

**CITY OF QUINCY, FLORIDA  
REGULAR CITY COMMISSION  
AGENDA REQUEST  
Monthly Report**

**Date of Meeting:** March 22, 2022

**Date Submitted:** March 17, 2022

**To:** Honorable Mayor and Members of the City Commission

**From:** Dr. Beverly Nash, Ph.D., Interim City Manager  
Carolyn Bush, Interim Director, Human Resources  
Department

**Subject:** Monthly Report: **February 17, 2022 – March 17, 2022**

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Per the Human Resources Department and staff.

**HUMAN RESOURCES DEPARTMENT  
MONTHLY REPORT  
FEBRUARY 17, 2022 – March 17, 2022**

**NEW HIRES**

<b>Name</b>	<b>Department</b>	<b>Ethnicity</b>	<b>Gender</b>
<b>Kenneth Richardson</b>	<b>Fire</b>	<b>B</b>	<b>M</b>
<b>Taylor Brockhouse</b>	<b>Fire</b>	<b>W</b>	<b>M</b>
<b>Stephen Brush</b>	<b>Fire</b>	<b>W</b>	<b>M</b>
<b>Jamia Bittle</b>	<b>Police-Dispatch</b>	<b>B</b>	<b>F</b>
<b>Rooney Mackey, III</b>	<b>Police</b>	<b>B</b>	<b>M</b>

**PROMOTION**

<b>Name</b>	<b>Department</b>	<b>Ethnicity</b>	<b>Gender</b>
<b>NONE</b>			

**TERMINATION**

<b>Name</b>	<b>Department</b>	<b>Ethnicity</b>	<b>Gender</b>
<b>Theodore Canidate</b>	<b>Public Works</b>	<b>B</b>	<b>M</b>

**RESIGNATION**

<b>Name</b>	<b>Department</b>	<b>Ethnicity</b>	<b>Gender</b>
<b>NONE</b>			

**RETIREMENT**

<b>Name</b>	<b>Department</b>	<b>Ethnicity</b>	<b>Gender</b>
<b>NONE</b>			

**VACANT/ADVERTISED POSITIONS**

<b>Positions</b>	<b>Department</b>
<b>Police Officer (1)</b>	<b>Police</b>
<b>Building &amp; Planning Director</b>	<b>Building &amp; Planning</b>
<b>Firefighter II (1)</b>	<b>Fire</b>
<b>Utilities Service Technician</b>	<b>Utilities</b>
<b>Meter Reader</b>	<b>Utilities</b>
<b>Human Resource Specialist</b>	<b>Human Resource</b>
<b>Accountant I</b>	<b>Finance</b>
<b>Maintenance Worker I</b>	<b>Public Works</b>

<b>Positions</b>	<b>Department</b>
<b>Grant Writer</b>	<b>Utilities/City Manager</b>
<b>Information Technology Manager</b>	<b>Information Technology</b>
<b>Human Resources and Risk Management Director</b>	<b>Human Resources</b>
<b>City Manager</b>	<b>City Manager/Commission</b>

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

**Date of Meeting:** March 22, 2022

**Date Submitted:** March 15, 2022

**To:** Honorable Mayor and Members of the City Commission

**From:** Dr. Beverly A. Nash, Interim City Manager  
Robin Ryals, Director, Utilities Department

**Subject:** Wolf Tree, Inc. – Labor and Equipment Pricing Increases  
2022

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**Statement of Issue/Justification:**

Wolf Tree, Inc. provides trimming of the right of way maintenance needs for the city's Utilities Department. The company has instituted a rate adjustment for 2022 and is asking for an increase in cost to keep up with labor rates and associated cost for equipment. Because of the increases in the marketplace, Wolf Tree, Inc. is having to amend and adjust contracts/pricing to assure that the services performed are compensated according to labor and equipment increases and changes in necessary standards. The original contract is a piggyback arrangement with the City of Tallahassee.

**Conclusion/Background/Recommendations**

Wolf Tree, Inc. has proven their worth to the City of Quincy by assisting with utility system's reliability and outage management. The attention to the right of way maintenance needs has helped the Utilities Department save many hours of overtime via cutting call outs. In addition, the Wolf Tree, Inc. arrangement has allowed the City crews more time to put lines underground and strengthen overhead lines in critical areas.

**General Recommendation:**

Approval of the attached increases; allowing Wolf Tree, Inc. to continue its work for the City of Quincy.

**GL Number: 403-539-531-30469**

**Options:**

**Option 1: Approve labor and equipment increases for Wolf Tree, Inc. in order to continue working for the City of Quincy, authorizing the Mayor and Interim City Manager to sign letter.**

Option 2: Do not approve labor and equipment increases.

Option 3: Provide direction to staff.

**Staff Recommendation:**

**Option 1**

**Attachment:**

Letter: Wolf Tree, Inc. regarding the price increases for 2022.



December 22, 2021

Robin Ryals  
The City of Quincy  
423 W. Washington St.  
Quincy, FL 32351

**RE: 2022 Labor and Equipment Pricing**

Dear Mr. Ryals,

As discussed, we are proposing, for your consideration, an hourly labor and equipment rate adjustment for 2022. This adjustment will allow us to pass along a rate increase to our employees working on your system and stay competitive in the labor market. Below please find our current and proposed pay rates. If these rates are acceptable, please sign and return a copy of this proposal at your earliest convenience.

Job Classification	Current hourly rate	Proposed hourly rate
Crew Leader	29.26	30.84
Trimmer	25.61	26.99
Ground Person	21.95	23.14

Equipment	Current hourly rate	Proposed hourly rate
Aerial Lift	17.72	18.25
Chipper	5.25	6.25
Saw, ea.	.82	.84

Thank you for the privilege of serving your right-of-way maintenance needs. We look forward to continuing our relationship with City of Quincy. If you have any questions, please do not hesitate to call me at 407-947-0112.

Sincerely,

*Marvin Hassell*

Marvin Hassell  
Sr. Vice President

Wolf Tree, Inc.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

City of Quincy:

Signature: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Dr. Beverly A. Nash, Interim City Manager

Date: March 22, 2022

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

**Date of Meeting:** March 22, 2022

**Date Submitted:** March 16, 2022

**To:** Honorable Mayor and Members of the City Commission

**From:** Dr. Beverly A. Nash, Interim City Manager

**Subject:** Rostan Solutions, LLC – Amendment and Task Order Number: 01 – As Needed Program and Technical Assistance Consulting Services

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**Statement of Issue/Justification:**

Under the previous city management, Rostan Solutions, LLC was requested and required to extend their scope of work by providing additional consulting services and technical assistance, which included, but not limited to grant and program management services, various public assistance programs, proposal and application development, Florida DOT Small County Outreach Program, and disaster recovery services.

Compensation: Shall not exceed, without prior written authorization, \$20,000.00.

**General Recommendation:**

Approval of the amendment and task order; allowing Rostan Solutions, LLC to continue its work for the City of Quincy.

**GL Number:** \_\_\_\_\_

**Options:**

**Option 1: Approve the amendment and task order number: 01 for as needed program and technical assistance consulting services, authorizing the Mayor and Interim City Manager to sign document.**

Option 2: Do not approve.

Option 3: Provide direction to staff.

**Staff Recommendation:**

**Option 1**

**Attachment:**

Amendment and Task Order Number: 01



**PROFESSIONAL SERVICES TASK ORDER**

AMENDMENT NUMBER: 01 to  
Task Order Number: 01  
Task Order Date: January 24, 2022

Subject to the Agreement for Professional Services between Quincy (“**CLIENT**”) and Rostan Solutions, LLC (“**ROSTAN**”), effective as of September 16, 2021 (“**Agreement**”) the CLIENT hereby authorizes ROSTAN to perform services as specified in this Task Order and in accordance with the above-mentioned Agreement.

**1. Basic Project Information.**

Project Name: As Needed Program & Technical Consulting Services  
Project Location: City of Quincy, Florida  
CLIENT Representative: Dr. Beverly Nash, Interim City Manager  
ROSTAN Representative: Keithan Williams, Project Manager

- 2. **Scope of Services:** ROSTAN shall perform its services as described in Attachment 1, Scope of Services, attached and incorporated into this Task Order.
- 3. **Period of Service:** The period of service shall be September 16, 2021 through September 15, 2022.
- 4. **Compensation:** ROSTAN's compensation under this Task Order, which shall not be exceeded without prior written authorization of the CLIENT, is increased by \$10,000.00 for a revised not-to-exceed amount of \$20,000.00.
- 5. **Fee Schedule:** This Task Order's Fee Schedule is incorporated and provided as Attachment 2.

**ISSUED AND AUTHORIZED**

**BY:** City of Quincy, Florida

Signature: \_\_\_\_\_  
Name and Title: Ronte Harris, Mayor and Presiding Officer of the City Commission and of the City of Quincy, Florida

Signature: \_\_\_\_\_  
Name and Title: Dr. Beverly A. Nash, Ph.D., Interim City Manager

**ACCEPTED AND AGREED TO BY:**

ROSTAN SOLUTIONS, LLC

By: \_\_\_\_\_  
Name: Kyle Jones  
Title: Vice President/Principal

## **PROFESSIONAL SERVICES TASK ORDER**

AMENDMENT NUMBER: 01 to  
Task Order Number: 01  
Task Order Date: January 24, 2022

### **ATTACHMENT 1**

#### **Scope of Services**

The CLIENT intends to engage ROSTAN to perform certain Grant and Program Management Services, as well as any other activities identified within the Scope of Services including, but not limited to: Public Assistance Programs, Stafford Act Section(s) 404 and 406 Hazard Mitigation Assistance Programs, including Proposal/Application Development, BCA Development, Grant and Program Management Services, Technical Assistance, Consulting Services, and Disaster Recovery Services.

#### **Grants Management Consulting Services**

- Provide general grant management consulting.
- Assist in the development of a comprehensive recovery strategy for various funding programs.
- Prepare draft correspondence to State, FEMA, SBA as necessary.
- Facilitate the management of all submitted documentation, including Procurement Specifications for Restoration phase efforts and respond to all STATE/FEMA/SBA Requests for Information (**RFI**).
- Facilitate meetings with applicable agencies
- Preliminary Damage Assessments, DDD Development and EEI Formulation.
- Meetings regarding the PA Program or overall PA damage claim
- Preparing correspondence
- Conduct / Facilitate Site inspections and Eligibility Determinations
- Developing the detailed site-specific damage description
- Evaluating Section 406 hazard mitigation measures
- Reviewing PW Formulation and Project Scoping
- Collecting copying, filing, or submitting documents to support a claim
- Requesting disbursement of PA funds

#### **Eligibility Tasks:**

- Review eligibility issues. Work with CLIENT to develop justifications for work performed to remediate, restore, and mitigate.
- Assist CLIENT in developing approach to filing and tracking costs.
- Assist CLIENT with Cost Analysis and RFI's
- Review contracts and purchasing documentation.
- Review documentation prepared by CLIENT.
- Assist CLIENT with compiling costs and damages for presentation to FEMA and STATE.
- Assist CLIENT to prepare Project Worksheets (PW) documentation.
- Assist CLIENT with any disputes and appeal/arbitration issues

## **PROFESSIONAL SERVICES TASK ORDER**

AMENDMENT NUMBER: 01 to  
Task Order Number: 01  
Task Order Date: January 24, 2022

### **Engagement Task Deliverables:**

- Status meetings; Notes / Action Items
  - Recommendation Memos regarding FEMA Process and/or Policy (as needed)
  - Review Project Worksheet(s) / supporting documentation
  - Draft projects / grant applications for mitigation work / hazard vulnerability / resiliency improvements.
  - Support Services for estimating and scope of work development
-

## **PROFESSIONAL SERVICES TASK ORDER**

AMENDMENT NUMBER: 01 to  
Task Order Number: 01  
Task Order Date: January 24, 2022

### **ATTACHMENT 2**

#### **Fee Schedule**

**Pricing.** The scope of services set forth herein for Task Order 1 is being estimated conservatively as set forth by the CLIENT. The budget estimate for this Task Order is a not-to-exceed amount of \$10,000.00. Task Order budget amount will not be increased without prior written authorization from CLIENT.

**Expenses and Travel.** Rates are inclusive of all costs with the exception to those expenses related to federal per diem for meals and incidentals, allowable mileage and/or rental vehicles, rental vehicle petroleum products, airfare, and lodging. Expenses will comply with General Services Administration (GSA) Federal Travel Regulation (FTR) and Travel/Per Diem Bulletins and be directly passed through without markup. Receipts will be provided.

**Rate Schedule.** Please see the below for ROSTAN's fee schedule under the Parties' Agreement:

#### **Program and Technical Consulting Services:**

<b>PROGRAM:</b>	
Principal/Program Manager	\$185.00
Senior Program Specialist	\$175.00
Project Manager	\$160.00
Senior Consultant	\$150.00
Consultant	\$125.00
Junior Consultant	\$105.00
Administrative Support	\$85.00

**Expenses and Travel.** Rates are inclusive of all costs with the exception to those expenses related to federal per diem for meals and incidentals, allowable mileage and/or rental vehicles, rental vehicle petroleum products, airfare, and lodging. Expenses will comply with General Services Administration (GSA) Federal Travel Regulation (FTR) and Travel/Per Diem Bulletins and be directly passed through without markup. Receipts will be provided

City of Quincy, Florida

**For Information ONLY**

# Explore Government Imposter Scams

Source: FTC's Consumer Sentinel Network

## GOVERNMENT IMPOSTER REPORTS OVER TIME



- ★ Government imposter scams were a top fraud type from 2014 - 2021
- ★ Top payment methods are by gift cards or wire transfer
- ★ Top contact method is by phone

Year  
**2021**

TOTAL NUMBER OF REPORTS  
**396,302**

Note: Based on data reported January 1, 2021 through December 31, 2021.

## TOP GOVERNMENT IMPOSTER SCAMS

- |   |   |
|---|---|
| ★ <b>1</b> Social Security Administration   | ★ <b>4</b> United States Postal Service |
| ★ <b>2</b> Health & Human Services/Medicare | ★ <b>5</b> Police, Sheriff, or FBI      |
| ★ <b>3</b> IRS Imposter                     |   |

Type of Imposter →

Type of Imposter	All
<b>396,302</b> reports	<b>\$1,120</b> median loss
<b>\$442.21M</b> total losses	<b>8.7%</b> reported a loss

- ★ Government agencies don't call people out of the blue with threats or promises of money
- ★ Do not trust caller ID
- ★ Check with the real agency
- ★ Never pay with a gift card or wire transfer
- ★ Report government imposter scams at [ReportFraud.ftc.gov](https://ReportFraud.ftc.gov)



Learn more at [ftc.gov/imposters](https://ftc.gov/imposters)

# SAVING OUR YOUTH

## FAITH & FAMILY EVENT



**Date:** Thursday, March 24, 2022

**Time:** 6:00 P.M. - 8:00 P.M.

**Location:** Curtis Green Park  
(Lake Skillet Community)  
Quincy, FL

**Guest Speaker:** Coach Willie Simmons, Jr.  
Head Football Coach, FAMU

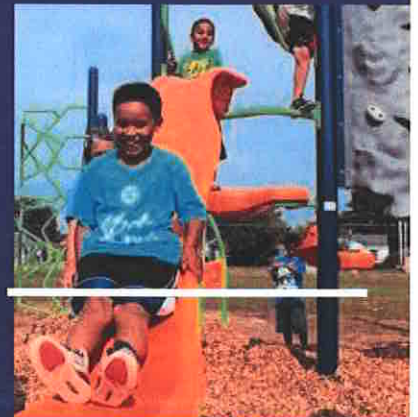
**PRAYER  
&  
WORSHIP**



**Free Food**



**MUSIC, FUN  
& GREAT  
FELLOWSHIP**



Sponsored by our Local Pastors

For more information, please contact Chaplain Jimmy Salters  
Gadsden County Sheriff's Office (850) 443-8020

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404 West Jefferson Street  
www.myquincy.net



Quincy, FL 32351  
850-618-1899

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**Public Works Department**  
**Equipment to Auction**

March 16, 2022

Below is a list of equipment that was taken out to Cooksey Auction for sale on March 19, 2022.

**Public Works**

2003 Boom Truck

1995 Dump Truck

Tiller

Bushhog

**Utilities**

1994 Bucket Truck

1990 Bucket Truck

**Plan to take if have time:**

Chipper

Batwing

Heavy duty trailer

Small Massey Ferguson 231 Tractor

Chevrolet 2500 pickup truck



## Beverly Nash

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**From:** Nina Rocha <Nina.Rocha@uss.salvationarmy.org>  
**Sent:** Thursday, March 17, 2022 11:10 AM  
**To:** Beverly Nash  
**Cc:** Julie Smith  
**Subject:** Gadsden Office Stats - Salvation Army

Dr. Nash,

Thank you for your patience in getting these figures to you. From this point forward, you can expect a monthly report with the stats from our Gadsden office. Below are the numbers for August-February. Please let me know if you need anything else. Thank you for all you do!

In the month of **August**, we provided 9 households with case management, 1 household with utility assistance paid to City of Quincy, 6 households with hygiene kits, 10 households with food pantry visit and 2 individuals experiencing homelessness snack bags.

In the month of **September**, we provided 5 households with case management, 5 households with utility assistance (3 paid to City of Quincy, 2 paid to Talquin Electric), 0 households with hygiene kits, and 3 households with food pantry visit.

During the month of **October**, we were not able to fully staff for the month at the Gadsden office due to Angel Tree registration and needing all hands-on deck, especially with the case manager being able to assist Spanish speaking clients. However, we were able to provide 5 households with case management, 3 households with utility assistance (2 paid to City of Quincy, 1 paid to Talquin Electric), 1 household with hygiene kits, and 2 households with food pantry visit.

In the month of **November**, we provided 5 households with case management, 0 household with utility assistance paid to City of Quincy, 3 households with hygiene kits, 4 households with food pantry visit and 1 individual experiencing homelessness snack bags.

In the month of **December**, we were again not able to fully staff the Gadsden office due to Angel Tree. Nonetheless, we were able to provide 2 households with case management, 0 households with utility assistance, 2 households with hygiene kits, and 2 households with food pantry visit.

In the month of **January**, we provided 9 households with case management, 4 household with utility assistance (1 paid to City of Quincy, 3 paid to Talquin Electric), 3 households with hygiene kits, 6 households with food pantry visit.

In the month of **February**, we provided 17 households with case management, 6 households with utility assistance (3 paid to City of Quincy, 2 paid to Talquin Electric, and 1 paid to City of Chattahoochee), 3 households with hygiene kits, and 8 households with food pantry visit.

For each month, these numbers do not reflect clients from Gadsden County served in the Tallahassee office, nor does it include our daily bread shelves that are open to anyone without question.

*With Appreciation,*

