

City of Quincy

City Hall

404 West Jefferson Street

Quincy, Florida 32351

www.myquincy.net



SPECIAL MEETING

Wednesday, December 22, 2021
6:00 PM

City Hall Commission Chambers

City Commission

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

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

PUBLIC NOTICE

CITY OF QUINCY COMMISSION SPECIAL MEETING

Quincy City Hall Commission Chambers
404 W. Jefferson Street | Quincy, Florida 32351

Wednesday, December 22, 2021

6:00pm

Notice is hereby given that Mayor Ronte Harris has called a Special Meeting pursuant to section 2.51 of the City's charter.

The Quincy City Commission will hold a Special Meeting on Wednesday, December 22, 2021, at 6:00 pm in the City Commission Chambers.

Meeting Discussion:

- I.T. Systems Data Back-Up
- I.T. Consultant Contracts
- Unfunded Items- Outstanding Invoices
- 2.15 Consideration (Cont'd)

The public is invited to attend. For additional information, call the City of Quincy at 850.618.0020.



**City of Quincy, Florida
SPECIAL MEETING**

AGENDA

**December 22, 2021
6:00 P.M.**

City Hall Commission Chambers

Call to Order

Roll Call

Special Meeting Items of Discussion

1. IT Systems Data Back-up
 - Interim City Manager Dr. Beverly Nash
2. IT Consultant Contracts
 - Interim City Manager Dr. Beverly Nash
3. Unfunded Items – Outstanding Invoices
 - Interim City Manager Dr. Beverly Nash
4. 2.15 Consideration (cont'd)
 - Mayor Pro Tem Keith Dowdell

Adjournment

**CITY OF QUINCY
CITY COMMISSION
SPECIAL MEETING
AGENDA REQUEST**

MEETING DATE: Wednesday, December 22, 2021

DATE OF REQUEST: Monday, December 20, 2021

TO: Honorable Mayor and Members of the City Commission

FROM: Dr. Beverly A. Nash, Ph.D., NCC, Acting City Manager
IT Consultants, Expert in Sites, LLC

SUBJECT: City of Quincy's Information Technology (IT)
Systems/Data/Files Back-Up and Cyber Security and
Performance Risks and Threats

- IT Systems Preliminary (Draft) Written Audit/Assessment and Initial Systems/Network Recommendations – State of the Network
- IT Recommendations for Cyber Risks/Threats and Cost Factors (Critical Infrastructure Needs) (Three Budget Recommended Expenditures)
- IT Consultant Contracts/Invoices

Background (Short Version):

The IT concerns, risks and/or threats to the City of Quincy cyber security and systems/network performance requirements, and discussions per city commission meetings, in-person staff discussions, and any other form of communication have been on-going, unstable, disconnected, multiple staff changes, communication/information flow difficulties, delays, and misinformation. Research and evidence have indicated that the City of Quincy can no longer do business as usual and MUST move in a direction that is more beneficial, secure, and threat free in terms of the City's assets and information/data. For the City of Quincy, the situation demands that we stop and move quickly on our IT systems concerns and issues.

When it comes to cyber threats, the adage held true in 2020: the more things change, the more they stay the same. Hackers and other electronic criminals continued their relentless pursuit of data and sensitive information from businesses and organizations (large and small), leading to record levels of types of attacks. The City of Quincy is in a technology sensitive market that

continues to represent a sweet spot for hackers, with companies (like the City of Quincy) possessing a significant amount of valuable data but lacking the level of protective controls and staffing of larger organizations. The COVID-19 pandemic also altered the threat landscape due to the rapid large-scale shift to a remote work environment and more dependency on the internet to remain productive. Companies and/or organizations, like the City of Quincy, simply did not have experience with managing such a transition, and security vulnerabilities—even for a short amount of time—were almost inevitable targets. Criminals have been quick to strike, unleashing a host of attacks ranging from widespread malware and viruses to targeted social engineering and phishing attacks. Even now, the new normal is that more and better attacks are occurring every day.

FACT FINDINGS:

- The City of Quincy currently is under contract with Expert in Sites, LLC (Mr. John Thomas and Mr. Stephen Gauss).
- Expert in Sites has been under official contract since the end of October and/or first of November 2021 for all information technology and support services. They have been on-site, physically (in-person), and/or remotely.
- To date, Expert in Sites, LLC invoice payments were \$8,800.00 for November thru December 31, 2021 (end of initial contractual agreement). Billing Rate: \$125.00 per hour, 8 am to 5 pm, Monday thru Friday, except federal holidays. Additionally, requested is a contractual agreement (approval) for the months of January and February 2022 for continuity and providing for the technical expertise needed to address the increased cyber security risks and system maintenance. (Copy of invoices and contractual agreements provided in packet)
- Expert in Sites, LLC has made progress and have had multiple setbacks. Expert in Sites, LLC have been actively researching and offering recommendations to city management. Expert in Sites, LLC have not been silence or missing in action or randomly messing with the operations of the city, but again, have been actively communicating with city management and appear to be in compliance with contractual agreement.
- Expert in Sites, LLC have analyzed and identified/uncovered critical risks and threats to the city's information technology systems. (Preliminary (draft) technical report provided in packet)

- Expert in Sites, LLC have provided the necessary day-to-day user support as indicated by samples of the “all open/resolved tickets” listing/computer logs. (Copy provided in packet)
- Working together this short period, we have made positive communications and movement forward with Mr. James McKenzie, former Director, IT Department and City of Quincy technology/network systems consultant for almost 20 years. Mr. McKenzie also provided pro bono work for an extended period to the City of Quincy. Mr. McKenzie has provided emailed documentation (as of Tuesday, December 21, 2021) regarding necessary elements in the process, i.e., location of passwords, diagrams and blueprints, support information and directories, which in cases, he had previously submitted/communicated to city management. In addition, Mr. Joshua Williams has been contacted and brought into the communications/conversation.
- The City of Quincy currently has necessary software/firewall updates and process installations that have not been purchased and/or conducted in 1-6 years. The lack consistent maintenance and upgrades, again, places the City of Quincy in danger for cyber-attacks and breach attempts.

City Commission Action Needed:

Options:

- Option 1: Vote to approve staff’s recommendations regarding IT critical infrastructure needs and continuation of contractual agreement (Expert in Sites, LLC) for IT services for the months of January and February 2022.
- Option 2: Vote to deny staff’s recommendations regarding IT critical infrastructure needs and continuation of contractual agreement (Expert in Sites, LLC) for IT services for the months of January and February 2022.
- Option 3: Guidance and instructions provided by City Commissioners.

STAFF’S RECOMMENDATION:

Option 1.

Attachments:

- Exhibit A: IT Systems Preliminary (Draft) Written Audit/Assessment and Initial Recommendations – Expert in Sites, LLC – State of the Network**
- Exhibit B: Sample Communication Regarding Necessary Software Renewal (Barracuda Essentials Security) – Expert in Sites, LLC**
- Exhibit C: IT Recommendations for Cyber Risks/Threats and Cost Factors (Critical Infrastructure Needs) (Three Budget Recommended Expenditures)**
- Exhibit D: IT Consultant Contracts/Invoices – Expert in Sites, LLC**
- Exhibit E: Sample of “All Open Tickets and Resolved Tickets” – System/Network Support – Expert in Sites, LLC**
- Exhibit F: Statement of Work and Contractual History – Mr. James McKenzie**
- Exhibit G: Request for Information to Mr. James McKenzie and Sample of Responses**

**Exhibit A: IT Systems Preliminary (Draft)
Written Audit/Assessment and Initial
Systems/Network Recommendations –
Expert in Sites, LLC – State of the
Network**

**Exhibit B: Sample Communication Regarding
Necessary Software Renewal
(Barracuda Essentials Security) –
Expert in Sites, LLC**



Jon Thomas <thomasjonjr@gmail.com>

FW: BBS390 #1331765 - **ALERT Backup Server Offline #287
(COQBCUDASRV02)**

1 message

John Thomas <jthomas@myquincy.net>
To: John Thomas <Thomasjonjr@gmail.com>

Mon, Dec 20, 2021 at 1:55 PM

Sent from Mail for Windows

From: Barracuda Networks Technical Support
Sent: Sunday, December 19, 2021 6:58 PM
To: David Rittman
Subject: BBS390 #1331765 - **ALERT** Backup Server Offline #287 (COQBCUDASRV02)

Please be advised that according to our monitoring systems it would appear that your 'COQBCUDASRV02' Barracuda Backup Server unit in Quincy, Florida managed by Barracuda Networks for 'City of Quincy' went offline on March 2, 2021 EST at 4:41:37 AM EST and has not been responding for over 292 days, 14 hours, 16 minutes, 22 seconds. Any scheduled backups or network services will not function properly on Barracuda Backup Servers that are offline.

This may have been caused by a power outage at your location or a network problem. Please check your Barracuda Backup Server(s) to see if they are currently powered on. You can also attempt to power cycle the Barracuda Backup Server to try to have it reconnect. You will receive a similar notice when we detect your Barracuda Backup Server has come back online.

You can call Barracuda Networks at 1-408-342-5300 for assistance in bringing your Barracuda Backup Server back online anytime.

Thank you.

- Barracuda Networks Technical Support



Jon Thomas <thomasjonjr@gmail.com>

FW: BBS390 #881690 - **ALERT Backup Server Offline #319 (NetQuincy)**

1 message

John Thomas <jthomas@myquincy.net>
To: John Thomas <Thomasjonjr@gmail.com>

Mon, Dec 20, 2021 at 1:55 PM

Sent from Mail for Windows

From: Barracuda Networks Technical Support
Sent: Saturday, December 18, 2021 4:33 PM
To: David Rittman
Subject: BBS390 #881690 - **ALERT** Backup Server Offline #319 (NetQuincy)

Please be advised that according to our monitoring systems it would appear that your 'NetQuincy' Barracuda Backup Server unit in Quincy, FL managed by Barracuda Networks for 'City of Quincy' went offline on January 27, 2021 EST at 11:34:31 PM EST and has not been responding for over 324 days, 16 hours, 59 minutes, 12 seconds. Any scheduled backups or network services will not function properly on Barracuda Backup Servers that are offline.

This may have been caused by a power outage at your location or a network problem. Please check your Barracuda Backup Server(s) to see if they are currently powered on. You can also attempt to power cycle the Barracuda Backup Server to try to have it reconnect. You will receive a similar notice when we detect your Barracuda Backup Server has come back online.

You can call Barracuda Networks at 1-408-342-5300 for assistance in bringing your Barracuda Backup Server back online anytime.

Thank you.

- Barracuda Networks Technical Support



Jon Thomas <thomasjonjr@gmail.com>

FW: backup offline [ref:_00Df21LA50._5005x1gACac:ref]

1 message

John Thomas <jthomas@myquincy.net>
To: John Thomas <Thomasjonjr@gmail.com>

Mon, Dec 20, 2021 at 1:52 PM

Sent from Mail for Windows

From: Americas Support
Sent: Friday, December 17, 2021 2:19 PM
To: iCollective; John Thomas
Subject: RE: backup offline [ref:_00Df21LA50._5005x1gACac:ref]

John,
I am following up on case 03465092. We are still not seeing either heartbeat call in from serial 1331765 (COQBCUDASRV02). Do you require further assistance?

Jason Chappel
Technical Support Representative

Office +1 408 342 5300
Email jchappel@barracuda.com
Address 317 Maynard St. | Ann Arbor, MI, 48104

----- Original Message -----

From: Americas Support [support@barracuda.com]
Sent: 12/16/2021 4:39 PM
To: jthomas@myquincy.net; icollective@myquincy.onmicrosoft.com
Subject: backup offline [ref:_00Df21LA50._5005x1gACac:ref]

<https://campus.barracuda.com/product/backup/doc/78155518/port-usago>

<https://campus.barracuda.com/product/campus/doc/89096320/required-outbound-connections-for-barracuda-appliances>

<https://campus.barracuda.com/product/backup/doc/43222035/barracuda-backup-data-transfer-ip-ranges>

Jason Chappel
Technical Support Representative

Office +1 408 342 5300
Email jchappel@barracuda.com
Address 317 Maynard St. | Ann Arbor, MI, 48104

ref:_00Df21LA50._5005x1gACac:ref



Jon Thomas <thomasjonjr@gmail.com>

FW: Your Case 03465092 has been received [ref:_00Df21LA50._5005x1gACac:ref]

1 message

John Thomas <jthomas@myquincy.net>
To: John Thomas <Thomasjonjr@gmail.com>

Mon, Dec 20, 2021 at 1:53 PM

Sent from Mail for Windows

From: Barracuda Support
Sent: Thursday, December 16, 2021 1:10 PM
To: John Thomas
Subject: Your Case 03465092 has been received [ref:_00Df21LA50._5005x1gACac:ref]

Dear John Thomas

This is a brief email to notify you that your case has been opened by our support team. Please ensure you have provided all known troubleshooting to assist the technician on your issue.

For cases related to Barracuda appliance models, please ensure Support Tunnel access has been granted.

You can reply to this email to record your comments into the case or provide your case number when calling the support center.

We look forward to helping you.

Account: City of Quincy

Case Opened: 12/16/2021

Case #: 03465092

Subject: backup offline

Barracuda Model: Backup Server/Service

Thank you for choosing Barracuda Networks

Barracuda Networks TAC

<http://www.barracudanetworks.com>

US: +1 408 342 5300

EMEA: +44 (0) 1256 300 102

DACH: +43 (0) 508 100 800

Support email: support@barracuda.com

Please do not delete the below this content when you reply to the email.
[ref:_00Df21LA50._5005x1gACac:ref]

--

From: John Thomas
Sent: Tuesday, December 21, 2021 1:30 PM
To: Shannon Kwiatkowski; iCollective
Cc: Ryan Anassori; Daniel Diaz; Beverly Nash
Subject: Re: [EXTERNAL] Re: Barracuda Renewals-

We are working to get an approval for the quote. We will follow up as soon as the quote is approved.

Thanks
John Thomas

Get [Outlook for IOS](#)

From: Shannon Kwiatkowski <skwiatkowski@barracuda.com>
Sent: Tuesday, December 21, 2021 1:20:45 PM
To: iCollective <icollective@myquincy.onmicrosoft.com>
Cc: John Thomas <jthomas@myquincy.net>; Ryan Anassori <ranassori@intldata.com>; Daniel Diaz <DDiaz@intldata.com>
Subject: RE: [EXTERNAL] Re: Barracuda Renewals-

Good afternoon Stephen,

I hope you are well!

I am following up to be sure you received everything needed for the renewal of your Barracuda Essentials Security. Were you able to submit the renewal quote to your finance department on time?

Please let me know if there is anything I can do to further assist!

Happy Holidays!

Best Wishes,

Shannon Kwiatkowski

Renewals Specialist – North & Central FL

Office +1 (404) 460-3959

Email skwiatkowski@barracuda.com

Address 3025 Windward Plaza, Suite 300 Alpharetta, GA

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Your opinion matters!

Give us a review at [TrustRadius](#).



2020 CRN Products of the Year

Barracuda Essentials named overall winner for email security.

[Find out more](#) ↗

From: Shannon Kwiatkowski
Sent: Friday, December 17, 2021 12:02 PM
To: icollective@myquincy.onmicrosoft.com
Cc: jthomas@myquincy.net; Ryan Anassori <ranassori@intldata.com>; Daniel Diaz <DDiaz@intldata.com>
Subject: RE: [EXTERNAL] Re: Barracuda Renewals-

Hi Stephen,

This has been resent to IDC so you should have a quote shortly! I have CC'ed Ryan and Daniel as well. Let me know if you need anything else!

Happy Holidays!

Best Wishes,

Shannon Kwiatkowski

Renewals Specialist – North & Central FL

Office +1 (404) 460-3959

Email skwiatkowski@barracuda.com

Address 3025 Windward Plaza, Suite 300 Alpharetta, GA

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Your opinion matters!

Give us a review at [TrustRadius](#).



2020 CRN Products of the Year

Barracuda Essentials named overall winner for email security.

[Find out more](#)

From: iCollective <icollective@myquincy.onmicrosoft.com>

Sent: Friday, December 17, 2021 11:36 AM

To: Shannon Kwiatkowski <skwiatkowski@barracuda.com>

Subject: [EXTERNAL] Re: Barracuda Renewals-

Please send as quickly as possible. I have to get it to Finance by 2:00pm today or it may not get paid until next year.

Please copy John Thomas as well - jthomas@myquincy.net

Thank You
Stephen Gauss
[850-567-6911](tel:850-567-6911)

From: Shannon Kwiatkowski <skwiatkowski@barracuda.com>

Sent: Friday, December 17, 2021 8:28 AM

To: iCollective <icollective@myquincy.onmicrosoft.com>

Subject: RE: Barracuda Renewals-

Good morning,

Thank you for reaching out. It looks like your reseller is International Data Consultants. Would you like me to send a renewal quote to them?

Happy Holidays!

Best Wishes,

Shannon Kwiatkowski

Renewals Specialist – North & Central FL

Office +1 (404) 460-3959

Email skwiatkowski@barracuda.com

Address 3025 Windward Plaza, Suite 300 Alpharetta, GA

On O365? Try out our [Free Email Threat Scan](#)

Your opinion matters!
Give us a review at [TrustRadius](#).



2020 CRN Products of the Year

Barracuda Essentials named overall winner for email security.

[Find out more](#) ²¹

From: Curtis Zanone <czanone@barracuda.com>
Sent: Thursday, December 16, 2021 5:07 PM
To: Shannon Kwiatkowski <skwiatkowski@barracuda.com>
Cc: icollective@myquincy.onmicrosoft.com
Subject: Barracuda Renewals-

I appreciate your time on the phone!

Allow me to introduce you to my teammate Shannon, who will be able to help you get this service renewed.

Best regards,

Curtis Zanone

GA, AL, MS, LA Renewals

Office **+1.404.460.3946**

Email czanone@barracuda.com

Address **3025 Winward Plaza, Alpharetta, GA 30005**

The banner is dark with white text. At the top left, it says "GA, AL, MS, LA RENEWALS". At the top right, it says "Webinar". The main title is "Data Protection: Critical Ransomware Protection for Schools". Below the title, it says "Presented by" followed by "Curtis Zanone, Chief Executive Officer, Barracuda", "Shannon Kwiatkowski, Chief Financial Officer, Barracuda", and "Shane Hargrave, Senior Product Manager, Barracuda". At the bottom left, it says "Thursday, December 23rd, 8:00am - 9:00am EST". At the bottom right, there are logos for "Barracuda" and "Microsoft".

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<https://www.barracuda.com/>

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American Data Group Hardware Requirements Database Considerations

This document reviews hardware requirements for servers to be used with ADG applications when the database to be installed is MySQL or Sql Server.

Application Server Hardware Requirements

The hardware requirements are the same no matter which operating system will host the ADG applications: Linux or a Microsoft Server OS (Server 2012+, Sever 2008R2, Win10).

Central Processing Unit:

- Minimum Single 64 Bit, Quad Core processor
- Minimum 2MB L2 Cache
- Minimum 4 MB L3 Cache

Memory:

- 16 GB Minimum. 32 GB preferred when using Microsoft Operating System Server 2012+.

Disk:

- Minimum one 350 GB drive
- Multi-Disk Raid 5 provides best performance & reliability

Operating System Configuration:

- Microsoft – Operating System and Programs installed on the C: Drive/Partition configured for with free space. ADG Applications will be installed on a secondary Drive/Partition configured with a minimum 230GB of free space. OS and ADG may be installed on the same drive if acceptable.
- Linux – /home configured for 60GB, /adg for 200+GB, and 80GB for /. Optionally you may assign a single partition where /home and /adg will reside with the OS.

Virtual Machine Configurations:

- Not recommended. Lose 20% performance.
- The above requirements apply.
- VMWare, Linux KVM and Microsoft Host Servers are supported.
- VM's can not do any image backups during business hours because it may cause issues with database processing.

Required Software:

- Linux: CentOS 7. ADG will install PHP, Apache, and MySql. Customer should install a Minimum Desktop configuration, or a basic server configurations with Cockpit installed.
- Microsoft: ADG will install IIS, PHP, MySql (preferred database)
- Supported Databases: MySQL and Oracle on all platforms. SQL Server is available only on a

Microsoft platform and must be installed by the client with the Management Studio. ADG will install and maintain the MySQL database on all platforms. It is the customer's responsibility to install and maintain any non-Mysql database.

- ADG will work with the client to setup and test the backup process.
- On Microsoft Servers with MySQL, the mysql/data directory must be excluded from any anti-virus scans.
- If the server is a virtual machine, you can not schedule image backups during normal business hours because it may cause issues with database processing.
- If you are using the network time protocol, any time adjustments should not occur during normal business hours.

CitizenLink Server Hardware Requirements

A CitizenLink Server provides web pages for end-user access to applications such as Utility Billing Sales Tax On-Line Payments, Applicant Tracking, and other on-line payments. The CitizenLink server does not perform any data processing; therefore, does not have the same requirements as the Application Server.

The below hardware requirements are the same no matter the operating system: Linux, Microsoft Server OS (Server 2012+), Microsoft Windows 10.

Central Processing Unit:

- Minimum 64 Bit Single Core processor

Memory:

- 8 GB Minimum, 16 GB preferred

Disk:

- Minimum 200 GB

Operating System Configuration:

- Microsoft – Operating System and Programs installed on the C: Drive/Partition configured for 80 GB of space. ADG Applications will be installed on a secondary Drive/Partition configured with 100GB free space. OS and ADG may be installed on the C: but is recommended to match the application server configuration
- Linux – Configure the entire disk to /.

Virtual Machine Configurations:

- The above requirements apply.
- VMWare Linux KVM and Microsoft Host Servers are supported.

Firewall Settings:

- Ports 3306 and 80 must be open between the CitizenLink Server and Application Server. (MySql)
- Port forward 443 redirects to the CitizenLink Server in the DMZ.

Required Software:

- Linux: ADG will install PHP, and Apache

- Microsoft: ADG will install PHP and configure IIS.
- No database is required.
- If SQL Server is the installed database on the application sever, SQL Server Client will need to be installed.
- An SSL Certificate must be purchased and installed by the customer.

If the application server will also function as the CitizenLink Server, no additional hardware is required; however, the following is required:

- An SSL Certificate must be purchased and installed by the customer.
- The firewall must port forward 443 (or other port number as needed) to the application server.

Additional Requirements

The application server should not have any other applications installed on the server.

No other PHP application should be installed on the server which require's its own php environment settings.

Due to the nature of SQL calls, if a large amount of data is requested in a single report, the php.ini setting should be set to 2GB. 1GB is the default.

MySQL Database Settings:

MySQL performance is based on the innodb settings in the my.ini (windows) or my.cnf(linux). ADG recommended settings include:

```
## max_connections=100
## max_allowed_packet=100M
## table_open_cache=256
## query_cache_size=16M
## table_cache=256
## tmp_table_size=199M
## thread_cache_size=8
## myisam_max_sort_file_size=100G
## myisam_sort_buffer_size=64M
## key_buffer_size=256M
## read_buffer_size=64K
## read_rnd_buffer_size=256K
## sort_buffer_size=1M
## innodb_additional_mem_pool_size=27M
## innodb_flush_log_at_trx_commit=1
## innodb_log_buffer_size=13M
## innodb_buffer_pool_size=8GB (50% of System Memory)
## innodb_log_file_size=633M (25% innodb_buffer_pool with max of 1G)
## innodb_thread_concurrency=8 (#of CPU's * 2)
```

SQL Server Considerations

SQL Server 2012, 2014, 2016, 2017, 2019 databases are supported. ADG does not provide database support outside of our application interface to the database. The server must have the SQL Client

installed and SQL Server Management Studio. The adg user and password must have full db admin rights,

Web Server Considerations

The ADG web application is generally installed in the default website. URL access would be `http://<servername>/adg/adg/index.php`. If you choose to have the ADG web applications installed in an Alias web site, the client must create the Alias web site in IIS or Apache and direct ADG to have the virtual directories installed under the alias website's name.

In IIS7, ADG will make the following adjustments.

- Authentication, Anonymous Authentication, will be changed to use the Application Pool Identity setting.
- In Application Pools, DefaultAppPool, Advanced Settings, Process Model, Generate Process Model Event, Identity will be change to LocalSystem or Local Service. This change allows IIS to print to local printers.
- Handler Mappings will be updated for executing .php programs using FastCGI
- Request Filtering – Maximum query string will be changed to 4096.

In Apache, the following change will be made to `conf/extra/httpd.conf`

- Include `extra/httpd-adg.conf` is added to load the ADG required directory directives and aliases.
- ADG will verify `httpd.conf` has the following modules enabled:
 - `cache_module`
 - `cache_socache_module`
 - `socache_shmcb_module`
 - `setenvif_module`
 - `ssl_module`
 - `php5_module`
- `Index.php` will be added to `DirectoryIndex`

MySQL on Virtual Machine

MySQL running in a VM will run a little slower than on a physical machine, it's the cost of virtualization. CPU loss may be 3-5%, and memory speed loss 3-7%. Disk IO performance may drop anywhere between 5% and 25% based on the load, concurrency with other VMs and disk subsystem setup. The loss in IO will apply to reports that read a large amount of history, the Utility Billing Calculation, and Payroll calculation programs.

Image backups **must not be** scheduled during normal business hours. It will causes issues with a transactional database.

**Exhibit C: IT Recommendations for Cyber
Risks/Threats and Cost Factors
(Critical Infrastructure Needs) (Three
Budget Recommended Expenditures)**



13302 SW 128 Street
 Miami, FL 33186
 Ph:305-253-7677
 Fax: 305-256-4133

Sales Order

Date	S.O. No.
6/11/2021	4881

Name / Address
City of Quincy Account Payable 404 W Jefferson St. Quincy, FL 32351

Ship To
City of Quincy 404 W Jefferson St. Quincy, FL 32351

P.O. No.	Terms	Rep	Project
	Net 30		

Item	Description	Ordered	Rate	Amount
BAR-ES-CO1	Barracuda Essentials Complete Edition Account - 1 User License - 1 Year *For BAR-EOE-1384088 (renews subscription until 8/8/2022).	150	71.28	10,692.00

We appreciate your business. Thank you.		Subtotal	\$10,692.00
		Sales Tax (7.0%)	\$0.00
		Total	\$10,692.00

Fax #

**Exhibit D: IT Consultant Contracts/Invoices for
Expert in Sites, LLC**

**November thru December 31, 2021
(Contractual agreement/paid
invoices)**

**January - February 28, 2022
(Continued contractual agreement/no
invoices)**

Expert In Sites

3720 Sutor Ct
Tallahassee, FL 32311
(850) 567-6911

City of Quincy

1st November 2021

OVERVIEW

Proposal for Discover and Documentation of IT Resources for The City of Quincy.

GOALS

1. Discover and Document all IT Resources for the City of Quincy. This includes Computers, Printers, Network Servers, Switches, Routers and other equipment necessary for the day to day operations of All Departments of the City of Quincy. Note: This does NOT include work done on the Smart Grid. That work will require a separate project.
2. Provide daily on call support for the City of Quincy. This includes two technicians to be available for the duration of the project.
3. Provide at least 15 days of On Site Support for the City of Quincy during the project. On Site Support will include Standard Break-Fix Maintenance of reference items requested during this period.
4. On-Site Support Days will also include the necessary discovery and documentation of systems to provide a detailed report at the end of the discovery period.
5. Create and configure a secure online support portal for the City of Quincy to initiate, track and resolve Trouble Tickets and Change Requests for All Departments of The City of Quincy.
6. Create and configure a secure remote access system for the Expert In Sites team to provide maintenance and troubleshooting services.
7. After-Hours and Weekend On-Site Support will be billed at \$125 per hour. Standard hours are considered 8am to 5pm Monday through Friday except Federal holidays.

SPECIFICATIONS

Expert In Sites will need access to any documentation available for referenced systems. We will need contact information for anyone that may have access information including IP addresses, usernames and passwords required for administrative access to the systems in question.

Please provide a list of Sites and Department including the email address and phone number of the primary contact for each.

Expert In Sites will provide the contact information for the two technicians assigned to this project including cell phones and email addresses.

Expert In Sites will provide the access information for the support portal when it is configured and approved for use.

Expert In Sites will provide a detailed report at the end of the period to include all assets identified, details of any work performed and recommendations to enhance the security and efficiency of the documented systems.

MILESTONES

Support Portal

Access to a Support Portal will provide the City of Quincy a standardized method to report and track IT Issues. This portal will also serve as a Knowledge Base for IT information to be accessible internally by staff and administrators.

Secure Remote Access

Remote access will allow the Expert In Sites to provide troubleshooting and other services quickly and efficiently without a need for additional travel expenses.

Documentation

IT Documentation will allow quick access to information needed for troubleshooting or enhancing existing services. This will allow the City to be more efficient and provide better service to its customers.

Please note that this proposal does not include work on the Smart Grid as that is a separate project and will require separate documentation.



INVOICE

City Of Quincy

Invoice Date
Nov 15, 2021

Invoice Number
INV-6001

Reference
JT1

Expert In Sites LLC
Attention: Nekeshier
Wattley
3720 SUTOR CT
TALLAHASSEE FL 32311
USA

Description	Quantity	Unit Price	Tax	Amount USD
ONSITE TECH SUPPORT - BF RATE - CITY HALL FILE SERVER CRASHED - 2021-10-28 - JT,SG 15:00-17:00	4.00	100.00	Tax Exempt	400.00
ONSITE TECH SUPPORT - BF RATE - CITY HALL FILE SERVER RESTORED - 2021-10-29 - JT,SG 13:30-15:30	4.00	100.00	Tax Exempt	400.00
			Subtotal	800.00
			TOTAL USD	800.00

Due Date: Nov 15, 2021

PAYMENT ADVICE

To: Expert In Sites LLC
Attention: Nekeshier Wattley
3720 SUTOR CT
TALLAHASSEE FL 32311
USA

Customer	City Of Quincy
Invoice Number	INV-6001
Amount Due	800.00
Due Date	Nov 15, 2021
Amount Enclosed	

Enter the amount you are paying above



INVOICE

City Of Quincy

Invoice Date
Nov 15, 2021

Invoice Number
INV-6002

Reference
JT

Expert In Sites LLC
Attention: Nekeshier
Wattley
3720 SUTOR CT
TALLAHASSEE FL 32311
USA

Description	Quantity	Unit Price	Tax	Amount USD
Initial Discovery and Support - Discovery, Documentation and Support of Network and Computer Systems. Please see attached documentation for project specifics. To be billed for months of November and December.	2.00	4,000.00	Tax Exempt	8,000.00
			Subtotal	8,000.00
			TOTAL USD	8,000.00

Due Date: Nov 15, 2021



PAYMENT ADVICE

To: Expert In Sites LLC
Attention: Nekeshier Wattley
3720 SUTOR CT
TALLAHASSEE FL 32311
USA

Customer	City Of Quincy
Invoice Number	INV-6002
Amount Due	8,000.00
Due Date	Nov 15, 2021
Amount Enclosed	

Enter the amount you are paying above

Statement of Work

This Statement of Work (this "SOW") sets forth the scope and certain responsibilities of Expert In Sites, LLC, (EIS) and The City of Quincy FL ("Customer") in connection with the following project (the "Project"):

Project Name/Description:	OPP #:	Quote #:
Technology Support January 1, 2022 – February 28, 2022	COQ-2021EIS	COQ211207

In consideration of the mutual covenants and promises set forth herein and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree to the following scope and other related terms in connection with the Project:

Scope:

1. Provide daily on call support for the City of Quincy. (Techs will be on site when needed)
2. Provide support to the Police Department
3. Provide support to the Fire Department
4. Install and configure new computers, servers, switches, routers, etc.
5. Maintain current network productivity and peripherals
6. Ensure daily backups are running
7. Ensure all city departments have access to portal to submit trouble tickets.
8. Evaluate, assess and engage new projects as directed by City Officials.
9. Provide Network services for the Smart Grid Network. This does not include outside plant maintenance or fiber installation. It does include switch, router and firewall configuration, cybersecurity advisory services and integration with Tantalus.
10. Provide the City with a report monthly of work performed and the state of the network.
11. Provide an on-call after hours support for QPD/QFD (This will incur an hourly rate when used)
12. Takeover, Configure, Document and Manage Microsoft Office365 Tenant
13. Takeover, Configure, Document and Manage Barracuda Backup Service for Onsite Assets
14. Takeover, Configure, Document and Manage Barracuda Backup Service for Office365 Cloud Assets - Backup, Secure, Archive
15. Takeover, Configure, Document and Manage City Owned DNS and Hosting Assets (GKG.NET)
16. Takeover, Configure, Document and Manage Local Antivirus Service (SOPHOS AV Service)
17. Identify, Document, Update and Secure Local Server Assets (Windows and VMWare ESXi Servers)
18. Identify, Document, Update and Secure Local Network Assets including Switches, Routers and Firewalls
19. Install, Configure and Document City Purchased UPS (Uninterruptible Power Supply) Equipment
20. Install and Test RMM (Remote Monitoring and Management Client on ALL internal Windows Operating System Assets
21. Remove All Discoverable Unauthorized Remote Access Applications
22. Remove ALL Discoverable Unauthorized Access User and System Accounts
23. Takeover of SMARTGRID Assets (Switches, Routers, Firewalls, Tantalus and ESXi Servers)
24. Discover, Document, and Troubleshoot SMARTGRID Assets with Local Outside Plant Vendor
25. Registration with MS-ISAC Center for Internet Security Group <https://www.cisecurity.org/ms-isac/>. Please see

3720 Gator Ct, Tallahassee, FL 32311

<https://www.cisecurity.org/ms-isac/ms-isac-charter/> for the MS-ISAC Charter

26. Develop Plan to implement MS-ISAC Recommendations and Best Practices
27. Professional Security Audit of City Firewalls by 3rd Party Security Specialist
28. Rollout Helpdesk Portal and required training to authorized personnel
29. Install and Configure eForce Server for Police Department
30. Install and Configure 10 Workstations for Police Department
31. Present a Recommended Action Report to the City Manager by the last day of January 2022.

During the months of November and December, it was discovered that the City of Quincy (COQ) did not have control of the documentation or credentials necessary to manage and control the technology assets belonging to the City. This proposal will deliver both the documentation and credentials necessary for the City to have COMPLETE control of ALL technology assets necessary to the operations and security of the City Technology.

The following issues were identified and will be corrected by the Statement of Work presented here:

1. Backups of the Cloud and Local Assets are not configured and have not been occurring on a regular and scheduled basis. This is due to expired support contracts, misconfigured firewall equipment and lack of local supervision. We have initiated quotes for the expired support contracts and contacted our Cisco Certified Security Expert to discuss the misconfigured firewall issue. We will provide the local supervision and maintenance.
2. Ownership of credentials and underlying technology. The City should have complete ownership of credentials necessary to manage all technology necessary for daily operation. We utilize a documentation system to handle this issue. The City Manager or designee will have a read only account on the Documentation Portal so the City will have secure access and ownership of all credentials necessary for daily operations.
3. Daily progress on the restoration and operation of the SMARTGRID system was delayed due to lack of communication and proper credentials locally. This will commence as we have local engineers that can work with the local outside plant vendor.
4. Cybersecurity system is not documented and accessible. We have experience working with security system for large networks. We will also be utilizing the free tools available from the Center for Internet Security group and will work to enroll the City in the MS-ISAC group. Once enrollment is complete, we will begin implementation of the recommendations and best practices provided by the CIS MS-ISAC Group.
5. Local On-Site Support is not available and does not have access to all systems required. We have LOCAL technicians that are experienced in providing support in a professional and efficient manner. We will make sure that all information necessary for support is contained in the documentation portal.
6. Remote Monitoring and Management is not standard or documented. We will install and manage a professional Remote Monitoring and Management system to provide remote assistance quickly and securely.

Customer Responsibilities

- **Ensure EIS access to all areas where technology devices are in use.**
- **Ensure that EIS has administrative rights to all systems and network services.**
- **Provide EIS with access to parts, software, licenses, credentials, etc. necessary to complete assignments. Preferably vendor to order needed supplies. EIS will not purchase items to complete tasks. City will provide these.**
- **Provide safe working environment.**
- **Provide outside plant personnel for fiber, CAT5/6/7 installation and or repair**

3720 Sutor Ct, Tallahassee, FL 32311

Expert in Sites - Confidential

Page 2 of 2

General

- Payment terms for the products and services provided to Customer hereunder are as set forth in the separate Payment Agreement executed by the parties.

IN WITNESS WHEREOF, the undersigned do hereby execute this Statement of Work as duly authorized officials of the respective parties hereto, as of the dates recorded below:

<p>Customer:</p> <p>By: _____ <i>(Signature)</i></p> <p>Name: _____ <i>(Print)</i></p> <p>Title: _____</p> <p>Date: _____</p>	<p>Expert In Sites</p> <p>By: _____ <i>(Signature)</i></p> <p>Name: _____ <i>(Print)</i></p> <p>Title: _____</p> <p>Date: _____</p>
--	--

Beverly Nash

From: John Thomas
Sent: Wednesday, December 22, 2021 1:22 PM
To: Beverly Nash
Subject: Re: Documents Commission Meeting

As soon as I'm near a pc I will send you an update. The rate will be \$4500/month for the two months of January and February. I will send this document to you within the hour,

Get [Outlook for iOS](#)

From: Beverly Nash <bnash@myquincy.net>
Sent: Wednesday, December 22, 2021 12:40:26 PM
To: John Thomas <jthomas@myquincy.net>
Subject: RE: Documents Commission Meeting

Question: Did not see a dollar amount for the Jan-February 2022 statement of work? Did I miss it in the narrative? If not there, what is it? Need it in writing. . .

Thanks,

Beverly A. Nash, Ph.D.

Sent from [Mail](#) for Windows

From: [John Thomas](#)
Sent: Wednesday, December 22, 2021 9:28 AM
To: [Beverly Nash](#)
Subject: Documents Commission Meeting

Dr. Nash,

I have attached documents you requested for the Board meeting today:

- SOW/Proposal Agreement
- Simple Bio
- ADG Specs for New Server (Not sure if this should presented now but the Compnay indicated that our current server is end of life and needs to be replaced)

We will be sending more quotes for other items. You currently have the Barracuda Quote for back service. There will be another quote from Barracuda as we discover more holes in the network.

John Thomas

Sent from [Mail](#) for Windows

Johnny Thomas
850-363-5254

Johnny Thomas, MCP

Cell: 850-363-5254

thomasjohn@gmail.com

Senior Manager Information Technology

More than 20 years of experience applying people, process, problem-solving and technical skills to improve individual, team and organizational performance. Designed developed, and implemented the City's optical fiber platform that led to the City being named Broadband City of the future by Florida Municipal Electric Association. (FMEA) Personally recognized as the IT Director of the month by the FMEA. I am an impassioned team leader who mentors with purpose and understands that strong working relationships create great teams and produce exceptional results.

Strengths

Contingency Planner, Team Builder, Research & Strategic Analysis; Provides Structure, Direction & Vision....Problem Solver... Customer facing;

Work Experience

Gadsden County School Board

10/2013-Present

District Network Coordinator

Manages the Local and Wide area data networks to include Voice over IP and Streaming video networks. Supervise a staff of 7 techs, and analyst. Responsible for budgeting, hiring, terminations, training, and retention of IT staff.

City of Quincy Florida

12/2002- 10/2013

Senior Manager IT/Network Administrator

- Managed all divisions of Telecommunications, 8 people, and 3.2million dollar budget.
- Marketing Manager for the City's Telecommunications Enterprise Activity. Met with potential customers to determine their needs and expected outcomes.
- Transitioned Fire Department from Novell Network to a Microsoft Network platform using results based metrics and utilizing existing resources to keep costs at minimum.
- Resolved City Hall's network issues by upgrading switching to 1gb.
- Improved staff productive by implementing work order tracking and follow up. Analyzed traffic flow to devise a right-time staffing solution with minimal increase in personnel.

Johnny Thomas
850-363-5254

- Designed and built intranet for in house communication and form distribution for staff. Saved the city over 15k per year in paper costs. Designed and managed the project to construct 83 miles of aerial and underground optical fiber to support a full ISP along with telephone and cable TV. System is currently 100% operational serving the citizens of Quincy.
- Managed a team of IT professional in building a wide area network for the Gadsden Board of County Commissioners. The network consisted of single and multimode fiber with a 20gb backplane.. The network provides connectivity for all County buildings.
- Conceived and implemented marketing programs to inform citizens of the telecommunications services available from the City.
- Oversee the day to day operations of the City's IT infrastructure, along with managing the internet, phone and cable TV services.

Key Clients: City of Quincy FL, Capital Regional Medical Center (Quincy Campus), Gadsden County Board of County Commissioners, Pat Thomas Insurance Agency, Big Bend Rebar Inc, Quincy Joist Inc, Crossroad Academy Akbar Law Group,.

City of Quincy Florida

10/98 to 12/2002

IT Consultant

- Designed a windows network for the City. Migrated the City from Windows NT to a Windows 2008R2 platform implementing Active Directory and Microsoft Exchange.
- Installed over 50m workstations. Configured operating systems and all features for connectivity to local area network.
- Created a worry free back up and disaster recovery system,

State of Florida

02/1990- 12/2002

Mental Health Program Analyst

- Created and maintained database for capturing and retrieving data vital to the treatment and follow up of clients assigned to the Department of Children and Families.
- Provided tech support for users assigned to my unit.
- Supervised a team of professionals' goal directed in providing resources to clients assigned to the department.

Technology Profile

Software: Microsoft Office Suite to include Excel; Microsoft Desktop Operating Systems,98, 2000, XP, Vista, Windows 7;10, Microsoft Server, NT, 2000, 2000

Johnny Thomas
850-363-5254

Advanced Server, 2003; 2008,2012 Exchange 2003 & 2007; SQL 2000 & 2006; Cisco IOS, VMware; Crystal Reports; 3CX;

Hardware: Dell, HP, Cisco, 3Com; Sun Solaris; Alcatel FTTU, ONT, AMS, Taqua; Gen Bandwidth; Asterisk; Adtran; Juniper; APC; Black Box;

Software Development: .NET, ASP, SQL Access.

Technology/Protocols: Active Directory, DNS, DHCP, TCP/IP, IPS/IDS/VPN. IPSEC, policy based routing, bandwidth shaping, Optical shaping

Project Management

Project Methodologies: Strategic Planning, Scope of Work, Request for Quotes; Recruiting, Championing, Forecasting; Draw-see-think-plan, Cost Breakdown.

Education and Achievements

Microsoft Certified Professional

Project Management Professional

Florida A&M University (1985-1989)

Certificate of Excellence

Microsoft

CERTIFIED

Professional

JOHNNY THOMAS

Has **successfully** completed the requirements

to be recognized as a **Microsoft Certified Professional**

Signed by *Bill Gates*

TECHNICAL BACKGROUND INFORMATION

Stephen Gauss Systems Engineer

Stephen grew up in Gadsden County. Went to school at Troy State and returned to work in Gadsden County in 1989 in a tech support role at Dooner, Edwards and Fletcher accounting firm. He worked at Health Meds from 1990 until 1997 as Network Administrator and Database Programmer. When the company was sold in 1997, Stephen began IT consulting in Gadsden county.

In 1998 Stephen won the contract to manage the networks for the Gadsden County School Board. Since then, he has merged the 15+ individual school networks into a single district wide network. This network has included up 8000 users, 4000+ Windows computers, 3000+ Chromebooks and over 100 Windows servers. The network also includes more than 200 enterprise class switches, more than 575 Wireless access points, and more than 850 VoiP telephones. During that time, he has managed the district's firewalls (Cisco and Fortinet) and security products (Symantec, Windows Defender, Webroot and Fortinet), as well as, maintaining the Cloud Applications (Google Apps/Workspace and Office365), Cloud Security (Managed Methods, KnowBe4) and Disaster Recovery Systems (VEEAM and RedStor).

Exhibit E: Sample of “All Open Tickets and Resolved Tickets” – System/Network Support – Expert in Sites, LLC

City of Quincy
Service project

Projects / City of Quincy / All tickets

All open tickets



Back to project

Incidents

STARRED

Select the star icon next to your queues to add them here.

TEAM PRIORITY

Open incidents 3

My incidents 1

Resolved incidents (last 7 ... 0

MAJOR INCIDENTS

Ongoing 1

Past

Give feedback

Request Type	Key	Summary	Reporter	Assignee	Status
Fix an account problem	COQ-29	HBRS Account Issues - Not receiving emails	rmixson@myquincy.net	Stephen Ga...	WAITING FOR U...
Emailed request	COQ-30	CAJ Lay on /E-Mail	Helen Whitehead	Stephen Ga...	WAITING FOR U...
Report a system problem	COQ-34	Onsite backup is Not Communicating with Vendor	jthomas@myquincy.net	Stephen Ga...	OPEN
Fix an account problem	COQ-35	MOVE USA Server to CPE Station	rmixson@myquincy.net	Unassigned	RESOLVED
Fix an account problem	COQ-36	Security Awareness for JOHN THOMAS and STEPHEN GAUSS	rmixson@myquincy.net	Unassigned	RESOLVED
Fix an account problem	COQ-37	Finger prints for JOHN THOMAS and STEPHEN GAUSS	rmixson@myquincy.net	Unassigned	RESOLVED
Investigate a problem	COQ-31	Need access to Sophos AV Service	vperkins@myquincy.net	Stephen Ga...	OPEN
Request a change	COQ-28	Web Site Migration	jthomas@myquincy.net	Stephen Ga...	REVIEW
	COQ-26	Document and Design	Stephen Gauss	Stephen Ga...	REVIEW
	COQ-1	City of Quincy File Server is Unavailable	Stephen Gauss	Stephen Ga...	OPEN



City of Quincy
Service project

Projects / City of Quincy / All tickets

All open tickets



Back to project

Incidents

STARRED

Select the star icon next to your queues to add them here.

TEAM PRIORITY

Open incidents 3

My incidents 1

Resolved incidents (last 7 ... 0

MAJOR INCIDENTS

Ongoing 1

Past

Give feedback

Request Type	Key	Summary	Reporter	Assignee	Status
Report a system problem	COQ-2	Finance can not save to the C: drive	Stephen Gauss	Stephen Ga...	OPEN
Get IT help	COQ-3	work station issues	rmixson@myquincy.net	Stephen Ga...	WAITING FOR C...
Get IT help	COQ-4	work station issues	rmixson@myquincy.net	Stephen Ga...	WAITING FOR S...
Get IT help	COQ-5	Serial Port to be OPENED	rmixson@myquincy.net	Stephen Ga...	WAITING FOR C...
Get IT help	COQ-6	USA Issues / Adobe	rmixson@myquincy.net	Stephen Ga...	WAITING FOR C...
Fix an account problem	COQ-7	Chief Ashley Desktop Phone	rmixson@myquincy.net	Stephen Ga...	RESOLVED
Request new hardware	COQ-8	DELL SPECIFICATIONS	rmixson@myquincy.net	Stephen Ga...	RESOLVED
Request new software	COQ-9	Adobe Issues/ Installation	rmixson@myquincy.net	Stephen Ga...	WAITING FOR S...
Request new software	COQ-10	Installation of VERSION 8 USA software on Deedes Computer	rmixson@myquincy.net	Stephen Ga...	WAITING FOR S...
Request new software	COQ-11	Adobe Issues/ Installation	rmixson@myquincy.net	Stephen Ga...	WAITING FOR S...

City of Quincy
Service project

Projects / City of Quincy / All tickets

Resolved tickets



Back to project

All tickets

STARRED

Select the star icon next to your queues to add them here.

TEAM PRIORITY

All open tickets 30

All my tickets 1

Open tasks 0

Resolved tickets 7

Give feedback

Request Type	Key	Summary	Reporter	Assignee	Status
Get IT help	COQ-33	City Manager Account Updates	jthomas@myquincy.net	Stephen Ga...	RESOLVED
Get IT help	COQ-25	Can not access CAD in Dispatch	Helen Whitehead	Stephen Ga...	RESOLVED
Get IT help	COQ-24	Mixson not receiving exterior Email - Domain Server seems to be down	rmixson@myquincy.net	Unassigned	RESOLVED
Report a system problem	COQ-23	File Server is Offline	John Thomas	John Thomas	COMPLETED
Get IT help	COQ-22	CHIEF ASHLEY PRINTER IN OFFICE	rmixson@myquincy.net	Stephen Ga...	RESOLVED
Get IT help	COQ-15	test	loliver@myquincy.net	Unassigned	RESOLVED
Investigate a problem	COQ-32	Janet Kilpatrick Email Access Problem	jkilpatrick@myquincy.net	Stephen Ga...	COMPLETED

**Exhibit F: Statement of Work and Contractual
History – Mr. James McKenzie**

From: bnash@myquincy.net,
To: adaobl1@aol.com,
Subject: FW: Statement Of Work Since 2001 (please review and advise)
Date: Tue, Dec 21, 2021 4:12 pm

Sent from Mail for Windows

From: James McKenzie (admin)
Sent: Tuesday, December 21, 2021 7:02 PM
To: Dorethy Nash
Subject: FW: Statement Of Work Since 2001 (please review and advise)

This was submitted as an answer to to my work status with the city since 2001.

From: James McKenzie (admin)
Sent: Friday, August 6, 2021 8:38 PM
To: Jack McLean <mccl3690@comcast.net>; Ann Sherman <asherman@myquincy.net>
Subject: Statement Of Work Since 2001 (please review and advise)

Contract History

This is the information requested to identify my statement of work assignment while working for the City of Quincy. Under all City Managers I was asked to work under a "Statement of Work" issued to the City via a Monthly Invoice with a description of services offered. There has never been an official contract during my entire existence with the City.

2001 - 2006 Willie Earl Banks City Manager
Bob Washington IT Director
John Thomas IT Director
James McKenzie (SOW) 3,000/mth Netquincy Fiber Engineering

Statement of Work (SOW) Dialup Service

- Design and Engineer Dialup Internet Service
- Design and configure Radius service for dialup subscribers
- Design and Configure
- Day to Day remote administration

Statement of Work (SOW) FTTH Project

- Aided in the Design and Engineering FTTH Network
- Engineer the FTTH Back-office Server Farm.
 - DNS Servers
 - DHCP Server
 - Web servers
 - 7700 Switch
 - 7342 OLT System
 - AMS System
 - Remote Administration Server
- Provided Day to Day Administration configuring Bpon and Gpon ONT's
- Performed Weekly Site Visits on Friday's

2006-2008 Bill Bogan
John Thomas IT Director
Ray Eaton IT Director
James McKenzie SOW ended 2000/mth Netquincy Network Administrator

Statement of Work (SOW) FTTH Project

- Provided Day to Day Administration configuring Bpon and Gpon ONT's
- Reduced Rate with Onsite Visit exclusion
- SOW Ended

2008 -2014 Jack McLean City Manager

James McKenzie, Network/System Engineer (SOW) 1000/Mth (COQ Only)

Statement of Work (SOW) COQ Only

- Designed and Engineer the COQ NEW Comcast VOIP Phone System
 - Removed TDS Switches and Gateway and Installed New Cisco 3750 Switch Network required to manage the new phone system.
 - Scheduled and Install all new phones in the following departments:
 - City Hall
 - Quincy Police Dept
 - Quincy Fire Dept
 - Quincy Utilities Dept
 - Quincy Recreation Dept
 - Public Works (Planned)
 - Utilities Warehouse (Planned)
- Engineered and Configured the Quincy Police Department New USA Software Server for installation and data migration.
- Upgraded the remaining desktops at the QPD to Windows 10.
- Migrated the Equature Voice and Radio Monitoring System from TDS to Comcast.
- Projects Underway:
 - Migrate COQ Server Farm and ADG Systems to Virtual Environment
 - Establishing a Printer and Copier agreement with a Local Vendor for Support.
 - Design and Engineer a New WI-FI network throughout the City and All Departments
 - Assist with the design and Identify Vendor for City-Wide Traffic camera system.

James McKenzie SOW (Smartgrid Network Engineer) 2500/Mth

Statement of Work (SOW) FTTH/Smartgrid Project

- Redesign BackOffice System/Network for Nokla's implementation of new OLT/ONT System.
- Engineer and Configure Virtual Host Server for Smartgrid Systems.
- Provided Access to vendors for System setup.
- Configured Connected ONT's on the new system to identify Field Collectors
- Design and Configure VPN IPSec Tunnel to Tantalus Networks.
- Day to Day Setup and administration of alarming ONT's For meter data gathering.

The above information is how my engagement with the City of Quincy has been conducted since my involvement.

James McKenzie

Sent from iPhone

John Thomas Returned IT Director
2013 David Rittman Interim IT Director
James McKenzie returned (SOW) 2000/Mth Network Administrator

Statement of Work (SOW) FTTH Project

- SOW Resumed with the return of the City Manager and John Thomas IT Director
- Provided Day to Day Administration configuring Bpon and Gpon ONT's

2014-2018 Mike Wade City Manager
David Rittman Interim IT Director
James McKenzie Network/System Administrator (SOW) 1000/Mth (COQ Only)

Statement of Work (SOW) COQ Only

- Provide Network and System support for TDS phone System introduced by new administration.
- Provided Network and System Support for all City of Quincy Departments.
- Additional Projects would include a separate rate
- Provided Day to Day Remote administration of Onsite systems and servers as follows:
 - COQ (City of Quincy)
 - Active Directory Domain System
 - DNS/DHCP
 - Fileserver
 - ADG Server
 - GIS Server
 - QPD (Quincy Police Department)
 - QPD Domain
 - QPD PKI System
 - QPD USA Software Server
 - Desktop Support
 - QFD (Quincy Fire Department)
 - QFD Domain
 - DNS
 - Firehouse Software
 - Desktop Support
 - Managed Network Connectivity between all facilities.

2018 - 2021. Jack McLean City Manager
David Rittman Interim IT Director
James McKenzie Network/System Administrator (SOW) (COQ Only) 1000/Mth

Statement of Work (SOW) COQ Only

- Provide Network and System support for TDS phone System introduced by new administration.
- Provided Network and System Support for all City of Quincy Departments.
- Additional Projects would include a separate rate
- Provided Day to Day Remote administration of Onsite systems and servers as follows:
 - COQ (City of Quincy)
 - Active Directory Domain System
 - DNS/DHCP
 - Fileserver
 - ADG Server
 - GIS Server
 - QPD (Quincy Police Department)
 - QPD Domain
 - QPD PKI System
 - QPD USA Software Server
 - Desktop Support
 - QFD (Quincy Fire Department)
 - QFD Domain
 - DNS
 - Firehouse Software
 - Desktop Support
 - Managed Network Connectivity between all facilities

Feb 2021 - Present Jack McLean City Manager
James McKenzie Contracted to Fill the Absent Role of IT Manager until replacement is found at the same Employment rate of the Budgeted IT Manager 55K/Yr

Contracted to perform day to day operations.

- Provide day to day administration of onsite Systems Monday - Wednesday 9:00-6:00pm
- Provide day to day administration and remote system support during the balance of the week.

**Exhibit G: Request for Information to Mr. James
McKenzie and Sample of Responses**

From: James Mckenzie
Sent: Tuesday, December 21, 2021 7:06 PM
To: Beverly Nash; John Thomas
Subject: FW: BluePrint Drawings in progress

Here are the drawings sent to Jack McLean when requested.

From: James Mckenzie
Sent: Tuesday, September 14, 2021 7:01 PM
To: Jack Mclean <mccl3690@comcast.net>
Subject: BluePrint Drawings in progress

Here are the drawings that represent the network and server infrastructure here at the City of Quincy. This is a work in progress and will be updated to reflect the current state of the infrastructure. I will continue to update the drawings as we make changes.

James McKenzie

QUOTE CONFIRMATION



DEAR QUINCY POLICE DEPT,


Thank you for considering CDW•G for your computing needs. The details of your quote are below. Please call us to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LZDW033	3/8/2021	GRANT	1098699	\$46,843.70

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
HP Elite G800 15.6" FHD Laptop (Intel Core i7-1065G7, 16GB RAM, 512GB SSD, Windows 10 Pro) Mfg. Part#: GWP-00001 UNSPSC: 43211509 Contract: MARKET	30	4784237	\$1,333.99	\$40,019.70
HP Elite G800 15.6" FHD Laptop (Intel Core i7-1065G7, 16GB RAM, 512GB SSD, Windows 10 Pro) Mfg. Part#: UAG-SFPRO4-BLK-VP UNSPSC: 53121705 *** works on Surface Pro 4/5/6/7 units Contract: MARKET	30	3866218	\$50.00	\$1,500.00
HP Elite G800 15.6" FHD Laptop (Intel Core i7-1065G7, 16GB RAM, 512GB SSD, Windows 10 Pro) Mfg. Part#: 4167C002 Contract: MARKET	17	6047525	\$195.00	\$3,315.00
HP Elite G800 15.6" FHD Laptop (Intel Core i7-1065G7, 16GB RAM, 512GB SSD, Windows 10 Pro) Mfg. Part#: 920-007558 UNSPSC: 43211706 Contract: MARKET	30	3967550	\$29.00	\$870.00
HP Elite G800 15.6" FHD Laptop (Intel Core i7-1065G7, 16GB RAM, 512GB SSD, Windows 10 Pro) Mfg. Part#: RAM-HOL-UN11U UNSPSC: 56112005 Contract: MARKET	17	3473933	\$67.00	\$1,139.00

PURCHASER BILLING INFO	SUBTOTAL	\$46,843.70
Billing Address: CITY OF QUINCY FINANCE DEPT. 404 W JEFFERSON ST QUINCY, FL 32351-2328 Phone: (850) 627-7681 Payment Terms: Net 30 Days-Govt State/Local	SHIPPING	\$0.00
	SALES TAX	\$0.00
	GRAND TOTAL	\$46,843.70
	DELIVER TO	

Shipping Address: CITY OF QUINCY FINANCE DEPT. 404 W JEFFERSON ST QUINCY, FL 32351-2328 Phone: (850) 627-7681 Shipping Method: UPS Ground	CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515
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Name Address CDW INC SALES CONTACT INFORMATION			
	John Vradar	(877) 466-6333	johnvra@cdwg.com

LEASE OPTIONS			
FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$46,843.70	\$1,267.12/Month	\$46,843.70	\$1,460.12/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at [cdw.com/termsandconditions](#)
 For more information, contact a CDW account manager

**CITY OF QUINCY
CITY COMMISSION
SPECIAL MEETING
AGENDA REQUEST**

MEETING DATE: Wednesday, December 22, 2021

DATE OF REQUEST: Monday, December 20, 2021

TO: Honorable Mayor and Members of the City Commission

FROM: Dr. Beverly A. Nash, Ph.D., NCC, Acting City Manager
Ms. Marcia Carty, Director, Finance Department

SUBJECT: Unfunded Items – Outstanding Invoices

See enclosed documents – Staff will lead commission through documents and information.

Items not funded from the original budget

City of Quincy, FI
Items Not Funded by the Approved Budget
as of November 22, 2021

Dire Needs List
 (Staff will identify in existing budget and
 \$120,778 mange resources)

Capital Items and Aid to Private Organizations moved to Grants Budget, but not funded by ARPA (\$1,709,664):

					Purpose
402-531-535-60646	EQUIPMENT	Critical - #1	\$39,000	Fiber Optic/Broadband Infrastructure	
404-539-533-60646	EQUIPMENT	Critical - #1	\$39,000	Fiber Optic/Broadband Infrastructure	
405-561-532-60646	EQUIPMENT	Critical - #1	\$39,000	Fiber Optic/Broadband Infrastructure	
403-591-531-60646	EQUIPMENT	Critical - #1	\$183,000	Fiber Optic/Broadband Infrastructure	
402-540-535-60642	VEHICLE	Critical - #2	\$50,000	Truck to mount sewer flush machine	
404-539-533-60644	EQUIPMENT	Critical - #3	\$75,000	Water 300KWH diesel generator - well #9 repair	
402-520-535-60644	EQUIPMENT	completed	\$25,000	Sewer infrastructure improvement	
402-531-535-60644	EQUIPMENT	completed	\$50,000	Replace manholes/valve boxes	
404-520-533-30343	PROFESSIONAL SERVICES	next year	\$25,000	Consultant - water infrastructure/consent analysis	
404-539-533-60644	EQUIPMENT	next year	\$25,000	Purchase a water leak detection system	
001-110-511-80820	AID TO PRIVATE ORGANIZATIONS	open	\$80,000	Non-profit organizations	

CAPITAL ITEMS & NON-PROFIT ORGANIZATION EXPENSES MOVED FROM ORIGINAL BUDGET TO ARPA Grant

Critical Items numbers 1 through 3 equals \$630,000 \$425,000)

(Contingency-Reserves \$177,080 possible \$150,000 source)

Commissioners Allocation for Fire and Police Union Negotiations
Total Amount Not Yet Funded or Appropriated in Approved Budget (s) \$900,778

Grant Budget

CITY OF QUINCY, FL
 GRANT BUDGET
 FY 2021-2022

FY 2021-2022 CITY OF QUINCY, FL GRANT BUDGET

General Fund Revenues

G/L ACCOUNT	ACCOUNT TITLE	FY22 Budget
001 TO 405-331-39500	AMERICAN RESCUE PLAN ACT GRANT	\$1,709,655
001-331-50000	FEMA FEDERAL HURRICANE REIMBURSEMENT	\$107,146
001-334-49000	STATE GRANT - TRANSPORTATION	\$583,086
001-366-10003	FLORIDA DEO RIF GRANT	\$189,680
002-334-90000	CRA GRANT	\$2,949,428
402-381-39000	CLEAN WATER SRL GRANT	\$3,576,868
402 TO 404-331-32000	DEM HAZARD MITIGATION GRANT	\$71,958
402 TO 404-389-90001	USE OF RETAINED EARNINGS	\$23,986
TOTAL GENERAL FUND		\$9,211,807

FY 2021-2022 CITY OF QUINCY, FL GRANT BUDGET

American Rescue Plan Act Grant

APPROVED BY CITY COMMISSION ON NOVEMBER 16, 2021

G/L ACCOUNT	ACCOUNT TITLE	FY22 Budget
Revenues		
001 TO 405-331-39500	AMERICAN RESCUE PLAN ACT GRANT	\$1,709,665
	TOTAL REVENUES	\$1,709,665
Expenses		
001-260-513-30315	COMMUNITY SERVICES - MENTAL HEALTH	\$100,000
001-430-541-60634	STORM WATER FACILITIES	\$660,000
403-591-531-30646	ECONOMIC DEVELOPMENT INITIATIVE	\$500,000
001-220-521-60641	EQUIPMENT	\$140,000
TBD	Police - \$73,560 INCURRED Premium Pay	\$309,665
	Flagler Street Flooding \$460,000 and Ditch on Florida Avenue & Lincoln to Williams Street	\$200,000
	Utility Assistance	\$500,000
	Police - \$73,560 INCURRED Premium Pay	\$309,665
	TOTAL EXPENSES	\$1,709,665

POSSIBLE suggestions to the approved funding to include the critical items:

Fiber Optic Smart Grid	\$300,000	\$73,500 ALREADY PAID OUT
Water & Sewer Improvements	\$125,000	
Total Critical Items	\$425,000	
Staff Recommendations		
Reduce Economic Development Utility Assistance	(\$200,000)	
Reduce Storm Water Facilities	(\$160,000)	
Funding of Critical Items from ARPA Grant	(\$360,000)	

Revised Amount	Original Amount
\$300,000	\$300,000
\$500,000	\$500,000
\$0	\$0
\$500,000	\$500,000

Reallocate \$1 million State Funding (\$1 million received in February 2020. \$168,164 still unspent, due to failure to complete the contract to purchase the land and building for Public Works - seller changed his mind)

\$65,000

Mayor Harris stated that the Commission had a lengthy discussion on the American Rescue Fund Act.

City Manager Jack L. McLean Jr. provided an overview of the American Rescue Fund Act discussion.

City Manager Jack L. McLean Jr. stated:

- Staff to provide a list of employees eligible to receive premium pay.
- Commission to decide if premium pay should be retro or forward.
- Customer Assistance - staff to give a rebate option or other available options staff identifies.
- Unallocated funds – mental health, youth, or premium pay above and beyond as discussed during the workshop.

Mayor Pro Tem Dowdell offered a motion to place \$300,000 for premium pay, \$500,000 for household pay, \$140,000 for police software/hardware, and \$760,000 for Flagler Street/District One ditch, totaling 1.7 million. Commissioner Canidate seconded the motion.

Mayor Pro Tem Dowdell clarified that \$460,000 goes towards Flagler Street and \$300,000 for District One's ditch.

Commissioner Bass-Prieto stated that numerous items were taken out of the budget and have not been funded.

Commissioner Bass-Prieto asked when will they get addressed?

Commissioner Canidate rescinded her second.

Commissioner Canidate stated that she would like to see funds placed in the community for mental health.

Commissioner Canidate suggested that \$100,000 be allocated for citizens' well-being.

Mayor Pro Tem Dowdell offered a motion to place \$300,000 for premium pay, \$500,000 for household pay, \$140,000 for police software/hardware, \$660,000 for Flagler Street/District One ditch, and \$100,000 for citizens well-being. Commissioner Canidate seconded the motion.

Mayor Harris suggested that staff research what other municipalities have done in-household assistance.

Commissioner Canidate stated that the \$100,000 includes citizens' well-being and youth.

Commissioner Bass-Prieto reiterated her question regarding the unfunded items.

Finance Director Marcia Carty stated that some of the more significant unfunded items include:

- \$80,000 for the non-profits
- \$50,000 truck related to sewer

- \$50,000 for manholes.

Finance Director Marica Carty stated that these items were removed from the budget for consideration to be funded under the American Rescue Act.

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

The Motion Carried 3 to 2.

City Manager Jack L. McLean Jr. asked for clarification on the premium pay is going back or forward.

Commissioner Candidate requested to see the numbers on both back and forward.

Commissioner Bass-Prieto requested a list of employees who received Cares Act money and a list of employees who did not receive Cares Act money.

Mayor Harris reminded the Commission that the American Rescue Act guides who are eligible to receive premium pay.

2. Sign Ordinance

City Attorney Gary Roberts stated that the Commission should decide what goes into the sign ordinance and what comes out.

City Attorney Gary Roberts stated that the sign ordinance must be constitutionally correct.

City Attorney Gary Roberts stated that a few signs were placed in Commissioner Bass-Prieto's district.

City Attorney Gary Roberts stated that Commissioner Bass-Prieto had concerns with signs being grandfathered in.

Attorney Mohammad Jazil attempted to give an overview via zoom of the sign ordinance and especially murals.

City Attorney Gary Roberts noted that the zoom audio is going in and out, hard to hear the presentation from Attorney Jazil.

Commissioner Bass-Prieto stated that there are signs in the City which violate this ordinance.

City Attorney Gary Roberts stated that a grandfather clause would be placed in the ordinance to satisfy the concerns of the Commission.

FY 2021-2022 CITY OF QUINCY, FL GRANT BUDGET

FEMA Hurricane Sally

G/L ACCOUNT	ACCOUNT TITLE	FY22 Budget
Revenues		
001-331-50000	FEMA FEDERAL HURRICANE REIMBURSEMENT	\$107,146
	TOTAL REVENUES	\$107,146
Expenses		
001-430-541-60634	STORM WATER FACILITIES	107,146
	TOTAL EXPENSES	\$107,146

Stewart Street Drainage Project

FY 2021-2022 CITY OF QUINCY, FL GRANT BUDGET

SCOP STATE GRANT

G/L ACCOUNT	ACCOUNT TITLE	Revenues	FY22 Budget
001-334-49000	STATE GRANT - TRANSPORTATION		\$583,086
	TOTAL REVENUES		\$583,086
	Expenses		
001-430-541-60632	RESURF & SIDEWALKS		583,086
	TOTAL EXPENSES		\$583,086

\$437,858 SCOP & \$145,228 SCOP

FY 2021-2022 CITY OF QUINCY, FL GRANT BUDGET

Dept of Economic Opp Rural Infrastructure

G/L ACCOUNT	ACCOUNT TITLE	FY22 Budget
	Revenues	
001-366-10003	FLORIDA DEO RIF GRANT	\$189,680
	TOTAL REVENUES	\$189,680
	Expenses	
001-284-515-30341	CONTRACTUAL SERVICES	189,680
		Dewberry & Gadsden Development Council COST INCURRED
	TOTAL EXPENSES	\$189,680

Hometown Revitalization Grant

APPROVED BY CITY COMMISSION ON SEPTEMBER 28, 2021

G/L ACCOUNT	ACCOUNT_TITLE	FY22 Budget
	Revenues	
002-334-90000	CRA GRANT	\$2,949,428
	TOTAL REVENUES	\$2,949,428
	Expenses	
002-250-552-30491	CONTRACTUAL SERVICES	2,949,428
	TOTAL EXPENSES	\$2,949,428

FY 2021-2022 CITY OF QUINCY, FL GRANT BUDGET

Dept of Environmental Clean Water Grant

G/L ACCOUNT	ACCOUNT TITLE	FY22 Budget
Revenues		
402-381-39000	CLEAN WATER SRL GRANT	\$3,576,868
	TOTAL REVENUES	\$3,576,868
Expenses		
402-531-535-60620	BUILDING & BUILDING IMPROVEMENTS	3,576,868
	TOTAL EXPENSES	\$3,576,868

\$556,000 COST INCURRED

FY 2021-2022 CITY OF QUINCY, FL GRANT BUDGET

DEM Hazard Mitigation Grant

G/L ACCOUNT	ACCOUNT TITLE	FY22 Budget
Revenues		
402 TO 404-331-32000	DEM HAZARD MITIGATION GRANT	\$71,958
402 TO 404-389-90001	USE OF RETAINED EARNINGS	\$23,986
	TOTAL REVENUES	\$95,944
Expenses		
402-531-535-60644	EQUIPMENT	\$47,972
404-530-533-60644	EQUIPMENT	\$47,972
	TOTAL EXPENSES	\$95,944

Items Requested by the Directors as Necessary

CITY OF QUINCY, FL
DIRECTORS' DEPARTMENTAL REQUEST - ITEMS NEEDED
FY 2021-2022 BUDGET

STAFF WILL REVIEW STATUS OF DIRECTORS' NEEDS AND IDENTIFY FUNDING IN CURRENT YEAR BUDGET; AND WILL MANAGE RESOURCES

Account Number	Account Description	Approved Budget 09-14	Director Request 09-17	Increase in Budget Lines	Director Explanation
001-284-515-30491	OTHER OPERATING EXPENSE	\$1,692	\$4,100	\$2,408	machine needed
001-310-572-30404	OIL GREASE	\$660	\$3,000	\$2,340	need to operate effectively
001-310-572-30405	TIRES	\$1,022	\$3,000	\$1,978	need to operate effectively
001-310-572-30406	VEH PARTS ONLY	\$494	\$3,000	\$2,506	need to operate effectively
001-310-572-30407	VEHICLE REPAIRS	\$92	\$2,000	\$1,908	need to operate effectively
001-310-572-30523	OPERATING SUP - CHEM	\$111	\$2,000	\$1,889	need to operate effectively
001-310-572-30526	ATHLETIC EQUIP BASEBALL SOFTBALL	\$375	\$4,000	\$3,625	need to operate -season sports- no COVID
001-310-572-30528	ATHLETIC EQUIPMENT - BASKETBALL	\$1,099	\$7,000	\$5,901	need to operate -season sports- no COVID
001-310-572-30529	ATHLETIC EQUIPMENT - OTHER	\$1,389	\$5,000	\$3,611	need to operate -season sports- no COVID
001-440-572-30462	REPAIR MAINT.-EQUIPMENT TOOLS	\$869	\$4,000	\$3,131	need to operate -season sports- no COVID
001-440-572-30491	OTHER OPERATING EXPENSES	\$46	\$2,000	\$1,954	need to operate -season sports- no COVID
402-540-535-30462	REPAIR MAINT.-EQUIPMENT TOOLS	\$923	\$2,000	\$1,077	need to operate -season sports- no COVID
402-520-535-30390	CONTINGENCY	\$0	\$20,000	\$20,000	prudence - hurricane & emergencies
403-502-531-30462	REPAIR MAINT.-EQUIPMENT TOOLS	\$247	\$3,000	\$2,753	need to operate effectively
403-591-531-30405	TIRES	\$810	\$2,500	\$1,690	need to operate effectively
403-591-531-30406	VEH PARTS ONLY	\$2,907	\$5,700	\$2,793	need to operate effectively
403-591-531-30407	VEHICLE REPAIRS	\$9,163	\$12,500	\$3,337	need to operate effectively
403-591-531-30462	REPAIR MAINT.-EQUIPMENT TOOLS	\$1,579	\$6,000	\$4,421	need to operate effectively
403-591-531-30467	MAINTENANCE OF MAINS LINES	\$12,507	\$15,000	\$2,493	need to operate effectively
403-591-531-60636	SIGNALIZATION	\$0	\$22,500	\$22,500	contract with State

**CITY OF QUINCY, FL
DIRECTORS' DEPARTMENTAL REQUEST - ITEMS NEEDED
FY 2021-2022 BUDGET**

Account Number	Account Description	Approved Budget 09-14	Director Request 09-17	Increase in Budget Lines	Director Explanation
404-520-533-30390	CONTINGENCY	\$0	\$10,000	\$10,000	prudence - hurricane & emergencies
404-530-533-30466	REPAIR & MAINTENANCE - PLANT	\$0	\$2,000	\$2,000	need to operate effectively
404-539-533-30403	GASOLINE DIESEL	\$294	\$2,000	\$1,706	need to operate effectively
404-539-533-30404	TIRES	\$0	\$400	\$400	need to operate effectively
404-539-533-30405	PARTS	\$17	\$1,000	\$983	need to operate effectively
404-539-533-30467	MAINTENANCE OF MAINS LINES	\$2,340	\$4,000	\$1,660	need to operate effectively
404-539-533-30468	REPAIR MAINTENANCE - SERVICES	\$437	\$3,000	\$2,563	need to operate effectively
404-539-533-30521	OPERATING SUPPLIES	\$202	\$500	\$298	need to operate effectively
405-520-532-30390	CONTINGENCY	\$0	\$5,000	\$5,000	prudence - hurricane & emergencies
405-520-532-30493	TRAINING	\$162	\$3,035	\$2,873	need to operate effectively
405-561-532-30406	VEH PARTS ONLY	\$20	\$500	\$480	need to operate effectively
405-561-532-30407	VEHICLE REPAIRS	\$0	\$500	\$500	need to operate effectively
TOTALS		\$39,457	\$160,235	\$120,778	

Police Union Ratified Agreement

City of Quincy Police Department
 Salary Adjustments Per Article 23 - Wages
 Three Year Period - Fiscal Years 2022 - 2024

PBA Agreement between City and Police Union

Funding Needed for each fiscal year

		Possible Source of Funding	
Fiscal Year		Contingency-Reserves	ARPA Grant Premium Pay
Fiscal Year 2021-2022	\$183,351	\$100,000	\$83,351
Fiscal Year 2022-2023	\$36,303		\$36,303
Fiscal Year 2023-2024	\$37,392		\$37,392

Total Funding Required \$257,046 \$100,000 \$157,046

**CITY OF CITY POLICE DEPARTMENT
SALARY ADJUSTMENTS PER ARTICLE 23 - WAGES
FISCAL YEARS 2022 THRU 2024
Friday, December 10, 2021**

Name	Job Title	Hire Date	HR Rate	Annual Salary 09/30/2021	Increases Per Step Plan	Year One Actual Salary Based Upon 2184 Hrs	% of Employee Increase	Step Plan Based Upon 2080 Hrs	New Hourly Rate	Year Two - 3% Increase	Year Three - 3% Increase
CLARK, ASHLEY J	DETECTIVES I	2/5/2018	17.06	\$35,485	-\$35,485	\$0	-100%	\$0	\$0	\$0	\$0
SMITH, ERIC D	DETECTIVES I	8/26/2019	17.06	\$35,485	-\$35,485	\$0	-100%	\$0	\$0	\$0	\$0
GILYARD JR, LARRY D	LIEUTENANT	3/10/1997	28.24	\$61,676	\$6,592	\$68,268	11%	\$65,017	\$ 31.26	\$70,316	\$72,425
MONROE JR, EUGENE	LIEUTENANT	7/21/2003	24.35	\$53,180	\$11,169	\$64,349	21%	\$61,285	\$ 29.46	\$66,280	\$68,268
ROBINSON, GLENDON W	LIEUTENANT	6/6/2005	21.53	\$47,022	\$15,453	\$62,475	33%	\$59,500	\$ 28.61	\$64,349	\$66,280
ADAMS, DERRICK L	POLICE OFFIC	3/15/2021	16.73	\$36,538	\$4,937	\$41,475	14%	\$39,500	\$ 18.99	\$42,719	\$44,001
BOLDS, PATRICK J	POLICE OFFIC	2/19/2021	16.23	\$35,446	\$6,029	\$41,475	17%	\$39,500	\$ 18.99	\$42,719	\$44,001
CANECCO, CHRISTOPHER R	POLICE OFFIC	5/17/2021	16.23	\$35,446	\$6,029	\$41,475	17%	\$39,500	\$ 18.99	\$42,719	\$44,001
CANCECO, JONATHAN L	POLICE OFFIC	12/9/2018	17.06	\$37,259	\$5,460	\$42,719	15%	\$39,500	\$ 18.99	\$42,719	\$44,001
CENTENO, ANA M	POLICE OFFIC	12/4/2006	20.25	\$44,226	\$2,455	\$46,681	6%	\$44,458	\$ 21.37	\$48,081	\$49,524
VACANT - DAHLKE	POLICE OFFIC	3/9/2020	16.64	\$36,342	\$5,133	\$41,475	14%	\$39,500	\$ 18.99	\$42,719	\$44,001
DILMORE, STACY D	POLICE OFFIC	5/17/2021	17.23	\$37,630	\$3,845	\$41,475	10%	\$39,500	\$ 18.99	\$42,719	\$44,001
EDWARDS III, ROBERT J-VAC	POLICE OFFIC	5/4/2020	16.64	\$36,342	\$5,133	\$41,475	14%	\$39,500	\$ 18.99	\$42,719	\$44,001
GARDNER JR, EDWARD J	POLICE OFFIC	10/21/2019	16.64	\$36,342	\$6,377	\$42,719	18%	\$40,685	\$ 19.56	\$44,001	\$45,321
HARTIN, ADAM C	POLICE OFFIC	5/17/2021	16.23	\$35,446	\$6,029	\$41,475	17%	\$39,500	\$ 18.99	\$42,719	\$44,001
JORDAN, DEMARLON	POLICE OFFIC	1/25/2021	16.32	\$35,643	\$5,832	\$41,475	16%	\$39,500	\$ 18.99	\$42,719	\$44,001
MALAVE, ADRIAN R	POLICE OFFIC	7/6/2021	16.23	\$35,446	\$6,029	\$41,475	17%	\$39,500	\$ 18.99	\$42,719	\$44,001
VACANT - OCONNOR	POLICE OFFIC	2/12/2021	16.23	\$35,446	\$6,029	\$41,475	17%	\$39,500	\$ 18.99	\$42,719	\$44,001
RITTMAN, DESMOND	POLICE OFFIC	2/5/2021	16.23	\$35,446	\$6,029	\$41,475	17%	\$39,500	\$ 18.99	\$42,719	\$44,001
SCHMITT, PHILIPPE N	POLICE OFFIC	12/9/2020	16.23	\$35,446	\$6,029	\$41,475	17%	\$39,500	\$ 18.99	\$42,719	\$44,001
SMILEY, DEBRALE L	POLICE OFFIC	3/31/2020	16.64	\$36,342	\$6,377	\$42,719	18%	\$40,685	\$ 19.56	\$44,001	\$45,321
MIMS, OMON	POLICE OFFIC	9/13/2021	16.23	\$35,446	\$6,029	\$41,475	17%	\$39,500	\$ 18.99	\$42,719	\$44,001
BOYD, SHAWN F	POLICE OFFIC	7/9/2012	19.26	\$42,064	\$9,911	\$51,975	24%	\$49,500	\$ 23.80	\$53,534	\$55,140
BARBER, HAROLD J	POLICE SERG	7/8/2002	21.26	\$46,432	\$10,363	\$56,795	22%	\$54,090	\$ 26.00	\$58,498	\$60,253
HILL, CARLOS A	POLICE SERG	10/23/2017	19.74	\$43,112	\$10,422	\$53,534	24%	\$50,985	\$ 24.51	\$55,140	\$56,794
TAYLOR, JARVIS L	POLICE SERG	4/3/2017	19.26	\$42,064	\$9,911	\$51,975	24%	\$49,500	\$ 23.80	\$53,534	\$55,140

SALARIES \$1,026,754 \$96,631 \$1,123,385
INCREASE AMOUNT \$96,630.98
INCREASE PERCENTAGE 9.4%

TOTAL SALARY INCREASE OVER 3 YEARS \$ 165,045.10
TOTAL PERCENTAGE OF INCREASE OVER 3 YEARS 15.4%

Jack L. McLean, Jr., City Manager _____ Date _____
Harold J. Barber II, PBA Udon Representative _____ Date _____

CITY OF QUINCY, FL
DIRECTORS' DEPARTMENTAL REQUEST - ITEMS NEEDED
FY 2021-2022 BUDGET

Account Number	Account Description	Approved Budget 09-14	Director Request 09-17	Increase in Budget Lines	Director Explanation
404-520-533-30390	CONTINGENCY	\$0	\$10,000	\$10,000	
404-530-533-30466	REPAIR & MAINTENANCE - PLANT	\$0	\$2,000	\$2,000	prudence - hurricane & emergencies
404-539-533-30403	GASOLINE DIESEL	\$294	\$2,000	\$1,706	need to operate effectively
404-539-533-30404	TIRES	\$0	\$400	\$400	need to operate effectively
404-539-533-30405	PARTS	\$17	\$1,000	\$983	need to operate effectively
404-539-533-30467	MAINTENANCE OF MAINS LINES	\$2,340	\$4,000	\$1,660	need to operate effectively
404-539-533-30468	REPAIR MAINTENANCE - SERVICES	\$437	\$3,000	\$2,563	need to operate effectively
404-539-533-30521	OPERATING SUPPLIES	\$202	\$500	\$298	need to operate effectively
405-520-532-30390	CONTINGENCY	\$0	\$5,000	\$5,000	need to operate effectively
405-520-532-30493	TRAINING	\$162	\$3,035	\$2,873	prudence - hurricane & emergencies
405-561-532-30406	VEH PARTS ONLY	\$20	\$500	\$480	need to operate effectively
405-561-532-30407	VEHICLE REPAIRS	\$0	\$500	\$500	need to operate effectively
TOTALS		\$39,457	\$160,235	\$120,778	

Police Union Ratified Agreement

Marcia Carty

From: Harold Barber
Sent: Tuesday, December 14, 2021 8:49 AM
To: Jack Mclean; 'Richard Murphy'; Stephanie@flpba.org; Ann Sherman; Carolyn Bush; Marcia Carty
Cc: QPD_Investigators; QPD_Supervisor; QPD_Patrol; Timothy Ashley; Jack Mclean (admin)
Subject: Re: Contract negotiations second request for continuation meeting

Good morning city manager, the members of the PBA unanimously ratified the contract between the city and PBA on yesterday 12/13/2021.

Sgt. H. Barber
Quincy Police Department
Uniform Patrol/ PBA Union Rep.
121 E. Jefferson St.
Quincy, FL 32351
Dispatch: 850-627-7111
Office: 850-627-0146
hbarber@myquincy.net

From: Harold Barber <hbarber@myquincy.net>
Sent: Tuesday, December 7, 2021 6:31 AM
To: Jack Mclean <mccl3690@comcast.net>; 'Richard Murphy' <rmurphy@flpba.org>; Stephanie@flpba.org <Stephanie@flpba.org>; Ann Sherman <asherman@myquincy.net>; Carolyn Bush <cbush@myquincy.net>; Marcia Carty <mcarty@myquincy.net>
Cc: QPD_Investigators <qpd_investigators@myquincy.net>; QPD_Supervisor <qpd_supervisor@myquincy.net>; QPD_Patrol <qpd_patrol@myquincy.net>; Timothy Ashley <tashley@myquincy.net>; Jack Mclean (admin) <jmclean@myquincy.net>
Subject: Re: Contract negotiations second request for continuation meeting

Ok, will do.

Sgt. H. Barber
Quincy Police Department
Uniform Patrol/ PBA Union Rep.
121 E. Jefferson St.
Quincy, FL 32351
Dispatch: 850-627-7111
Office: 850-627-0146
hbarber@myquincy.net

From: mccl3690@comcast.net <mccl3690@comcast.net>
Sent: Tuesday, December 7, 2021 5:10 AM
To: Harold Barber <hbarber@myquincy.net>; 'Richard Murphy' <rmurphy@flpba.org>; Stephanie@flpba.org <Stephanie@flpba.org>; Ann Sherman <asherman@myquincy.net>; Carolyn Bush <cbush@myquincy.net>; Marcia Carty <mcarty@myquincy.net>

**CITY OF QUINCY
CITY COMMISSION
SPECIAL MEETING
AGENDA REQUEST**

MEETING DATE: Wednesday, December 22, 2021
DATE OF REQUEST: Monday, December 20, 2021
TO: Honorable Mayor and Members of the City Commission
FROM: Mayor Pro Tem Keith Dowdell
Attorney Gary Roberts, City Attorney
SUBJECT: 2.15 Consideration (continuation)

See enclosed documents – Mayor Pro Tem Dowdell will lead commission through documents, information and discussion.

Janice Shackelford

From: P Phillips <pcp66p@hotmail.com>
Sent: Tuesday, November 02, 2021 3:55 PM
To: Anessa Canidate; Keith Dowdell; fbass@comcast.net; Jack Mclean (admin); Angela Sapp; Janice Shackelford; Ronte Harris
Subject: Unethical Activity-City Manager-Commissioner

Dear Quincy Leaders,

Is it true??? I am respectfully asking that you investigate the allegations that City Manager Jack McLean has loaned Commissioner Angela Sapp \$20,000. If this is the case this compromises all of her votes on items presented by the city manager. As much as this city needs new management will she be able to vote against him given this conflicted financial relationship. The citizens of Quincy want the same energy, from the commission, that was put into investigating Comm. Daniel McMillan. That process taught the citizens a lot. Be fair and be true governors of yourselves, each other and your behavior.

We look forward to the findings of your investigation and each of you working to regain our trust.

-PP

CITY OF QUINCY
Vendor Payment History

From 09.01.2016 To 10.12.2021, for Vendor: 146850

Check No	Check Type	Check Date	Check Status	Discount	Check Amount	Invoice IN Number	Invoice Number	Amount Paid	Invoice Date	Description
146850	BROOKS JAMPOLIS									
1001077	CHK	09.30.2016	CLRD	0.00	4,500.00	1	9/29/2016	4,500.00	09.29.2016	FINISH SCADA ROOM
9938184	CHK	03.23.2017	CLRD	0.00	300.00	1	10010	300.00	03.23.2017	PRIMARY DIAGNOSIS/ INSPECTION
9940480	CHK	06.01.2018	CLRD	0.00	10,000.00	1	5/31/2018	10,000.00	05.31.2018	Replace carpet and tile in RD
9940907	CHK	06.07.2018	CLRD	0.00	10,000.00	1	6/7/2018	10,000.00	06.07.2018	Rpl. carpet/tile in RD part- 2
9940546	CHK	06.14.2018	CLRD	0.00	10,000.00	1	6/14/2018	10,000.00	06.14.2018	Replace carpet and tile in RD
9940649	CHK	06.28.2018	CLRD	0.00	5,000.00	1	6/27/2018	5,000.00	06.27.2018	Replace carpet and tile in RD
9940573	CHK	07.19.2018	CLRD	0.00	9,000.00	1	0000	9,000.00	06.25.2018	renovations fo rd edwards bldg
9940784	CHK	07.19.2018	CLRD	0.00	12,000.00	1	0000-1	9,000.00	07.19.2018	second draw on 2nd contract
9940901	CHK	08.02.2018	CLRD	0.00	3,700.00	1	11020	3,000.00	07.17.2018	added on to 2nd contract
9940947	CHK	08.09.2018	CLRD	0.00	5,000.00	1	11025	3,700.00	08.02.2018	install new fence around ac un
9942613	CHK	05.10.2019	CLRD	0.00	2,800.00	1	11030	5,000.00	08.09.2018	final draw for phase 2 labor
9942703	CHK	05.23.2019	CLRD	0.00	2,500.00	1	1115	2,000.00	05.08.2019	remove shifted concrete sidewalk
9943895	CHK	11.21.2019	CLRD	0.00	3,000.00	1	1120	2,500.00	05.15.2019	Chart/Install ramp-Hadison St.
9946969	CHK	03.11.2021	CLRD	0.00	300.00	1	1147	3,000.00	11.12.2019	replaced damaged countertop
9947213	CHK	04.22.2021	CLRD	0.00	3,640.00	1	1150	2,080.00	03.10.2021	HILLSIDE PARK BATHROOM TRIM WO
9947327	CHK	05.13.2021	CLRD	0.00	5,570.00	2	1151	2,080.00	04.16.2021	TANYARD CREEK PARK REPAIRS
TOTAL				0.00	86,510.00	1	05122021JMM	5,570.00	04.16.2021	BOBBY NEALY SPORTS COMPLEX RRP
				0.00	86,510.00	1		5,570.00	05.12.2021	KITCHEN REMODELING PROJECT

Grand Total:

0.00 86,510.00

Number of Checks: 16

CITY COMMISSION
Tuesday, September 8, 2020
6:08 P.M. (Eastern)

VIRTUAL REGULAR MEETING
QUINCY, FLORIDA 32351

CITY COMMISSION VIRTUAL REGULAR MEETING MINUTES

The City of Quincy City Commission met in a regular virtual session via Zoom Communication and Video Conferencing, Tuesday, September 8, 2020, with Mayor Route Harris presiding and the following Commissioners present:

Mayor Pro-Tem Angela G. Sapp
Commissioner Anessa A. Candidate
Commissioner Keith A. Dowdell (tardy)
Commissioner Freida Bass-Prieto

City Staff and Guest:

Jack L. McLean Jr., City Manager
Gary Roberts, City Attorney
Janice Shackelford, City Clerk
Glenn Sapp, Police Chief and Sergeant-at-Arms
Bernard Piawah, Building and Planning Director
DeCody Fagg, Parks and Recreations Director
Reggie Bell, Public Works Director
Curtis Bridges, Fire Chief
Dr. Beverly Nash, Grants
Vancheria Perkins, Executive Assistant to the City Manager
Robin Ryals, Utilities Director
Marcia Carty, Finance Director
David Rittman, IT Administrator
Rob Nixon, CRA Manager
Jim Southerland Sr., WQTN-18 Administrator
Joshua Williams, IT Contractor

Rick Durbrow, Sustainability Advisor, Integrated Recovery Coordination
(IRC), US Environmental Protection Agency
Aisa Hefner, Project Design Team Leader and Senior Associate,
Sixes Solutions, Charlottesville, Virginia

The regular virtual meeting was recorded, televised, and transmitted by way of the City of Quincy's Facebook page, TV Channel (WQTN-18), and Zoom Communication and Video Conferencing. (Please note: digital formatted documents/media are public records.)

1. Called to Order:

Summary of Discussions by Staff and Commissioners

City Manager Jack L. McLean Jr stated that this is an item Dr. Plawah is bringing back to the Commission to select their district's representative and two at-large representatives.

City Manager Jack L. McLean provided staff recommendation of the two at-large appointees; Felicia Redding and Jeanette Thomas.

Mayor Pro Tem Mayor Sapp stated that Mr. Vernon Love would be District Two's Representative.

Commissioner Candidate stated that Mr. Victor Keaton would be District Five's Representative.

Mayor Harris stated that the charter does not require that the appointee lives in a specific district, and asked that the grid reads City Commission Appointee.

Mayor Harris clarified Mayor Pro Tem Sapp's question that the two at-large appointees are staff appointees.

Mayor Pro Tem Sapp stated that she would like to keep Brook Jampole and Felicia Redding as an at-large appointee's because of their construction expertise.

Mayor Harris stated the suggested change to the at-large appointees to Brook Jampole and Felicia Redding and removing Jeanette Thomas.

With no further discussion, Mayor Pro Tem Sapp offered a motion to approve the names of the PDRB appointees and leaving Mr. Brook Jampole and Ms. Felicia Redding on the board as at-large appointees.

Commissioner Bass Prieto seconded the motion.

Mayor Harris read the names of the appointees:

District One, Lucinda Gee

District Two, Vernon Love

District Three, Kerwyn Jone Wilson

District Four, Dan Hooker

District Five, Victor Keaton

At -large, appointees, Brook Jampole and Felicia Redding

The Motion carried 5 to 0

(Note that Commissioner Dowdell cast his vote via the chatbox.)

10. Citizens to be Heard Comments

For Information ONLY

From: Vancheria Starling
Sent: Tuesday, December 21, 2021 11:44 AM
To: Beverly Nash; Beverly Nash
Subject: Department Heads on LeVe

Good Morning Dr. Nash,

For your information, the following people are on leave:

- Vancheria Starling: 12/21/21 - 1/4/22
- DeCody Fagg: 12/20/21 - 12/28/21 (Eric Walker is in charge)
- Chief Anthony Baker: 12/20/21 - 1/4/22 (Asst. Chief Telly Matthews is in charge)
- Celese Whiddon: 12/21/21 - 1/4/22
- Reggie Bell: 12/23/21
- Robin Ryals: 12/23/21 - 1/4/22 (Mo Cox and Michael Pennington are in charge)

Thanks,
Van

Sent via the Samsung Galaxy S21 Ultra 5G, an AT&T 5G smartphone
Get [Outlook for Android](#)

From: Marcia Carty
Sent: Wednesday, December 22, 2021 11:07 AM
To: Beverly Nash
Subject: FW: 4399-097-R: FEMA APPROVAL

FYI

From: Brittany Figueroa [mailto:Brittany.Figueroa@em.myflorida.com]
Sent: Wednesday, December 22, 2021 10:26 AM
To: Artenia Jones <ajones@myquincy.net>
Cc: Marcia Carty <mcarty@myquincy.net>; Dawn Davis <Dawn.Davis@em.myflorida.com>
Subject: FW: 4399-097-R: FEMA APPROVAL

Good morning,

Below is the email award notification. The contract is being developed and should be sent to the City via email with the next week to two weeks.

Thank you,
Brittany Figueroa, MPA, MSP
Project Manager - Hazard Mitigation Grant Program
Florida Division of Emergency Management
Phone: ~~850-792-4061~~
Brittany.Figueroa@em.myflorida.com

From: Brittany Figueroa
Sent: Friday, November 19, 2021 2:55 PM
To: 'Beverly Nash' <bnash@myquincy.net>; Jack Mclean (admin) <jmclea@myquincy.net>
Cc: Dawn Davis <Dawn.Davis@em.myflorida.com>
Subject: 4399-097-R: FEMA APPROVAL

Good afternoon, Dr. Nash,

**REF: 4399-097-R (State ID #278), full Project Title, Type
– FEMA APPROVAL**

The Florida Division of Emergency Management (FDEM), Mitigation Bureau, Hazard Mitigation Grant Program is pleased to inform you that the above referenced project has been approved for funding from the Federal Emergency Management Agency (FEMA), for the **above referenced project** and given FEMA Project number **4399-097-R**.

We are in the process of developing and preparing a contract for you to review and approve, which we will email to you.

Remember, no work can commence until the contract has been executed by both parties.

The project was approved for the amounts below and will be managed by FDEM, Mitigation Bureau. As the Point of Contact, you will be responsible for the management of this project. In

the meantime, please review all information provided in this email to make sure that everything is still applicable, and notify me as soon as possible, if this information has changed or if you have any questions regarding this process.

Point of Contact (POC):

Dr. Beverly Nash, Grants
City of Quincy
404 West Jefferson Street
Quincy, FL 32351
bnash@myquincy.net
(850) 618-1888

Budget

Project Costs
Federal Share \$71,957.25
Local Share \$23,985.75
SRMC \$4,797.15

SCOPE OF WORK:

The City of Quincy proposes to mitigate the existing wastewater service by increasing pump capacity and providing emergency backup power at the Virginia Street lift station. The lift station is located at 931 South Virginia Street, Quincy, FL 32351.

The proposed project includes the purchase and installation of a replacement permanent wastewater pump at the Virginia Street Lift Station. The existing pump apparatus is 150gpm and the proposed lift station pump is expected to have a capacity of 350gpm. The proposal also includes the purchase and installation of a permanent 60kW natural gas generator, or an adequate size generator to be determined by the vendor and/or an electrical engineer during the bid process to appropriately support this critical infrastructure, at the lift station which is the system's critical low point. The project includes any necessary electrical wiring, the installation of an Automatic Transfer Switch (ATS) and hardware, a generator pad, and necessary upgrades to the lift station control panel required to support the larger pumps. When completed the City will be able to continue to provide sanitary sewer operation as well as avoid flooding, spills, or service interruptions due to storm events or future power outages.

All project components will be protected against a 500-year flood event by implementing specific activities or by locating them outside the SFHA. The generator will be protected against wind with a rated enclosure based on its location requirements. Activities will be completed in strict compliance with Federal, State and Local Rules and Regulations.

Please provide the financial remittance address for your reimbursements.

I look forward to working with you on this project.

Thank you,

Brittany Figueroa, MPA, MSP

Project Manager - Hazard Mitigation Grant Program
Florida Division of Emergency Management
Phone: 850-792-4061

Brittany.Figueroa@em.myflorida.com

Under Florida law, correspondence with the Florida Division of Emergency Management concerning agency business that is neither confidential nor exempt pursuant to Florida Statutes is a public record and will be made available to the public upon request.

Under Florida law, correspondence with the Florida Division of Emergency Management concerning agency business that is neither confidential nor exempt pursuant to Florida Statutes is a public record and will be made available to the public upon request.

HAPPY HOLIDAYS
TO YOU AND YOUR FAMILY

CITY OF QUINCY
OFFICES WILL BE CLOSED

In Observance of
CHRISTMAS

- Friday, December 24, 2021 and
- Monday, December 27, 2021

In Observance of
THE NEW YEAR

- Friday, December 31, 2021 and
- Monday, January 3, 2022

**SPECIAL NOTE: HOLIDAY SCHEDULE APPROVED BY THE
MAYOR, CITY COMMISSION AND INTERIM CITY
MANAGER. HOWEVER, FRIDAY, DECEMBER 31, 2021 IS
NOT AN OFFICIAL HOLIDAY FOR EMPLOYEES BUT A
GRANTED HOLIDAY.**

