



*Season's
Greetings*

City of Quincy

City Hall

404 West Jefferson Street

Quincy, Florida 32351

www.myquincy.net

Since 1825 An All American City
Quincy
...in the heart of Florida's Future

**Tuesday, December 10, 2019
6:00 PM**

City Hall Commission Chambers

City Commission

Mayor Keith Dowdell - District I
Mayor Pro-Tem Ronte Harris - District III
Commissioner Angela Sapp - District II
Commissioner Freida Bass-Prieto - District IV
Commissioner Daniel McMillan - District V

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





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

AGENDA

**December 10, 2019
6:00 P.M.**

City Hall Commission Chambers

Call to Order

Invocation

Pledge of Allegiance

Roll Call

Approval of Agenda

Special Presentations by Mayor or Commission

1. Presentation to Quincy Police Department
 - Wal-Mart Stores

Approval of the Minutes of the Previous Meetings

2. Approval of Minutes of the 11/12/2019 Regular Meeting
 - Sylvia Hicks, City Clerk
3. Approval of Minutes of the 11/20/2019 Special Meeting
 - Sylvia Hicks, City Clerk
4. Approval of Minutes of the 12/02/2019 Special Meeting
 - Sylvia Hicks, City Clerk

Proclamations

Public Hearings and Ordinances as Scheduled or Agendaed

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

Resolutions

Reports by Boards and Committees

Reports, Requests and Communications by the City Manager

5. Christmas on the Court – Request to Block Street
 - Pastor Charles F. Salem III, New Destiny Christian Church

6. Trinity Contract for Landfill Monitoring
 - Jack L. McLean Jr., City Manager; Bernard Piawah, Building and Planning Director
7. Approval of Rostan Solution LLC Contractual Amendments and Extension
 - Jack L. McLean Jr., City Manager; Beverly Nash, Grant Writer
8. Authorization to Purchase Vehicle for Public Works Department
 - Jack L. McLean Jr., City Manager; Reggie Bell, Public Works Director
9. Authorization to Purchase Vehicle for Utilities Department
 - Jack L. McLean Jr., City Manager; Robin Ryals, Utilities Director
10. Authorization to Purchase Two Vehicles for Parks and Recreation Department
 - Jack L. McLean Jr., City Manager; DeCody Fagg, Parks and Recreation Director
11. Request to Purchase New Servers
 - Jack L. McLean Jr., City Manager; David Rittman, Information Technology Administrator
12. Status Report on Paving Project
 - Jack L. McLean Jr., City Manager; Reggie Bell, Public Works Director
13. Human Resources Monthly Report
 - Jack L. McLean Jr., City Manager; Ann Sherman, Human Resources Director
14. Police Monthly Reports
 - ◆ Monthly Traffic Report ◆ Crime Report
 - Jack L. McLean Jr., City Manager; Glenn Sapp, Police Chief
15. Fire Monthly Reports
 - ◆ Monthly Activity Report ◆ District Calls
 - Jack L. McLean Jr., City Manager; Curtis Bridges, Fire Chief
16. Finance Monthly Reports
 - ◆ P-Card Statements ◆ Allocations ◆ Arrearage Report ◆ Cash Requirements ◆ Financial Report
 - Jack L. McLean Jr., City Manager; Marcia Carty, Finance Director
17. Code Enforcement Report ◆ Status Report on N. Adams Street Sidewalk Project
 - Jack L. McLean Jr., City Manager; Bernard Piawah, Building and Planning Director

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

Comments

- a) City Manager
- b) City Clerk
- c) City Attorney
- d) Commission Members

Comments from the Audience

Adjournment

*Items not in Agenda Packet

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

CITY COMMISSION
CITY HALL
QUINCY, FLORIDA

REGULAR MEETING
NOVEMBER 12, 2019
6:00 P.M.

The Quincy City Commission met in regular session, Tuesday, November 12, 2019, with Mayor Commissioner Dowdell presiding and the following present:

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

Commissioner McMillan made a motion to excuse Commissioners Bass-Prieto and Sapp. Commissioner Harris seconded the motion. The motion carried three to zero.

Staff Present:

City Manager, Jack L. McLean Jr.
City Attorney, Gary Roberts
City Clerk, Sylvia Hicks
Police Chief, Glenn Sapp
Planning Director, Dr. Bernard Piawah
Finance Director, Marcia G. Carty
Human Resources & Customer Service Director Ann Sherman
Public Works Director, Reginald Bell
Fire Chief, Curtis Bridges
Parks and Recreation Director, DeCody Fagg
Utilities Director, Robin Ryals
Grant Writer, Dr. Beverly Nash
Information Technology, Director David Rittman
Executive Assistant to the City Manager, Vancheria Perkins
Dewberry Representative, Matt Chester
OMI Representative, Terry Presnall
Financial Advisor, William McCloud
Sergeant at Arms, Captain Robert Mixson

Call to Order:

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

Approval of the Agenda

Commissioner Harris made a motion to approve the agenda. Commissioner McMillan seconded the motion. The motion carried three to zero.

Special Presentations by the Mayor or Commission

Approval of the Minutes of the Previous Meetings

Approval of the Minutes of the 10/22/2019 Regular Meeting

Commissioner Harris made a motion to approve the minutes of the October 22, 2019 regular meeting. Commissioner McMillan seconded the motion. The motion carried three to zero.

Commissioner Harris made a motion to approve the minutes of the October 29, 2019 special meeting. Commissioner McMillan seconded the motion. The motion carried three to zero.

Proclamations

Public Hearing and Ordinances as Scheduled or Agendaed

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

Resolutions

Resolution 1398-2019 Temporary Road Closure Permit – City of Quincy Christmas Parade

Commissioner McMillan made a motion to approve Resolution No. 1398-2019 authorizing a temporary road closure for the City's Christmas Parade. Commissioner Harris seconded the motion. The motion carried three to zero.

Reports by Boards and Committees

Reports, Request and Communications by the City Manager

City Attorney's Contract

Commissioner Harris made a motion to approve the contract between the City of Quincy and Attorney Gary A. Roberts of the Law Offices of Gary A. Roberts & Associates, LLC and authorize the Mayor to sign the agreement with the following amendment: Section 2(d) If within the spending authority of the City Manager and in the case of an emergency the City Manager will call a special meeting to take up the matter as soon as possible with the Commission. Mayor Dowdell seconded the motion. The motion carried three to zero.

Employee Retirement Plan Enhancements

Ann Sherman, Human Resources Director, proposed the following changes to the Employee Retirement Plan: A larger diversity of fund mix and a general loan provision. Commissioner Harris made a motion to approve the enhancements to the City of Quincy's current American Funds Retirement Plan. Mayor Dowdell seconded the motion. Commissioner McMillan asked if the Employee Retirement Pension Plan Committee had met and

recommended the proposed changes. The Manager said no but the matter had been discussed for a long time. Commissioner McMillan said he didn't have a problem with the changes but they needed to go through the Committee prior to coming to the Commission. The motion carried two to one.

Drainage Improvements to Flagler Street Flooding

Commissioner Harris made a motion to approve the quote/Proposal from Peavy and Sons Construction Co. for \$17,440.00 and authorize the City Manager to execute the proposal. Commissioner McMillan seconded the motion. The motion carried three to zero.

Phone and Internet Services

Commissioner McMillan made a motion to approve the quote/proposal from Comcast for \$4,656.80 and authorize the Manager to execute the proposal. Commissioner Harris seconded the motion. The motion carried three to zero.

Jacobs (OMI) 2019-2020 Contract Amendment \$12

Commissioner Harris made a motion to approve the amendment from Jacobs for the sum of \$1,078,543 and authorize the Mayor to sign the amendment. Commissioner McMillan seconded the motion. The motion carried three to zero.

Approval of Junior Commission By-Laws

Commissioner Harris made a motion to approve the By-Laws for the Junior Commission. Commissioner McMillan seconded the motion. The motion carried three to zero.

Complete List of Re-Roofing Program Applicants – No comments.

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

Florida League of Cities 2019 Legislative Conference

Commissioner Harris informed the Commission that he intends on attending the Florida League of Cities 2019 Legislative Conference to fulfil the ethics obligation. Mayor Dowdell stated he is going to attend the conference also and asked if any other Commissioners plan to attend.

Comments

City Manager

City Manager McLean reported again that the City's annual cleanup days will be November 12th -18th on the south side and November 18th -25th on the north side. Commissioner Harris asked if flyers could be placed on the doors regarding separating the trash.

City Manager McLean reported that the summer youth students will be imputing data into the ADG System. He also announced that young people will be calling to collect the data from the City.

City Manager McLean announced that the City will be giving away Thanksgiving baskets and asked each Commissioner to provide family names to receive a basket from their district as we are planning to distribute approximately 25 baskets.

City Manager McLean announced that the employee Thanksgiving luncheon will be held November 27th at 1:00pm at the Recreation Department.

City Manager McLean stated that he plans to hold a workshop about the P-Cards on Thursday. Commissioner McMillan stated that he won't be available and suggested we wait until we contact the full Commission.

City Manager McLean reported that Commissioner Bass-Prieto asked him to announce the following: thank everyone for a great Trunk of Treats, thank staff for the cleanup in her district, thank you for the house on Dezell Street being torn down.

City Manager McLean stated that he had met with the representatives regarding the SEPA charge and the charge does not sunset and is given to us by SEPA.

City Manager McLean stated that Commissioner Bass-Prieto had questions regarding the transformers power purchase line item. He stated we did have funds at the beginning of the FY and did have the million dollars in the line item but at the end of the year when the last bills come out, there were insufficient funds in the line item. He asked the Finance Director to explain. Ms. Carty reported the end of the year funds were identified in the electric fund from items like the purchase power line item, contingency, and other line items of \$547,947 to purchase the transformers. Mr. McLean also stated that Commissioner Bass-Prieto asked about the radios for the Police and Fire Departments. Ms. Carty stated that they have also been purchased.

City Manager McLean reported that the re-roofing program report is in the packet as well as the turnkey projects and have been provided to Commissioner Bass-Prieto.

City Manager McLean stated that the City Commission meetings can be viewed on the City of Quincy face book page.

City Manager McLean reported that the work on Davis Street is complete.

City Manager McLean reported that Commissioner Sapp's issue has been addressed.

City Manager McLean asked the Utilities Director to explain the situation with the traffic light on Crawford and Stewart Streets. Mr. Ryals reported that the traffic light needs a control cabinet and he does have the money in his budget to install the cabinet or the pedestrian walk.

City Clerk – None

City Attorney

City Attorney Gary Roberts announced that the case involving Ms. Sherman was resolved on October 24th and is awaiting a settlement agreement from the Commission and to schedule a meeting.

Commission Members

Commissioners McMillian thanked the Fire Department for the animal rescue.

Commissioners McMillan asked if there was going to be a Commission meeting the Tuesday before Thanksgiving.

Commissioner Harris – None

Comments from the Audience

Mr. Robert Finley of 213 West King Street asked if the school on King Street was a City school and who was responsible for replacing the blue tarp. The Commission advised him that the school is under the jurisdiction of the Gadsden County School Board.

Mr. Charlie Phillips of 816 Sunset Drive came before the Commission and commend the City for the bridge they installed on North Madison Street in front of the Presbyterian Church thus saving the tree and beautifying the walkway.

Mr. Phillips thanked the City's Utility Department for assisting with installing a utility pole to upright a sagging power line.

Mr. Phillips stated that installing the stop sign on King and Stewart Streets was a good thing and was needed.

Ms. Rosetta Anderson of 825 Arlington Circle came before the Commission to request that the City install a fence or plant some trees along the front of Sunnyvale Cemetery on Stewart Street in front of the school.

Ms. Anderson stated that she and Mr. Ratcliff are planning a voter registration drive, (Knock and Walk), Saturday, November 16, 2019 at Gadsden Arms Apartments beginning at 9:45am.

Rev. Charles Morris of 23201 Blue Star Highway came before the Commission to thank them for the one of the largest and safest events, Trunk of Treats. He also thanked the following sponsors: United Gadsden Inc., Quincy Monticello District of the African Methodist Episcopal Church Presiding Elder Lee Plummer, The Gee and Lee Law Offices , Shawn Mitchel, General Manager Big Bend Transit, North Florida Vault, Gadsden County Times, Riverchase Nursing Home, Gadsden County Commission, Gadsden County Sheriff Department, Gadsden County Chapter of the National Hook-up of Black Women, and Gadsden County School Board. He thanked Reggie Bell and Staff, specifically Adrian Tobias and Larry Daniels. He thanked City Manager, Jack McLean, and the Quincy Police Department.

Mayor Dowdell – None

Commissioner McMillan made a motion to adjourn the meeting. Commissioner Harris seconded the motion. There being no further business to discuss, the meeting was adjourned.

APPROVED:

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

ATTEST:

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

CITY COMMISSION
CITY HALL
QUINCY, FLORIDA

SPECIAL MEETING
NOVEMBER 20, 2019
5:00 P.M.

The Quincy City Commission met in Special session Wednesday, November 20, 2019, with Mayor Commissioner Keith A. Dowdell presiding and the following were present:

Commissioner Daniel McMillan
Commissioner Ronte R. Harris (late)
Commissioner Freida Bass-Prieto
Commissioner Angela G. Sapp

Commissioner McMillan made a motion to excuse Commissioner Harris. Commissioner Bass-Prieto seconded the motion. The motion carried four to zero.

Also Present:

City Manager Jack L. McLean Jr.
City Attorney Gary Roberts
City Clerk Sylvia Hicks
Police Chief Glenn Sapp
Finance Director Marcia Carty
Building & Planning Director Bernard Piawah
Fire Chief Curtis Bridges
Utilities Director Robin Ryals
Parks and Recreation Director DeCody Fagg
Public Works Director Reginald Bell
Human Resources Specialist Carolyn Bush
Executive Assistant to the City Manager Vancheria Perkins

Also Present:

Scott Seagle, Coppins Monroe, P.A.
Larry K. White, LLC

Pursuant to Section 2.51 of the City of Quincy Charter the Quincy City Commission a Special Meeting was held on Tuesday, October 29, 2019 at 6:00 p.m. in the City Commission Chambers to discuss and act on the following: Ann Sherman Settlement Agreement, DEO Rural Infrastructure Fund FY 2019-2020 Florida Panhandle Specific Appropriation 2314 Grant, and Cancellation of the November 26th and December 24th Commission Meetings.

Ann Sherman Settlement

City Attorney Roberts stated that a Mediated Settlement Agreement was reached on October 24, 2019 and was in the best interest of the City. Commissioner Sapp made a motion

to accept the Settlement Agreement as recommended by Counsel. Mayor Dowdell seconded the motion. The motion carried three to zero.

DEO Rural Infrastructure Fund FY 2019-2020 Florida Panhandle Specific Appropriation 2314 Grant.

City Manager McLean stated we are applying for a grant for the Business Park in the amount of \$300,000 and our portion is \$149,000. He stated that the City entered into partnership with Gadsden County Development Council for the submission of the grant and we are taking the lead on the grant. The grant if awarded for up to \$300,000 for infrastructure feasibility studies (environmental), design and engineering or other infrastructure activities (storm water layout, traffic analysis, and utility corridors).

Commissioner Harris entered the meeting

Commissioner McMillan requested that the Manager check with the Department of Transportation, they are planning road improvements in that area. Commissioner Bass-Prieto questioned the number of borings because of a possible cemetery maybe in the area prior to Quincy becoming settled. Commissioner Sapp made a motion to approve submitting the grant application to DEO. Commissioner Harris seconded the motion. The motion carried three to two with Commissioners McMillan and Bass-Prieto casting the nay vote.

Cancellation of November 26, 2019 Commission Meeting

Commissioner Harris made a motion to cancel the November 26, 2019 City Commission Meeting. Commissioner McMillan seconded the motion. The motion carried four to one with Commissioner Sapp casting the nay vote.

Cancellation of December 24, 2019 Commission Meeting

Commissioner Sapp made a motion to cancel the December 24, 2019 City Commission Meeting. Commissioner Harris seconded the motion. The motion carried five to zero.

Commissioner Sapp made a motion to adjourn the meeting. Commissioner Harris seconded the motion. There being no further business to discuss the meeting was adjourned.

APPROVED:

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

ATTEST:

Sylvia Hicks

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

CITY COMMISSION
CITY HALL
QUINCY, FLORIDA

SPECIAL MEETING
DECEMBER 2, 2019
5:30 P.M.

The Quincy City Commission met in Special session Monday, December 2, 2019, with Mayor Commissioner Keith A. Dowdell presiding and the following were present:

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

Also Present:

City Manager Jack L. McLean Jr.
City Attorney Gary Roberts
City Clerk Sylvia Hicks
Finance Director Marcia Carty
Building & Planning Director Bernard Piawah
Public Works Director Reginald Bell
Executive Assistant to the City Manager Vancheria Perkins

Also Present:

Mayor Commissioner Derrick D. Elias
Mayor Commissioner Larry Edwards
Mayor Commissioner Wilson Hinson
Mayor Commissioner Francis McCall

Mayor Dowdell called the Special meeting to order.

Pursuant to Section 2.51 of the City of Quincy Charter of the Quincy City Commission, a Special Meeting was held on Monday, December 2, 2019, at 5:30 p.m. in the City Commission Chambers to discuss and act on the following: 1. P-Card Policy Modification, 2. Hiring Financial Advisor/Series 2003 Refunding, 3. Redistricting Consultant Contract.

P-Card Policy Modification

City Manager McLean stated the policy is Section 2.2, City Commissioners' Issuance of Purchase Cards: City Commissioners can be Cardholders for travel and related expenses to conferences and training events upon notification to the City Manager. City Commissioners' Purchasing Cards shall remain in the possession of the Manager's Office. The City Manager's Office will make the Commissioners' travel arrangements and may use the Purchasing Cards to pay for travel expenses such as airline costs, rental car costs, and any other related expenses. On the day before travel, the Commissioner may obtain possession of the Purchasing Card and at the conclusion of travel shall return the Purchasing Card to the City Manager's Office.

Commissioner Bass-Prieto stated that she disagreed with the policy change. Since the Commissioners no longer had the P-Cards in their possession, there haven't been any problems with the cards. She stated when she reviewed the policy it did not say you could use the card and then pay it back. It stated if you used the card improperly you must pay it back. She asked if it was too much to ask for a Commissioner to be reimbursed for any expenditures while attending conferences upon their return. She said she reviewed the p-card statements and in 2018, she questioned Commissioners remaining an extra day at the hotel after the conference ended at the tax payers expense.

Commissioner McMillan stated he couldn't support this item and he had requested the travel policy and still hadn't received it to date.

Commissioner Harris made a motion to approve adding Section 2.2 related to City Commission Travel. Commissioner Sapp seconded the motion. The motion carried three to two with Commissioners McMillan and Bass-Prieto casting the nay votes.

Hiring of Financial Advisor/Series 2003 Bond Re-Funding

Marcia Carty, Finance Director and Jim Gollahon of Gollahon Financial Services, Inc. via telephone reported to the Commission that in an analysis, he estimated that the City could save \$850,000 (after expenses) in the remaining ten years of the bond issue. He stated that currently the interest rate is 5% and is estimated to be 2% plus making the debt service the same amount each year.

Commissioner McMillan stated that he had just received the information and could not make an intelligent decision on the matter. He requested that in the future, they receive the material several days prior to a meeting. Commissioner Sapp agreed stating she would like to have the information in advance of the meeting. Commissioner Bass-Prieto stated she would also.

Commissioner Harris made a motion to authorize the Mayor to execute a Letter of Agreement between the City of Quincy and Gollahon Financial Service, Inc. Mayor Dowdell seconded the motion. The motion carried four to one with Commissioner McMillan casting the nay vote.

City of Quincy Re-Districting

Linda Dilworth and Matthew Isbell of KMR Consultants, LLC, came before the Commission for the purpose of providing professional consulting and planning services to be delivered for developing, executing, and managing redistricting consulting services to the City of Quincy. Mr. Isbell stated this would bring the City into compliance with Voter Right's Act.

Paula Phillips of 816 Sunset Drive came before the Commission and asked why the big hurry about redistricting as the 2020 census would be done soon. She also asked if KMR stood for Knowles, Marks, and Randolph. Ms. Dilworth stated they were just random letters in the alphabet and KMR was her company.

John Garcia of 215 North Madison Street stated it did not make any sense to do a study using the old ACS data when the new census would be coming out soon.

Ryan McFarland of 500 Forest Drive stated we shouldn't use the old data to redistrict.

Commissioner Bass-Prieto asked Ms. Dilworth what their address was. Ms. Dilworth 3065 Highland Oaks Terrace Tallahassee, Florida. Ms. Bass-Prieto stated that is the same address and KMR. Ms. Bass-Prieto then stated we needed to put this out for RFP as the Commission had not approved this item.

Commissioner Harris stated that the districts are unfair and he is in support of an ordinance change.

Commissioner McMillan made motion to put the item out for RFQ. Commissioner Bass-Prieto seconded the motion. The motion carried three to two with Commissioners Harris and Dowdell casting the nay votes.

Commissioner Bass-Prieto told the City Manager that according to the Charter, special meetings, materials, and notices must be delivered to their places of business or homes, not via email.

Commissioner McMillan made a motion to adjourn the meeting. Commissioner Bass-Prieto seconded the motion. There being no further business the meeting was adjourned.

APPROVED:

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

ATTEST:

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



NEW DESTINY CHRISTIAN CHURCH MINISTRY, INC.

847 Jetty Ave, Quincy, FL, 32351

850-627-4987 newdestinyccinc@gmail.com

Bishop Charles F. Salem III, Senior Pastor

December 6, 2019

To: City of Quincy

We are writing this letter on behalf of the Youth Department of New Destiny Christian Church Ministry, Inc. We are a non-profit ministry that seek opportunities to help the youth in our community. Our goal is to impact the lives of young people through community outreach events such as Christmas on the Court which will be held December 14, 2019 in the Shaw Quarters Community in Quincy, FL. The event is a safe alternative for youth to have fun while participating in games and activities. Youth will receive gifts and be served food and drinks.

We are requesting that Chalk and Lowe Street be blocked off from 9am-1pm for the event. Your support of this event will make a huge impact. Our tax-exempt number is 85-8017234322C-5.

Thank you in advance for your consideration.

Sincerely,

Pastor Charles F. Salem III

New Destiny Christian Church

NEW DESTINY CHRISTIAN CHURCH PRESENTS...

CHRISTMAS ON THE COURT

**December 14, 2019 (10AM – 12PM)
Shaw Quarters Basketball Court**

**NEW DESTINY CHRISTIAN CHURCH
906 E. JEFFERSON STREET, QUINCY, FL 32351
(WASHINGTON LODGE)
BISHOP CHARLES F. SALEM III, PASTOR
CALL 850.590.3256
EMAIL NEWDESTINYCCINC@GMAIL.COM
FOR INFORMATION**

All children must be registered by December 1st to receive a gift.

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

DATE OF MEETING: December 10, 2019

DATE SUBMITTED: December 5, 2019

TO: Honorable Mayor and Members of the City Commission

FROM: Jack L. McLean Jr., City Manager
Bernard O. Piawah, Building and Planning Director

**SUBJECT: Quincy-Byrd Landfill: 2019 -2025 Monitoring Report
Contract with Trinity, Inc.,**

Statement of Issue: This agenda item is a request for authorization to accept the proposal from, Trinity, Inc. for annual monitoring and reporting on Quincy-Byrd Landfill. Per state law, the City is required to conduct a variety of monitoring analysis of the landfill and report to the State DEP. Trinity, Inc., is the engineering company that has been conducting the gas and water sample monitoring and reporting on the landfill for the past several years. At the moment all the cells at the landfill have been closed which resulted in the reduction of the number of required monitoring and reporting from four times a year to just twice a year which substantially reduced the City's financial obligation on the landfill. The City has only six years of required monitoring and reporting left; that is after July 2025, the City will no longer be required to conduct gas and water sample monitoring of the landfill. In view of that, Trinity, Inc has submitted a proposal that covers the remaining six-year period and will retain them to continue the monitoring and reporting for the duration. The cost for each year (which is about \$10,000.00) stated in the proposal is similar to previous year's quotes. The Cities staff is recommending that the City Commission approve the proposal. (See the attachment).

OPTIONS:

- Option 1: Authorize staff to accept the proposal from Trinity, Inc. for monitoring reports on Quincy-Byrd Landfill for the duration: 2019 to 2025.
- Option 2: Do not authorize staff to accept the proposal from Trinity, Inc. to conduct monitoring reports on Quincy-Byrd Landfill.

Staff Recommendation:

Option 1

Attachment: Trinity, Inc., proposal

December 5, 2019

Via Electronic Mail

Bernard Piawah, Ph.D.
Building and Planning Director
City of Quincy
404 W. Jefferson Street
Quincy, Florida 32351

Re: Fiscal Year 2019-2025 Compliance Monitoring and Reporting
Quincy-Byrd Closed Landfill
DEP File No. 0127121-007-SF
Facility WACS ID No. 5729

Dear Dr. Piawah:

TRINITY Analysis & Development Corp. (TRINITY) is pleased to submit the following cost estimate for compliance monitoring and reporting as they pertain to the Quincy-Byrd Landfill permit requirements.

Scope of Work

Task 1: January Fall Semiannual Report

In accordance with the site's permit TRINITY will report all representative water quality monitoring results to the Florida Department of Environmental Protection (FDEP) within 60 days from completion of laboratory analysis. In accordance with Rule 62-160.240(3), F.A.C. and Rule 62-160.340(4), Florida Administrative Code (F.A.C.), water quality data contained in the report shall be provided to the Department in an electronic format consistent with requirements for importing into ADaPT database.

The report shall include but not be limited to the following:

- DEP Form 62-701.900(31), Water Quality Monitoring Certification;
- The facility name and identification number, sample collection dates, and analysis dates;
- All analytical results, including all peaks even if below maximum contaminant levels;
- Identification number and designation of all surface water and ground water monitoring points;
- Applicable water quality standards;
- Quality assurance, quality control notations;
- Method detection limits;

- Water levels recorded prior to evaluating wells or sample collection. Elevation reference shall include the top of the well casing and land surface at each well site at a precision of plus or minus 0.01 foot (using a consistent, nationally recognized datum);
- An updated ground water table contour map signed and sealed by a professional geologist or professional engineer with experience in hydrogeologic investigations, with contours at no greater than one-foot intervals unless site-specific conditions dictate otherwise, which indicates ground water elevations and flow direction; and
- A summary of any water quality standards or criteria that are exceeded.

Task 2: January 1, Fall Monitoring Only Report

In accordance with the approved Revised Monitoring Only Plan (MOP) dated March 11, 2011, and the FDEP Site Assessment Report review letter dated October 6, 2008 TRINITY will submit a Monitoring Only Report (MOR).

The report shall include but not be limited to the following:

- Laboratory reports with supporting documentation;
- Tabulated data for water levels from all monitoring wells;
- Tabulated data for the contaminants of concern for the MOP wells and the permit wells;
- Groundwater elevation and flow interpretations;
- Updated trends for water levels, Iron and Vinyl Chloride versus rainfall; and
- Plume maps for Iron for the MOP and permit wells.

Task 3: Annual Gas Monitoring and Report

In accordance with the site's permit monitoring for methane gas at the property boundary and within structures on the property shall be performed annually to determine the effectiveness of the gas migration controls. Trinity will:

- Sample the eight soil gas probes and the ten interior building locations depicted on Attachment 2B, Gas Monitoring Network of the site's permit;
- Gas monitoring will be conducted with a calibrated Landtec GEM-5000+ or equivalent;
- Submit a report to FDEP no later than July 1 of each year. The gas monitoring results will be reported as a percent of the lower explosive limit, calibrated to methane.

Task 4: July 1, Spring Semiannual Report

In accordance with the site's permit TRINITY will report all representative water quality monitoring results to the Department within 60 days from completion of laboratory analysis. In accordance with Rule 62-160.240(3), F.A.C. and Rule 62-160.340(4), F.A.C., water quality data contained in the report shall be provided to the Department in an electronic format consistent with requirements for importing into ADaPT database.

The report shall include but not be limited to the following:

- DEP Form 62-701.900(31), Water Quality Monitoring Certification;
- The facility name and identification number, sample collection dates, and analysis dates;

- All analytical results, including all peaks even if below maximum contaminant levels;
- Identification number and designation of all surface water and ground water monitoring points;
- Applicable water quality standards;
- Quality assurance, quality control notations;
- Method detection limits;
- Water levels recorded prior to evaluating wells or sample collection. Elevation reference shall include the top of the well casing and land surface at each well site at a precision of plus or minus 0.01 foot (using a consistent, nationally recognized datum);
- An updated ground water table contour map signed and sealed by a professional geologist or professional engineer with experience in hydrogeologic investigations, with contours at no greater than one-foot intervals unless site-specific conditions dictate otherwise, which indicates ground water elevations and flow direction; and
- A summary of any water quality standards or criteria that are exceeded.

Task 5: July 1, Spring Monitoring Only Report

In accordance with the approved Revised MOP dated March 11, 2011, and the FDEP Site Assessment Report review letter dated October 6, 2008 TRINITY will submit a MOR.

The report shall include but not be limited to the following:

- Laboratory reports with supporting documentation;
- Tabulated data for water levels from all monitoring wells;
- Tabulated data for the contaminants of concern for the MOP wells and the permit wells;
- Groundwater elevation and flow interpretations;
- Updated trends for water levels, Iron and Vinyl Chloride versus rainfall;
- Plume maps for Iron for the MOP and permit wells; and
- Appropriate conclusions and recommendations for future sampling and reporting requirements.

Assumptions include the following:

- Groundwater sampling and laboratory analysis are not performed or managed by TRINITY;
- The City of Quincy's subcontract laboratory will provide field forms, water levels, and analytical data to TRINITY no later than 30-days prior to the report due date deadline of January 1 or July 1 of each year;
- For the purposes of landfill gas monitoring the operational hours of the landfill are Mon-Sat 7:15am-3:45pm eastern standard time;
- All submittals to FDEP and to the City of Quincy are purely electronic. No hard copies of reports will be provided; and
- Any changes to the site's permit may necessitate changes to this quote.



Cost Estimate

TRINITY's approximate costs estimates are as follows:

- Fiscal Year 2019 Compliance Monitoring and Reporting
 - Task 1: Annual Gas Monitoring and Report \$1,765.00
 - Task 2: July 1, Spring Semiannual Report \$1,940.00
 - Task 3: July 1, Spring Monitoring Only Report \$1,940.00
 - \$5,645.00

- Fiscal Year 2020 Compliance Monitoring and Reporting (escalated 2.5%)
 - Task 1: January 1, Fall Semiannual Report \$2,182.50
 - Task 2: January 1, Fall Monitoring Only Report \$2,182.50
 - Task 3: Annual Gas Monitoring and Report \$1,808.13
 - Task 4: July 1, Spring Semiannual Report \$2,182.50
 - Task 5: July 1, Spring Monitoring Only Report \$2,182.50
 - \$10,538.13

- Fiscal Year 2021 Compliance Monitoring and Reporting (escalated 2.5%)
 - Task 1: January 1, Fall Semiannual Report \$2,237.06
 - Task 2: January 1, Fall Monitoring Only Report \$2,237.06
 - Task 3: Annual Gas Monitoring and Report \$1,853.33
 - Task 4: July 1, Spring Semiannual Report \$2,237.06
 - Task 5: July 1, Spring Monitoring Only Report \$2,237.06
 - \$10,801.57

- Fiscal Year 2022 Compliance Monitoring and Reporting (escalated 2.5%)
 - Task 1: January 1, Fall Semiannual Report \$2,292.99
 - Task 2: January 1, Fall Monitoring Only Report \$2,292.99
 - Task 3: Annual Gas Monitoring and Report \$1,899.66
 - Task 4: July 1, Spring Semiannual Report \$2,292.99
 - Task 5: July 1, Spring Monitoring Only Report \$2,292.99
 - \$11,071.62

- Fiscal Year 2023 Compliance Monitoring and Reporting (escalated 2.5%)
 - Task 1: January 1, Fall Semiannual Report \$2,350.31
 - Task 2: January 1, Fall Monitoring Only Report \$2,350.31
 - Task 3: Annual Gas Monitoring and Report \$1,947.15
 - Task 4: July 1, Spring Semiannual Report \$2,350.31
 - Task 5: July 1, Spring Monitoring Only Report \$2,350.31
 - \$11,348.39

- Fiscal Year 2024 Compliance Monitoring and Reporting (escalated 2.5%)
 - Task 1: January 1, Fall Semiannual Report \$2,409.07
 - Task 2: January 1, Fall Monitoring Only Report \$2,409.07
 - Task 3: Annual Gas Monitoring and Report \$1,995.83
 - Task 4: July 1, Spring Semiannual Report \$2,409.07
 - Task 5: July 1, Spring Monitoring Only Report \$2,409.07
 - \$11,632.11

- Fiscal Year 2025 Compliance Monitoring and Reporting (escalated 2.5%)
 - Task 1: January 1, Fall Semiannual Report \$2,469.30
 - Task 2: January 1, Fall Monitoring Only Report \$2,469.30

TRINITY

○ Task 3: Annual Gas Monitoring and Report	\$2,045.73
○ Task 4: July 1, Spring Semiannual Report	\$2,469.30
○ Task 5: July 1, Spring Monitoring Only Report	<u>\$2,469.30</u>
	\$11,922.93

TRINITY appreciates the opportunity to work with the City of Quincy on this project. If you have any questions regarding this cost estimate, please do not hesitate to contact me at 850.312.6576 or bstewart@trinityadc.com.

Regards,



Parks Medlock
Client Service Manager

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

MEETING DATE: December 10, 2019

DATE OF REQUEST: December 5, 2019

TO: Honorable Mayor and Members of the City Commission

FROM: Jack L. McLean Jr., City Manager
Dr. Beverly A. Nash, Grant Writer

SUBJECT: Approval of Rostan Solutions, LLC Contractual Amendments
and Extension: Hurricane Michael Disaster Recovery

Background:

In November 2018, after the impacts to the City of Quincy by Hurricane Michael, the City pursued the hiring of a contractor/consultant that could assist the City with the pursuit of FEMA funding for recovery and mitigation opportunities.

The contract between Rostan Solutions, LLC and the City of Quincy is under the Houston-Galveston Area Council (H-GAC) Cooperative Purchasing Program, which pre-identifies and pre-procures contractors that are qualified to perform "All Hazards Preparedness, Planning, and Recovery Services". Rostan was one of these contractors/consultants and the City of Quincy selected Rostan Solutions, LLC. The contractual agreement with authorized task order was signed and effective November 29, 2018.

Statement of Issues:

Issue 1: Amend Task Order 292-01 / 001 to correct the error in task order effective date

When Task Order "1" was originally executed, the Agreement's executed date was incorrectly displayed. Rostan has prepared a Task Order Amendment to correct that error for record keeping and consistency purposes. (Amendment 1)

Issue 2: Amend the Master Services Agreement [Agreement] to execute a one-year extension

The Agreement's Term expired on November 28, 2019, section 3.4 ["Term"] allows for two, one-year extensions at the Parties' mutual consent. Rostan has prepared an Amendment to exercise one of these extensions, dating back to November 29, 2019. The contract will then be valid through November 28, 2020.

Issue 3: Retroactively Execute Task Order 292-01 / 002 (June 1, 2019 to November 2019)

As described above, extenuating circumstances resulted in the City and Rostan failing to promptly issue a second Task Order. Rostan has prepared Task Order 292-01 / 002 (“2”) to account for the period between the expiration of task order one and the expiration of the current Agreement term. Rostan has proposed a contract amount of \$60,000.00 for this period to cover expenses incurred.

Issue 4: Execute Task Order 292-01 / 003 (November 2019 to November 2020)

Finally, Rostan is proposing a third task order to cover the period beginning with the execution of the 12-month/one-year extension, running through the end of that extension (11.28.20). Rostan has proposed a not to exceed amount of \$90,000.00 to cover this period. Based on the current status of the City’s claim, this task order and amount should be sufficient to secure FEMA approval and reimbursement of the City’s FEMA Public Assistance claim.

City Commission Action Needed:

Options:

Option 1: Vote to approve the Rostan Solutions, LLC contractual amendments and extension.

Option 2: Vote to deny the Rostan Solutions, LLC contractual amendments and extension.

Attachments:

Exhibit A: Explanation and Justification for Rostan Solutions, LLC Contractual Amendments and Extension: Hurricane Michael Disaster Recovery

Exhibit B: Amendment 1: Amendment to Task Order 292-10/001

Exhibit C: Amendment 2: Amendment to Professional Services Agreement

Exhibit D: Professional Services Task Order Number 292-01/002 (effective June 1, 2019 thru November 28, 2019) and Scope of Services

Exhibit E: Professional Services Task Order Number 292-01/003 (effective November 29, 2019 thru November 28, 2020) and Scope of Services

City of Quincy, FL
DR-4399-FL

**Explanation and Justification for Rostan Solutions, LLC Contractual Amendments and Extension:
Hurricane Michael Disaster Recovery**

Background:

In November 2018, after the impacts to the City of Quincy by Hurricane Michael, the City pursued the hiring of a contractor/consultant that could assist the City with the pursuit of FEMA funding for recovery and mitigation opportunities.

More specifically, Rostan Solutions, LLC (“Rostan”) was selected for the following reasons:

- a. Rostan has FEMA expertise and experiences that included FEMA Public Assistance, Hazard Mitigation, CDBG-DR, FHWA-ER, NRCS, etc.
- b. Rostan has managed more than \$5B in federal assistance since 2012.
- c. Rostan’s personnel have worked on 60+ federally declared disasters, including September 11, 2001, Hurricanes Katrina, Sandy, Harvey and Irma. Have served in nine states, Puerto Rico, and the United States Virgin Islands.
- d. Rostan is a locally based, small business with roots in North Florida and has its primary Disaster Recovery office in Tallahassee, FL.
- e. Rostan has a history of not over-committing resources. By selecting Rostan, it was determined that the company would provide top-notch experts, attention and excellent client services.
- f. The company’s debris expertise would give the City an added benefit in coordinating with the County on debris clean-up procedures and ensuring that all eligible debris was properly accounted for and documented.

The contract and scope of work for Rostan Solutions, LLC was drafted and an initial task order was issued in November 2018. The scope of the damages and potential costs to the City was unknown. At that time, Rostan used an expansive and generic scope of work to ensure that the needs of the City of Quincy would be met in accordance with the requirements from FEMA and State of Florida to receive funding. The period of services for the first task order was limited to six months due to uncertainty in the FEMA processes and an uncertain estimate of the eligible work to be performed.

Due to the catastrophic nature of Hurricane Michael and the resulting breakdown in communication between FEMA, the State of Florida (“FDEM”), the City and Rostan Solutions, LLC, a second task order with Rostan Solutions **was never executed**. Although both the City and Rostan intended for Rostan to continue its work under the original Agreement, the sheer magnitude of the event led to administrative gaps in the current contractual record. In order to maximize the City’s opportunity for federal reimbursement of Rostan’s fees, it is recommended that Rostan and the City seek to re-establish the administrative record in a manner acceptable to FEMA and FDEM.

Explanation:

During the onset of the post-Hurricane Michael effort, it was necessary to determine and report to FEMA all of the damages incurred and estimated costs in order to respond and recover. Usually (in past disasters) FEMA has only required a simple description of damage incurred at each site. In November and

December 2018, the local FEMA staff assigned to Hurricane Michael required a more detailed and comprehensive damage inventory to begin the process, even though that level of detail is normally required later as FEMA site inspections are completed.

It was determined that the new local FEMA requirements were unreasonable, and they backed off, however Rostan had already made an extensive effort and investment to collect detailed damage descriptions (DDD's). Eventually, this information collection was very valuable, because the information was ultimately used to develop FEMA DDD's; provide needed details for FEMA site visits, and grant development.

FEMA processes, along with major State challenges associated with its first major disaster in more than a decade, caused Rostan Solutions, LLC's efforts to be much more labor intense than originally anticipated and outlined in the task order. This resulted in considerable delay to the originally anticipated life cycle of the City's disaster recovery process through the Public Assistance program.

Justification:

The initial contract between Rostan Solutions, LLC and the City of Quincy has a contract period from November 29, 2018 for 12 months. The first task order issued began on contract initiation in November 29, 2018 through May 31, 2019. The paper work to memorialize the contract and task order has a discrepancy on start dates, which should be adjusted by the proposed amendment.

The initial task order was estimated for fees of \$50K from Nov 29, 2018 to May 31, 2019. Because of the magnitude of the Hurricane Michael recovery in Florida, and the confusion caused by the State and FEMA, Rostan mistakenly let the contract task order lapse without notifying the City. Rostan has continued to pursue the goal of working diligently to set the funding pursuit in place for the City of Quincy. The costs incurred during the initial task order period was within the original estimate of \$50K.

Rostan has made adjustments to the invoicing of our services, which reduced the City's costs by \$19K, due to duplicative effort on FEMA documentation and errors made by Rostan staff.

Since the FEMA process was never fully realized until all damages and costs are captured, it was impossible to know in November 2018 at the onset of this effort, how long the pursuit would take, nor how much effort would be required.

The contract does allow for the extension of Rostan's services for an additional 24 months if required and authorized by the City. Currently, we have a better understanding of the FEMA claims for the City of Quincy's pursuit of federal assistance.

The City currently has **16 projects** (aka, grants or "Project Worksheets") submitted under the FEMA claims. The following summarizes the funding, which will be reimbursed by those grants.

1. Category A – Hurricane Debris Operations: **\$852K** accounted for and submitted. Expected to be paid by February 2019 at 95% funding (federal & state shares).
2. Category B – Emergency Protective Measures: At this time, **\$73K** accounted for and submitted. Expected to be paid by January 2019 at 100% funding (federal share).

3. Category C – Roads (street signs, lights & guardrails, etc.): The estimate on this funding is **\$100K** for generators and minor repairs. This cost/documentation is still being compiled and developed.
4. Category E – Buildings & Equipment (seven Projects) and Category G – Parks & Recreational Facilities (two Projects) - These Grants are in place to capture the **estimated \$180K in insurance deductibles** and any costs not covered by the City’s insurance (Turn-Key Program) to restore the damage to these facilities. Estimated \$650K in damage to these facilities. Rostan will reconcile these projects with the insurance proceeds to ensure that FEMA eligible costs are reimbursed. These costs will be reimbursed at 87.5% funding (federal & state shares).
5. Category F – Utilities (Electrical): There is about **\$2.4M in costs** captured for repairs to electric distribution infrastructure and the fiber optic infrastructure. There is about \$2M of this cost submitted to FEMA and is estimated to be paid to the City by Feb 2019. These costs will be reimbursed at 87.5% funding (federal & state shares).
6. Category Z – Management Costs: This administrative fee is obligated as an allowance to the City for management of the FEMA process and reimbursement. This funding is calculated at 5% of the total federal funding obligated. **The estimate of this funding is \$140K.** These funds can be used to cover Rostan fees.

Rostan estimates, at this time, that **Quincy will receive about \$2.7M in the first 60 to 90 days of 2020.** The remaining FEMA funding will be obtained as the restoration is completed, reconciled with insurance proceeds and the grants process is brought to closeout. The goal would be to complete the Hurricane Michael FEMA grants closeout by Oct 2020.

Rostan’s effort in the last year has been in cooperation with City staff, FEMA/State representatives, and consistent with the objectives in the best interest of the City of Quincy’s recovery. At the City’s direction, we would like to continue this process until closeout of the FEMA grants.

Rostan is requesting the City take several administrative actions:

❖ **Amend Task Order 292-01 / 001 to correct the error in task order effective date**

When Task Order “1” was originally executed, the Agreement’s executed date was incorrectly displayed. Rostan has prepared a Task Order Amendment to correct that error for record keeping and consistency purposes.

❖ **Amend the Master Services Agreement [Agreement] to execute a one-year extension**

The Agreement’s Term expired on November 28, 2019, section 3.4 [“Term”] allows for two, one-year extensions at the Parties’ mutual consent. Rostan has prepared an Amendment to exercise one of these extensions, dating back to November 29, 2019. The contract will then be valid through November 28, 2020.

❖ **Retroactively Execute Task Order 292-01 / 002 (June 1, 2019 to Nov 2019)**

As described above, extenuating circumstances resulted in the City and Rostan failing to promptly issue a second Task Order. Rostan has prepared Task Order 292-01 / 002 ("2") to account for the period between the expiration of task order one and the expiration of the current Agreement term. Rostan has proposed a contract amount of \$60,000.00 for this period to cover expenses incurred.

❖ **Execute Task Order 292-01 / 003 (Nov 2019 to Nov 2020)**

Finally, Rostan is proposing a third task order to cover the period beginning with the execution of the 12-month/one-year extension, running through the end of that extension (11.28.20). Rostan has proposed a not to exceed amount of \$90,000.00 to cover this period. Based on the current status of the City's claim, this task order and amount should be sufficient to secure FEMA approval and reimbursement of the City's FEMA Public Assistance claim.

We appreciate the City's confidence in Rostan Solutions, LLC, and looking forward to completing this process with a result that will greatly benefit the City. I am available if anyone at the City has questions or concerns. My direct contact information is Tommy Horton, 850-591-8240, or thorton@rostan.com.



Tommy B. Horton
Vice President
Rostan Solutions LLC

Task Order 292-01/001

Amendment to Task Order 292-01/001

Amendment 1

WHEREAS, the City of Quincy, Florida (hereinafter the “City”) and Rostan Solutions LLC (hereinafter referred to as “Rostan”; collective referred to as the “Parties”) entered into an Agreement for Rostan to provide certain professional services related to federal and state disaster recovery and mitigation programs on November 29, 2018.

WHEREAS, Task Order 292-01/001 was issued simultaneous to the execution of the Agreement; and

WHEREAS, the date of execution of the Agreement was inadvertently and incorrectly identified within multiple sections of Task Order 292-01/001;

THE PARTIES NOW AGREE:

Task Order 292-01/001 shall be revised to reflect as follows:

*[Preamble] Subject to the Agreement between the City of Quincy, Florida [the **CLIENT**] and Rostan Solutions, LLC [**ROSTAN**] effective November 29, 2018, the **CLIENT** hereby authorizes **ROSTAN** to perform services as specified in this Task Order and in accordance with the above-mentioned Agreement. [...]*

3.) Period of Service: The period of service shall be November 29, 2018 through May 31, 2019.

This amendment is hereby agreed to and is incorporated into the Agreement and Task Order 292-01/001 as of the date of the signature of the latest party’s authorized agent.

CITY OF QUINCY, FL

ROSTAN SOLUTIONS, LLC

By: _____

By: Tommy Horton _____

Title: _____

Title: Vice President _____

Signature: _____

Signature: _____

Date: _____

Date: _____