManH-56	1900	50	119	(69)	$3,840	Poor	None	Moderate
wwManH-57	1900	50	119	(69)	$3,840	Poor	None	Moderate
wwManH-58	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-59	1955	50	64	(14)	$3,840	Poor	None	Moderate
wwManH-60	1952	50	67	(17)	$3,840	Poor	None	Moderate
wwManH-61	1954	50	65	(15)	$3,840	Poor	None	Moderate
wwManH-62	1955	50	64	(14)	$3,840	Poor	None	Moderate
wwManH-63	1961	50	58	(8)	$3,840	Poor	None	Moderate
wwManH-64	1961	50	58	(8)	$3,840	Poor	None	Moderate
wwManH-65	1961	50	58	(8)	$3,840	Average	None	Moderate
wwManH-66	1900	50	119	(69)	$3,840	Poor	None	Moderate
wwManH-67	1900	50	119	(69)	$3,840	Poor	None	Moderate
wwManH-68	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-69	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-70	1959	50	60	(10)	$3,840	Average	None	Moderate
wwManH-71	1959	50	60	(10)	$3,840	Average	None	Moderate
wwManH-72	1959	50	60	(10)	$3,840	Average	None	Moderate
wwManH-73	1959	50	60	(10)	$3,840	Average	None	Moderate
wwManH-74	1959	50	60	(10)	$3,840	Average	None	Moderate

Milton Wastewater Asset Name	Install Year	Design Life	Age	Remaining Useful life	Replacement Cost	Condition	Redundancy	COF
wwManH-75	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-76	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-77	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-78	1961	50	58	(8)	$3,840	Poor	None	Moderate
wwManH-79	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-80	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-81	1900	50	119	(69)	$3,840	Poor	None	Moderate
wwManH-82	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-83	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-84	1900	50	119	(69)	$3,840	Poor	None	Moderate
wwManH-85	1953	50	66	(16)	$3,840	Average	None	Moderate
wwManH-86	1965	50	54	(4)	$3,840	Average	None	Moderate
wwManH-87	1964	50	55	(5)	$3,840	Poor	None	Moderate
wwManH-88	1964	50	55	(5)	$3,840	Poor	None	Moderate
wwManH-89	1964	50	55	(5)	$3,840	Average	None	Moderate
wwManH-90	1953	50	66	(16)	$3,840	Average	None	Moderate
wwManH-91	1953	50	66	(16)	$3,840	Average	None	Moderate
wwManH-92	1953	50	66	(16)	$3,840	Average	None	Moderate
wwManH-93	1953	50	66	(16)	$3,840	Average	None	Moderate
wwManH-94	1953	50	66	(16)	$3,840	Average	None	Moderate
wwManH-95	1954	50	65	(15)	$3,840	Average	None	Moderate
wwManH-96	1953	50	66	(16)	$3,840	Average	None	Moderate
wwManH-97	1958	50	61	(11)	$3,840	Average	None	Moderate
wwManH-98	1960	50	59	(9)	$3,840	Average	None	Moderate
wwManH-99	1961	50	58	(8)	$3,840	Very Poor	None	Moderate
wwManH-100	1960	50	59	(9)	$3,840	Average	None	Moderate

Milton Wastewater Asset Name	Install Year	Design Life	Age	Remaining Useful life	Replacement Cost	Condition	Redundancy	COF
wwManH-101	1960	50	59	(9)	$3,840	Very Poor	None	Moderate
wwManH-102	1957	50	62	(12)	$3,840	Average	None	Moderate
wwManH-103	1952	50	67	(17)	$3,840	Average	None	Moderate
wwManH-104	1953	50	66	(16)	$3,840	Average	None	Moderate
wwManH-105	1953	50	66	(16)	$3,840	Average	None	Moderate
wwManH-106	1953	50	66	(16)	$3,840	Average	None	Moderate
wwManH-107	1964	50	55	(5)	$3,840	Average	None	Moderate
wwManH-108	1953	50	66	(16)	$3,840	Poor	None	Moderate
wwManH-109	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-110	1900	50	119	(69)	$3,840	Poor	None	Moderate
wwManH-111	1956	50	63	(13)	$3,840	Poor	None	Moderate
wwManH-112	1900	50	119	(69)	$3,840	Poor	None	Moderate
wwManH-113	1957	50	62	(12)	$3,840	Poor	None	Moderate
wwManH-114	1960	50	59	(9)	$3,840	Poor	None	Moderate
wwManH-115	1960	50	59	(9)	$3,840	Average	None	Moderate
wwManH-116	1900	50	119	(69)	$3,840	Poor	None	Moderate
wwManH-117	1963	50	56	(6)	$3,840	Average	None	Moderate
wwManH-118	1966	50	53	(3)	$3,840	Average	None	Moderate
wwManH-119	1958	50	61	(11)	$3,840	Average	None	Moderate
wwManH-120	1958	50	61	(11)	$3,840	Average	None	Moderate
wwManH-121	1960	50	59	(9)	$3,840	Average	None	Moderate
wwManH-122	1958	50	61	(11)	$3,840	Average	None	Moderate
wwManH-123	1958	50	61	(11)	$3,840	Average	None	Moderate
wwManH-124	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-125	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-126	1966	50	53	(3)	$3,840	Average	None	Moderate

Milton Wastewater Asset Name	Install Year	Design Life	Age	Remaining Useful life	Replacement Cost	Condition	Redundancy	COF
wwManH-127	1966	50	53	(3)	$3,840	Average	None	Moderate
wwManH-128	1960	50	59	(9)	$3,840	Average	None	Moderate
wwManH-129	1953	50	66	(16)	$3,840	Average	None	Moderate
wwManH-130	1958	50	61	(11)	$3,840	Poor	None	Moderate
wwManH-131	1958	50	61	(11)	$3,840	Average	None	Moderate
wwManH-132	1961	50	58	(8)	$3,840	Poor	None	Moderate
wwManH-133	1958	50	61	(11)	$3,840	Average	None	Moderate
wwManH-134	1958	50	61	(11)	$3,840	Average	None	Moderate
wwManH-135	1960	50	59	(9)	$3,840	Average	None	Moderate
wwManH-136	1960	50	59	(9)	$3,840	Average	None	Moderate
wwManH-137	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-138	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-139	1956	50	63	(13)	$3,840	Average	None	Moderate
wwManH-140	1956	50	63	(13)	$3,840	Average	None	Moderate
wwManH-141	1956	50	63	(13)	$3,840	Average	None	Moderate
wwManH-142	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-143	1957	50	62	(12)	$3,840	Average	None	Moderate
wwManH-144	1958	50	61	(11)	$3,840	Poor	None	Moderate
wwManH-145	1958	50	61	(11)	$3,840	Poor	None	Moderate
wwManH-146	1958	50	61	(11)	$3,840	Average	None	Moderate
wwManH-147	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-148	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-149	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-150	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-151	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-152	1900	50	119	(69)	$3,840	Average	None	Moderate

Milton Wastewater Asset Name	Install Year	Design Life	Age	Remaining Useful life	Replacement Cost	Condition	Redundancy	COF
wwManH-153	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-154	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-155	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-156	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-157	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-158	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-159	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-160	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-161	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-162	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-163	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-164	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-165	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-166	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-167	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-168	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-169	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-170	1900	50	119	(69)	$3,840	Average	None	Moderate
wwManH-171	1900	50	119	(69)	$3,840	Average	None	Moderate

City of Quincy
City Commission
Agenda Request

Date of Meeting:	August 13, 2019
Date Submitted:	August 9, 2019
To:	Honorable Mayor and Members of the City Commission
From:	Jack L. McLean Jr., City Manager Glenn H. Sapp, Police Chief Curtis Bridges, Fire Chief
Subject:	Purchase of replacement Police and Fire Department Radios

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Statement of Issue:
The Police and Fire Departments are requesting approval for the purchase of new replacement Motorola Police and Fire portable and mobile radios and accessory equipment.

Background:
The Quincy Police and Fire Departments are in need of replacement portable and mobile radios to replace radio equipment that has reached the end of its usable functional lifespan. The current radio equipment due to age is not dependable and creates an officer and firefighter safety liability for employees working in both the Police and Fire Departments.

Conclusion:
The current HT1000 police and fire radios in service being used today are approximately 20-25 years old. The electronic components of these radios have begun to experience excessive failures with the physical parts and the transmitting and receiving features.

Other local law enforcement agencies in Gadsden County have and are transitioning to modern Motorola radio equipment that the City of Quincy's equipment will soon not be able to communicate with due to antiquated hardware and software. This would effectively create a situation of communications isolation for both QPD and QFD.

Due to the challenges of situations such as "School Active Shooter" scenarios "Communications Isolation" is not an operational option for either Police or Fire where the collaborative ability to communicate with other public safety agencies is a must.

Due to radio and equipment compatibility issues for the equipment that is currently in use it is necessary for this purchase to be a sole source procurement with the selected vendor.

The new replacement equipment costs $95,816.00.

Staff is recommending utilizing the lease purchase finance option offered by Motorola for the following reasons. The primary differential factor between conventional bank financing and the available Motorola three year lease purchase finance option is the Motorola deferral period of initial payments (first payment not due for one year from date contract is executed).

The Motorola finance option has a positive impact on the City's budget immediately compared to beginning immediate payments to a conventional bank if funds were borrowed to pay Motorola in a lump sum. Positive impact seems to be for fiscal year 2019/20. The lease purchase option is an opportunity to increase the City's annual cash flow by the lease-purchase payment deferral option offered by Motorola.

The new replacement equipment costs $95,816.00.

Options:

Option 1: Authorize the Police and Fire Departments to purchase replacement public safety radio equipment not to exceed $95,816.00 and to execute a contract with Motorola for a three year lease purchase with first payment not due for one year from date the contract is executed.

Option 2: Provide Direction

Staff Recommendation:

Option 1

MOTOROLA SOLUTIONS

Date: August 8,2019

To: City of Quincy
Attn: Manager Jack McLean
404 West Jefferson
Quincy, FL 32351

Re: Communications System Financing Proposal

Motorola Solutions, Inc. is pleased to submit the following proposal for the financing of your Motorola communications equipment in accordance with the terms and conditions outlined below:

Transaction Type: Municipal Lease Purchase Agreement (Tax-exempt)

Lessor: Motorola Solutions, Inc. (or its Assignee)

Lessee: City of Quincy

Total Transaction Value: $ 95,816.00

Down Payment: $ 0.00

Balance to Finance: $ 95,816.00

Equipment: Motorola Subscribers for PD & FD (As per the Motorola Solutions equipment proposal.)

Title: Title to the equipment will vest with the Lessee.

Insurance: Lessee will be responsible to insure the equipment as outlined in the lease contract.

Taxes: Personal property, sales, leasing, use, stamp, or other taxes are for the account of the Lessee.

	Option 1	Option 2	Option 3	Option 4
Lease Term	3 Years	4 Years	5 Years	7 Years
Payment Type	Annually Arrears	Annually Arrears	Annually Arrears	Annually Arrears
Lease Rate	3.96%	3.94%	3.88%	3.94%
Lease Factor	0.360572	0.275568	0.224310	0.166683
Payment	$34,548.57	$26,403.82	$21,492.49	$15,970.90
Payment Commencement	First payment due one year after contract execution	First payment due one year after contract execution	First payment due one year after contract execution	First payment due one year after contract execution

Expiration: The above lease rates and factors are valid for all leases commenced by 9/7/2019. After this date the rate will be reset to reflect current market conditions.

Program Highlights: Terms up to seven years can be structured for Municipal Lease Purchase Agreement (Tax-exempt).

One hundred percent (100%) of a project's acquisition cost can be financed.

Payment frequency can be matched to meet your cash flow and budget requirements.

No pre-payment penalties.

Future equipment upgrades can easily be accommodated via add-on lease schedules, restructuring already existing deals, etc.

Qualifications:

Receipt of a properly executed documentation package.
Lessee qualifies as a political subdivision or agency of the State as defined in the Internal Revenue Code of 1986. The interest portion of the Lease Payments shall be excludable from the Lessor's gross income pursuant to Section 103 of the Internal Revenue Code.

Receipt of a copy of the last 2 year's audited financial statements and current year's budget from the Lessee.

This proposal should not be construed as a commitment to finance. It is subject to final credit approval.

Documentation:

Municipal Equipment Lease Purchase Agreement
Opinion of Counsel
Schedule A/Equipment List
Schedule B/Amortization Schedule
8038G
UCC-1
Certificate of Incumbency
Statement of Essential Use/Source of Funds
Evidence of Insurance or Statement of Self Insurance
Resolution from governing body authorizing the execution of the Lease
Delivery & Acceptance Certificate

Please feel free to contact me if there are any questions, or if an alternate structuring is required.

Regards,
Debbie Giles
MR State & Local Gov't
+1 (850) 445-7584

MOTOROLA

City of Quincy - Police & Fire

7/16/2019

Contract	APC Code	Description	Qty	Unit Price	APC Discount	Discounted Unit Price	Total
HGACRA05-15	37	MotoTRBO XPR7550e UHF Portable Radio, antenna, battery, belt clip, charger and shoulder microphone w/emergency button included	40	$ 1,532.72	10%	$ 1,379.45	$ 55,177.92
HGACRA05-15	37	MotoTRBO SL7550e UHF Portable Radio, antenna, battery, belt clip, charger and shoulder microphone w/in ear PTT included	2	$ 1,463.72	10%	$ 1,317.35	$ 2,634.70
		MOBILE UNITS					
HGACRA05-15	484	MotoTRBO XPR5550e UHF Mobile Radio, bracket and palm microphone included	30	$ 1,247.00	10%	$ 1,122.30	$ 33,669.00
HGACRA05-15	554	XPR5550eGPS/ UHF Antenna	30	$ 126.00	15%	$ 107.10	$ 3,213.00
HGACRA05-15	189	XPR5550e External Speaker	30	$ 48.00	15%	$ 40.80	$ 1,224.00
		BASE STATION					
HGACRA05-15	484	MotorTRBO XPR5550e UHF Mobile Desktop Station	5	$ 1,173.35	10%	$ 1,056.02	$ 5,280.08
HGACRA05-15	189	XPR5550e Desktop Tray w/Speaker	5	$ 84.00	15%	$ 71.40	$ 357.00
HGACRA05-15	189	XPR5550 Desktop Microphone	5	$ 120.00	15%	$ 102.00	$ 510.00
HGACRA05-15	929	Programming and Installation	1	$ 4,725.00	0%	$ 4,725.00	$ 4,725.00
		Customer Loyalty Incentive					$ (5,200.00)
		Trade-In of Existing Radios	77			$ 75.00	$ (5,775.00)
		Total Subscribers					**$ 95,815.69**

CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST

MEETING DATE:	August 13, 2019
DATE OF REQUEST:	August 8, 2019
TO:	Honorable Mayor and Members of the City Commission
FROM:	Jack L. McLean Jr., City Manager Bernard O. Piawah, Building and Planning Director
SUBJECT:	Update on Hurricane Michael Housing Reroofing/Mold Remediation Program

Statement of Issue:
On July 30, 2019, the City Commission agreed to provide some assistance with reroofing and mold removal to households that have been unable to repair their homes following Hurricane Michael damage. This agenda item is intended to update the City Commission on the procedure that staff is going to utilize to implement the program more specifically, the guidelines and criteria to be relied upon in selecting candidates for assistance. The program will be extended to properties that were damaged by the Tornado of March 3, 2019. The memorandum from the meeting of July 30, 2019 is attached for information sake only.

Criteria for Selection:

1. The applicant must be a resident of the City of Quincy;
2. The house for which assistance is sought must be located in the City of Quincy;
3. The house for which assistance is sought must be a homestead property currently occupied by the owner;
4. The applicant was denied by FEMA;
5. The payment received from FEMA was insufficient for the repairs needed; and
6. The payment received from the insurance carrier was insufficient for the repairs needed.

Application Form:

Staff has prepared an application form (see attachment) that will be used to collect information from applicants and selecting the applicants to be funded. Although the selection of candidates will not be income-dependent, the application form includes questions about household income since it would be appropriate to know the income status of those that the City is helping. Some essential documents to be provided include, property deed, proof of homestead exemption, proof that utility bill payment is current, proof that mortgage payment is current, proof of tax payment, and Information in support of income.

Publication of the Program:

The City will advertise the program in local papers and place it on the City's website and on Facebook.

Procurement Process:

The City will utilize the same contractor procurement process started by the CRA for the seniors reroof program currently underway by the CRA.

ATTACHMENTS:

1. Application Form for City of Quincy Reroof program
2. Memo from the meeting of July 30, 2019 (for information sake only)

ATTACHMENT 1

404 West Jefferson Street
www.myquincy.net

Since 1825 Quincy ...in the heart of Florida's Future

Quincy, FL 32351
850-618-0030, ext.

CITY OF QUINCY REROOFING ASSISTANCE PROGRAM

APPLICATION FORM
(August 5, 2019)

RESIDENT STATUS

- Are you a city resident? ___ Yes ___ No

If "yes" complete the application form below; if "no", do not complete the form

PROPERTY OWNER:

NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NUMBER: _____ALT. PHONE NO. _____

EMAIL ADDRESS: ----------

APPLICANT OR AGENT (if other than the owner; include affidavit from owner)

NAME: _____

MAILING ADDRESS: _____

CITY: ---------- STATE: ---------- ZIP CODE: ----------

PHONE NUMBER: _____ALT. PHONE NO. _____

EMAIL ADDRESS: _____

PROPERTY INFORMATION (For Homestead Property Seeking Reroofing Assistance)

ADDRESS: _____

PARCEL TAX I.D. NUMBER: _____

SIZE OF HOUSE (in square feet): _____

REASON FOR SEEKING REROOFING ASSISTANCE
(Note: Only Hurricane Michael or March 3 Tornado Damage is Eligible for Assistance)

Was the roof damage the result of Hurricane Michael? ___ Yes ___ No
Was the roof damage the result of the March 3, 2019 Tornado? ___ Yes ___ No

FEMA PROCES INFORMATION

Was Application Submitted to FEMA for Assistance ___Yes ___ No
Was Application Approved? ____Yes____ No
If yes, Total Amount Paid by FEMA: $_____
Was Application denied ___Yes ___ No
Why was Application Denied by FEMA? _____

INSURANCE INFORMATION

Did you have Insurance? ___Yes ___No
Was your claim Approved? ___ Yes ___No
Was your claim Denied? ___ Yes ___ No
Are you still working with your Insurance Carrier? ___ Yes ___ No
If Approved, Total Amount Received from your Insurance Company: $ _____

- Amount of the Insurance Deductible $_____

ROOF DAMAGE ESTIMATE

Did you receive the bid or quote for the roof damage? ___ Yes ___ No
What was the estimate of roof damage? $_____

BLUE TARP

Is a blue tarp currently on your home? ___ Yes ___ No

HOUSEHOLD INCOME INFORMATION

A. Employer:_____
B. Employment Income: $ _____
C. Unemployment Compensation: $ _____
D. Social Security Income: $_____
E. Supplemental Income: $ _____
F. Retirement Income: $_____
G. T.A.N.F Income. $ _____
H. Others $ _____

Total Household Income (i.e., income from all sources): $_____

Total Number of Family members residing in the house: _____

REQUIRED DOCUMENTS TO PROVIDE:

1. Property Deed;
2. Proof of Homestead Exemption;
3. Proof that utility bill payment is current;
4. Proof that mortgage is current;
5. Proof of tax payment; and
6. Information in support of income

CLIENT/APPLICANT AGREEMENT

1. I voluntarily waive the provision of the Privacy Act in order to permit verification of my income eligibility.
2. I hereby give permission to enter these premises to perform work related to the application.

APPLICANT/HOMEOWNER SIGNATURE: _____ DATE _____

FOR INFORMATION SAKE ONLY

ATTACHMENT 2

CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST

MEETING DATE:	**July 30, 2019**
DATE OF REQUEST:	**July 30, 2019**
TO:	**Honorable Mayor and Members of the City Commission**
FROM:	**Jack L. McLean Jr., City Manager**
SUBJECT:	**Hurricane Michael Housing Reroofing/Mold Remediation Program**

Statement of Issue:

On October 11, 2018, the Federal Emergency Management Agency (FEMA) issued a Major Disaster Declaration 3994 for14 Florida counties, which includes Gadsden County, due to the emergency condition resulting from the Category 5 Hurricane Michael. The Major Disaster Declaration allows FEMA to provide for individual assistance, including housing repairs. FEMA aided some of our citizens. Some citizens' home repair requests were denied, and many were not provided enough funds to begin or complete the repairs.

Hurricane Michael hit Quincy 10 days after the start of the FY 2019 budget year. The City could not consider the impacts of the hurricane on individual citizens during the appropriation process. However, on October 23, 2018, the City Commission approved the waiver of reroofing permit fees for damages caused by Hurricane Michael.

The City Commission's authorization is sought to redirect $250,000, less the spent/encumbered funds, from GL line 001-430-541-60334. The appropriation funded the installing of underground concrete pipe to eliminate the sloped ditches at the corner of Shelfer and Hamilton. Fifteen thousand dollars are under contract with Dewberry to prepare specification and plans for the underground concrete pipe. The

specifications and plans will allow the project to be permitted. The specifications and plans can be used to complete the project with funds from next year's fiscal budget.

Background:

On April 30, 2019, the City ended its reroofing waiver permit program. The City waived the reroofing permit fee for 314 homes. Between April 30 and July 30, 2019, the City issued 47 roofing permits. The City estimates that there are 150 homes needing reroofing.

Several citizens have come to the manager's office seeking assistance to reroof their homes and to correct related mold damages. One of those citizens appeared before the Commission and thanked the staff at its last meeting for helping to reroof the home and provide utilities to the Hurricane Michael damaged structure. The City's assistant was on an ad hoc basis; however, a more structured program is required to meet the unmet need in our community. During the City Manager's "Customer Facing" neighborhood walk-about, 10% of the 50 homes visited on Arlington Circle, have roof damage.

The City's program differs from the CRA Reroofing program. It will not be limited to seniors and will be limited to homeowners. The income eligibility, as with the CRA Senior Reroofing program, will include the annual income for ALL household members. The types of income are as follows, employment, unemployment compensation, social security, supplemental income and retirement income. The income level will not be determinative of participation but will guide the decision-making selection process. All funds from FEMA, Insurance and any other source will be used in setting the level of City's funding- participation in the program. City staff will supplement the contractors participating in the CRA Senior Reroofing program.

City Commission Action Needed:

Options:

- Option 1: Vote to authorize the redirection of $250,000 from GL line 001-430-541-60334 to the City Manager's Budget for Hurricane Michael damaged homes.
- Option 2: Vote to deny the request.

Staff Recommendation:

Option 1

City of Quincy
City Commission
Agenda Request

Date of Meeting: August 13, 2019

Date Submitted: August 8, 2019

To: Honorable Mayor and Members of the City Commission

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

Subject: Appointment of a Commissioner to the City's Retirement Committee

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Statement of Issue:
The City of Quincy Retirement Board has not been active for the past three or more years and as such there are a number of employee issues and concerns that needs to be addressed.

Background:
The American Funds Retirement Plan went into effect on October1, 1997 replacing the City's old retirement plan. American Funds is a defined contribution plan. A defined contribution plan is a type of retirement plan in which the employer, employee or both make a contribution on a regular basics. Individual accounts are set up for participants and benefits are based on the amounts credited to these accounts plus any investment earnings on the money in the account.

The Retirement Committee is represented by the City Manager, Commissioner, Finance Director, Banker, Three (3) employees and Human Resources for the purpose of:

1. To control and manage the operation and administration of the City of Quincy's American Fund Plan

2. To manage and control the plan assets
3. To select a custodian of the plan's assets and
4. To select an investment manager

Conclusion

The appointment of this position is necessary to fulfill the requirements of the Retirement Committee.

Option:

Option 1: Motion to appoint a Commissioner to the City's Retirement Committee.

Option 2: Do not appoint a Commissioner to the City's Retirement Committee.

Staff Recommendation:

Option 1

City of Quincy
City Commission
Agenda Request

Date of Meeting: August 13, 2019

Date Submitted: August 8, 2019

To: Honorable Mayor and Members of the City Commission

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

Subject: Turn Key Projects Report

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Statement of Issue:

As a result of Hurricane Michael a number of City buildings and other property suffered severe damage and is in need of repair.

Background:

The Commission approved the "Turn-Key" Recovery Program to be managed by Synergy/NDS. This program eliminated the City's involvement as it relates to advertising for RFP's and the extensive procurement process. Synergy is on board orchestrating the entire bidding process, serving as project manager, and assuring the jobs are being completed in a timely manner.

Moreover, progress status reports are provided weekly, along with verbal dialogue to address issues, questions or to get clarification on projects.

Below, please find a status of the Turn Key Projects along with those which are completed.

TURN KEY JOBS

Water and Light Plant	915 N. Adams St	Full roof replacement. No interior damages noted. (RFP) Start Date 8-15-19
Filtration Plant	915 N. Adams St	Full roof replacement. No interior damages noted. (RFP) No Activity
Public Works Storage Shed	Selman Rd. – Alternative project	Alternative project to be developed. Working with Architecture (Design)
Public Safety / Fire Department	20 North Stewart Street	Full roof and interior repairs. (RFP) Material to Be Delivered 8-14-19
Storage Shed (Utilities)	1006 N. Adams St.	Full roof and side replacements. Work Start week of 8-12-19
Tower Building (Christmas decoration storage)	341 N. Adams St.	Full roof, side, and door replacement. Work Start week of 8-12-19
Press Box: Baseball	618 S. Key St.	Full roof replacement, minor interior repairs (RFP) Roof Completed
Field House	203 Graves St.	Full roof replacement and interior repairs. (RFP) Roof Completed
Baseball Press Box	203 Graves St.	Full roof replacement. No interior damages noted. (RFP) Roof Completed
Football Press Box	203 Graves St.	Full roof replacement and interior repairs. (RFP) Roof Completed
Concessions	203 Graves St.	Full roof replacement. Minor interior repairs. (RFP) Roof Completed
WWTP - Animal Control Building	300 N. GF and A Drive	Full roof truss package replacement. Full interior repairs. (RFP) Start 8-19-19
Recreation Department Building	122 North Graves	Full roof replacement and interior repairs. Will start in (2) weeks.
Storage	122 N. Graves	Full roof replacement. (On Hold)
Storage (for garden center)	204 E. Jefferson St.	Full roof replacement. (RFP) Bids to start in (2) Weeks
Storage Building	204 E. Jefferson St.	Full roof replacement. (FRP) Bids to Start in (2) Weeks
Concession Stand, Dug-outs and Metal Grand Stands	Pavilion Dr.	Full roof replacement. (RFP) Waiting on Permit
Robert Nealy Field Restrooms	1055 Atlanta St.	Interior and exterior repairs. Work Starts Week of 8-12-19
Robert Nealy Sports Complex Field House	1055 Atlanta St.	Full roof replacement and all repairs.(RFP) Start Week of 8-12-19
Restroom Building	701 Martin Luther King Jr. Blvd.	Full roof replacement. (RFP) Start Week of 8-12-19
Utilities Department	4232 W. Washington St.	Roof complete. (Interior Work Out For Bid.)
Investing In Our Youth Building	MLK – Tanyard Creek Park	Full roof, structural, and interior repairs to be completed. Material to Be Delivered Week of 8-12-19

***Note: All Bids for Roof Replacement over $10K will be opened here at City Hall on July 11th**
The smaller roofing jobs have been awarded and work will begin within 2 weeks.

Florida Municipal Insurance Trust

FMIT Turnkey Recovery Program

Michael Project Report **Date: 8/8/2019**

General Information

Related Account:	0503 - City of Quincy
Project Name:	Quincy: 012001 - Damage to Field House
Project Address:	203 Graves Street - Corry Field, Quincy, FL, 32351
Report Date:	8/8/2019
Report Time:	1:02 PM

Project Details

General Location/Site:	Interior
Specific Location/Room:	Weight room
Project Type:	Insurance Claim

Report Details

Company/Subcontractor:	Synergy NDS, Inc.
Project Manager/Specialist:	Mickey Hendrickson
Phone Number:	352-292-5379
Email:	mhendrickson@synergynds.com
Recommendation(s):	Ceiling and trim damage due to storm
Project Notes:	Per onsite inspection and IA report, room has@ 1950 sf of anti-bacterial cleaning, 90sf of 5/8 ceiling to replace, 1 fluroscent light fixture, 52lf of door/window casing and @ 1950sf of priming and painting...All work areas to be protected with plastic...

Next Action Details

Next Action:	IFB's
Action Assigned To:	SynergyNDS
Action Due Date:	8/12/2019

Report Photos

Ceiling in weight room

Ceiling and light fixture in weight room

Florida Municipal Insurance Trust

FMIT Turnkey Recovery Program

Michael Project Report **Date: 8/8/2019**

General Information

Related Account:	0503 - City of Quincy
Project Name:	Quincy: 012001 - Damage to Field House
Project Address:	203 Graves Street - Corry Field, Quincy, FL, 32351
Report Date:	8/8/2019
Report Time:	1:09 PM

Project Details

General Location/Site:	Interior
Specific Location/Room:	Home locker room
Project Type:	Insurance Claim

Report Details

Company/Subcontractor:	Synergy NDS, Inc.
Project Manager/Specialist:	Mickey Hendrickson
Phone Number:	352-292-5379
Email:	mhendrickson@synergynds.com
Recommendation(s):	Ceiling,window and light damage due to storm
Project Notes:	Per onsight inspection and IA report, @2000sf of anti-bacterial cleaning, 120lf of ceiling board to be replaced, 1 aluminum window @ 30x50,4 fluroscent lights to be replaced',@175lf of crown molding@2000 sf of priming and painting...all work areas to be covered by plastic...

Next Action Details

Next Action:	IFB's
Action Assigned To:	SynergyNDS
Action Due Date:	8/12/2019

Report Photos

Home locker room ceiling

Home locker room ceiling and crown

Florida Municipal Insurance Trust

FMIT Turnkey Recovery Program

Michael Project Report **Date: 8/8/2019**

General Information

Related Account:	0503 - City of Quincy
Project Name:	Quincy: 012001 - Damage to Field House
Project Address:	203 Graves Street - Corry Field, Quincy, FL, 32351
Report Date:	8/8/2019
Report Time:	1:02 PM

Project Details

General Location/Site:	Interior
Specific Location/Room:	Weight room
Project Type:	Insurance Claim

Report Details

Company/Subcontractor:	Synergy NDS, Inc.
Project Manager/Specialist:	Mickey Hendrickson
Phone Number:	352-292-5379
Email:	mhendrickson@synergynds.com
Recommendation(s):	Ceiling and trim damage due to storm
Project Notes:	Per onsite inspection and IA report, room has@ 1950 sf of anti-bacterial cleaning, 90sf of 5/8 ceiling to replace, 1 fluroscent light fixture, 52lf of door/window casing and @ 1950sf of priming and painting...All work areas to be protected with plastic...

Next Action Details

Next Action:	IFB's
Action Assigned To:	SynergyNDS
Action Due Date:	8/12/2019

Report Photos

Ceiling in weight room

Ceiling and light fixture in weight room

Florida Municipal Insurance Trust

FMIT Turnkey Recovery Program

Michael Project Report **Date: 8/8/2019**

General Information

Related Account:	0503 - City of Quincy
Project Name:	Quincy: 001001 - Damage to Water and Light Plant
Project Address:	915 N. Adams Street, Quincy, FL, 32352
Report Date:	8/8/2019
Report Time:	12:19 PM

Project Details

General Location/Site:	Exterior
Specific Location/Room:	Roof
Project Type:	Insurance Claim

Report Details

Company/Subcontractor:	Synergy NDS, Inc.
Project Manager/Specialist:	Mickey Hendrickson
Phone Number:	352-292-5379
Email:	mhendrickson@synergynds.com
Recommendation(s):	Metal roof being replaced due to storm damage
Project Notes:	Dumpster dropped on site today...LWR will start demo of existing roof on Monday and material will be delivered on Tuesday...

Next Action Details

Next Action:	Demo of existing roof
Action Assigned To:	Lewis Walker Roofing
Action Due Date:	8/12/2019

Report Photos

Dumpster dropped on west side of building

Florida Municipal Insurance Trust

FMIT Turnkey Recovery Program

Michael Project Report **Date: 8/8/2019**

General Information

Related Account:	0503 - City of Quincy
Project Name:	Quincy: 012003 - Damage to Football Press Box
Project Address:	203 Graves Street - Corry Field, Quincy, FL, 32351
Report Date:	8/8/2019
Report Time:	8:42 AM

Project Details

General Location/Site:	Interior
Specific Location/Room:	Ceilings through out...
Project Type:	Insurance Claim

Report Details

Company/Subcontractor:	Synergy NDS, Inc.
Project Manager/Specialist:	Mickey Hendrickson
Phone Number:	352-292-5379
Email:	mhendrickson@synergynds.com
Recommendation(s):	Ceiling damaged due to storm and roof replacement
Project Notes:	Interior damage to ceiling must be scraped down, retaped and mudded before texturing and painting @ 693sf...Will have to remove@ 289lf of crown and replace and 17 fluroscent lights to be removed and rehung after repairs are made...

Next Action Details

Next Action:	IFB'S sent out for interior repairs
Action Assigned To:	SynergyNDS
Action Due Date:	8/12/2019

Report Photos

Football pressbox shingle roof complete

Interior ceiling repair down hallway to announcer booth

Ceiling damage outside coach's booth

Ceiling damage down hallway to exterior

Florida Municipal Insurance Trust

FMIT Turnkey Recovery Program

Michael Project Report **Date: 8/7/2019**

General Information

Related Account:	0503 - City of Quincy
Project Name:	Quincy: 012002 - Damage to Baseball Press Box
Project Address:	203 Graves Street - Corry Field, Quincy, FL, 32351
Report Date:	8/7/2019
Report Time:	4:49 PM

Project Details

General Location/Site:	Exterior
Specific Location/Room:	Roof
Project Type:	Insurance Claim

Report Details

Company/Subcontractor:	Synergy NDS, Inc.
Project Manager/Specialist:	Mickey Hendrickson
Phone Number:	352-292-5379
Email:	mhendrickson@synergynds.com
Recommendation(s):	Shingle roof being replaced due to storm damage...
Project Notes:	CFS on site finishing installation...Inspected roof at different intervals to insure proper fastening per code and discussed safety with crew...SynergyNDS will also send out IFB's for exterior lights under concession area...

Next Action Details

Next Action:	Shingle roof installation
Action Assigned To:	CFS
Action Due Date:	8/7/2019

Report Photos

West side of building shingle installation

East side of building Underlayment and start of shingle installation

2 8' ceiling lights in concession area to be replaced

Florida Municipal Insurance Trust

FMIT Turnkey Recovery Program

Michael Project Report **Date: 8/7/2019**

General Information

Related Account:	0503 - City of Quincy
Project Name:	Quincy: 012001 - Damage to Field House
Project Address:	203 Graves Street - Corry Field, Quincy, FL, 32351
Report Date:	8/7/2019
Report Time:	2:39 PM

Project Details

General Location/Site:	All areas
Specific Location/Room:	Exterior and interior
Project Type:	Insurance Claim

Report Details

Company/Subcontractor:	Synergy NDS, Inc.
Project Manager/Specialist:	Keith Bassett
Phone Number:	706-551-4946
Email:	kbassett@synergynds.com
Recommendation(s):	QA/QC
Project Notes:	Met with field PM on site to inspect work which has already been and to discuss items which are needed to get accurate IFBs written up and sent out to potential vendors. On inspection I did note that there were Roofing nails left around on the ground which need to be picked up. Contractor will be notified of the deficiency. Overall roof replacement appears to have been completed properly. Interior items which will need to be addressed include removal of damaged ceiling material and installation of new ceiling and painting of new ceiling. Lights will need to be detached and reset.

Next Action Details

Next Action:	Write work scope
Action Assigned To:	SynergyNDS
Action Due Date:	8/9/2019

Report Photos

Florida Municipal Insurance Trust

FMIT Turnkey Recovery Program

Michael Project Report **Date: 8/6/2019**

General Information

Related Account:	0503 - City of Quincy
Project Name:	Quincy: 012002 - Damage to Baseball Press Box
Project Address:	203 Graves Street - Corry Field, Quincy, FL, 32351
Report Date:	8/6/2019
Report Time:	8:48 AM

Project Details

General Location/Site:	Exterior
Specific Location/Room:	Roof
Project Type:	Insurance Claim

Report Details

Company/Subcontractor:	Synergy NDS, Inc.
Project Manager/Specialist:	Mickey Hendrickson
Phone Number:	352-292-5379
Email:	mhendrickson@synergynds.com
Recommendation(s):	Shingle roof replacement because of storm damage...
Project Notes:	CFS has roof demoed and dried in will start shingle installation today pending weather...

Next Action Details

Next Action:	Tearoff and dry in for new roof
Action Assigned To:	CFS
Action Due Date:	8/6/2019

Report Photos

North side of building

Eastside eyebrow above concession windows

Southeast side of building

Florida Municipal Insurance Trust

FMIT Turnkey Recovery Program

Michael Project Report **Date: 8/6/2019**

General Information

Related Account:	0503 - City of Quincy
Project Name:	Quincy: 011005 - Damage to Press Box: Baseball
Project Address:	618 S. Key Street, Quincy, FL, 32351
Report Date:	8/6/2019
Report Time:	7:55 AM

Project Details

General Location/Site:	Exterior
Specific Location/Room:	Roof
Project Type:	Insurance Claim

Report Details

Company/Subcontractor:	Synergy NDS, Inc.
Project Manager/Specialist:	Mickey Hendrickson
Phone Number:	352-292-5379
Email:	mhendrickson@synergynds.com
Recommendation(s):	Shingle roof replacement due to storm damage
Project Notes:	CFS has finished new shingle roof installation and we'll call in for final...

Next Action Details

Next Action:	Inspect interior/exterior for scope to send out IFB's
Action Assigned To:	SynergyNDS
Action Due Date:	8/9/2019

Report Photos

South side of building

CFS finishing installation

Shingle roof completed

Florida Municipal Insurance Trust

FMIT Turnkey Recovery Program

Michael Project Report **Date: 8/5/2019**

General Information

Related Account:	0503 - City of Quincy
Project Name:	Quincy: 012004 - Damage to Concessions
Project Address:	203 North Graves - Corry Field, Quincy, FL, 32351
Report Date:	8/5/2019
Report Time:	2:52 PM

Project Details

General Location/Site:	Exterior
Specific Location/Room:	Roof
Project Type:	Insurance Claim

Report Details

Company/Subcontractor:	Synergy NDS, Inc.
Project Manager/Specialist:	Mickey Hendrickson
Phone Number:	352-292-5379
Email:	mhendrickson@synergynds.com
Recommendation(s):	Shingle roof being replaced due to storm damage
Project Notes:	CFS just completed new shingle roof installation and will call for final...

Next Action Details

Next Action:	Shingle installation
Action Assigned To:	CFS
Action Due Date:	8/5/2019

Report Photos

East side of concession roof

Boot installed and sealed around conduit to building

Peak and ridge vent installed

This instrument prepared by the Gadsden County Attorney, who prepared the same from information furnished to him and the accuracy of the description and title to the referenced property are not guaranteed.
When recorded return to:
County Administrator
9-B E. Jefferson Street
Quincy, FL 32351

QUITCLAIM RIGHT OF WAY DEED

RETAINING EASEMENT FOR UTILITITES

THIS QUITCLAIM RIGHT OF WAY DEED RETAINING EASEMENT FOR UTILITIES, made this ____ day of _____, 2018, by and between **CITY OF QUINCY, FLORIDA**, a municipal corporation created and existing under the laws of the State of Florida, whose mailing address is 404 West Jefferson Street, Quincy, Florida 32351 (hereinafter referred to as the "Grantor"), and **GADSDEN COUNTY, FLORIDA**, a political subdivision of the State of Florida, whose mailing address is Post Office Box 1799, Quincy, Florida 32353 (hereinafter referred to as the "Grantee");

(Wherever the context hereof so requires or admits, the terms "Grantor" and "Grantee" shall include singular and plural, and use of any gender shall be applicable to all genders, and this instrument shall be binding upon all parties hereto and their legal representatives, successors, and assigns.)

W I T N E S S E T H: That the Grantor, for and in consideration of the sum of Ten and 00/100 Dollars ($10.00) and other valuable consideration to Grantor in hand paid by Grantee, the receipt and sufficiency of which are hereby acknowledged, has granted, remised, released, and quitclaimed, and by these presents does grant, remise, release, and quitclaim to the said Grantee, and Grantee's successors and assigns forever, for purposes of public roadway and all purposes incidental thereto, all the right, title, and interest that the Grantor has in the following described land, situate, lying, and being in the County of Gadsden, State of Florida, to-wit:

SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF

TOGETHER WITH all tenements, hereditaments, and appurtenances and all right, title, interest, and estate, thereto belonging or in anywise appertaining.

SUBJECT TO AN UTILITY EASEMENT AS FOLLOWS. Notwithstanding anything herein to the contrary, the Grantor retains the following easement for utilities above, over, across and/or under the lands described in Exhibit "A" (hereinafter "Easement Area"):

1. A perpetual nonexclusive easement for the purpose of accommodating the location, operation, repair, maintenance and replacement of any and all City utility system components, which may exist in, be placed in, and/or relocated within, the Easement Area, which may include, without limitation: surface and subsurface electric system components including, but not limited to, poles, lines, conduit, transformers, breakers, guys, anchors and street lights; surface and subsurface potable water and wastewater system components including, but not limited to, mains, lines, valves, hydrants, manholes and lift stations; subsurface gas system components including, but not limited to, lines, valves and hand holes; and communication services system components (including the components of private providers by permission of the City) (collectively hereinafter "Utility Facilities").

2. The Grantor shall have the right, at Grantor's expense, to construct, install, operate, maintain, utilize, patrol, inspect, alter, improve, repair, rebuild, relocate, and remove such Utility Facilities in the Easement Area and, further, shall have all other rights and privileges reasonably necessary or convenient for the safe and efficient operation of its municipal utilities.

3. Upon completion of any work on any of Grantor's Utility Facilities within Easement Area, Grantor shall, at Grantor's expense, repair any damage to any of Grantee's improvements within such area restoring such improvements to the condition that existed before such work was undertaken.

4. Grantor shall remain solely responsible for the Utility Facilities and Grantee shall not be responsible for any costs, expenses or damages associated with the Utility Facilities or liable for any losses, damages or injury allegedly caused by or resulting from the Utility Facilities or Grantor's entry on the Easement Area. To the greatest extent permitted by law, Grantor shall indemnify, defend and hold Grantee harmless from and against any and all claims of damage arising out of or related to Grantor's negligent or wrongful actions in its use of the Easement Area. Neither Grantor nor Grantee intend to and do not waive any sovereign immunity rights that they possess.

TO HAVE AND TO HOLD, the same together with all and singular the appurtenances thereunder belonging or in anywise appertaining, and all the estate, right, title, interest, lien, equity and claim whatsoever of Grantor, with the exception of the easement set forth herein above, either in law or equity, for the use, benefit and profit of the said Grantee forever.

IN WITNESS WHEREOF, the said Grantor has caused this Deed to be executed by its duly authorized officer on the day and year first above written.

Signed, sealed, and delivered
in the presence of:

_____
(1st Witness Signature)

_____
(1st Witness – Printed Name)

_____
(2nd Witness Signature)

_____
(2nd Witness – Printed Name)

CITY OF QUINCY, FLORIDA,
a municipal corporation created and existing under the laws of the State of Florida

By: _____
Name: _____
Title: _____

STATE OF FLORIDA
COUNTY OF GADSDEN

The foregoing instrument was acknowledged before me this _____ day of _____, 2018, by _____ as _____ of the City of Quincy, Florida, a municipal corporation created and existing under the laws of the State of Florida, on behalf of said municipal corporation. Such person: ( ) is personally known to me; ( ) produced a current driver's license as identification; or ( ) produced _____ as identification.

_____
(Signature of Notary Public)

(Notarial Seal)

_____
(Typed or Printed Name of Notary Public)

EXHIBIT "A"

(RIGHT OF WAY PARCEL NO. 1) (Part of Parcel ID# 3142N4W0000002100400):

COMMENCE AT THE NORTHEAST CORNER OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 14, TOWNSHIP 2 NORTH, RANGE 4 WEST, GADSDEN COUNTY, FLORIDA AND PROCEED SOUTH 89 DEGREES 13 MINUTES 30 SECONDS WEST, FOR A DISTANCE OF 1351.83 FEET; THENCE SOUTH 00 DEGREES 46 MINUTES 30 SECONDS EAST, FOR A DISTANCE OF 15.39 FEET TO THE INTERSECTION OF THE SOUTHERLY RIGHT OF WAY M L KING BLVD. (80' RIGHT OF WAY) WITH THE WESTERLY RIGHT OF WAY OF VIRGINIA STREET (50' RIGHT OF WAY); THENCE SOUTH 89 DEGREES 13 MINUTES 30 SECONDS WEST, ALONG SAID SOUTHERLY RIGHT OF WAY, FOR A DISTANCE OF 1171.64 FEET TO A POINT FOR THE POINT OF BEGINNING. SAID POINT BEING A POINT ON A CURVE CONCAVE SOUTHEASTERLY, HAVING A RADIUS OF 55.00 FEET, THROUGH A CENTRAL ANGLE OF 15 DEGREES 29 MINUTES 08 SECONDS; THENCE LEAVING SAID SOUTHERLY RIGHT OF WAY LINE PROCEED SOUTHWESTERLY ALONG SAID CURVE FOR AN ARC DISTANCE OF 14.86 FEET, (CHORD BEARING AND DISTANCE = SOUTH 49 DEGREES 23 MINUTES 12 SECONDS WEST, FOR A DISTANCE OF 14.82 FEET) TO A POINT OF REVERSE CURVE CONCAVE NORTHWESTERLY, HAVING A RADIUS OF 73.50 FEET, THROUGH A CENTRAL ANGLE OF 22 DEGREES 33 MINUTES 29 SECONDS; THENCE PROCEED SOUTHWESTERLY ALONG SAID CURVE FOR AN ARC DISTANCE OF 28.94 FEET, (CHORD BEARING AND DISTANCE = SOUTH 52 DEGREES 55 MINUTES 23 SECONDS WEST, FOR A DISTANCE OF 28.75 FEET) TO A POINT OF REVERSE CURVE CONCAVE SOUTHEASTERLY, HAVING A RADIUS OF 55.00 FEET, THROUGH A CENTRAL ANGLE OF 49 DEGREES 39 MINUTES 52 SECONDS; THENCE PROCEED SOUTHWESTERLY ALONG SAID CURVE FOR AN ARC DISTANCE OF 47.67 FEET, (CHORD BEARING AND DISTANCE = SOUTH 39 DEGREES 22 MINUTES 12 SECONDS WEST, FOR A DISTANCE OF 46.20 FEET) TO A POINT ON THE EASTERLY RIGHT OF WAY LINE OF ATLANTA STREET (66' RIGHT OF WAY); THENCE NORTH 00 DEGREES 47 MINUTES 00 SECONDS WEST, ALONG SAID EASTERLY RIGHT OF WAY LINE, FOR A DISTANCE OF 61.83 FEET TO THE INTERSECTION OF SAID EASTERLY RIGHT OF WAY LINE WITH THE SOUTHERLY RIGHT OF WAY LINE OF M L KING BLVD.; THENCE NORTH 89 DEGREES 13 MINUTES 30 SECONDS EAST, ALONG SAID SOUTHERLY RIGHT OF WAY LINE, FOR A DISTANCE OF 64.34 FEET TO THE POINT OF BEGINNING. CONTAINING 1,651 SQUARE FEET OR 0.038 ACRES, MORE OR LESS.

(RIGHT OF WAY PARCEL NO. 2) (Part of Parcel ID# 3112N4W0000003400100):

COMMENCE AT THE NORTHEAST CORNER OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 14, TOWNSHIP 2 NORTH, RANGE 4 WEST, GADSDEN COUNTY, FLORIDA AND PROCEED SOUTH 89 DEGREES 13 MINUTES 30 SECONDS WEST, FOR A DISTANCE OF 1351.83 FEET; THENCE SOUTH 00 DEGREES 46 MINUTES 30 SECONDS EAST, FOR A DISTANCE OF 15.39 FEET TO THE INTERSECTION OF THE SOUTHERLY RIGHT OF WAY M L KING BLVD. (80' RIGHT OF WAY) WITH THE WESTERLY RIGHT OF WAY OF VIRGINIA STREET (50' RIGHT OF WAY); THENCE SOUTH 89 DEGREES 13 MINUTES 30 SECONDS WEST, ALONG SAID SOUTHERLY RIGHT OF WAY, FOR A DISTANCE OF 1171.64 FEET; THENCE LEAVING SAID SOUTHERLY RIGHT OF WAY LINE PROCEED NORTH 01 DEGREES 17 MINUTES 52 SECONDS WEST, FOR A DISTANCE OF 80.00 FEET TO THE NORTHERLY RIGHT OF WAY LINE OF SAID M L KING BLVD. FOR THE POINT OF BEGINNING; THENCE SOUTH 89 DEGREES 13 MINUTES 30 SECONDS WEST, ALONG SAID NORTHERLY RIGHT OF WAY LINE, FOR A DISTANCE OF 65.88 FEET TO THE INTERSECTION OF SAID NORTHERLY RIGHT OF WAY LINE WITH THE EASTERLY RIGHT OF WAY LINE OF ATLANTA STREET (66' RIGHT OF WAY); THENCE NORTH 03 DEGREES 32 MINUTES 37 SECONDS WEST, ALONG SAID EASTERLY RIGHT OF WAY LINE, FOR A DISTANCE OF 64.85 FEET TO A POINT ON A CURVE CONCAVE NORTHEASTERLY, HAVING A RADIUS OF 50.00 FEET, THROUGH A CENTRAL ANGLE OF 56 DEGREES 43 MINUTES 19 SECONDS; THENCE LEAVING SAID EASTERLY RIGHT OF WAY LINE PROCEED SOUTHEASTERLY ALONG SAID CURVE FOR AN ARC DISTANCE OF 49.50 FEET, (CHORD BEARING AND DISTANCE = SOUTH 41 DEGREES 08 MINUTES 30 SECONDS EAST, FOR A DISTANCE OF 47.50 FEET) TO A POINT OF REVERSE CURVE CONCAVE SOUTHWESTERLY, HAVING A RADIUS OF 73.50 FEET, THROUGH A CENTRAL ANGLE OF 27 DEGREES 33 MINUTES 19 SECONDS; THENCE PROCEED SOUTHEASTERLY

ALONG SAID CURVE FOR AN ARC DISTANCE OF 35.35 FEET, (CHORD BEARING AND DISTANCE = SOUTH 55 DEGREES 43 MINUTES 30 SECONDS EAST, FOR A DISTANCE OF 35.01 FEET) TO A POINT OF REVERSE CURVE CONCAVE NORTHEASTERLY, HAVING A RADIUS OF 50.00 FEET, THROUGH A CENTRAL ANGLE OF 14 DEGREES 41 MINUTES 54 SECONDS; THENCE PROCEED SOUTHEASTERLY ALONG SAID CURVE FOR AN ARC DISTANCE OF 12.83 FEET, (CHORD BEARING AND DISTANCE = SOUTH 49 DEGREES 17 MINUTES 47 SECONDS EAST, FOR A DISTANCE OF 12.79 FEET) TO THE POINT OF BEGINNING. CONTAINING 1,760 SQUARE FEET OR 0.040 ACRES, MORE OR LESS.