

City of Quincy

City Hall

404 West Jefferson Street

Quincy, FL 32351

www.myquincy.net



Meeting Agenda

Tuesday, January 28, 2014

6:00 PM

City Hall Commission Chambers

City Commission

Keith Dowdell, Mayor (Commissioner District One)

Larry Edwards, Mayor Pro-Tem (Commissioner District Five)

Micah Brown (Commissioner District Two)

Derrick Elias (Commissioner District Three)

Andy Gay (Commissioner District Four)

**AGENDA FOR THE REGULAR MEETING OF
THE CITY COMMISSION OF
QUINCY, FLORIDA
Tuesday
January 28, 2014
6:00 PM
CITY HALL CHAMBERS**

Call to Order

Invocation

Pledge of Allegiance

Roll Call

Special Presentations by Mayor or Commission

Approval of the Minutes of the previous meetings

1. Approval of Minutes of the 1/14/14 Regular Meeting
(Sylvia Hicks, City Clerk)

Public Hearings 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

2. Resolution No. 1310-2014 - Black Heritage Parade and Road Closing
3. Resolution No. 1311-2014 - Quincy Wastewater Treatment Plant Biosolids Dewatering Facility

Reports by Boards and Committees

Reports, requests and communications by the City Manager

4. City of Quincy for the Waste Water Construction Facility (Biosolids Dewatering Facility)
(Jack L. McLean Jr., City Manager; Mike Wade, Utilities Director)
5. Quincy-Business Park Proposed Certification
(Jack L. McLean Jr., City Manager; Bernard Piawah, Building and Planning Director)

6. Tallahassee Community College: Quincy Campus Site Selection
(Jack L. McLean Jr., City Manager, Bernard Piawah, Building and Planning Director)
7. Report on Quincy-Byrd Landfill Cell 9 Closure
(Jack L. McLean Jr., City Manager; Bernard Piawah, Building and Planning Director)
8. IFAS Annexation Update
(Jack L. McLean Jr., City Manager; Bernard Piawah, Building and Planning Director)
9. Youth Protection Ordinance Quarterly Report
(Jack L. McLean Jr., City Manager; Walt McNeil, Police Chief)
10. Municipality Finance Directors Executive Search Report
(Jack L. McLean Jr., City Manager, Bessie Evans, Human Resources and Risk Management Director)
11. Quincy Fire Department Monthly, Quarterly and Yearly Report
(Jack L. McLean Jr., City Manager; Scott Haire, Fire Chief)
12. Report on the Status of the Audit for FY2012
(Jack L. McLean Jr., City Manager; Jeff Williams, Interim Finance Director)

Other items requested to be agendaed by Commission Member(s), the City Manager and other City Officials

13. City Manager's Contract

Comments

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

Comments from the audience

Adjournment

*Item(s) Not in Agenda Packet

CITY COMMISSION
CITY HALL
QUINCY, FLORIDA

REGULAR MEETING
JANUARY 14, 2014
6:00 P.M.

The Quincy City Commission met in regular session Tuesday, January 14, 2014, with Mayor Commissioner Dowdell presiding and the following present:

Commissioner Larry D. Edwards
Commissioner Micah Brown
Commissioner Derrick D. Elias
Commissioner Gerald A. Gay, III (absent)

Also Present:

City Manager Jack L. McLean Jr.
City Attorney Jerry Miller
City Clerk Sylvia Hicks
Police Chief Walt McNeil
Customer Service Director Ann Sherman
Utilities Director Mike Wade
Fire Chief Scott Haire
Planning Director Bernard Piawah
Interim Finance Director Jeffrey Williams
Public Works Director Willie Earl Banks, Sr.
Parks and Recreation Director Greg Taylor
Human Resources Director Bessie Evans
Executive Assistant to the City Manager Cynthia Shingles
Account Specialist Catherine Robinson
Accountant III Yvette McCullough
Sergeant At Arms Chief Sapp

Commissioner Edwards made a motion to excuse Commissioner Gay. Commissioner Brown seconded the motion. The ayes were unanimous.

Call to Order:

Mayor Commissioner Dowdell called the meeting to order, followed by the Lord's Prayer and the Pledge of Allegiance.

Special Presentations by Mayor or Commission:

Proclamation to Recognize the Heroism of Sylvia Hicks

The following proclamation was read:

PROCLAMATION
TO RECOGNIZE THE HEROISM
OF
SYLVIA HICKS

WHEREAS, on December 16, 2013, Sylvia Hicks, City Clerk for the City of Quincy, demonstrated great bravery, quick thinking and heroism when she saved a choking visitor at City Hall from a potentially life threatening situation by assisting in the performance of Heimlich maneuver; and

WHEREAS, the City Commission wishes to commend Sylvia Hicks for her rapid response and the heroism she demonstrated on December 16, 2013, and for the outstanding example she set for her coworkers, visitors and citizens of all ages;

NOW, THEREFORE; BE IT PROCLAIMED by the City of Quincy City Commission this 14th day of January 2014, that the City Commission does hereby commend Sylvia Hicks for her selfless act of bravery and heroism in saving the life of a fellow human being; and, be it

PROCLAIMED FURTHER, that the Quincy City Commission hereby extends its best wishes to Sylvia Hicks for continued success in all future endeavors.

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

Commissioners Brown, Edwards, Gay, and Elias 2014

Resolution for Jeffery D. Southerland, Sr.

The following resolution was read:

RESOLUTION
CITY OF QUINCY, FLORIDA
EXPRESSING SYMPATHY TO THE
FAMILY OF JEFFREY D. SOUTHERLAND, SR.

WHEREAS, it has pleased our Heavenly Father to translate from the labor of this life, to rest and fellowship with the Saints, in Heaven, our beloved co-worker Mr. Jim Southerland's son, Mr. Jeffrey D. Southerland, Sr.; and

WHEREAS, it is with deepest sympathy and tenderness of our hearts that we, THE CITY OF QUINCY express our sincere love and expression of bereavement to the Southerland family; and

WHEREAS, the passing of your loved one is the will of our Heavenly Father, who never makes a mistake; and

WHEREAS, you must find comfort and consolation in the words of Jesus who said "Cast your burdens on him for earth has no sorrow that heaven cannot heal." Lift up your heads and be strong knowing that God sees and knows just how much you can bear; and

BE IT RESOLVED, that we must rejoice in knowing that the pain and suffering has ended and that he has a home more beautiful than we have ever known; and

NOW, THEREFORE BE IT FURTHER RESOLVED, by the power vested in me, Keith A. Dowdell as Mayor of the City of Quincy, Florida and on behalf of my colleagues of the City Commission: Mayor Pro-Tem Larry D. Edwards, Commissioner Derrick D. Elias, Commissioner Micah Brown and Commissioner Gerald A. Gay, III and the Citizens of Quincy, Florida surrender to the home going of Mr. Jeffrey D. Southerland, Sr.; and

NOW BE IT FURTHER RESOLVED, that a copy of this Resolution be placed in the annual of Quincy's history and a copy presented to the family.

Dated this 14th day of January, 2014

Keith A. Dowdell
Mayor

Sylvia Hicks
City Clerk

Jack L. McLean Jr.
City Manager

The following Resolutions were acknowledged:

Resolution for O. Z. Marshall, Jr. and Neil Louis Eitson

Kimblin E. NeSmith request for a Letter of Support for the Gadsden Leadership and Law Academy:

Kimblin E. NeSmith, Executive Director of the Gadsden Leadership and Law Academy, came before the Commission to request a Resolution/Letter of Support of the benefits to the City and County for continued funding. Mr. NeSmith stated that this is the only program in the United States that offers high school seniors the following benefits in the

areas of Corrections, Public Safety, Telecommunication, Dispatch and Armed and Unarmed Private Security Officer Training with starting salary ranges between \$20,000 and \$37,000, 28 college credits towards an Associate of Science Degree from Tallahassee Community College. Also present was Cadet McSwain and her mother, Ms. McSwain. Commissioner Elias made a motion to direct the Manager to provide a Resolution in support of the program. Commissioner Brown seconded the motion. The ayes were unanimous.

Approval of Minutes of the previous meetings:

Commissioner Elias made a motion to approve the minutes of the December 10, 2013 Regular Meeting. Commissioner Brown seconded the motion. The ayes were unanimous.

Commissioner Edwards made a motion to approve the minutes of the December 16, 2013 Special Meeting. Commissioner Brown seconded the motion. The ayes were unanimous.

Public Hearing as scheduled or agendaed:

Public Opportunity to speak on Commission proposition – (Pursuant to Sec. 286.0114 Fla. Stat. and subject to the limitation of Sec. 286.0114(3)(a)Fla. Stat.)

Use of Corry Field

Mr. Andrew Brown, representative for the Tallahassee Wolves, Inc. a semi-pro football team, came before the Commission requesting the use of Corry Field for a pre-season game on Saturday, January 18, 2014. Commissioner Brown disclosed that he plays with the team and would have to abstain from the vote. Commissioner Elias asked the amount they were paying the City for the use of the field and the condition of the field. The Parks and Recreation Director stated \$600 and the field is in good condition. Commissioner Edwards made a motion to approve the request contingent upon the insurance and indemnification. Commissioner Elias seconded the motion. The ayes were Commissioners Edwards and Dowdell. Nay was Commissioner Elias. Commissioner Brown abstained. The motion carried.

Resolutions:

Reports by Boards and Committees:

Reports, request and communications by the City Manager:

Firefighter's Recognition:

Chief Haire came before the Commission and recognized Firefighter Michael Clark for his generosity and selflessness that was displayed to a family that lost everything. Chief Haire stated that on November 27, 2013, Shift One responded to a house fire on South Love Street. Firefighter Clark and his wife decided to donate coats, toys and other

clothes to the family. Chief Haire stated that we also had a house fire on Christmas Eve on North Chalk Street and one of our County Commissioners came and donated a significant amount of money to the family.

Chief Haire stated that the nominee for Firefighter of the Year for Shift Three is Darrius Dudley. In the past year, Darrius has completed the Department's Pump Operator Course and has been added to the list of potential pump operators. He also has obtained his Fire Inspector I State Certification and recently obtained his Fire Officer I State Certification. Darrius has continued to be a very dependable and valued member of Shift Three. He rarely calls in sick, he schedules leave in a consistent manner as outline by Fire Department Policy and often has to be told to take a day off. Darrius has always been a reliable firefighter on the fire ground. The experience he is obtaining is reflective in his fire ground ability and confidence. Darrius is also a Certified EMT. With that knowledge, Darrius handles medical calls as needed on shift and interacts with every member of the public with high professionalism that is expected of each member of Shift Three. Darrius has a quick wit that helps keep the laughter flowing and the mood light on Shift Three. He also is extremely respectful to his commanding officers. When confronted with constructive criticism, Darrius attacks it head on to learn from it to make sure it isn't a reoccurring situation. His work ethics fits in well with each member of the shift and he is quick to lend a helping hand whenever the need arises. He stated it is with great pride that Captain W. T. Pierce submitted Darrius Dudley as their nominee for Firefighter of the Year.

Resurfacing Roads

Public Works Director Earl Banks reported to the Commission that Staff has identified funding for three streets: North Street from Adams to Calhoun; from Calhoun to Stewart, North Jackson Street from King to North Street to be paved, and mill Valley Drive from East GF&A Drive to and across BW Roberts to the end of Valley Drive via an Interlocal Agreement between the City and Gadsden County. Mr. Banks stated that the funding source is the proceeds from the timber sales that occurred in the last quarter of 2013 in the amount of \$190,000. Commissioner Elias stated that there is no contract attached and the City Attorney need to review prior to the execution. Commissioner Edwards made a motion to approve the lowest bid and authorize the City Manager to execute the resurfacing agreement and award the bid to Roberts & Roberts in the amount of \$68,332.75. Commissioner Brown seconded the motion. Commissioner Edwards stated we budgeted \$1.2 million dollars for paving and asked if we are going to pave King Street and the other streets as stated in the budget. The Manager stated yes. Commissioner Brown stated that Cooper Street needs resurfacing and asked the Public Works Director the estimated time for the remaining streets to be resurfaced. Mr. Banks stated by the end of the fiscal year. Commissioner Elias asked the Manager, since we have \$122,000 left from the timer sales, why can't we resurface more streets. The Manager stated we have allocated funds for two master plans; one for downtown and the other for the Business Park, both in the amount of \$50,000. The Manager stated that we will take a look at Cooper Street to see if it's durable. The Attorney stated that Staff should confirm that the firm/company that received the bid has good documents and responsible vendor. The ayes were unanimous.

Modular Homes

Bernard O. Piawah, Building and Planning Director, reported to the Commission that the City approved a permit for the location of a modular home on Martin Luther King Jr. Boulevard. He stated that several citizens had complained to the Manager regarding the location of the structure. Mr. Piawah stated mobile homes are allowed only in mobile home parks and modular homes are allowed in the City except in the Historic District. He stated that our code, Chapter 46, Section 161, defines modular homes as follows: Modular homes need a dwelling that: 1) is constructed in accordance with the standards set forth by the Department of Community Affairs; 2) is composed of components substantially assembled in a manufacturing plant and transported to the building site for final assembly on a permanent foundation; and 3) consists of two or more sections transported on a truck and erected or joined together on site. Thus a modular home is regarded by the City's code as a dwelling unit that should locate wherever residential units are allowed except in a Historic District where, per Section 46-583(a), they are prohibited in order to maintain integrity of the City's Historic District. As required by the City's code, the structure permitted on M.L.K. has been approved by the State (Former Department of Community Affairs, now housed in the Department of Business of Professional Regulations), and has a state insignia on it. State Requirements Section 553.80(d), F.S. states that "state-approved manufactured buildings, including buildings manufactured and assembled offsite are exempt from local code enforcing agency plan reviews, except for provisions of the code relating to erection, assembly, or construction at the site." All site works are subjected to local permitting and inspections. Section 553.38, F.S. requires modular homes to be subjected to local land use and zoning requirements, fire zone, building setback requirements, side and rear yard requirements, site development requirements, property line requirements, subdivision control and onsite installation requirements. Section 553.38, F.S. further states that "such local requirements and rules which may be enacted by local authorities must be reasonable and uniformly applied and enforced without any distinction as to whether a building is a conventionally constructed or manufactured building", and the permit fee shall be equal to the amount charged for similar permits for conventionally built housing. Thus, according to Section 553.38, F.S. modular homes are to be treated in the same manner as site-built homes with respect to their location, i.e. shall not be discriminated against.

Commissioner Elias stated that he had received several calls regarding the modular home on M.L.K. and another one of his constituents had inquired about putting one on East Jefferson Street. Ms. Denise P. Hannah of 714 South 9th Street stated the modular home should be on a permanent foundation/slab. Mr. Piawah stated that the City's requirements for the location of a modular home is consistent with and implements Section 553.38, F.S. and are identical to the requirements of a site-built home. Modular home applicants complete the same application process as site-built homes. With respect to foundation work, site-built homes have the following options; they could be 1) monolithic; 2) block wall; 3) pier or piling; or other types that should be specifically indicated. Modular homes are granted these same options. It was suggested that the Planning Board review the Ordinance for possible changes. The Attorney reminded the Commission that they shall not discriminate.

Capital Equipment Purchase

Mike Wade, Utilities Director, stated that the Department is requesting the approval for the purchase of a used aluminum bodied dump-trailer for the price of \$14,000 to be used for hauling dewatered bio-solids from the Waste Water Treatment Plant. Mr. Wade stated that the funded source will be from the 2003 Bond Renewal and Replacement Fund and will be reimbursed when the funds are received from the Department of Environmental Protection (DEP) loan disbursement for the Bio-Solids Dewatering Facility loan. Commissioner Edwards made a motion to authorize the purchase for the used 1999 Hardee aluminum dump-trailer for \$14,000. Commissioner Elias seconded the motion. The ayes were unanimous.

Mobile Food Vendors and Mobile Vendors

City Manager McLean reported that since the passage of the Ordinance, a number of vendors approached the City to locate and operate a mobile vending facility on Highway 90. Mr. McLean stated that the Ordinance was amended: the section dealing with affixing tents to the ground and the section concerning license issuance for holidays/special events. The Commission granted a 60 day mobile vending license to a person owning a full service vending vehicle. This particular vehicle has a generator, water and waste disposal system. Commissioners Edwards and Brown both agreed that we are hurting our local people and suggested we allow our citizens to purchase a license. Commissioner Edwards made a motion to allow the item to be sent to the Planning Board for a recommendation and that the matter be brought back to the Commission to have a workshop. Commissioner Brown seconded the motion. Commissioner Elias stated that we passed the Ordinance because we had received complaints from the brick and mortar establishment. The Attorney stated we can't enact legislation against certain classes. The Mayor stated he is not an advocate of the Ordinance because it hurt our local people. The Attorney stated that the issue relates to a permissible use and the applicant is not the property owner and you are looking at changing a land use and don't have a property owner asking for the change. Commissioners Edwards and Brown withdrew their motion. Commissioner Edwards stated he still would like to see some type of change. Commissioner Brown stated he would like to see a change in the Ordinance. Commissioner Elias asked what happens when the 60 days expire for the permit. The Manager stated it will no longer be valid. There was no action taken on this item.

Public Works Quarterly Report – Information Purposes Only

Commissioner Elias stated that he has had some complaints regarding the street sweeper. Mr. Banks stated that since we starting sweeping in December, we have been over the City three times. Mr. Banks asked citizens to give him a call if they had complaints.

Financial/P-Card Statement

Commissioner Elias asked Jeffrey Williams, Interim Finance Director, if \$3,753,690 was the total amount of revenue collected to date. Mr. Williams stated that is the number that was in the financial data system and he can't vouch for it, but can't see where it would vary. Mr. Williams stated that next month, he could give numbers that he can vouch for.

Commissioner Elias asked how the expenditures compare to the revenue/collections. Mr. Williams stated he would have that comparison at the next meeting.

Commissioner Elias asked why the Travel expense line item in the IT Budget was at 201%. The Manager stated he would have to get back with him on that.

Commissioner Elias stated he noticed that on Ms. Moore's P-card, the total was \$35,000. The Manager stated he increased her card to pay off vendors and to control spending. He stated that all spending must be approved by him prior purchasing an item. The Manager stated the next time you will see an increase on his P-card and we pay the p-card off every 30 days, which extends our ability to pay. Commissioner Elias requested the current P-card statement. Commissioner Elias had a concern with the explanation in justification for line item 30491, Executive Office Furniture. The Manager stated he would get a better explanation.

Commissioner Elias stated we paid \$1,300 for 2 benches, where are they. They Manager stated they are on South Adams Street.

Other items requested to be agendaed by the Commission Member(s), The City Manager and other City Officials

City Manager's Contract

Commissioner Edwards stated we should have a workshop to discuss the Manager's contract. Commissioner Elias made a motion to table the item until the next meeting. Commissioner Edwards seconded the motion. The ayes were Commissioners Brown, Edwards, and Elias. Nay was Mayor Dowdell. The motion carried.

Comments:

City Manager

City Manager McLean reported that the Business Park Master Plan Site Certification is progressing smoothly and will report to the Commission with a recommendation at a future date.

City Manager McLean reported that the annexation on Pat Thomas is moving forward, and that we will need a support letter from the County.

City Manager McLean reported that the CRA portion of the Audit should be ready soon and that we will have the Audit by the end of the month, per his conversation with Watson Rice.

City Manager McLean stated he is setting up a fund for fire victims and will call it the Fire Chief Fund.

Commissioner Elias asked the status of the Sheline property. Mr. Piawah stated we have not had any communication since we last sent a letter, but we will begin to inquire.

City Clerk - None

City Attorney

Attorney Miller reminded Commissioner Brown to file a Declaration of Conflict.

Commission Members

Commissioner Elias asked do we have a RFP out for an auditor. The Manager state yes but we don't have time to conduct a fund search for an auditor. He suggested that we use one or the other of the two firms, who have worked with the city this year, to conduct our audit. That would be either Watson and Rice or Thomas Howell and Ferguson. He will have a recommendation at the next meeting.

Commissioner Elias stated that crime has increased in District III, he stated that some people in his district are sitting and waiting for someone to break in.

Commissioner Elias asked how many Police Officers we have on staff. Chief McNeil stated we have 22 positions, 22 bodies. Commissioner Elias asked how many Investigators we have. Chief replied 2. Commissioner Elias asked how many EFT's. Chief replied 30, prior to the reduction in staff. Commissioner Elias stated we may have to hire some more officers.

Commissioner Elias stated we set aside funds to purchase police vehicles and asked the Chief if he had purchased them. Chief McNeil stated that he had not purchased the six (6) vehicles, he is working with the rest of the City to stretch its dollars, and he knows we are financially strapped. Chief McNeil stated that we have had an increase in burglary, 30 in the month of December-it is called the robbery season. He also stated that there is an increase in the number of individuals being released from prison. He has spent approximately \$15,000 of his overtime budget to deal with the extra patrol. Chief McNeil stated that prevention is the key and citizens must play their part to make sure that their doors and windows are locked.

Commissioner Elias asked when the striping will begin in District III. Mr. Banks stated he has been instructed by the Manager to begin striping when we get some good weather. Commissioner Elias stated there are some pot holes in his district that need some attention.

Commissioner Elias asked the Manager if we had any settlement agreements with anyone. The Manager stated no, only the pothole default. He stated the Florida League of Cities handles settlements.

Commissioner Elias requested copies of invoices submitted by the City Attorney.

Commissioner Elias stated that people are complaining about their water bills. The Manager stated they need to come in with their bills, there might be a leak, the numbers may be transposed. Ms. Sherman stated the minimum is \$9.24 for the first 3000 gallons of water and sewer is \$21.25.

Commissioner Elias asked why we sent out the alert that no fireworks are allowed in the City. The Manager stated it is not illegal to sell them, but it is illegal to set them off.

Commissioner Elias stated that the wooden fence is down in the Sunset Acres Park.

Commissioner Elias asked that the City not text his private phone.

Commissioner Elias stated we need to limit our spending and asked for a moratorium on spending.

Commissioner Edwards stated there have been a lot of break-ins in his district as well.

Commissioner Edwards stated that one of his constituent in his district had a high water bill but the problem was not with the bill; the problem was that the constituent had a busted pipe under the house. He thanked Ms. Sherman for working with him.

Commissioner Edwards suggest that contact be made with the department forestry requesting the agency to notify the police department of its helicopter training exercises.

Commissioner Edwards stated he sympathizes with Mr. & Mrs. Southerland lost of their son, sharing that his mother and father recently lost one of their sons.

Commissioner Brown – None

Mayor Dowdell stated that the Police Department worked hard in investigating the break-ins at Carter-Paramore and praised the Police arrest of the person responsible for the break-ins.

Mayor Dowdell stated that there are pot holes in his district that need attention.

Mayor Dowdell stated that Animal Control needs to go on Florida Avenue.

Mayor Dowdell asked, if you have any questions regarding sexual predators, who do you contact. The Police Chief stated the Sheriff Department handles that matter.

Mayor Dowdell asked any citizens, who have a utility bill problem or wish an extension, to please see Ms. Sherman before the cut-off day.

Mayor Dowdell stated that he received an email from Tallahassee Community College (TCC) Facilities Manager prior to the New Year regarding the potential two sites to locate a new facility in the city; the decision will be made in 2 to 3 weeks.

Commissioner Dowdell stated he will be honored on the 27th of January by Tallahassee Community College; he was selected as the first sitting commissioner to be selected for TCC 13th annual Calendar of distinguished African-Americans in the region. The program will begin at 7:00 pm and the meet and greet will occur at 5:45 pm.

Mayor Dowdell stated that the Tanyard Creek sign has fallen down.

Comments from the audience

Ms. Shelanda Shaw, 1153 St. Hebron Road, came before the Commission and asked if the CRA was going to advertise the CRA's position. Mayor Dowdell stated this item will be discussed at the February 11, 2014 CRA meeting.

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

APPROVED:

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

ATTEST:

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

RESOLUTION No. 1310-2014

A RESOLUTION GRANTING THE REQUEST OF THE GADSDEN COUNTY BLACK HERITAGE, CULTURE, AND EDUCATION ORGANIZATION TEMPORARY ROAD CLOSING FOR THE 2014 BLACK HERITAGE PARADE

WHEREAS, Gadsden County Black Heritage, Culture, and Education Organization has requested the closing of certain roads for its 2014 Black Heritage Parade to be held on Saturday, February 22nd, 2014.

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

NOW THEREFORE BE IT RESOLVED by the City Commission of the City of Quincy, Florida, in lawful session assembled, that the city of Quincy does hereby authorize and permit the temporary closing of the following State/County Road; Martin Luther King Jr. Blvd between the intersections of Key Street and South Adams Street, South Stewart Street between the intersections of Martin Luther King Jr. BLVD and Crawford Street, and Crawford Street between the intersections of South Stewart Street and Monroe Street, for the Black Heritage Parade. This road closure will be from 10:00a.m. until 1:00p.m. on Saturday, February 22nd, 2014 for its Black Heritage Parade.

PASSED in open session of the City Commission of the City of Quincy, Florida on the ____ day of _____, A.D., 2014

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

ATTEST:

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

THE CITY OF QUINCY POLICE DEPARTMENT

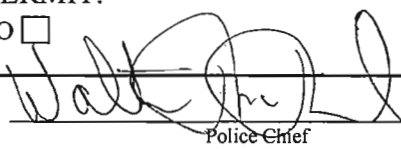
121 East Jefferson Street

Quincy, Florida 32351

Phone: (850) 875-7335

Fax: (850) 627-3979

PARADE/EVENT PERMIT

NAME OF ORGANIZATION		PERSON IN CHARGE		DATE	
Gadsden County Black Heritage Organization		Gwen P. Robinson		January 22nd, 2014	
ADDRESS OF ORGANIZATION				TELEPHONE NUMBER	
P.O. Box 1219 Quincy, Florida 32353				(850) 875-1446	
TITLE OF EVENT					
Black History Parade and Festival Event					
DATE OF EVENT:	ALTERNATE DATE:	START TIME	DURATION OF EVENT	ENDING TIME	
February 22nd, 2014	N/A	10:00 A.M.	7 hours	5:00 P.M.	
EVENT LOCATION OR PARADE ROUTE: (if Permit is for parade, attach map indicating route, starting point and ending point.) :					
SEE ATTACHED MAP FOR PARADE ROUTE;					
THE FESTIVAL EVENT WILL BE HELD ON THE COURTHOUSE SQUARE IMMEDIATELY FOLLOWING THE CONCLUSION OF THE PARADE					
SPECIAL CONDITIONS OR NEEDS: (Any applicable rental fees, clean up fees, Utility fees, or other services required must be approved by the City Manager prior to permit approval.)					
Gadsden County Black Heritage, Culture & Education Organization will be responsible for any and all clean up services for the Parade Route, and the Festival Event that will be held on the Courthouse Square.					
LIABILITY INSURANCE IN THE AMOUNT OF \$1,000,000.00 LISTING THE CITY OF QUINCY AS AN ADDITIONAL INSURED, WITH A HOLD HARMLESS AGREEMENT, MUST BE OBTAINED AND ATTACHED TO PERMIT.					
Insurance and Agreement Attached: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>					
Parade / Event Permit: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied		 _____ Police Chief			
Parade / Event Permit: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied		_____ Mayor			
FDOT Permit: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input checked="" type="checkbox"/> N/A					
COMMENTS: _____					

CERTIFICATE OF COVERAGE

Certificate Holder

City of Quincy
404 West Jefferson Street
Quincy, FL 32351-2328

Administrator

Florida League of Cities, Inc.
Department of Insurance and Financial Services
P.O. Box 530065
Orlando, Florida 32853-0065

Issue Date 1/22/14

COVERAGES

THIS IS TO CERTIFY THAT THE AGREEMENT BELOW HAS BEEN ISSUED TO THE DESIGNATED MEMBER FOR THE COVERAGE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE COVERAGE AFFORDED BY THE AGREEMENT DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH AGREEMENT

COVERAGE PROVIDED BY:

FLORIDA MUNICIPAL INSURANCE TRUST

AGREEMENT NUMBER: FMIT 0503

COVERAGE PERIOD: FROM 10/1/13

COVERAGE PERIOD: TO 10/1/14 12:01 AM STANDARD TIME

TYPE OF COVERAGE - LIABILITY

General Liability

- Comprehensive General Liability, Bodily Injury, Property Damage, Personal Injury and Advertising Injury
- Errors and Omissions Liability
- Employment Practices Liability
- Employee Benefits Program Administration Liability
- Medical Attendants/Medical Directors' Malpractice Liability
- Broad Form Property Damage
- Law Enforcement Liability
- Underground, Explosion & Collapse Hazard

Limits of Liability

* Combined Single Limit
Deductible Stoploss \$10,000

Automobile Liability

- All owned Autos (Private Passenger)
- All owned Autos (Other than Private Passenger)
- Hired Autos
- Non-Owned Autos

Limits of Liability

* Combined Single Limit

TYPE OF COVERAGE - PROPERTY

- Buildings**
 - Basic Form
 - Special Form
- Personal Property**
 - Basic Form
 - Special Form
- Agreed Amount
- Deductible N/A
- Coinsurance N/A
- Blanket
- Specific
- Replacement Cost
- Actual Cash Value

Miscellaneous

- Inland Marine
- Electronic Data Processing
- Bond

Limits of Liability on File with Administrator

TYPE OF COVERAGE - WORKERS' COMPENSATION

- Statutory Workers' Compensation
- Employers Liability
 - \$1,000,000 Each Accident
 - \$1,000,000 By Disease
 - \$1,000,000 Aggregate By Disease
- Deductible N/A
- SIR Deductible N/A

Automobile/Equipment - Deductible

- Physical Damage
 - N/A - Comprehensive - Auto
 - N/A - Collision - Auto
 - N/A - Miscellaneous Equipment

Other

* The limit of liability is \$200,000 Bodily Injury and/or Property Damage per person or \$300,000 Bodily Injury and/or Property Damage per occurrence. These specific limits of liability are increased to \$1,000,000 for General Liability and \$300,000 for Automobile Liability (combined single limit) per occurrence, solely for any liability resulting from entry of a claims bill pursuant to Section 768.28 (5) Florida Statutes or liability/settlement for which no claims bill has been filed or liability imposed pursuant to Federal Law or actions outside the State of Florida.

Description of Operations/Locations/Vehicles/Special Items

RE: Coverage Verification - Black Heritage Parade held on February 22, 2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE AGREEMENT ABOVE.

Designated Member

City of Quincy
404 West Jefferson Street
Quincy FL 32351-2328

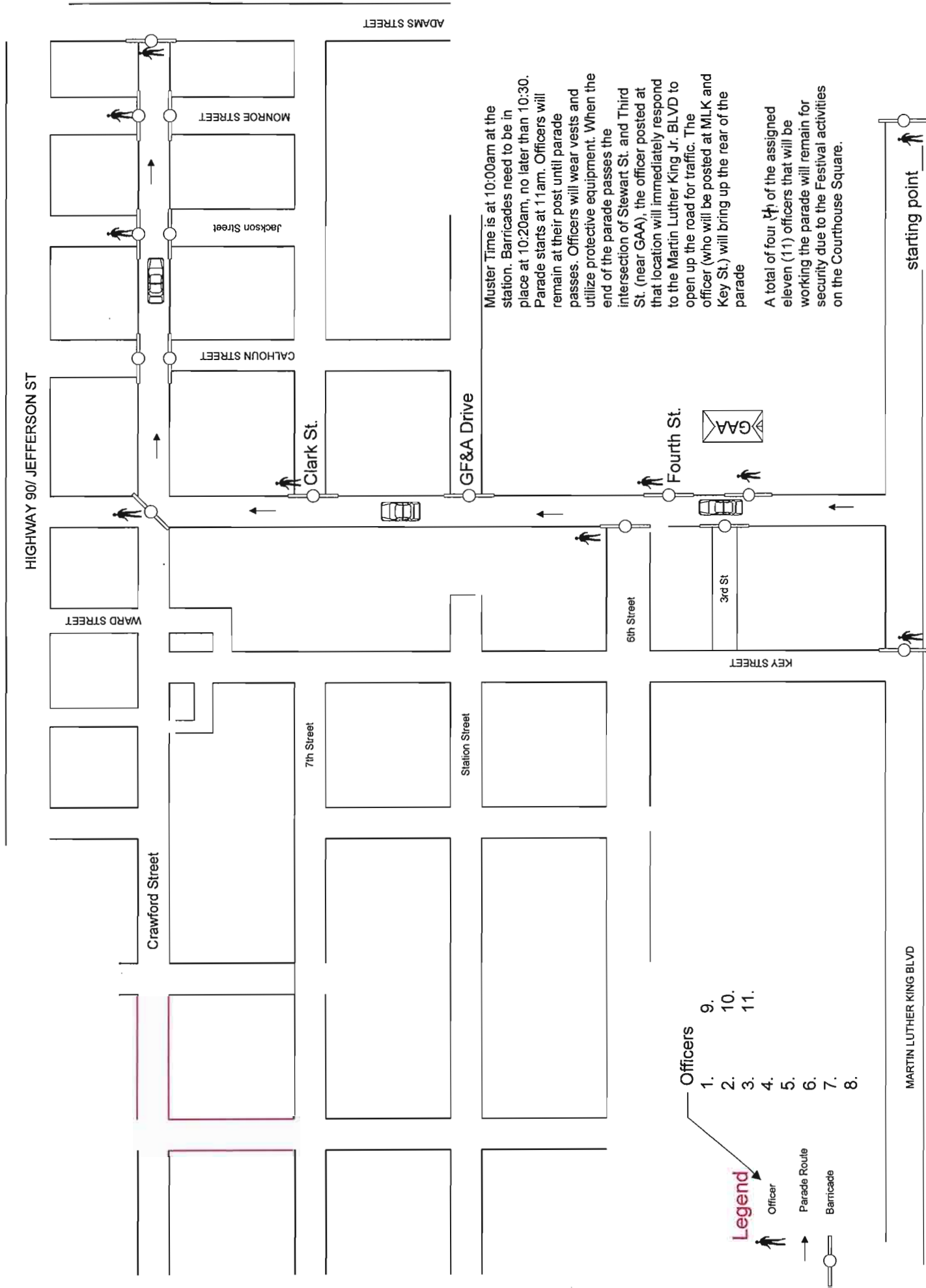
Cancellations

SHOULD ANY PART OF THE ABOVE DESCRIBED AGREEMENT BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 45 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED ABOVE, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE PROGRAM, ITS AGENTS OR REPRESENTATIVES.



AUTHORIZED REPRESENTATIVE

Black Heritage Parade 2014



Muster Time is at 10:00am at the station. Barricades need to be in place at 10:20am, no later than 10:30. Parade starts at 11 am. Officers will remain at their post until parade passes. Officers will wear vests and utilize protective equipment. When the end of the parade passes the intersection of Stewart St. and Third St. (near GAA), the officer posted at that location will immediately respond to the Martin Luther King Jr. BLVD to open up the road for traffic. The officer (who will be posted at MLK and Key St.) will bring up the rear of the parade

A total of four (4) of the assigned eleven (11) officers that will be working the parade will remain for security due to the Festival activities on the Courthouse Square.

- Officers
- 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
 - 7.
 - 8.
 - 9.
 - 10.
 - 11.

Legend

- Officer
- Parade Route
- Barricade

MARTIN LUTHER KING BLVD

starting point

RESOLUTION NO. 1311 – 2014

A RESOLUTION OF THE CITY OF QUINCY TO FACILITATE THE CLOSING OF A CONSTRUCTION LOAN FROM THE DEPARTMENT OF ENVIRONMENTAL PROTECTION'S STATE REVOLVING FUND PROGRAM FOR THE QUINCY WASTEWATER TREATMENT PLANT BIOSOLIDS DEWATERING FACILITY

WHEREAS, this Resolution constitutes a valid and legal obligation of the City of Quincy to facilitate the closing of a construction loan from the Florida Department of Environmental Protection's State Revolving Loan Fund, in the amount of \$564,488 for the "Quincy Wastewater Treatment Plant Biosolids Dewatering Facility"; and

WHEREAS, the loan will provide funding for the design, construction and services during construction plus contingencies at a rate of 1.25%; and

WHEREAS, the City of Quincy filed a Request for Inclusion on or about January 1, 2012, to participate in the state revolving fund programs provided by the Florida Department of Environmental Protection; and

WHEREAS, the Department of Environmental Protection, during a Public Hearing, on or about August 12, 2012, approved the City's request for inclusion in the state revolving fund program; and

WHEREAS, the Department of Environmental Protection sent a January 14, 2013 letter to the City Manager, Jack L. McLean Jr., authorizing the City of Quincy to incur construction costs on the "Quincy Wastewater Treatment Plant Biosolids Dewatering Facility" and to proceed with construction without further delay; and

WHEREAS, the Department of Environmental Protection approved the loan amount of \$564,488 for the City of Quincy for the "Quincy Wastewater Treatment Plant Biosolids Dewatering Facility" at a hearing on February 13, 2013; and

WHEREAS, the annual payment amount amortized over 20 years for the loan is estimated to be approximately \$36,981 per year; and

WHEREAS, the City of Quincy, on March 26, 2013, awarded the bid to the lowest responsible bidder for the construction of the "Quincy Wastewater Treatment Plant Biosolids Dewatering Facility" and authorized the City Manager to execute the loan agreement with the Florida Department of Environmental Protection in the amount of \$564,488; and

WHEREAS, the successful bidder was approved by the Florida Department of Environmental Protection on April 19, 2013; and

WHEREAS, the successful bidder, North Florida Construction Company, Inc. started work shortly after April 19, 2013, completed the work on the "Quincy Wastewater Treatment Plant Biosolids Dewatering Facility" in January 2014 and submitted invoices for the work done to the City of Quincy; and

WHEREAS, the City of Quincy submitted a loan application to the Florida Department of Environmental Protection for the "Quincy Wastewater Treatment Plant Biosolids Dewatering Facility" on or about June 12, 2013; and

WHEREAS, the Florida Department of Environmental Protection, after review of the loan application and subsequent submittal materials, reached the conclusion that a rate adjustment was required pursuant to the existing loan documents with the City: the Drinking Water State Revolving Fund Construction Loan, DW2006010, Clean Water State Revolving Fund Loan, WW641090 and Clean Water State Revolving Fund Loan, 64107P; and

WHEREAS, The City Commission of the City of Quincy recognizes its existing loan obligations pursuant to the rate covenant provisions contained in the Florida Department of Environmental Protection loan agreements; and

WHEREAS, The City Commission of the City of Quincy seeks to provide the necessary assurances sought by the Florida Department of Environmental Protection to close the loan for the "Quincy Wastewater Treatment Plant Biosolids Dewatering Facility;" and

NOW, THEREFORE BE IT RESOLVED, that the City Commission of the City of Quincy will undertake the following activities to adjust the rates for the Water and Sewer funds to facilitate the immediate closing of the loan for "Quincy's Wastewater Treatment Plant Biosolids Dewatering Facility" and in the fulfillment of its obligation under Section 5.01, rate covenant provisions of the heretofore, describes loans with the Florida Department of Environmental Protection:

1. On or before March 15, 2014, the City Commission of the City of Quincy shall amend Section 74-95, water rates, fees and charges, and Section 74-1 18, sewer services and rates, fees and charges, of the Code of Ordinances for the City of Quincy, pursuant to a rate study, to adjust the water and sewer rates to pay the annual sums due in principal and interest on all Florida Department of Environmental Protection loans.

2. The adopted adjusted rates schedule shall bear a certification from the City's rate consultant that the rates are sufficient to cover the loan for the "Quincy Wastewater Treatment Plant Biosolids Dewatering Facility" and the Drinking Water State Revolving Fund Construction Loan, DW2006010, the Clean Water State Revolving Fund Loan, WW641090, and the Clean Water State Revolving Fund Loan, 64107P.

3. The adopted adjusted rates may take effect immediately, but no later than the start of the FY 2015 budget year and then only upon the immediate tender by the City of Quincy of 115% of amount due in FY20-14 for the Clean Water State Revolving Fund Loan 641090 and the “Quincy Wastewater Treatment Plant Biosolids Dewatering” loan. The sums due at closing are estimated to be \$54,867.

PASSED AND ADOPTED by the City Commission of the City of Quincy, Florida, this 28th day of January, 2014.

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

ATTEST:

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

**City of Quincy
City Commission
Agenda Request**

Date of Meeting: January 28, 2014

Date Submitted: January 24, 2014

To: Honorable Mayor and Members of the Commission

From: Jack L. McLean Jr., City Manager
Mike Wade, Director of Utilities

Subject: City of Quincy for the Waste Water Construction Facility
(Biosolids Dewatering Facility)

Statement of Issue:

Beginning in 2012, the City engaged the Florida Department of Environment Protection (FDEP) process to secure financial support for an alternative waste water disposal mechanism, other than land application. FDEP new rules (FAC 62-640) placed severe limitations on the City's ability to continue the use of land application for biosolid disposal. FDEP, through a series of actions, approved the City's \$564,488 loan application package, authorized the City to incur cost related to the construction of the waste water/dewatering facility and approved the contractor to construct the dewatering facility. However, FDEP did not close on the loan and the City did not budget for the invoices being submitted by the contractor, because it expected FDEP to approve the loan. The City did budget the annual principal and interest to pay the loan.

Background:

The City, on March 26, 2013, awarded the bid to construct the dewatering facility to North Florida Construction, Inc from Clarksville, Florida. The company submitted the lowest bid for the project in the amount of \$498,138. FDEP, on April 19, 2013, sent a letter to the City stating, "[t]his letter is your authorization to award the contract." North Florida Construction shortly thereafter, commenced work on the dewatering facility. During the course of the construction of the facility, the City paid \$73,000 in September 2013 and \$24,000 in January 2014. Currently, \$267,615 is outstanding and due the contractor.

Analysis:

The City's FY 2014 Budget did not include funding to pay the capital cost of construction in the \$498,138 for the dewatering equipment. In fact, the \$97,000 paid to date by the City was not included in the approved budget. The source to pay for the dewatering construction was to be the loan funds for FDEP.

FDEP had not moved forward to close the \$564,000 loan, because it is concerned that the City's rates in the water and sewer funds are not sufficient to pay the dewatering loan, and the other two loans the City has with the Department. A recent analysis of the City's rates by Hatch, Mott, MacDonald, the City's rate consultant, supports the conclusion reached by the FDEP. The consultant's preliminary evaluation of the rates indicates a significant shortfall in revenues in previous years. For example, FY 2010 showed a shortfall of (\$111,856), FY 2011 a shortfall of (\$126,023), FY 2012, a shortfall of (\$347,444), and FY 2013 a shortfall of (\$557,355). The shortfalls have been covered by inter-fund transfers from the electric fund. FDEP's loan funding analysis does give credit to the electric fund subsidization of the water and sewer fund. Each fund, according to the rate covenant in a DEP loan agreement must stand on its own.

Based on the rate consultant's preliminary analysis, the rate increase will be substantial¹. The rate analysis is continuing and staff and consultant will be scheduling workshops with the City Commission. However, the early presentation of the rate evaluation is driven in part by the pending loan application to FDEP. FDEP will not approve the loan without a rate increase or a firm and substantial policy statement from the Commission, that rates will be adjusted to satisfy the existing rate covenants in the Drinking Water State Revolving Loan Agreement and the Clean Water State Revolving Loan Agreement with FDEP and to support a loan to the City in the amount of \$564,488 for the dewatering facility.

In conversation with FDEP, staff stressed the need to close the dewatering loan immediately without an immediate increase in rates during the current fiscal year. FDEP and staff agreed that a Resolution that (1) committed the City to a rate adjustment within a stated timeframe and (2) that contained financial assurances that sums required to fund the dewatering loan are available at the closing of the dewatering loan, may permit the Department to close on the loan. The attached Resolution, included as part of your agenda package, addresses FDEP requirements necessary to immediately close on the dewatering loan; however, Staff requests the authority to make modifications and changes to the Resolution, with notice to the City Commission, which may be required by FDEP.

¹ The City has not adjusted rates in the last 10 years. The last rate adjustment occurred in 2004.

Options:

Option 1: Approve Resolution 1311-2014 and give Staff the authority to make changes, with notice to the City Commission, to Resolution 1311-2014

Option 2: Do not approve Resolution 1311-2014

Staff's Recommendation:

Option 1

Attachments:

Resolution 1311-2014
Hatch Mott MacDonald January 24, 2013 Letter
City Commission March 26, 2013 Agenda Item

RESOLUTION NO. 1311 – 2014

A RESOLUTION OF THE CITY OF QUINCY TO FACILITATE THE CLOSING OF A CONSTRUCTION LOAN FROM THE DEPARTMENT OF ENVIRONMENTAL PROTECTION'S STATE REVOLVING FUND PROGRAM FOR THE QUINCY WASTEWATER TREATMENT PLANT BIOSOLIDS DEWATERING FACILITY

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WHEREAS, the loan will provide funding for the design, construction and services during construction plus contingencies at a rate of 1.25%; and

WHEREAS, the City of Quincy filed a Request for Inclusion on or about January 1, 2012, to participate in the state revolving fund programs provided by the Florida Department of Environmental Protection; and

WHEREAS, the Department of Environmental Protection, during a Public Hearing, on or about August 12, 2012, approved the City's request for inclusion in the state revolving fund program; and

WHEREAS, the Department of Environmental Protection sent a January 14, 2013 letter to the City Manager, Jack L. McLean Jr., authorizing the City of Quincy to incur construction costs on the "Quincy Wastewater Treatment Plant Biosolids Dewatering Facility" and to proceed with construction without further delay; and

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WHEREAS, The City Commission of the City of Quincy recognizes its existing loan obligations pursuant to the rate covenant provisions contained in the Florida Department of Environmental Protection loan agreements; and

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2. The adopted adjusted rates schedule shall bear a certification from the City's rate consultant that the rates are sufficient to cover the loan for the "Quincy Wastewater Treatment Plant Biosolids Dewatering Facility" and the Drinking Water State Revolving Fund Construction Loan, DW2006010, the Clean Water State Revolving Fund Loan, WW641090, and the Clean Water State Revolving Fund Loan, 64107P.

3. The adopted adjusted rates may take effect immediately, but no later than the start of the FY 2015 budget year and then only upon the immediate tender by the City of Quincy of 115% of amount due in FY20-14 for the Clean Water State Revolving Fund Loan 641090 and the “Quincy Wastewater Treatment Plant Biosolids Dewatering” loan. The sums due at closing are estimated to be \$54,867.

PASSED AND ADOPTED by the City Commission of the City of Quincy, Florida, this 28th day of January, 2014.

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

ATTEST:

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

Hatch Mott MacDonald

1545 Raymond Diehl, Suite 200
Tallahassee, Raymond Florida 32308
T 850.222.0334 www.hatchmott.com
AAC000035 EB0000155 LB00006783 LC26000216

January 24, 2013

Mr. Jack McLean
City Manager
404 West Jefferson St.
Quincy, FL 32351

RE: Preliminary Evaluation of Water and Sewer Rates
HMM No. 323328

Dear Mr. McLean,

As authorized, we have completed a preliminary evaluation of the City's water and sewer rates. This evaluation is being driven in part because of a pending application to the Florida Dept. of Environmental Protection for a construction loan to pay for the recently completed biosolids dewatering project.

A preliminary evaluation of the rates indicates a significant shortfall in revenues in previous years. These shortfalls are indicated in the attached tables for Fiscal Years 2010 through 2013. The values for FY 2012 and FY 2013 are not audited. In order to meet the requirements for FDEP to approve the loan, the City must show positive net revenue for water and sewer for the years in which payments the loan will be made. We expect the first payment on the loan to occur in FY 2015. Our evaluation concludes that a significant rate increase will be necessary to show the City has sufficient revenue to meet expenses and pay existing and proposed debt. Although we will continue to evaluate the revenues and expenses and determine the appropriate rate increase, we feel it will be approximately 13% for both water and sewer.

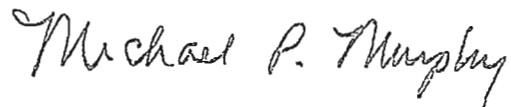
Hatch Mott
MacDonald

Page 2
January 24, 2013
Mr. Jack McLean

We are very appreciative of the opportunity to work with you and the rest of the Quincy staff on this important project. Please review the attached information and let us know if you have any questions.

Sincerely,

HATCH MOTT MACDONALD

A handwritten signature in cursive script that reads "Michael P. Murphy".

Michael P. Murphy, P.E.
Vice President

Cc: Mike Wade, Director of Utilities
Jeff Williams, Interim Finance Director

Preliminary Evaluation of Water and Sewer Rates
 City of Quincy
 January 2014

	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017
a Operating Revenue								
Water Sales	\$ 1,617,424	\$ 1,644,395	\$ 1,309,199	\$ 1,215,297	\$ 1,621,071	\$ 1,773,558	\$ 1,809,029	\$ 1,845,210
Sewer Sales	\$ 1,545,782	\$ 1,549,850	\$ 1,570,669	\$ 1,477,873	\$ 1,681,435	\$ 1,829,786	\$ 1,866,382	\$ 1,903,709
Total Sales	\$ 3,163,206	\$ 3,194,235	\$ 2,879,859	\$ 2,792,970	\$ 3,302,506	\$ 3,603,344	\$ 3,675,411	\$ 3,748,919
Interest Income	\$ 53,149	\$ 8,826	\$ 56	\$ 53	\$ -	\$ -	\$ -	\$ -
Other Revenue	\$ 312	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
d Total Revenue	\$ 3,196,667	\$ 3,203,061	\$ 2,879,915	\$ 2,793,023	\$ 3,302,506	\$ 3,603,344	\$ 3,675,411	\$ 3,748,919
e Operating Expenses								
Water	\$ 1,029,755	\$ 1,064,611	\$ 937,254	\$ 1,046,246	\$ 1,037,307	\$ 1,055,460	\$ 1,073,531	\$ 1,092,724
Sewer	\$ 1,231,710	\$ 1,219,037	\$ 1,333,220	\$ 1,350,719	\$ 1,306,136	\$ 1,328,993	\$ 1,352,251	\$ 1,375,915
Total Operating Expenses	\$ 2,261,465	\$ 2,283,648	\$ 2,270,474	\$ 2,396,965	\$ 2,343,443	\$ 2,384,453	\$ 2,426,181	\$ 2,468,639
f Net Revenue	\$ 935,202	\$ 919,413	\$ 609,441	\$ 396,058	\$ 959,063	\$ 1,218,891	\$ 1,249,230	\$ 1,280,280
g Existing Debt Service Non SRF	\$ 300,650	\$ 404,067	\$ 405,350	\$ 402,057	\$ 573,571	\$ 579,134	\$ 571,869	\$ 572,105
h Existing Debt Service SRF	\$ 748,408	\$ 641,369	\$ 551,535	\$ 551,535	\$ 563,838	\$ 576,142	\$ 576,142	\$ 576,142
i Revenue Available for this SRF Loan	\$ (111,856)	\$ (126,023)	\$ (347,444)	\$ (557,544)	\$ (178,346)	\$ 63,615	\$ 101,219	\$ 132,033
Biosolids SRF					\$ 19,009	\$ 38,017	\$ 38,017	\$ 38,017
Balance					\$ (197,355)	\$ 25,598	\$ 63,202	\$ 94,015

Assumptions:

Revenues are anticipated to increase by 2% each year.

Base revenues for FY2014 are taken as the average of the previous four years plus 2%.

A rate increase of 13% per year will take place in the middle of FY2014. This will provide an increase over 2013 of \$120,000 in revenue for water and \$115,000.00 for sewer for the last six months of FY2014.

The rate increase of 13% will provide an increase over 2014 of \$120,000 in revenue for water and \$115,000.00 for sewer during FY2015.

Operating expenses are expected to increase by 1.75% each year.

Expenses for FY2014 are taken as the average of the previous four years plus 1.75%.

Debt service increases in 2014 due to a payment of \$21,398 for SRF Loan # 641090 and a payment of \$ 168,355 for the 2011 bond beginning that year.

Hatch Mott
 MacDonald



CITY OF QUINCY

SEWER SYSTEM RATE EVALUATION 2013

ESTIMATED REVENUE SUMMARY WITH EXISTING RATE SCHEDULE (07/2011 - 06/2013)

Increase to Min. S/C = 13.0% (Input)
Increase to Inc. S/C = 13.0% (Input)

Sec 74-118. Sewer services and rates, fees and charges.

Sewer Customers & Consumption (07/01/11 through 06/30/13)

Customers (n)	Commercial		Residential		Totals	Meter size	Min. S/C	Flow Range			Min. S/C	Flow Range			
	Commercial	Residential	Commercial	Residential				\$ per 1k gal	Max. S/C	Min. S/C		Flow Range	\$ per 1k gal	Max. S/C	Min. S/C
526	526	2819	526	2819	3345	3/4"	\$24.05	> 3k	< 30k	> 50k	\$3.62	\$40.55	\$38.55	> 3k	\$4.52
Avg. Mo. Flow (gal/ mo)	12137900	14479300	12137900	14479300	26617200	1"	\$28.80	> 3k	< 30k	> 50k	\$3.62	\$47.45	\$40.35	> 4k	\$4.52
Avg. Mo. Flow/Cust.:	23080	5140	23080	5140	7960	1.5"	\$40.35	> 3k	< 30k	> 50k	\$3.62	\$51.40	\$52.55	> 8k	\$4.52
						2"	\$92.90	> 20k			\$128.15	\$92.90	> 20k	\$4.52	
						3"	\$192.80	> 40k			\$192.80	> 40k		\$4.52	
						4"	\$280.00	> 60k			\$280.00	> 60k		\$4.52	
						6"									

* Code of the City of Quincy, Florida (09/28/04)

METER/ SERVICE SIZE	Commercial ¹	Residential ²	Min. S/C Totals	Commercial	Residential	TOTAL
3/4"	375	2758	\$80,786.15			
1"	51	47	\$3,411.45			
1.5"	51	13	\$3,204.60			
2"	31	1	\$2,879.90			
3"	7	0	\$897.05			
4"	8	0	\$1,542.40			
6"	3	0	\$840.00			
Total Customer Type:	526	2819	3345 Customers	\$93,561.55 = Projected Base Revenue from ALL Existing Customers		

Incremental flow: 10026.6 7110.2 17136.8 x 10³ gal \$71,059.16 = Projected Incremental Revenue from ALL Existing Customers

	Commercial	Residential	TOTAL
Historic Average Monthly Sewer Revenue:	\$62,178.10	\$83,322.24	\$145,500.34
Est. Ave. Monthly Sewer Revenue (Mod. Rate Schedule):	\$93,561.55	\$71,059.16	\$164,620.71
	Min. S/C	Inc. S/C	TOTAL
			\$19,120.37 per month
			= \$ 229,444.39 . per year

- NOTES:
1. Includes User Types CI, CO, QI & QO.
2. Includes User Types RI & RO.
3. Applies to all meter sizes.



Hatch Mott
MacDonald

CITY OF QUINCY
WATER SYSTEM RATE EVALUATION 2013
ESTIMATED REVENUE SUMMARY WITH MODIFIED RATE SCHEDULE

Increase to Min. S/C = 13.0% (input)
Increase to Inc. S/C = 13.0% (input)

Water Customers & Consumption (07/01/11 through 06/30/13)

Customers (n)	Commercial			Residential			Wholesale			Totals
	Commercial ¹	Residential ²	Wholesale	Commercial ¹	Residential ²	Wholesale	Commercial ¹	Residential ²	Wholesale	
683	3307	3307	1	3991	3991	0	3991	3991	0	
Avg. Mo. Flow (gal/ mo)	15993400	17885600	3571900	37450900	37450900	0	37450900	37450900	0	
Avg. Mo. Flow/ Cust.:	23420	5410	3571900							

METER/ SERVICE SIZE Commercial¹ Residential² Wholesale Min. S/C Totals

METER/ SERVICE SIZE	Commercial ¹	Residential ²	Wholesale	Min. S/C Totals	Flow Range	\$ per 1k gal	Min. S/C	Flow Range	\$ per 1k gal
3/4"	448	3209	0	\$45,428.45	\$10.45 > 3k < 13k	\$2.60	\$26.55 > 3k < 13k	\$3.55	
1"	82	82	0	\$3,521.90	\$13.85 > 13k < 23k	\$2.90	\$29.10 > 13k < 23k	\$3.85	
1.5"	72	16	0	\$2,839.20	\$17.25 > 23k < 200k	\$3.30	\$35.60 > 23k < 200k	\$4.20	
2"	61	0	0	\$2,619.95	\$29.10 > 200k	\$3.50	\$42.95 > 200k	\$4.40	
3"	7	0	0	\$427.00					
4"	9	0	0	\$808.65					
6"	4	0	0	\$768.40					
6"	0	0	1	\$3,258.00					
Total Customer Type:	683	3307	1	3991 Customers					

\$59,671.55 = Projected Base Revenue from ALL Existing Customers

Incremental Flow Totals (1,000 GAL)

METER/ SERVICE SIZE	Commercial ¹	Residential ²	Wholesale	TOTAL
3/4"	2041.4	8722.4	0	10763.8
1"	778.9	501	0	1279.9
1.5"	1445.2	149.3	0	1594.5
2"	6588.3	0	0	6588.3
3"	1167.3	0	0	1167.3
4"	1898.3	0	0	1898.3
6"	670.5	0	3568.9	4239.4
Incremental Flow:	14589.9	9371.7	3568.9	27530.5 x 10 ³ gal

Incremental revenue: \$61,742.94 \$24,621.23 \$86,364.17

Commercial	Residential	Wholesale	TOTAL
Historic Average Monthly Water Revenue:	\$70,833.94	\$51,932.82	\$3,258.00
Est. Average Monthly Water Revenue (Mod. Rate Schedule):	\$59,671.55	\$86,364.17	\$146,035.72

Min. S/C \$20,010.96 per month
Inc. S/C \$240,131.52 per year
d = \$240,131.52 per year

- NOTES:
1. Includes User Types CI, CIL, CO, COL, GO, QI & QO.
2. Includes User Types RI & RO.
3. Applies to all meter sizes.

**City of Quincy
City Commission
Agenda Request**

Date of Meeting: March 26, 2013
Date Submitted: March 22, 2013
To: Honorable Mayor and Members of the Commission
From: Jack McLean Jr., City Manager
Mike Wade, Director of Utilities
Subject: Biosolids Dewatering Facility Bid Award

Statement of Issue:

Staff is requesting the approval and award of bid, pending Florida Department of Environmental Protection (FDEP) approval, for a Biosolids Dewatering Facility at the Quincy Waste Water Treatment Plant.

Background:

New FDEP rules (F.A.C. 62-640) that were effective as of January 1, 2013 has effectively placed severe limitations on the available area that the City has for biosolids disposal through land application. City Staff along with consulting engineers Hatch Mott McDonald (HMM) and Treatment Plant Operations firm OMI/CH2MHill have reviewed numerous options to provide the best long term and most feasible solution for biosolids disposal. A dewatering facility using a screw press that will produce a drier sludge that can be disposed of in a landfill was determined to be the best solution. The City Commission previously authorized the Manager to file a request for inclusion for a low interest construction loan through the state revolving loan fund for the construction of a biosolids dewatering system. Hatch Mott McDonald designed a Biosolids Dewatering Facility and the project was advertised for competitive bids.

Analysis:

Bids for the Biosolids Dewatering Facility were received and opened at Quincy City Hall on March 6, 2013. Six submittals were opened with North Florida Construction, Inc. from Clarksville, Florida submitting the low bid of \$498,138.00 and I-C Contractors, Inc. submitting the second lowest bid of \$524,356.50. The high bid came in at \$645,009.78 or 29.5% higher than the lowest bid. Staff and

Hatch Mott McDonald reviewed submittals to ensure that all bid requirements were met. A letter from the consulting engineer (HMM) recommending award of bid to the lowest bidder is attached. The total project cost is higher than the original estimate provided in the Wastewater Facilities Plan because of additions such as a metal building to provide an all-weather facility, a conveyor system to discharge the biosolids into a dump-trailer or container, electrical work not included in the original estimate, and additional surveying and site work.

Funding for this project will be provided through a low interest construction loan from FDEP's state revolving loan fund. The total loan request is \$564,488.00 which includes design, construction, and services during construction costs plus contingencies at an annual interest rate of 1.25%. FDEP approved the loan amount of \$564,488.00 for the City of Quincy for wastewater construction at a hearing held by them on February 13, 2013. Annual loan repayment amounts amortized over twenty years will be approximately \$36,981 per year.

Upon authorization by the City Commission to award the bid, the proposal will be submitted to FDEP for their approval. After approval by FDEP, a loan agreement can be executed subject to review of terms by the City Attorney and the bid can be awarded to the lowest bidder.

Options:

- Option 1: Authorize the award of bid pending FDEP approval and authorize the Manager to execute a loan agreement with FDEP in the amount of \$564,488.00 subject to review of terms by the City Attorney
- Option 2: Pursue other alternatives for biosolids disposal
- Option 3: Re-bid the project

Staff Recommendation:

Option 1

Attachments:

Minutes from 4/24/2012 (Request for Inclusion, see page 6)
Recommendation of Award letter

City of Quincy

City Hall

404 West Jefferson Street

Quincy, FL 32351

www.myquincy.net



Meeting Agenda

Tuesday, April 24, 2012

6:00 PM

City Hall Commission Chambers

City Commission

Derrick Elias, Mayor (Commissioner District Three)
Angela Sapp, Mayor Pro-Tem (Commissioner District Two)
Keith Dowdell (Commissioner District One)
Larry Edwards (Commissioner District Five)
Andy Gay (Commissioner District Four)

**AGENDA FOR THE REGULAR MEETING OF
THE CITY COMMISSION OF
QUINCY, FLORIDA
Tuesday
April 24, 2012
6:00 PM
CITY HALL CHAMBERS**

Call to Order

Invocation

Pledge of Allegiance

Roll Call

Agenda Approval

Approval of Minutes

1. Approval of Minutes of the 04/10/2012 Regular Meeting.
(Sylvia Hicks, City Clerk)

Public Hearings, Ordinances and Resolutions

Presentation(s)

Citizen(s) to be Heard (3 Minute Limit)

Consent Agenda

Discussion(s)

2. Quincy Airport Request for Additional Hanger
(Jack L. McLean Jr., City Manager; Bernard Piawah, Planner)
3. Quincy –Byrd Landfill: Request for an Additional Monitoring Well
(Jack L. McLean Jr., City Manager; Bernard Piawah, Planner)
4. Amendment to SRF Loan/ Grant
(Jack L. McLean Jr., City Manager; Mike Wade, Utilities Director)
5. Cash Flow Plan Metrics-Update
(Jack L. McLean Jr., City Manager; Theresa Moore, Finance Director)

Report(s)/ Information

6. Financial Report
(Jack L. McLean Jr., City Manager, Theresa Moore, Finance Director)

City Manager's Report(s)

City Attorney's Report(s)

Commissioners' Reports

Other

Adjournment

*Item Not in Agenda Book

CITY COMMISSION
CITY HALL
QUINCY, FLORIDA

REGULAR MEETING
April 10, 2012
6:00 P.M.

The Quincy City Commission met in regular session Tuesday, April 10, 2012, with Mayor Commissioner Elias presiding and the following present:

Commissioner Keith A. Dowdell
Commissioner Larry D. Edwards
Commissioner Gerald A. Gay, III (absent)
Commissioner Angela G. Sapp

Also Present:

City Manager Jack L. McLean, Jr.
City Attorney Larry K. White
City Clerk Sylvia Hicks
Police Chief Walter McNeil
Fire Chief Howard Smith
Customer Service Director Ann Sherman,
Utilities Director Mike Wade
Finance Director Theresa Moore
Account Specialist Catherine Robinson
Planning Director Bernard Piawah
Public Works Director Willie Banks, Sr.
CRA Director Charles Hayes
IT Director John Thomas
OMI Representative Terry Presnell
Parks and Recreation Director Greg Taylor
Sergeant At Arms Assistant Chief Sapp

Call to Order:

Mayor Commissioner Elias called the meeting to order, followed by invocation and the Pledge of Allegiance.

Commissioner Edwards made a motion to excuse Commissioner Gay. Commissioner Dowdell seconded the motion. The ayes were unanimous.

Approval of Agenda:

Commissioner Edwards made a motion to approve the agenda with the following changes: (1) Move item 7; Harbrolite to item 4 under discussions (2) Add Safer Grant under discussions. Commissioner Dowdell seconded the motion. The ayes were unanimous.

Approval of Minutes:

Commissioner Sapp made a motion to approve the minutes of the March 27, 2012 minutes with corrections if necessary. Commissioner Dowdell seconded the motion. The ayes were Commissioners Dowdell, Edwards, and Sapp. Nay was Commissioner Elias. The motion carried.

Ordinances, Resolutions, and Proclamations:

At a public hearing Commissioner Dowdell made a motion to read Ordinance No, 1046 by title only on the second reading. Commissioner Sapp seconded the motion. Upon roll call by the Clerk the ayes were Commissioners Dowdell, Edwards, Sapp and Elias. The ayes were unanimous.

AN ORDINANCE AMENDING THE CODE OF ORDINANCES, CITY OF QUINCY BY AMENDING CHAPTER 46-103, REVIEW PROCESS, 46-104 SUBMITTAL REQUIREMENTS IN GENERAL, 46-105 SUBMITTAL REQUIREMENTS FOR MINOR DEVELOPMENT, 46-106 SUBMITTAL REQUIREMENTS FOR MAJOR DEVELOPMENT, ORDINANCE NO 1017 ADOPTING NEW FEES FOR BUILDING DEPARTMENT SERVICES, PROVIDED FOR THE ESTABLISHMENT OF FEES BY RESOLUTION AND REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR CODIFICATION AND PROVING AN EFFECTIVE DATE.

Commissioner Dowdell made a motion to approve Ordinance No. 1046 on second reading. Commissioner Edwards seconded the motion. Upon roll call by the Clerk the ayes were: Commissioners Dowdell, Edwards, Sapp and Elias. The ayes were unanimous.

Presentation(s):

Police Chief McNeil presented to the Commission the Police Department 2011 Annual Report he stated he is proud of the department

Citizen(s) to be Heard:

Ms. Ethel Thompson of 80 Marty Street came before the Commission and stated she was disturbed by what she had seen at the last meeting. She told the Commission they are leaders and should act like leaders and not air their laundry for everyone to see and that they need to work out their difference behind closed doors.

Ms. Freda Bass Prieto of 329 East King Street came before the Commission and stated that she had been trying to get a copy of an inspection report regarding some work that had been

done at her home. The Manager stated he would get with the County to see what is going on regarding the inspection report.

Mrs. Vivian Howard of 805 South Virginia Street came before the Commission and asked when a citizen makes a records request what is the normal response time to receive the information. The Manger stated in a reasonable time and it depends on what is being requested. Mrs. Howard also stated the Commission was talking about telling the truth and asked the question can you use the P-card to purchase liquor. And asked the question what is a liquor bar. Commissioner Edwards stated it is a place to sit down and purchase liquor. She then asked if it was legal.

Consent Agenda:

Discussion(s):

Harbrolite/AMI Easements in Business Park

City Attorney White informed the Commission that Active Minerals International has agreed to deed back to the City of Quincy Tract F of the Business Park by a Limited Warranty Deed. The City has obtained a titled search of the property and will purchase Title Insurance if the Commission accepts the deed. Approval of the Commission of an easement to AMI easement and a Restated Easement to Harborlite is sought. Commissioner Edwards made a motion to authorize the Mayor to accept the deed and execute the easements. Commissioner Dowdell seconded the motion. The ayes were unanimous. Commissioner Edwards made a motion to direct the Attorney to make sure that the defunct board no longer has any power. Commissioner Sapp seconded the motion. The Attorney stated that Florida Law will not allow that to happen. Commissioners Edwards and Sapp stated that the Attorney did a good job handling this matter.

Request for Inclusion for Biosolids Dewatering System Construction

Commissioner Dowdell made a motion to authorize the city Manager to file a request for inclusion for a construction loan to fund the biosolids dewatering system. Commissioner Sapp seconded the motion. The ayes were Commissioners Dowdell, Edwards, and Sapp. Nay was Commissioner Elias. The motion carried.

Biosolids Dewatering System Design Permitting

Commissioner Dowdell made a motion to direct the City Manager to sign the Work Order for design and permitting of the biosolids dewatering system. Commissioner Edwards seconded the motion. The ayes were unanimous.

FY 2011 Audit Schedule

The 2011 Audit Schedule was presented to the Commission:

- May 29 Start of Fieldwork for Landfill and CRA
- June 4 Start of Fieldwork for the City of Quincy

- June 20 End of Fieldwork/Issuance of Draft Financial Statement
- June 29 Issuance of Draft Comprehensive Annual Financial Report (CAFR)
- June 29 Issuance of Financial (CAFR)

Change Order for New Fire Station Sign/Bell

Commissioner Edwards made a motion to approve the Change Order for work at the New Fire Station to incorporate the bell with the sign in the amount of \$16,272.22. Commissioner Sapp seconded the motion. The ayes were Commissioners Dowdell, Edwards, and Sapp. Nay was Commissioner Elias. The motion carried.

Safer Grant

Commissioner Dowdell made a motion to authorize the Mayor to execute the letter notifying the City that they must retain the firefighter through the life of the grant and enter into an interlocal agreement with the county stating that they will assist in paying back the grant. Commissioner Sapp seconded the motion. The ayes were Commissioners Dowdell and Sapp. Nays were Commissioner Edwards and Commissioner Elias. The motion did not carry.

Commissioner Edwards made a motion to authorize the Mayor to execute the letter. Commissioner Dowdell seconded the motion. The ayes were Commissioners Dowdell, Edwards and Sapp. Nay was Commissioner Elias. The motion carried.

Report(s)/Information:

Youth Protection Ordinance

City Manager's Report:

City Manager McLean reported that cutoff will be this Friday and Customer Service will be doing courtesy calls.

City Manager McLean stated that the City will not have an election this year, the Mayor was unopposed and the Reorganization Meeting will be Friday, April 27, 2012 at 6:00 p.m.

City Manager McLean reported that the Music Fest will be held Saturday, April 14, 2012 from 10:00 am until 1:00 pm

City Manager McLean reported that there will be Jazz in the Park on Sunday and the event is free.

City Manager McLean reported that Sheriff Young will be providing an inmate crew and vehicle to maintain Tanyard Creek Park.

City Manager McLean reported that the Workshop regarding Ordinance No. 1022 (Alcohol) April 23, 2012 at 6:00 p.m.



March 6, 2013

Mr. Mike Wade
Director of Utilities
423 W. Washington St.
Quincy, FL 32351

Re: Recommendation of Award
Biosolids Dewatering Facility
HMM No. 307945

Dear Mr. Wade,

Bids were received on March 6, 2013, on the Biosolids Dewatering Facility. Six bids were received as follows:

N. Florida Construction, Inc.	\$ 498,138.00
I-C Contractors, Inc.	\$ 524,356.50
ADVON Corporation	\$ 576,743.00
Marshall Brothers Industrial	\$ 594,000.00
CSI Contracting, Inc	\$ 594,705.00
Constantine Constructors	\$ 645,009.78

All of the bids were reviewed and are considered reasonable bids. Therefore, we recommend award of the project to N. Florida Construction, Inc., in the amount of \$ 498,138.00. The next step is to submit the information to the Florida Dept. of Environmental Protection. We recommend making the award subject to concurrence by FDEP.

Do not hesitate to contact us if you have any questions.

Sincerely,

HATCH MOTT MACDONALD

Michael P. Murphy, PE
Vice President

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

Date of Meeting: January 28, 2014

Date Submitted: January 22, 2014

To: Honorable Mayor and Members of the City Commission

From: Jack L. McLean, Manager, City of Quincy
Bernard O. Piawah, Director, Building and Planning

Subject: Quincy-Business Park Proposed Certification

Statement of Issue:

On November 14, 2013, the Mayor and the City's staff: Bernard Piawah and Regina Davis attended a Site Certification Luncheon and Presentation in Marianna, Florida (Jackson County). Subsequently, the Mayor directed staff to contact the appropriate people to see if site certification is something that should be considered for the Quincy Business Park. In response to that directive, on January 14, 2014, the City's staff had a conference call with McCallum Sweeney Consulting (MSC), the nationally renowned company for site certifications. This memorandum is intended to brief the Commission about the Site Certification Process and to recommend that it is not a program that the City should embark on at this time.

What is Site Certification?

Site Certification is a due diligence process, whereby an industrial site undergoes a site specific evaluation to document and establish a database on the site in order to demonstrate its suitability, feasibility and shovel-readiness for industrial development. Some of the information that needs to be documented about the site includes: environmental conditions and constraints: topography, wetlands (jurisdictional and non-jurisdictional), floodplain, environmental contamination, geotechnical and soil conditions; public facilities availability and capacity, roadway access, and local and state regulatory requirements.

Advantages of Site Certification

The current paradigm in business site selection decision is the determination that a prospective site is project ready. In this regard, access to certified sites presents a unique site screening advantage for companies as it saves them time, reduces site development costs and reduces overall site location risks. This is because prospective clients are always trying to minimize the time it takes to make a location decision and start construction in order to expedite the project completion date. So, the urgency of time for making essential location decisions, demands available sites that are practically risk free and ready for development.

In view of this modern reality, municipalities who are seeking to recruit and lure businesses to locate in their communities have to be prepared to promote and market their sites with a huge database of relevant site specific information about the site as well as social, demographic and economic data on their community. Prospective clients are no longer willing to wait for a municipality or community to identify an appropriate site and to determine later its suitability for development.

According to literature, companies are increasingly relying on certified site lists for identifying sites for business location and site certification is now considered one of the most effective site marketing tools for economic development because it provides the site and the community a competitive advantage in the market place. A certified site confirms the site's readiness to a point that it leverages job creation, and attracts capital investment for the development of the site.

Thus, the advantage of site certification could be summarized as follows: 1) it provides prospective clients the database they need in order to make informed decisions about the site, 2) it expedites the companies decision making time since the essential due diligence has been completed, and 3) it enhances the marketability of the site.

What Does Site Certification Entail?

Site certification entails the performance of due diligence on a variety of subjects and the information gathered is put in a database specific for the site and ready for distribution and circulation to prospective clients. The key ingredients for a site certified database include the following parameters:

1. Ownership pattern: The property is controlled through ownership or option and its readiness for ownership transfer to the prospect,
2. Utilities: The availability of utilities, principally electricity, water, sewer, gas, and telecommunications; basically, are they present or can they be quickly delivered to the site in suitable and large enough quantities with redundancies for targeted projects,
3. Environmental conditions and constraints: Information from environmental studies addressing topography, wetlands (jurisdictional and non-jurisdictional), floodplain, environmental contamination,

geotechnical and soil conditions, wildlife and endangered species, as well as archeological studies that have identified any areas of risk on the property,

4. Shape of the Property: Information regarding the shape of the property, essentially, whether the site's shape is conducive to development and expansions, and a developable footprint is confirmed,
5. Buffer: whether the site's buffer is adequate for the type of businesses likely to consider the site, and
6. Transportation: Information on the transportation access that exists for employees, raw materials/supplies, and product shipments to the market.
7. Local plan for the site; example, a master plan, etc.
8. Local regulations and controls, and
9. Other questions to examine are: does the site have significant rail crossings adjacent to primary ingress and egress, or does it have housing or commercial development too close that could affect the activities of an industrial facility.

Point to Note: According to literature, a community that is interested in site certification must carefully evaluate its own strengths and weaknesses with respect to labor draw, rail access and utility service capabilities in order to certify sites that will best match and attract corporate locations seeking these assets. Not every location is well suited for promoting the location of large projects.

How much would Site Certification Cost the City?

MSC has submitted a proposal and scope of work to the City to conduct site certification for the Quincy Business Park. (See Attachment). MSC is a nationally recognized consulting firm that specializes in site selection and incentive services. The company was established in 2000 and is based in Greenville, North Carolina. They have conducted site certification for a number of major corporations and entities including South Carolina Department of Commerce, Mississippi Power, Duke Energy, and Tennessee Valley Authority.

The MSC model is divided into two phases: Phase I: Site Evaluation; and Phase II: Site Certification.

Phase I: Site Evaluation: MSC will visit the site and conduct an assessment to determine whether it is a suitable site for industrial use. The site evaluation will allow for discontinuation if it is determined that a fatal flaw exist on the site, thereby, saving the financial expense for due diligence on a site that will not meet minimum requirements for certification. This stage will last 12 to 14 weeks.

Phase II: Site Certification: This phase for the collection of relevant due diligence information that will certify that the site is ready for industrial development. The entire process will take 12 months.

MSC requires a lump sum fee for the work as follows:

- 1) Site Evaluation: \$30,000.00 plus expenses
 - 2) Site Certification: \$26,000.00 plus expenses
 - 3) Announcement: \$2,000.00 plus expenses
- The additional expenses will not exceed \$20,000.00

Total Cost to Quincy would be approximately \$78,000.00

Conclusion:

While it is apparent, based on literature, that site certification is an effective tool for marketing a site for industrial development, the City of Quincy does not appear to be in a good position at this time to embark on a site certification program. This is because there are obvious parameters of the program for which the City needs to first address in order to undertake the effort: examples are the development of a master plan for the Business Park and the performance of environmental studies. In view of that, the City staff is recommending that the City not engage MSC to perform site certification for the Quincy Business Park.

Options:

- Option 1: Approve the proposal of MSC to perform site certification for the Quincy Business Park.
- Option 2: Do not approve the proposal of MSC to perform site certification for the Quincy Business Park.

Staff Recommendation:

Option 2

Attachment

*Attachment is too large, will provide at the workshop

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

Date of Meeting: January 28, 2014

Date Submitted: January 21, 2014

To: Honorable Mayor and Members of the City Commission

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

Subject: Tallahassee Community College: Quincy Campus Site Selection

Statement of Issue:

This agenda item is intended to inform the Commission that Tallahassee Community College (TCC) has selected a site for its Quincy Campus location. In July 2013, TCC requested to locate their Quincy Campus on Ward's Lot located adjacent to the City Hall. The City Commission expressed their gratitude for TCC's desire to locate a campus in the City; however, the Commission felt that Ward's Lot was not a very suitable site for the campus. In view of that, the Commission directed staff to look for an alternative location for TCC campus. Subsequently, the City's staff, as well as the Mayor, showed TCC representative, three sites for consideration: the vacant lot on Pat Thomas Pkwy, next to Workforce Plus, owned by the City; the lot on Martin Luther King Blvd owned by the County and another lot further south on Pat Thomas Pkwy located on the outskirts of the City. TCC has completed its evaluation of those sites and has decided to select the vacant lot on Pat Thomas Pkwy owned by the City for the location of its campus. The Commission had indicated a desire to swap the City's property on Pat Thomas Pkwy with TCC for Ward's Lot which was donated to TCC by the School Board. The City's staff will engage TCC for that transaction and facilitate the location of TCC campus on the Pat Thomas Pkwy site. The City's staff is requesting the Commission's approval of the location of Quincy TCC campus on the City's property on Pat Thomas Pkwy.

Importance of a Quincy TCC Campus: Quincy, Florida serves as the cultural, educational, industrial and economic hub of Gadsden County. It is a place where Gadsden citizens love to call home and return to enjoy their cultural heritage. With a population of over 8,000 people, it is the largest City in Gadsden County and the County

Seat. Quincy has one of the largest contiguous historic districts in the region and one which remains a major attraction in the State. The presence of a TCC campus at Quincy will complement the City's educational, historical and economic assets and enable the City to maintain its relevance in Gadsden County and the region as a whole.

Importance of a Quincy TCC Campus for the Region: The location of a TCC Campus in the City advances the economic objectives of the region as expressed in the proposed Joint Economic Development Resolution between the County and the municipalities. With its emphasis on skill development, TCC will help train the region's workforce which enhances the City's chances of attracting businesses and industries that will provide employment for Quincy citizens. One thing that employers want in selecting sites for business location is a trained workforce; TCC will help the community achieve this important requirement.

Suitability of the Proposed Location for TCC Campus in Quincy: The proposed location of the TCC campus is on the City's property located on Pat Thomas Pkwy. The proposed location is strategic in nature since it is situated near the intersection of Pat Thomas Pkwy and State Road 90, the two major regional transportation corridors that traverse the City, thereby providing the campus with an essential visibility and presence in the City. The proposed site consists of approximately 1.5 acres; it is currently vacant and zoned C-2. The City's staff will undertake the rezoning of the property to public use which will support the location of the school.

Conclusion: The benefits that a TCC campus will bring to this community cannot be overemphasized. It will provide the backbone for the job training that businesses are seeking in deciding where to locate a business. As an institution of higher learning, a TCC campus will give the City the credentials it needs to show that it has an educated workforce that will support prospective business locations in the City. Also, a TCC campus will give the City a regional recognition as the "hub" for business, culture and education.

Options:

Option 1: Approve the proposal to locate a TCC campus on the City's property located on Pat Thomas Pkwy, Quincy and donate the Pat Thomas Pkwy property to TCC in exchange for the Ward's lot property donated to TCC by the Gadsden County School District.

Option 2: Do not approve the proposal to locate a TCC campus on the City's property located on Pat Thomas Pkwy, Quincy.

Staff Recommendation:

Option 1

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

Date of Meeting: January 28, 2014

Date Submitted : January 22, 2014

To: Honorable Mayor and Members of the City Commission

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

Subject: Report on Quincy-Byrd Landfill Cell 9 Closure

Statement of Issue

This agenda item is intended to inform the City Commission of the plan to close Cell 9 of Quincy-Byrd Landfill. Under State Law, Chapter 62-701, landfills should be properly closed in conformance with State Law after they have been filled. While Cells 1 through 8 of the landfill have been closed, Cell 9 is still unclosed. Although Cell 9 was permitted as a Class III landfill, it was never used as such; that is, the City used it for the disposal of land debris. Giving the high expense of closing a Class III landfill, the City's staff decided to approach the State on alternative ways of closing Cell 9 that will be at a lower cost. After several discussions and meetings, the Florida Department of Environmental Protection (FDEP) offices in Pensacola and Tallahassee, have agreed to the City's proposal to not close Cell 9 as a Class III landfill. The discussion below explains the process the City will utilize to close Cell 9 and the cost savings that the City will accrue.

Background

The City owns and operates the Quincy-Byrd Landfill. The landfill consists of 11 cells approved under multiple permits. Cells 1 through 9 were approved under a single permit (Permit Number 0127121-003-SF; FDEP ID No. 5729) as Class III landfills for the disposal of household wastes. Cells 10 and 11 were approved under General Permit provision (Permit Number 127121-004-SO; ID No. 5729) for land clearing and debris disposal. While Cells 1 through 8 were used as Class III landfills and have since been closed, Cell 9 (which consists of 5.4 acres) was not used as a Class III landfill; instead it was used for the disposal of land clearing debris. Cell 9 is completely filled and needs to be closed as required by State Law. (See attached map of landfill).

Approach to Closing the Landfill

Closing a landfill as a Class III landfill is expensive. In view of that, the City's staff sought FDEP's permission to close Cell 9 as a land clearing debris landfill which is a lot cheaper than closing it as a Class III landfill. In response to the City's request after meetings in Pensacola, the FDEP agreed that Cell 9 should be closed as a land clearing debris landfill. However, they recommend that the City should wait until the current Class III permit for Cell 9 expires on October 6, 2014, after which the City should apply for a land clearing debris permit for Cell 9 and provide documentation, as part of the application, that Cell 9 was indeed used for the disposal of land clearing debris. That means the City will dig test pits or borings and excavate some of the buried waste to provide evidence that only land clearing debris were deposited in Cell 9. Assuming that only land clearing debris are encountered during that excavation, the FDEP will provide approval for the closure of Cell 9 as a land clearing and debris (LCD) pit.

Resultant Cost Savings

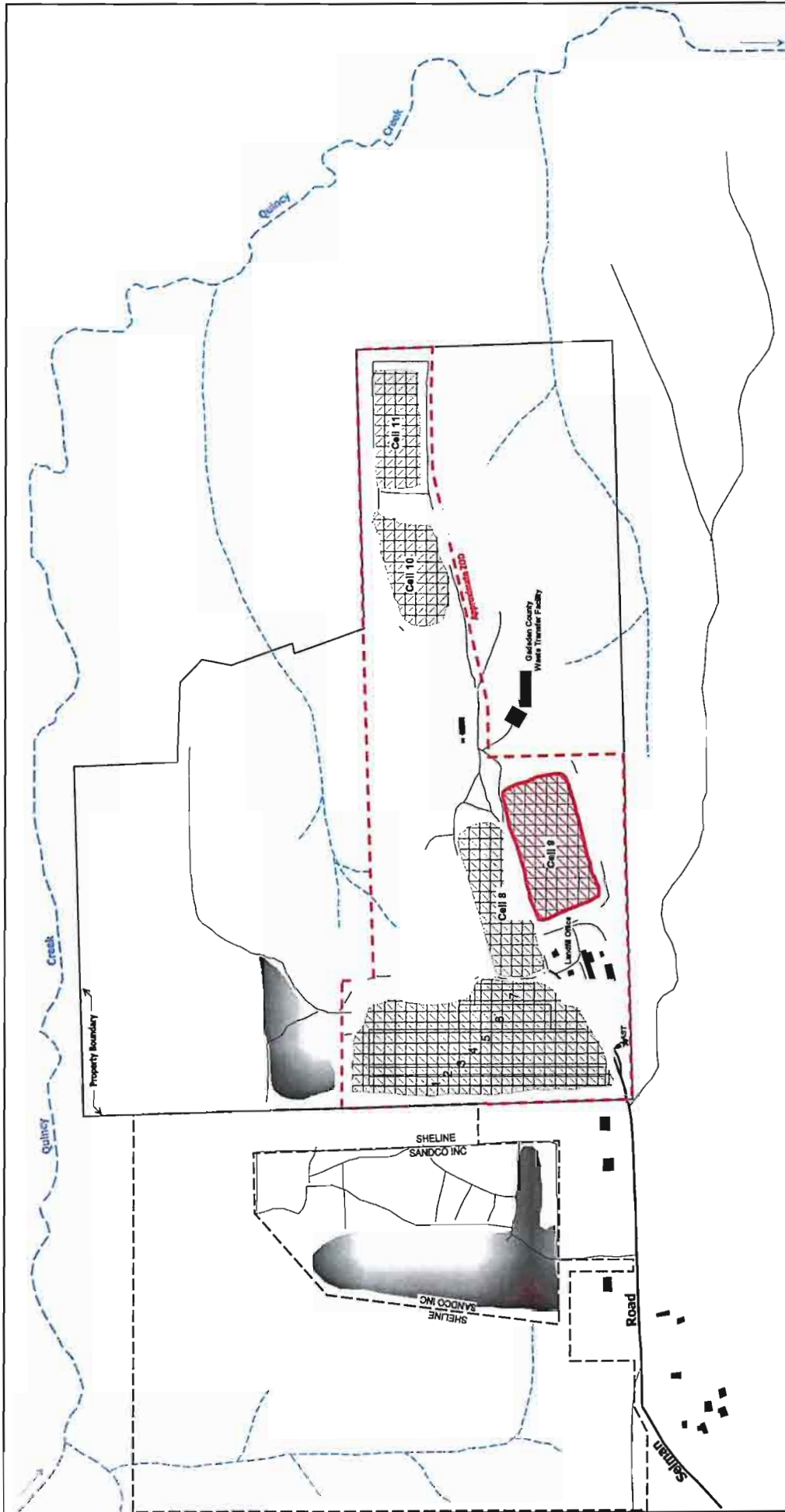
Cost of Closing as a Class III Landfill: If FDEP had required that Cell 9 be closed in accordance with Florida Administrative Code (FAC), 62-701 as Class III landfill since it was permitted as such, according to Trinity, Inc., the estimated cost to the City would be about **\$350,000.00**

Cost Closing as a LCD Pit: The City's Public Works staff will dig the test pits as part of their daily activities at little or no additional cost to the City. According to Trinity, Inc., the City will need to puncture the liner at the leachate tank and then cap all of Cell 9 with two feet of soil (the top six-inches must support vegetation) and then plant vegetation on it. The majority of this work can be handled by Public Works using fill material from onsite at a substantial savings to the City of Quincy. So the only expense will be the cost of Trinity's supervision of the excavation from the test pits. Depending on how long it takes to dig the test pits and any unforeseen problems, Trinity's cost to the City for field activities, submittal of the LCD permit application and submittal of the final closure report (which includes a survey) is estimated to be **about \$15,000.00**

Savings to the City: The money the City will save by closing the landfill as a LCP will be no less than **\$300,000.000**, according to Trinity, Inc., which is consistent with Public Works staff's recollection of how much the City spent on previous closures as Class III landfills for area the size of Cell 9.

Attachment:

- A) Map of the landfill



CELL 9 CLOSURE QUINCY-BYRD LANDFILL
 City of Quincy, Gadsden Co., FL

Source data:

- USGS DOQQ Q3377ec, Feb 2004
- USGS 7.5 minute Topographic Map, Quincy Quadrangle, 1994
- Map Projection: UTM metric, NAD83
- Site specific survey, HMM 2009

Legend:

- Forested: [White box]
- Borrow pit: [Black box]
- Closed cells: [Grid pattern]
- Land Clearing Debris Cells: [Cross-hatch pattern]
- Tributary to Quincy Creek: [Dashed blue line]
- Dirt trail: [Dashed black line]
- Approximate ZOD: [Red dashed line]

Monitoring well or piezometer:

- Monitoring well or piezometer MW-27 not in permit monitoring network: [Circle with cross symbol]
- Monitoring well or piezometer MW-18 to be abandoned: [X symbol]
- Monitoring well in permit MW-4: [Circle with dot symbol]
- Piezometer in permit PZ-1A: [Inverted triangle symbol]
- Surface water point in permit SW-4: [Diamond symbol]

Scale: 0 to 500 feet

Compass: N, S, E, W

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

Date of Meeting: January 28, 2014

Date Submitted: January 24, 2014

To: Honorable Mayor and Members of the City Commission

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

Subject: IFAS Annexation Update

Statement of Issue:

On October 8, 2013, the Commission directed the City's staff to engage IFAS and the adjacent properties for annexation into the City. Subsequently, the City's staff approached the University of Florida and the IFAS' Director for the annexation of IFAS property into the City. The County also wrote to the University of Florida expressing their support for the annexation. The City's staff is glad to report that the Department of Environmental Protection acting as agent for the Board of Trustee for state-owned land, has formally approved the City's request for annexation of IFAS property into the City of Quincy. To complete the annexation, the City's Attorney is requested to prepare the annexation ordinance which will be brought to the Commission for adoption during the second meeting in February 2014.

Regarding the adjacent private properties, representatives of Redd and Shaw properties have expressed their consent for the annexation; however, all the necessary paper work for the voluntary annexation has not been completed. The City's staff will work to have this completed within the next few weeks and report to the Commission. (See attached, the agenda item of October 8, 2014, letter of support from the County and the letter from the State authorizing the annexation of the IFAS property).

Attachments:

- A. Agenda Item of October 8, 2013
- B. Letter of Support from the County
- C. Letter from the State Authorizing the annexation of IFAS property

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

Date of Meeting: October 8, 2013

Date Submitted: October 4, 2013

To: Honorable Mayor and Members of the City Commission

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

Subject: Request for Authorization to engage IFAS and the Adjacent Property Owners around the I-10 Intersection for Annexation

Statement of Issue:

A few weeks ago, a representative of the Shaw property located immediately south of the Highway 267/I-10 Intersection approached the City for voluntary annexation of their property into the City. Separating the Shaw property from the City's southern jurisdictional boundary is the IFAS facility owned by the University of Florida. The IFAS facility on Pat Thomas Parkway (State Road 267) directly abuts the City's southern boundary on Wash Road and occupies most of the land that lies between the City's boundary and the Interstate 10 intersection and abuts the Shaw property located south of the Interstate. The Director of the IFAS facility is receptive to the City's request for voluntary annexation of their property and agreed to initiate the University of Florida's approval process for the annexation. The entire proposed annexation area includes a total of approximately 1,706 acres. This agenda item is a request for authorization from the Commission for the City's staff to initiate the application for a comprehensive plan amendment and rezoning application and an ordinance for the I-10 annexation to bring the Shaw property, IFAS property, and the owners of the adjacent properties near the I-10 intersection into the City. Upon completion of the discussions with property owners, staff will prepare a formal annexation ordinance and initiate a comprehensive plan amendment and rezoning application to be approved by the Commission¹. See Table 1 below and the attached map.

¹ There are two parcels of the City's Business Park that were not annexed into the City. These two parcels will become part of the I-10 proposed annexation.

Why is the Annexation Necessary?

Cities grow through annexation in order to stay abreast of the demands for land to support its growing population as well as the economic vitality of the city. The proposed annexation area will expand the City's boundary by 37% with the inclusion of approximately 2.67 square miles and put the I-10 interchange into the City thereby providing the City with greater opportunities for growth and development. The City's comprehensive plan identifies, in 2000, this area as the highest priority as far annexation into the City is concerned. Thus, the proposed annexation would enable the city to accomplish its highest annexation priority.

**Table 1
Proposed Annexation Land Area**

No.	Property Owner	Size (acres)	Condition of Property
1	UF IFAS	883	Used for Ag. Education and Research
2	Shaw Property	774	Vacant undeveloped land
3	Adjacent Property	49	Vacant undeveloped land
Total		1,706	

Future Economic Development:

Interstate 10 is a major transportation corridor and the backbone of economic development in North Florida. At the moment, the City of Gretna and Greensboro on our west have extended its boundaries to I-10 and beyond. Similarly, the City of Midway on our east has extended its boundaries to incorporate the I-10 interchange. It is only the City of Quincy, located less than a mile from the I-10 interchange, and Chattahoochee whose boundaries do not include a portion of the I-10 corridor. The City, in its economic development plan, identifies Pat Thomas Parkway as the major corridor along which the future growth of the City will occur. At the moment, some of the major businesses in our community are located along Pat Thomas Parkway; for example, Super Value Distribution Center, and Walmart, Inc. The City's Business Park on Joe Adams Road is also located in this area. Thus, it is proper to expect major economic development coming to the City in the future to locate along this corridor and around the I-10/Pat Thomas Interchange.

IFAS's visiting students, researchers and vendors, provide a significant number of hotel stays for the three hotels at the I-10 interchange. The hotels, also, provide accommodations for the traveling public on I-10 and regional visitors attending events and sporting games at the Florida State University, and Florida A & M University. The hotels have identified a need for a restaurant at the interchange to meet their guest's dining needs. One of the difficult in marketing the interchange is that the lands at the interchange are not properly zone to attract the attention of major restaurant brands.

The proposed I-10 annexation and comprehensive plan and commercial rezoning application would make the interchange more attractive to potential restaurants owners.

Infrastructure Plan for the Area:

The County in its utility studies identifies the City as the major provider of water and sewer to the area south of the I-10 intersection. The City currently provides water and sewer services to the area through a 2-inch line that extends from the junction of Joe Adams Road and Pat Thomas Parkway to the IFAS facilities. The City's use of the 2-inch line was strategic; the City initially planned to install a 6-inch line but there was no growth demand to utilize it at the time. The City plans to replace the 2-inch line with a 4 or 6-inch line in the near future depending on the demand for growth in the area. At the moment the only demand that the City has in the area is from IFAS and the current 2-inch line is more than adequate to serve that demand. In addition, the City is currently serving the sewer needs of the hotels located at the intersection through a force main located in the vicinity of Hampton Inn. Thus, the City already has some public facility infrastructure in place to serve the immediate needs of development in this area².

Impact of Annexation on IFAS Facility Activities:

The University of Florida's IFAS facility is a highly regarded state government asset in our area which has contributed immensely to the economy of Gadsden County. The City's proposed annexation of its property will not alter the activities of the UFAS facility. The City will ensure, through comprehensive plan and zoning provisions, that all the research and related activities that are currently conducted at the facility are not impeded by new regulations.

Comprehensive Plan Amendment and Zoning Changes:

At the moment these properties are governed by the County's comprehensive plan. Subsequent to the annexation, the City staff, if given authorization, will initiate a comprehensive plan amendment with the State changing the land use designation on the annexed properties from the County's designation to the City's designation. Soon after that the appropriate City zoning categories will be assigned to the annexed properties.

Conclusion:

The City's staff believes that the proposed annexation is in the best interest of Quincy and is needed to support the growth of the City. It was the City's priority and long held aspiration to extend its boundary to the I-10 intersection; the annexation proposal presented in this agenda item would enable the City to implement this objective. Quincy is one of two cities in the county that has not reached the I-10 interchange. Furthermore, in the absence of this annexation the City will not gain access to the

² The Shaw property owner was receptive to the City's inquiry regarding locating a waste water facility on a portion of the property.

valuable land surrounding the I-10 intersection and thereby be deprived of the economic advantages that pertain thereto. In view of that, the City's staff is asking the City Commission for authorization to the appropriate time to file a comprehensive plan and rezoning application for the identified properties and other property around the I-10 interchange.

Options:

Option 1: Authorize the City's staff to file a comprehensive plan and rezoning application and initiate an annexation ordinance for the identified property owners and other property owners around I-10 intersection.

Option 2: Do not authorize the City's staff to file a comprehensive plan and rezoning application and initiate an annexation ordinance for the identified property owners and other property owners around I-10 intersection.

Staff Recommendation:

Option 1



COMMISSIONERS:

ERIC F. HINSON
District 1

DOUGLAS M. CROLEY
District 2

GENE MORGAN
District 3

BRENDA A. HOLT
District 4

SHERRIE D. TAYLOR
District 5

GADSDEN COUNTY
Board of County Commissioners
EDWARD J. BUTLER
GADSDEN COUNTY GOVERNMENTAL COMPLEX

ROBERT M. PRESNELL
County Administrator

DEBORAH S. MINNIS
County Attorney

January 16, 2014

Ms. Sheri Y. Munn, Assistant Director
Property & Facilities
IFAS Facilities Planning & Operations
University of Florida
Bldg. 124 Mowry Road
Box 110850
Gainesville, Florida 32611

Re: Gadsden County Letter of Support for City of Quincy's Proposed Annexation of the University of Florida Institute of Food and Agriculture Sciences located on *Pat Thomas Parkway (State Road 267) in Gadsden County Florida.*

Dear Ms. Munn:

This letter represents Gadsden County's expression of support for Quincy's proposed annexation of the University of Florida Institute of Food and Agriculture Sciences (IFAS) facility located on *Pat Thomas Parkway (State Road 267) in Gadsden County Florida.*

The County is comfortable with the proposed annexation of IFAS's property because it will not have any negative impact on the Institute or impose any new regulation on the activities of the Institute. The proposed annexation will yield positive outcomes for the Institute in terms of savings on utility bills and greater access to essential amenities for visiting students, vendors and researchers and further the County's city-based economic growth for the County. Under the County's comprehensive plan the IFAS's property is designated Public. Subsequent to the annexation, the City will initiate comprehensive plan amendment and zoning changes to assign to the IFAS's property the same designation that it enjoys under the County; thus the proposed annexation will not cause the IFAS' property to be subjected to additional land use regulations. The proposed annexation is consistent with and furthers the growth plan of the County.

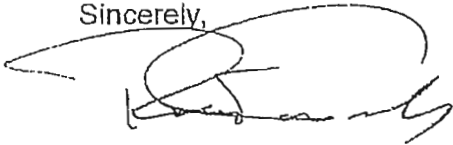
Quincy is the largest City in Gadsden County, seat of Gadsden County government and the center of economic activities in the County and is located within one and a half mile of the I-10 intersection. It has been the County's long held desire that the City of Quincy (as well as other Gadsden County cities in the vicinity of I-10) extend its boundary to the I-10 intersection in order to provide services to the southern part of Gadsden County.

Ms. Sheri Y. Munn, Assistant Director
January 16, 2014
Page Two

The County in its utility studies identifies the City of Quincy as the major provider of water and sewer to the area south of the I-10 intersection (the City currently provides water and sewer services to the area through a 2-inch line that extends from the junction of Joe Adams Road and Pat Thomas Parkway to the IFAS's facilities). The proposed annexation will give the City access to the properties located south of State Road 267 and I-10 intersection and facilitate the provision of much needed infrastructure, such as sewer services, to that area of Gadsden County. The importance of providing sewer to that part of the County cannot be overemphasized in light of the environmentally sensitive nature of the area.

The County is very pleased that the City took the initiative to request for the annexation of IFAS's property into the City and we appreciate your cooperation in this matter. If you need additional information regarding this letter of support, or annexation request please contact Bernard Piawah, Planning Director for the City of Quincy, at 850-618-0030, ext. 6677; email: bpawah@myquincy.net or me at 850-875-8651.

Sincerely,



Robert M. Presnell
Gadsden County Administrator

RMP/bp

cc: Jack L. McLean Jr., Manager, City of Quincy
Bernard Piawah, Planning Director, City of Quincy



**FLORIDA DEPARTMENT OF
ENVIRONMENTAL PROTECTION**

MARJORY STONEMAN DOUGLAS BUILDING
3900 COMMONWEALTH BOULEVARD
TALLAHASSEE, FLORIDA 32399-3000

RICK SCOTT
GOVERNOR

HERSCHEL T. VINYARD JR.
SECRETARY

January 21, 2014

University of Florida
Institute of Food and Agricultural Sciences (IFAS)
Attn: Jack M. Payne, Senior Vice President
PO Box 110180
Gainesville, FL 32611-0180

RE: Annexation of State-owned Lands in Gadsden County
UF/IFAS Lease 2790

Action ID:21380

Dear Mr. Payne:

In response to your letter received December 10, 2013, the Department of Environmental Protection, Division of State Lands, as agent for the Board of Trustees of the Internal Improvement Trust Fund of the State of Florida, has no objection to annexation of the state-owned land described in the attached request by the University of Florida/Institute of Food and Agricultural Sciences into the city limits of the City of Quincy, Florida. Thank you for providing the letter of support from Gadsden County.

If you have any questions, please call me at (850) 245-2720.

Sincerely,

Joseph Duncan
Bureau of Public Land Administration
Division of State Lands, MS 130

DR/jd

c.

Representative Alan B. Williams, Gadsden County
Senator Bill Montford, Gadsden County

Youth Protection Ordinance
Quarterly Report
July, 2013 to December, 2013

1. # of youth contacted by police officers in violation of the ordinance: 9

2. # of youth who came in contact with police but not in violation of the ordinance:
20

3. # of youth taken into custody and/or turned over to their parents with violations:
none (0)

4. # of youth stopped and it was determined by officers that they were suspended
from school: none (0)

5. # of youth violating daytime (school) hours restrictions: zero (0)

6. # of parents violating the ordinance: Zero (0)

7. # of youth violating the nighttime restrictions of the ordinance: Zero (0)

8. # of crimes committed in conjunction with the youth violating curfew: none (0)

9. # of citations issued to parents or the youth for violating the ordinance: none (0)

10. # of youth returned to school: Zero (0)

11. # of business in violation of the ordinance: Zero (0)

12. # of youth transported to the juvenile assessment center: there a were (4) four transported for arrests but none where in violation of the ord.

13. # of violation or crimes committed by youth suspended from school: Zero (0)

City of Quincy City Commission Agenda Request

Date of Meeting: January 28, 2014

Date Submitted: January 23, 2014

To: Honorable Mayor and Members of the Commission

From: Jack L. McLean Jr., City Manager
Bessie Evans, Director Human Resources and Risk Management

Subject: Municipality Finance Director's Executive Search Report

Issue:

In October, 2013, the City of Quincy launched a Senior-Level Management Executive Search for a new Finance Director, with Bob Murray & Associates (BMA). The City in-house circumstances dictated a strong need for a Finance Director in the month of December and an Interim Director of Finance was hired to facilitate a deliberate and orderly search for a new director.

Analysis:

Bob Murray & Associates have provided successful executive level searches for the City of Tallahassee. We are assured by the company that the City of Quincy will receive a pool of high-quality candidates from which to select the new Finance Director. Outlined below is the tentative timeline for the Finance Director:

ACTIVITY	CONDUCTED BY	DATE
Candidate Profile (Includes meeting with City)	BMA	Completed
City Reviews Profile	City	Completed
Brochure to Print	BMA	Completed
Ad Placement	BMA	Completed
Outreach/Recruitment Closes	BMA	February 6, 2014
Preliminary Review of Resumes	BMA	February 10, 2014
City Reviews Preliminary Findings (Review top group and internals and identify who BMA will interview)	City	February 12, 2014
Candidates' Interview with BMA	BMA	Week of February 17, 2014
Nexus Newspaper/Google Checks	BMA	February 21, 2014

Recommended Final Candidates to Manager Selection Committee (Review of candidates' BMA interviewed; Manager Selection Committee selects finalists) BMA Onsite	BMA	February 24, 2014
City Interviews Finalists BMA Onsite Manager Selection Committee chooses Top Candidate	City/BMA City	March 3/4, 2014 March 2014
Background Check(s) (i.e. Criminal, Civil, Education, Credit Checks)	BMA	March 2014
Selection/Negotiations	City/BMA	March 2014

Advertising was placed through the following sources:

1. Association of Government Accountants
2. IMA
3. Florida Institute of CPA's
4. Careers in Government

BMA has received twelve potential applicants' applications and expects there will be more by the close of business February 6, 2014. Beginning the week of February 17, 2014, BMA will start conducting interviews. The new prospective candidate could possibly be on board with the City, by the middle of April or either the second week in May.

*QFD Monthly Activity Report
December 2013*

	<u>2013</u>	<u>2012</u>
Responses Out of District	2	0
Mutual Aid Responses *	0	1
Deaths	0	0
Injuries	0	0
Fire Prevention Programs	2	2
Fire Safety Inspection	20	0
Fire Investigation	0	0
Plans Review	2	0
Training Man Hours	220 hrs	162 hrs
Hydrants Serviced/Painted	0	0
Utility Turn Ons	51	77
Smoke Detector Installs	5	4

*QFD Monthly District Fire Calls
December 2013*

<u>District</u>	<u>District</u>	<u>Location</u>	<u>Type of Incident</u>
District 1	12/18/2013	523 Williams St	Forcible entry/assist police
District 2	12/18/2013	413 S 11th St	Police assist
	12/19/2013	20 N Stewart St	Medical assist
	12/23/2013	Jefferson St and Monroe	Vehicle accident no injuries
	12/28/2013	427 Stewart St	Smoke scare
District 3	12/16/2013	Joe Adams and Betsy Lane	Outside rubbish fire
	12/19/2013	334 Stanley St	Medical assist
	12/24/2013	241 N Chalk St	Structure fire
District 4	12/4/2013	210 W Washington St	Fire alarm
	12/5/2013	20 N Stewart St	Medical assist
	12/5/2013	20 N Stewart St	Medical assist
	12/7/2013	23301 Blue Star Hwy	Lockout
	12/17/2013	508 E Jefferson St	Passenger car fire
	12/20/2013	20 N Stewart St	Medical assist
	12/24/2013	20 N Stewart St	Medical assist
District 5	12/5/2013	620 S Atlanta St	Malicious, mischievous false alarm
	12/9/2013	512 Bellamy	False alarm
	12/14/2013	520 Bellamy	Alarm system activation/malfunction
	12/17/2013	W Jefferson and Lillian Springs Road	Vehicle accident w/injuries
	12/19/2013	Shanks Middle School	Medical assist

*QFD Monthly Activity Report
Oct, Nov, Dec 2013*

	<u>2013</u>	<u>2012</u>
Responses Out of District	7	3
Mutual Aid Responses *	1	3
Deaths	0	0
Injuries	1	0
Fire Prevention Programs	6	5
Fire Safety Inspection	50	15
Fire Investigation	0	2
Plans Review	6	0
Training Man Hours	777 hrs	668 hrs
Hydrants Serviced/Painted	0	0
Utility Turn Ons	179	316
Smoke Detector Installs	17	4

*QFD Monthly Activity Report
Year End 2013*

	<u>2013</u>	<u>2012</u>
Responses Out of District	18	17
Mutual Aid Responses *	12	9
Deaths	0	0
Injuries	1	1
Fire Prevention Programs	31	26
Fire Safety Inspection	121	113
Fire Investigation	0	0
Plans Review	21	14
Training Man Hours	2830 hrs	3680 hrs
Hydrants Serviced/Painted	482	0
Utility Turn Ons	842	618
Smoke Detector Installs	17	7

**City of Quincy
City Commission
Agenda Request**

Date of Meeting: January 28, 2014

Date Submitted: January 24, 2014

To: Honorable Mayor and Commissioners

From: Jack L. McLean Jr., City Manager
Jeffrey Williams, Interim Finance Director

Subject: Report on the status of the Audit for FY 2012

The audit and financial report for the fiscal year ended September 30, 2012 is nearing completion. The City received a first draft of the audit / financial report for the CRA on January 22nd, and we are reviewing it. We will be adding budgetary information, updating discussion items and noting discrepancies this weekend. This information will go back to the Auditors before the Commission meeting on January 28, 2014.

Based on assurances from the Auditors, we expect additional items from them, on the City as a whole, for us to review and finalize the weekend of January 25th and 26th.

Staff is, at the same time, making progress on the 2013 data. There are several major areas to be addressed; fixed asset reconciliation, the consolidation of bank reconciliations, and realignment of function codes with the State chart of accounts. Also, a high priority is the tightening up of the budgetary process and the categorization of long term debt. We will make progress on these items at the same time, as we prepare the financial records for the 2013 Audit.

EMPLOYMENT AGREEMENT

STATE OF FLORIDA

COUNTY OF GADSDEN

THIS AGREEMENT, made and entered into this 7th day of October A.D. 2008, between the CITY OF QUINCY, FLORIDA, a municipal corporation, hereinafter called "Employer," and JACK L. MCLEAN, JR., hereinafter called "Employee," both of whom understand as follows:

WITNESSETH:

WHEREAS, Employer desires to employ the services of Employee as the City Manager of the City of Quincy, Florida, as provided by the City of Quincy's City Charter Article III, Section 3.01; and

WHEREAS, it is the desire of the City Commission to provide certain benefits, establish certain conditions of employment, and to set working conditions of said Employee; and

WHEREAS, it is the desire of the City Commission (1) to provide inducement for Employee to remain in such employment, (2) to act as a deterrent against malfeasance, misfeasance, and nonfeasance on the part of Employee, (3) to make possible full work productivity by assuring Employee's morale and peace of mind with respect to future security, and (4) to provide a just means for terminating Employee's services at such time as he may be unable to discharge his duties or when the City Commission may otherwise desire to terminate his employment; and

WHEREAS, Employee desires to accept employment as the City Manager of the City of Quincy;

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

Section 1. DUTIES:

Employer agrees to employ JACK L. MCLEAN, JR., as the City Manager of the City of Quincy, Florida, to perform the functions and duties described in the City Charter and Code of Ordinances of the City of Quincy, Florida, and to perform other legally permissible and proper functions and duties as shall be required by the City Commission. Neither the City Commission, nor any of its members shall direct or request the appointment of any person to, or removal from, office by the City Manager or any of his subordinates, or in any manner take part in the appointment or removal, of officers and employees in the service of Employer, except where expressly provided for by the City Charter, state law, or through an appeal and grievance process as provided by law or local rules. The City Commission and its members shall deal with employees of the City solely through the City Manager and neither the City Commission nor any member thereof shall give orders to any subordinate of the City Manager, either publicly or privately.

Section 2. TERMS:

A. This Agreement shall commence on November 1, 2008, and shall terminate on October 31, 2011. As with other employees in the City, Employee will not accept or engage in any employment that affects, interferes or conflicts with his employment or the performance of his duties. If Employer determines that his outside employment affects, interferes or conflicts with Employee's employment or performance, Employee shall agree to cease such employment during his employment.

B. This Employment Agreement will be effective for a period of three (3) years, as set forth above. At least one hundred and eighty (180) days prior to the expiration of this agreement either party may notify the other of its intent not to extend the Agreement. The Employee and/or

the City Clerk shall notify the City Commission at a City Commission meeting at least two (2) meeting in advance of the approaching one hundred and eighty (180) day notification requirement. Employee serves at the pleasure of the City Commission. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the City Commission to terminate the services of Employee at any time, subject only to the provisions set forth in Section 3. A, and Section 11, of this Agreement.

C. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of Employee to resign at any time from his position with Employer. If Employee resigns voluntarily, severance payments will not be provided. The Employee shall provide the Employer thirty (30) days notification of a voluntary resignation.

Section 3. TERMINATION AND SEVERANCE PAY:

A. In the event Employee is terminated or not reappointed by the City Commission, during such time that Employee has the capacity to perform his duties, Employer agrees to pay Employee a lump sum severance cash payment equivalent to five (5) months of aggregate salary, as adjusted from time to time, including retirement and deferred compensation for that period of time. In addition to the five (5) month severance cash payment, however, if Employee is terminated because of (1) conviction of an illegal act, such as a felony, any crime involving moral turpitude or domestic violence, or (2) malfeasance, misfeasance, or nonfeasance, then Employer shall have no obligation to pay the severance cash payment. Malfeasance shall be defined as an act contrary to law or an act in violation of the public trust. Misfeasance shall be defined as the wrongful and injurious exercise of lawful authority. Nonfeasance shall be defined as the omission of an act which should have been performed.

B. At any time during the term of this Agreement, Employer refuses, following written notice, to comply with any provision benefiting Employee as contained herein, or

Employee is not reappointed or Employee resigns following the request/suggestion of a majority of the City Commission, Employee may at his option, be deemed to be "terminated."

C. Upon Employee's execution of this Agreement, he waives any and all rights under Section 3.02 of the City Charter.

D. Contemporaneously with the delivery of the severance pay and any additional months of salary, employee agrees to execute and deliver to Employer a release, releasing Employer of any and all claims that Employee may have against Employer regarding Employee's termination.

Section 4. COMPENSATION:

Employer agrees to pay Employee for his services rendered pursuant hereto a salary of \$110,000.00 per year for his administrative and managerial duties and \$26,000.00 per year for his legal duties, as defined in "Attachment A", payable in equal bi-weekly installments, and payable at the same time as other employees of Employer are paid. Employee shall then receive any and all increases to this salary as is voted on from time to time by the Employer for all employees or as may be separately set by the Employer. In addition, effective each fiscal year, and each year thereafter, Employee shall be entitled to any Cost-of-Living Adjustment (COLA) when such adjustments are made by Employer.

Section 5. GAS ALLOWANCE:

Employee shall be provided a gas allowance of two (\$2,000.00) thousand dollars annually.

Section 6. TELEPHONE:

Employee shall be paid a telephone allowance of eighty-two (\$82.00) dollars monthly.

Section 7. DISABILITY, HEALTH AND LIFE INSURANCE:

A. Employer agrees to purchase and to pay the required premiums on term life insurance policy(ies), or an amount toward the required premiums for term and/or whole life

insurance not to exceed that which would be paid for term life policies, in the amount of five times the annual gross salary of Employee, convertible to whole or in part to whole life insurance, with the beneficiary named by Employee to receive all benefits paid.

B. Employer agrees to provide family hospitalization, dental, cancer supplement, surgical and comprehensive medical insurance for Employee and his dependents and to pay the total premiums thereof.

C. Employer shall provide Employee with public officials' liability as provided in the ICMA public liability insurance policy or an equivalent policy from a duly licensed insurance company. The coverage limits shall be in an amount of not less than \$300,000.00.

D. Employer agrees to purchase a disability insurance policy for Employee, and make one-half (1/2) of the required premium payments thereon, providing 75% income replacement (excluding retirement and deferred compensation). Employee will pay the remaining one-half (1/2).

Section 8. RETIREMENT/DEFERRED COMPENSATION:

Employer agrees to set aside an amount equal to twelve percent (12%) of Employee's annual base salary for Employee's retirement and eight per cent (8%) for deferred compensation benefits. These retirement and deferred compensation benefits will be paid at each pay period, in the portion applicable to that pay period. It is expressly agreed between and understood by all parties, however, that this provision shall be construed to mean Employee shall be vested thirty three and one-third per cent (33 1/3%) in Employer's retirement/deferred compensation plan in the first year, sixty-six two-third per cent (66 2/3) in the second year, and one hundred per cent (100%) in the third year.

Section 9. VACATION AND SICK LEAVE:

Upon employment the Employee shall be credited with Twenty-one (21) days (168 hours)

Annual leave and Twenty (20) days Sick Leave (160 hours). Employee shall accrue and have attributed to his sick leave at the rate as if in the tenth (10th) year, and as the same may increase on an annual basis as determined by Employer's policies and Employee's length of service, or by action of the City Commission. Employee may accumulate, accrue, and carry forward from year to year all unused vacation and sick leave days until the termination date of this Agreement, or Employee's resignation or termination from employment pursuant to this Agreement, whichever ever occurs first. Employee shall be paid for all unused vacation and sick leave days accumulated when he leaves the employ of Employer. However, in no event shall Employee be compensated for more than 1,000 hours of unused vacation and sick leave combined.

Section 10. BONDING:

Employer shall bear the full cost of any fidelity or other bonds required of Employee under any law or ordinance.

Section 11. OTHER TERMS AND CONDITIONS OF EMPLOYMENT:

A. Employer agrees to pay the cost of Employee's subscriptions to managerial and financial professional publications, professional association dues and fees, as well as professional development courses, meetings, and seminars, including attendance costs and out-of-pocket expenses incurred during Employee's period of employment and any renewals or extensions thereof.

B. Employer in consultation with Employee shall fix any other terms and conditions of employment, as may be determined necessary from time to time, relating to the duties and performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City Charter or any other law.

C. Except as otherwise provided in this Agreement, all provisions of the City Code of Ordinances and policies and rules of Employer relating to vacation and sick leave, holidays and other fringe benefits and working conditions as they now exist or hereafter may be amended,

also shall apply to Employee as they would to regular employees of Employer.

D. The Employee shall establish residence in Gadsden County, Florida within one (1) year of employment with Employer.

Section 12. INDEMNIFICATION.

City or its designee shall defend, save harmless and indemnify Employee against any tort, professional or malpractice liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission committed by Employee within the scope of his duties as City Manager and/or any legal duties. In its sole discretion, City may compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon.

Section 13. NOTICES:

Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

- (1) **IF TO EMPLOYER:**
Mayor
City of Quincy
404 W. Jefferson Street
Quincy, Florida 32351
- (2) **IF TO EMPLOYEE:**
Jack L. McLean, Jr.
404 W. Jefferson Street
Quincy, Florida 32351

Alternately, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice the course of Transmission in the United States Postal Service.

Section 14. GENERAL PROVISIONS:

A. The text herein shall constitute the entire Agreement between the parties.

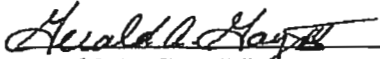
B. This Agreement shall be binding upon all parties and inures to the benefits of the heirs at law and executors of Employee.

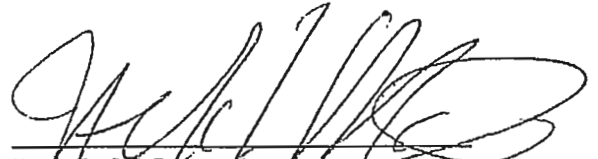
C. This Agreement shall become effective commencing on the 1st day of November A.D. 2008.

D. If any provision or any portion thereof contained in this Agreement is held to be unconstitutional, invalid or unenforceable, the remainder of this Agreement or portion thereof shall be deemed severable, shall not be affected and remain in full force and effect.

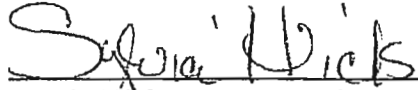
IN WITNESS WHEREFORE, the City Commission of the City of Quincy, Florida, has caused this Agreement to be signed and executed in its behalf by its Mayor and duly attested by its Clerk, and Employee has signed and executed this Agreement, both in duplicate, the day and year first above written.

[Signatures on Next Page]

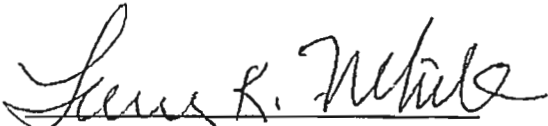

Gerald A. Gay, III
Mayor
CITY OF QUINCY, FLORIDA


Jack L. McLean, Jr.
EMPLOYEE

ATTEST:


Sylvia Hicks (SEAL)
City Clerk

APPROVED AS TO FORM:


Larry K. White, Esq.
Interim City Attorney