

City of Quincy

City Hall

404 West Jefferson Street

Quincy, FL 32351

www.myquincy.net



Meeting Agenda

Tuesday, July 8, 2014

6:00 PM

City Hall Commission Chambers

City Commission

Derrick Elias, Mayor (Commissioner District Three)

Micah Brown, Mayor Pro-Tem (Commissioner District Two)

Keith Dowdell (Commissioner District One)

Andy Gay (Commissioner District Four)

Daniel McMillan (Commissioner District Five)

**AGENDA FOR THE REGULAR MEETING OF
THE CITY COMMISSION OF
QUINCY, FLORIDA
Tuesday
July 8, 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 6/10/2014 Regular Meeting
(Sylvia Hicks, City Clerk)
2. Approval of Minutes of the 6/24/2014 Regular Meeting
(Sylvia Hicks, City Clerk)

Public Hearings as scheduled or agended

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

3. Resolution No. 1315-2014 Memorandum of Agreement with DOT

Reports by Boards and Committees

Reports, requests and communications by the City Manager

4. Quincy Shuttle Bus Service RFP
(Mike Wade, Interim City Manager; Bernard Piawah, Building and Planning Director)
5. Tentative Property Tax Millage Rate
(Mike Wade, Interim City Manager; Joseph Weil, Accountant III)
6. QFD Monthly Report
(Mike Wade, Interim City Manager; Scott Haire, Fire Chief)

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

Comments

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

Comments from the audience

Adjournment

*Item(s) Not in Agenda Packet

CITY COMMISSION
CITY HALL
QUINCY, FLORIDA

REGULAR MEETING
JUNE 10, 2014
6:00 P.M.

The Quincy City Commission met in regular session Tuesday, June 10, 2014, with Mayor Commissioner Derrick D. Elias presiding and the following present:

Commissioner Micah Brown
Commissioner Daniel McMillan
Commissioner Gerald A. Gay, III
Commissioner Keith A. Dowdell

Also Present:

Interim City Manager Mike Wade
City Attorney John Grant
Acting City Clerk Catherine Robinson
Police Chief Walt McNeil
Interim Finance Director Jeffrey Williams
Customer Service Director Ann Sherman
Interim Information Technology Director Christopher Jordan
CRA Manager Regina Davis
Parks and Recreation Director Gregory Taylor
Interim Public Works Director Reginald Bell
Fire Chief Scott Haire
Human Resources Director Bessie Evans
Accountant III Joe Wiel
Sergeant At Arms Assistant Chief Glenn Sapp

Also Present:

Gadsden County Commissioner Brenda Holt

Call to Order:

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

Special Presentations by Mayor or Commission-none

Approval of the Minutes of the previous meetings

Approval of the Minutes of the May 27, 2014 Regular Meeting

Commissioner Dowdell made a motion to approve the minutes of the May 27, 2014 regular meeting with corrections if necessary. Commissioner Brown seconded the motion. The ayes were unanimous.

Public Hearings as scheduled or agended

Ordinance No. 1063-2014 Second Reading – Annexation of Shaw and Redd Property

Commissioner Dowdell made a motion to read Ordinance No. 1063 by title only. Commissioner Brown seconded the motion. Upon roll call by the Acting Clerk the ayes were Commissioners Brown, McMillan, Gay, Dowdell and Elias. Nays were none. The Clerk read the title as follows:

AN ORDINANCE OF THE CITY OF QUINCY, FLORIDA RELATING TO THE ANNEXATION OF CONTIGUOUS PROPERTY TO THE CITY; PROVIDING FOR AUTHORITY; PROVIDING FOR ANNEXATION AND LEGAL DESCRIPTION; PROVIDING FOR A MAP OF ANNEXED AREA; PROVIDING FOR ZONING AND LAND USE; PROVIDING FOR COMPLIANCE WITH LAW; PROVIDING FOR FILING; AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor Elias asked if anyone from the audience has any comments. There were no comments from the audience. Commissioner Dowdell made a motion to approve Ordinance No. 1063-2014 on seconded reading. Commissioner Gay seconded the motion. Upon roll call by the Clerk the ayes were Commissioners Brown, McMillan, Gay, Dowdell and Elias. Nays were none. The ayes were unanimous.

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

Resolutions:

Reports by Board and Committees:

Reports, request and communications by the City Manager:

Crystal River Unit 3 Settlement Agreement

Interim City Manager Mike Wade reported to the Commission that the Florida Municipal Power Agency (FMPA) has been negotiating a settlement agreement on behalf of the City and other FMPA members to recover the additional cost of wholesale power that resulted from the failed upgrade project at the Crystal River Unit 3 nuclear power plant (CR-3). He stated that we are seeking approval of the settlement agreement in substantially final form and granting the Mayor the authority to approve changes that does not materially affect the approved settlement terms and to execute the Closing Documents.

Commissioner Gay made a motion to approve option 1: Approval of the settlement agreement in substantially final form and granting the Mayor the authority to approve changes that does not materially affect the approved settlement terms and to execute the Closing Documents. Commissioner Dowdell seconded the motion. The ayes were unanimous.

Timber Sale Contract Extension

Interim City Manager Mike Wade reported to the Commission that the Timber Sale Contract between the City of Quincy and Whitfield Timber Company has expired. An extension to the contract is needed for the cutting of the timber in the Business Park to be completed. He stated that he City entered into a six month contract for harvesting and sale of the timber located off Joe Adams Road. He stated we are requesting an extension of the existing contract for a period to end June 30, 2014.

Commissioner Gay made a motion to approve option 1: requesting an extension of the existing contract for a period to end June 30, 2014. Commissioner Brown seconded the motion. The ayes were unanimous.

Request for Proposal for Telecommunications Services

Interim City Manager Mike Wade requests authorization to develop a Request for Proposal (RFP) for telecommunication services for the City in order to evaluate the costs and feasibility of having internet and telephone services provided by a third party vendor. He stated that the City is to acquire a telecommunications system to serve the administrative operations of the City in an efficient and cost effective matter. Part of the evaluation and developmental process will be to perform a cost analysis of our existing communication services and will provide normal single line services providing access to the internet and web. The RFP will include maintenance, ongoing enhancement and other support services from the selected provider; however, the City will manage the day-to-day changes and maintenance internally. Commissioner Dowdell asked if this was internal services. Interim City Manager Mike Wade stated staff will provide internal services. Commissioner Dowdell asked since Netquincy is losing money is that now or an accumulation. Mr. Wade stated that the RFP will compare the cost of both sides the City and the third party. Commissioner McMillan made a motion to approve option 1: Authorize staff to issue a Request for Proposal for Telecommunication services. Commissioner Gay seconded the motion. Commissioner Dowdell asked if the RFP would come back to the Commission. Commissioner McMillan replies yes. The ayes were unanimous.

Bus Shuttle Services Continuation Discussion

Bernard Piawah Building and Zoning Director reported to the Commission that in April the Commission entered into a short term contract with Big Bend Transit to carry us to the end of the fiscal year. Commissioner Dowdell stated we need to involve the citizens that actually use the services. Commissioner Dowdell stated that we can't give an

answer as to whether or not we are going to keep the bus service. Commissioner Gay stated we need to look at this from a financial stand point. He stated that we could not continue to support the \$38,000 from the City but he is willing to see what else is out there to provide the service. Commissioner McMillan stated that we can probably slim down the cost and still provide the service. Commissioner Brown stated that the service is very beneficial and a service that we really need. Mayor Elias stated that we need to put out an RFP for the service. It is going to come down to finances. Commissioner Brown made a motion to approve option 1: Direct staff to issue an RFP (contingent on the County's participation) to look for a company that can provide the service at a lower cost to the City and County. Commissioner Gay seconded the motion. Commissioner Brown and Gay amended the motion to issue a RFP to say with or without the County's participation. The ayes were unanimous. Commissioner Dowdell asked if we are going to enlist the citizen's participation. Mayor Elias stated that we will develop a survey.

NetQuincy Report:

Chris Jordan Interim IT Director came before the Commission and reported that the report showed the following duplication of bills, staff continuing to bill customers that have requested their service to be cutoff and no cutoff procedures. He stated that staff is working to consolidate duplicate accounts which will ensure payments are credited to the correct account. Staff has identified customer that have cancelled their services but was still getting billed. A correction was made on those accounts. If a balance was still owed a final bill will be sent out. Finally staff has implemented a cutoff procedure and we did our first cutoff on June 3rd interrupting approximately 40 customers. Mr. Jordan stated that one customer is under a Main Street contract, and some customers have paid their bills in full. Commissioner McMillan asked why there is no cut off procedures. Christ Jordon stated that he had only been in the position for approximately five (5) months and they were concentrating on another project and his time was very limited to this portion but since that project no longer exists he can concentrate on the Netquincy billing. Commissioner McMillan stated that it is a shame that a Commissioner had to bring this to everyone's attention we have been doing false billing and giving faulty numbers which indicated how Netquincy is being managed. He stated that this is why we have bond covenants we need to stop lying to ourselves and paint the picture the way it suppose to be and not what we want it to be. He stated you don't allow customers to become 60 days delinquent with their bills they can't catch up. Commissioner Dowdell asked if these bills are the ones that are being sent out. Interim IT Director stated yes. Commissioner Dowdell asked if we were considering consolidating the bills. The interim City Manager stated that we were at one time but we are not pursuing that now. Commissioner Dowdell asked can we put these old bills on the customer's utility bill. The Attorney stated that he would look into the matter. Commissioner Dowdell stated that we wrote off several utility accounts approximately two years ago and that hurt us financially. Interim Finance Director Jeff Williams stated we need to make reasonable allowance every year for delinquent accounts and have liens in place, the allowance will eventually become an expense. He stated two things that would work deposits and turn off services. Customer Service Director, Ann Sherman informed the Commission she was directed by the pervious City Manager and Attorney that we could link those old accounts to the current account

and that is what we are working on now even though we have written them off. Commissioner McMillan asked how much funds would be generated from the current 56 Netquincy customers. Mr. Williams stated that he would have to get that information back to the Commissioners since some of them are billed at different rates. Mayor Elias stated he don't want us to write the old accounts off, we need to see if we can collect the funds. What do we have in place to collect the funds? Why can't we move forward until we straighten out this system we have in place. The duplication of accounts and balances needs to be corrected. Commissioner Dowdell asked what about the NetQuincy bills? Ms. Sherman informed the Commission that Customer Service does not have anything to do with the Netquincy billing Customer Service only post to the account.

Brenda Holt came before the Commission and requested a letter of support she will be testifying at the Senate Committee on aging on issues dealing with Social Security in Washington DC. Ms. Holt stated it is hard to sell other County Commissioners on the bus issue if their district is not a part of the City.

Accounts Payable Report as of June 5, 2014

Interim Finance Director Jeff Williams came before the Commission stating we have accounts payable for June and goes along with the budget projection and is close to projections. Accounts payable is just under 2M, we have been getting less calls and will be paying off our large vendors by the end of the year such as OMI, SEPA, and State Department of Revenue. Commissioner Gay stated that we have made progress with our small vendors. Commissioner Gay stated that he notice that we owe \$13,000 of which \$6,000 is owed the Golf Club of Quincy for the Christmas party and \$3,500 owed to the Hampton Inn. Mr. Williams stated that he and the Manager is checking on that, it is being disputed. Mayor Elias asked would it be easier for us to check and see if we had written a check to the Golf Club instead of asking them. Mr. Williams stated that the records indicated that we have not written a check. Bessie Evans Human Resources Director informed the Commission that the funds came from the forfeiture funds and she is pretty sure that those funds were paid. She stated that she would go back and research her records. Commissioner McMillan stated that there is no need for us not to pay someone in six months. He stated that he would like to see us pay our bills no later than 90 days.

Comments

City Manager

Interim City Manager received two (2) bids for City Attorney and will be opening them and they are Grant and Rumph, and Ard, Shirley, & Rudolph, P.A.. He stated we will evaluate them and then give them to the Commission.

Interim City Manager Mike Wade stated that he had received four responses back for Finance Director and is willing to negotiate their salary, their salary range is from \$90,000 to \$140,000. He stated all the ranges are above what the City is offering, we are offering \$65,000 to \$80,000 and are evaluating the applicants. He stated that a survey

from the Florida League of Cities showed that the salary range should be \$65,000 to \$80,000 for a city our size. Mayor Elias asked when would be the last day for Mr. Williams. Mr. Williams stated that Monday is his last day. Mayor Elias asked Mr. Wade what is going to be the plan since Mr. Williams is leaving. Interim City Manager Mike Wade stated that Mr. Williams has worked with the Accountant III and Mr. Williams will be available for consultation remotely. Mayor Elias asked if the agreement would be come back to the Commission. He stated it would first go to the Attorney and then to the Commission.

City Attorney

City Attorney Grant reported that during discovery of the bankruptcy of the Higdon Furniture we won't be able to advance our claim. He also stated that he is working on discovery in the All-tech matter.

Commission

Commissioner Dowdell stated the he had requested documents and asked when they would be released. The Manager stated he got a response back from the Attorney and will get the information back as soon as possible.

Commissioner Dowdell also inquired about the ditch on Shelfer Street and asked the Manager to go out with him to look at the options. The Manager stated that would be a good idea for them to review the option and how to pay for the repairs because we did not secure the loan for the repairs nor paving.

Commissioner Gay – None

Commissioner Brown - None

Commissioner McMillan stated he would like to have the Attorney look at our bonds regarding Netquincy to sell it or shut it down. The Attorney stated that he had spoken with the original bond Council Ms. Jolinda Herring she had several option ideas one being to refinance and it is his opinion that we should not proceed without bond Council.

Commissioner McMillan asked about the Level 3 Contract. The Attorney reported that the previous Manager exceeded his authority to execute the contract and he did not see where it came before the Commission therefore it is not a valid contract.

Commissioner McMillan stated that he had the pleasure of touring the City facilities and he stated that we have lots of spaces that is used for storage and needs to be cleaned up before we talk about building a new facility.

Commissioner McMillan stated we need to follow thru with code enforcement and update on code enforcement in his district where they are at and last time someone went before the Magistrate. We are good at putting letters on doors but we need to follow up.

Thanked all the employees for the work they do he stated that some are under staffed in a lot of areas and some of the employees are taking up the slack. He stated that when he was in Customer Service there was a leak and asked if they had contacted the contractor regarding the leak. The Interim City Manager stated he would check into the matter.

Commissioner McMillan thanked Mr. Williams Interim Finance Director for all he has done and appreciates him very much.

Mayor Elias asked Ms. Todd and Stokes to approach the podium. Ms. Sally Todd of 1217 Berry and Ms. Alice Stokes of 1238 Berry Street concerns were dogs in the neighborhood and asked what can be done for protection. The manager stated that he and the Police Chief had been out and found that the dogs are locked up. Ms. Stokes stated that the dog is located on Canal Street and the gate is open. Ms. Todd stated that there are also two pit bulls in the neighborhood. The Mayor asked Ms. Todd and Ms. Stokes to get with the Police Chief. The Chief stated that they are aware of the situation and had animal control out there and they have issued a warning to one of the owners.

Mayor Elias asked the question regarding the Netquincy accounts who sets up the accounts.

Mayor Elias cable prices are astronomically high and would like to invite competition in to drive the prices down.

Mayor Elias stated that the Commission authorized him to get with the Interim City Manager and the Human Resources Director to discuss his salary they arrived at a 15% increase while serving as Interim City Manager. Commissioner Gay made a motion to approve the 15% increase. Commissioner Brown seconded the motion. The ayes were unanimous.

Mayor Elias asked Mr. Williams Interim Finance Director do we have to finagle our funds to make payroll. Mr. Williams replied yes. Mayor Elias stated he said a while ago that if we are not careful the City of Quincy will be on the verge of bankruptcy like Detroit. He stated this is his personal opinion we are going to have to revamp the City reorganize some things from a budget stand point. He stated that he is just putting it out there one day the Commission will see what he has been talking about for years putting a moratorium on spending and other measures to cut spending. Commissioner McMillan stated that he is on board with the Mayor. Mayor Elias stated drastic time calls for drastic measures.

Mayor Elias asked the Interim City Manager if Mr. Wiel is up for the position. Mr. Wade stated that he has experience in the area, has taught accounting at TCC, is a CPA, and was an accountant at Niagara Wires before it closed. He stated that Mr. Williams has confidence in him and has been teaching him governmental accounting. Commissioner Dowdell asked how much experience he has. Mr. Wade stated he is getting familiar with governmental accounting. Commissioner Dowdell asked how long

has he been here. Mr. Wade stated six weeks. Mayor Dowdell stated that the City has several interim directors as some point we will have to solidify things we are hurting. He stated that given the leadership we have now we can do something we just have to be committed.

Comments from the Audience

Leonard Newton of 345 South 11th Street came before the Commission with the following concerns/comments: The City currently has two lawsuits from the prior City Manager and he state who is going to have to pay for the Attorney, the citizens, the Interim City Manager did not renew the contract of the temporary worker in Customer but he can hire an Assistance Director in the Utilities Department, Jack McLean is costing us money we need to just to pay him. He also stated that he doesn't think it is fair that our Interim City Manager is not for the best interest of the City.

Alphonso Figgers of 245 Lowe Street had the following concerns/comments: Congratulated Commissioner Gay on his daughter wedding, thanked everyone for a successful health fare including the Fire Department and Police Department, the senior citizens banquet is coming up soon and asked for donations, suggested the following names for the park (Commissioners, Edwards, Cook, Bryant, Massey, and Barber), asked that the City do something for Ms. Jerri Mock a Quincy native who flew solo around the world, feels that suggestions from citizens falls on deaf ears, he stated the he approached the former City Manager with a proposal to have a bus route just for Quincy a year and a half ago, thanked Public Works and Utilities for cleaning up in their neighborhood, working with CRA to get houses renovated.

Charles Morris 23201 Blue Star Highway came before the Commission and stated the last time he saw the Mayor he was receiving an award from the best University in the world Florida A&M University. He had one question does the City of Quincy have a comprehensive plan. The Mayor answered yes.

Emanuel Sapp of 821 2nd Street came before the Commission stating we need to have stability in leadership in the City we have several interims positions, we need to re-change the attitude of the people in the Stewart Street and build them affordable homes just as they did in Bethune Cookman area, he stated that the City is not on the verge of bankruptcy.

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

APPROVED:

Derrick D. Elias
Presiding Officer of the City Commission
and of the City of Quincy, Florida

ATTEST:

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

CITY COMMISSION
CITY HALL
QUINCY, FLORIDA

REGULAR MEETING
JUNE 24, 2014
6:00 P.M.

The Quincy City Commission met in regular session Tuesday, June 24, 2014, with Mayor Commissioner Elias presiding and the following present:

Commissioner Micah Brown
Commissioner Daniel McMillan
Commissioner Gerald A. Gay, III
Commissioner Keith A. Dowdell – Via Phone

Also Present:

Interim City Manager Mike Wade
Interim City Attorney John A. Grant
City Clerk Sylvia Hicks
Police Chief Walt McNeil
Customer Service Director Ann Sherman,
Parks and Recreation Director Gregory Taylor
Planning Director Bernard Piawah
Interim Public Works Director Reginald Bell
CRA Manager Regina Davis
Fire Chief Scott Haire
Account Control Analyst Catherine Robinson
Accountant III Joe Wiel
Acting Human Resources Director Bessie Evans
OMI Representative Terry Presnal
Sergeant At Arms Assistant Chief Glen Sapp

Call to Order:

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

Special Presentation by Mayor or Commission – none

Approval of the Minutes of the previous meeting

Public Hearings as scheduled or agended

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

Resolutions

Reports by Boards and Committees

Reports, request and communications by the City Manager

Franklin "Bud" Jones - Withdrawn

Reappointment of Code Magistrate

Commissioner Gay made a motion to reappoint Kent Robbins as the Magistrate. Commissioner Brown seconded the motion. The ayes were unanimous.

Request for Reappointment of Airport Authority Representative

Commissioner Brown made a motion to reappoint Larry "Don" Sirmons as the City of Quincy representative on the Quincy Gadsden Airport Authority. Commissioner McMillan seconded the motion. The ayes were

RFQ and Evaluation Sheet for City Attorney Services

Interim City Manager Mike Wade reported to the Commission that staff has evaluated the proposal and is asking the Commission to accept the submitted firms for further evaluation by the Commission in the form of a workshop. Commissioner McMillan made a motion to interview both firms and setup a workshop. Commissioner Gay seconded the motion. The ayes were 4-0. The Commission stated that they would like to interview both firms. Commissioner Gay stated that he is disappointed that only two firms applied.

QFD Monthly Report – No comments

Financials/P-Card Statement

Commissioner McMillan stated that according to Budget to Actual we have approximately 2M in revenue and asked where it is. Joe Wiel, from the Finance Department reported to the Commission that you have accrual revenue that we may not collect. Commissioner McMillan asked if there a certain percentage that we accept that we may not collect. Mr. Wiel stated we must be cautious we have good week and bad week in our cash flow. He stated this is not actual cash this is accrual. And will keep the Commission informed.

Mayor Elias had concerns with the P-Card statement, the Verizon account, his concern was the amount of the bills that varies from \$1,100-100. It was explained to the Commission that the bills are done by departments.

Commissioner McMillan stated paying bills with the P-Card is not a good policy and when our account payables in check we will change that policy.

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

Comments

Interim City Manager Mike Wade requested authorization for the Mayor to execute an Audit Certification for 2013 stating that the City of Quincy did not have any grant in the excess of \$500,000. The Commission agreed.

Bus Shuttle RFP and staff had scheduled a workshop for July 2, 2014 from 5:30 until 6:30 to gather information regarding the bus service. Commissioner Dowdell stated we need to get the riders input.

Commissioner Dowdell asked the Manager when he was going to get the information that he had requested. The Manager stated we will get you the information you except for the confidential items. Commissioner Dowdell asked what the holdup is. The Manager stated the request was for an extensive amount of material and Human Resources would have to retrieve the documents. Commissioner Dowdell asked for a date. Bessie Evan Human Resources Director replied August 30th. Commissioner Dowell stated that is another month and a half and he expects the information at the end of this month.

Commissioner Dowdell asked the Manager about an email he received regarding the former City Manager. The Manager stated that he is waiting on a reply from the Attorney and would give him a call.

Commissioner Dowdell asked the Manager about a former employee that he terminated stating that the City is moving in a new direction. The Manager stated that we had a change in administration and he was well within the Charter to make those changes in that department. Commissioner Dowdell asked the Manager if he had gotten the advice from the Attorney. The Manager replied he had and the Attorney agreed that the action that was taken was administrated and well within the Charter and it is common and permissible by the Charter.

Attorney

Interim City Attorney Grant reported that as a follow up on the Eaton case, the Florida League of Cities, the adjutor, reported that it is not responsible for whistle blowing and did not provide coverage. He reported that the City is responsible.

Interim City Attorney Grant reported that he had spoken to the Bond Council Ms. JoLinda Herring and she presented several options including refinancing to drop the interest rate and stated the bond would not be affected by get rid of NetQuincy there is flexibility.

Commission

Commissioner Dowdell asked when are we going to put our an RFP for the City Manager? Commissioner McMillan stated when a Commissioner makes the motion. Commissioner Dowdell made a motion to put out a RFP for the City Manager.

Commissioner Brown stated that he emailed his concerns to the Manager.

Commissioner Gay – None

Commissioner McMillan thanked Mr. Wade and the Public Works Department for doing a great job in Hillcrest Cemetery.

Commissioner McMillan requested monthly updates on Code Enforcement.

Commissioner McMillan reported that he would like to schedule a community meeting next month with the Chief of Police.

Commissioner McMillan informed the public that his contact information is 850-627-6032 and can be reached at anytime and dmcmillan@myquincy.net.

Commissioner McMillan stated we need to poll the number of riders on the Shuttle Bus. Mr. Piawah reported that he would be conducting a survey next week.

Commissioner McMillan requested a financial analysis of NetQuincy (telecommunications). He stated he did his own analysis and we would have to charge approximately \$500 just break even. Commissioner McMillan stated we need to be a bit more transparent, the numbers don't match, our income needs to match our expenditures, stop trying to muddy the water, we need to paint the picture the way it is and not how we want it to be. He stated we need a budget workshop we don't need this expense this year. He stated that he don't see how the Commission passed this budget, nothing against this Commission.

Commissioner McMillan reported that two weeks ago he experienced his baby being born and thanked all women for their sacrifice.

Mayor Elias asked who is filling in at Netquincy. Interim City Manager stated that Mr. Rittman is doing day to day along with Mr. McGarl the contractor.

Mayor Elias asked who is handling the litigation from the former City Manager. The Attorney replied Gwen Adkins and had requested an extension until July 15, 2014 to respond. Mayor Elias requested an Executive Session with Ms. Adkins to keep them updated. The Attorney stated that it appears that the retirement would be voluntarily dismissed. He stated we need to be in on the front end and not the back end of this litigation. Commissioner Dowdell asked the Attorney if the former Manager was entitled to his retirement. Mayor Elias stated we are not going to get into this conversation in this type of setting. Commissioner Dowdell stated that the retirement is under the City Manager not the Commission.

Comments from the audience

Cynthia Shingles of 141 Daniels Street stated that she was here to discuss her termination letter she stated that she was the Executive Assistant to the City Manager and at no point in time did the Manager ask her if there was any outstanding contract or agreements. She stated the only thing that Manager asked her to do was the agenda. She stated that she worked on the RFP for the Attorney and asked the Manager did he proof the RFP before it was published. She stated the prior City Manger hired three department heads under his administration and not one of them was terminated since we are going in a different

direction. She asked if it was personal or because she exercised her first amendment rights to support Commissioner Dowdell with his campaign she did not break any rules. Ms. Shingles stated that not only was she the Executive Assistant to the City Manager, she served as Deputy Clerk and was the Purchasing Agent. She asked why she wasn't moved to another department. She thanked her family and friends for coming out to support her.

Alphonse Figgers of 215 North Chalk Street came before Commission with the following concerns and comments: Congratulated Commissioner McMillan on the birth of his child, Condolences to Assistant Chief Sapp on the passing of his sister, Success of the festival, thanked the Police Department for assisting with the meals for the children, presented certificate of appreciations to the Commission and Ms. Perkins, Setup workshop to discuss grants, and the City needs stability and we need to move forward.

Freida Bass Prieto of 329 East King Street came before the Commission and asked when the Commission adjusted the budget? Mr. Wiel stated he was just following what was in the system. Mayor Elias stated that Mr. Wiel will have to get with Mr. Williams to see when the changed occurred.

Ms. Bass-Preito informed the Commission that she has had to wait for nine months under the prior administration to receive a records request.

Commissioner Brown made a motion to adjourn. Commissioner Gay seconded the motion. The being no further business to discuss the meeting was adjourned.

APPROVED:

Derrick D. Elias
Presiding Officer of the City Commission
and of the City of Quincy, Florida

ATTEST:

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

Resolution No. 1315-2014

RESOLUTION AUTHORIZING THE CITY OF QUINCY AND THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION TO ENTER INTO A MEMORANDUM OF AGREEMENT FOR MAINTENANCE

Whereas, as a part of the continual updating of the State of Florida Highway System, the Department, for the purpose of safety, protection of the investment and other reasons, has constructed and does maintain 2 and 4 lane (State Roads 10, 12 and 267) highway facilities below within the corporate limits of the City of Quincy; and

S.R. 10 (U.S. 90) County Section 50010, from city limit at C.R. 274 (M.P.18.484) to S.R. 12 (M.R.20.780)

S.R. 10 (U.S. 90) County Section 50030, from S.R. 12 (M.P. 0.000) to just East of Strong Road (M.P.2.051)

S.R. 12, County Section No. 50020, from S.R. 10 (U.S. 90) (M.P.0.000) to South of Quincy Creek ((M.P.0.973)

S.R. 267, County Section No. 50080, from Date Street (M.P.14.155) to S.R. 10 (U.S. 90) (M.P.15.365)

S.R. 267, County Section No. 50140, from S.R. 10 (U.S. 90) (M.P.0.000) North to Burmah Drive (M.P.0.881)

Whereas the City is of the Opinion that said highway facilities that contain roadside areas shall be setting forth the responsibilities that the attached MOA have been prepared to be executed as a 2year contract with no renewals.

Adopted this 8th day of July 2014.

City of Quincy, Florida

Derrick D. Elias, Mayor
Presiding Officer of the City
Commission of the City of Quincy, FL

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: July 8, 2014

Date Submitted: July 2, 2014

To: Honorable Mayor and Members of the Commission

From: Mike Wade, Interim City Manager
Reggie Bell, Interim Public Works Director

Subject: Memorandum of Agreement with Florida Department of Transportation and the City of Quincy

Issue:

The City of Quincy has a need to finalize the Memorandum of Agreement (MOA) with Florida Department of Transportation for Public Works to maintain the stated roads.

Background:

This Memorandum of Agreement (MOA) between the City of Quincy and the Florida Department of Transportation (DOT) is scheduled to expire on September 30, 2014. This MOA dates back as far as July 2007. The City of Quincy will mow the sides of the roads and the median, remove litter, perform mechanical sweeping, edging and sweeping.

The following roads will be maintained:

1. SR 10 (US 90) from the city limits CR 274 to SR 12
2. SR 10 (US 90) from SR 12 to just East of Strong Road
3. SR 12 from SR 10 (US 90) to South of Quincy Creek
4. SR 267 from Dade Street to SR 10 (US 90)
5. SR 267 from SR 10 (US 90) to North of Burmah Street

Analysis:

The City of Quincy Public Works Department has successfully worked with the Florida Department of Transportation for many years. Last year, DOT initially requested the MOA contract be cut from \$78,880.25 per year to \$28,044.80 per year because State Government only gives them \$28,044.80 per year for the work we do. However, since Public Works had not budgeted for the cuts in fiscal year 2014, Mr. Thalon Hobbs, District Maintenance Contracts Administrator, recommended that the contract remain

the same until the end of the fiscal year due to hardship. It was agreed at that time that the contract would be reduced to the \$28,044.80 this year. Mr. Chad Williams, Assistant District Maintenance Engineer, indicated that these cuts are being initiated throughout the State of Florida. This year's MOA will cover the periods of October 1, 2014 through September 30, 2016.

Public Works Department is presenting the following options for consideration:

- Option 1: Award the Memorandum of Agreement with Florida Department of Transportation for the amount of \$28,044.80 per year for the next two years.
- Option 2: Do not award the Memorandum of Agreement with Florida Department of Transportation.
- Option 3: Commission direction.

Recommendation:

- Option 1: Award the Memorandum of Agreement with Florida Department of Transportation for the amount of \$28,044.80.

Attachments:

- 1. Memorandum of Agreement for 2014
- 2. Email from DOT
- 3. COQ/DOT Maintenance Agreement
- 4. Revised FY2013/2014 Agreement



Florida Department of Transportation

RICK SCOTT
GOVERNOR

1074 Highway 90
Chipley, Florida 32428

ANANTH PRASAD, P.E.
SECRETARY

May 8, 2014

Ms. Sylvia Hicks, City Clerk
City of Quincy
122 North Graves Street
Quincy, Florida 32351-2328

**RE: Memorandum of Agreement with City of Quincy
Term - October 1, 2014 through September 30, 2016**

Dear Ms. Hicks:

Enclosed are four (4) originals of a Memorandum of Agreement between the City of Quincy and the Florida Department of Transportation. If your city desires to enter into this agreement with the Department, please execute and seal each original and return all copies to this office along with the Resolution covering this work. Final execution of this agreement is contingent upon funding.

Please return your executed agreements to our office by July 31, 2014. If circumstances will not allow you to return these documents by this date, please notify our office as soon as possible.

We appreciate your assistance in executing this agreement. When final execution is accomplished, an original will be forwarded to you for your records. If you have any questions, please feel free to call Chad Williams, P.E., Assistant District Maintenance Engineer toll-free at 1-888-638-0250, extension 1604 or via e-mail at chad.williams@dot.state.fl.us.

Sincerely,

A handwritten signature in black ink, appearing to read "Chad Williams". The signature is fluid and cursive, written over a white background.

Chad Williams, P.E.
Assistant District Maintenance Engineer

Enclosure

cc: Ms. Gabriella Corbin, Mr. Rick Stoutamire, Ms. Kristi Patterson

MAINTENANCE

MEMORANDUM OF AGREEMENT

THIS AGREEMENT is between the STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION, a component agency of the State of Florida, "DEPARTMENT," and the City of Quincy, a political subdivision of the State of Florida, existing under the Laws of Florida, "City".

WITNESSETH

WHEREAS, as a part of the continual updating of the State of Florida Highway System, the DEPARTMENT, for the purpose of safety, protection of the investment and other reasons, has constructed and does maintain 2 and 4 lane (State Roads 10, 12 and 267) highway facilities outlined in Exhibit "A" (Scope of Services) attached hereto and incorporated by reference herein, within the corporate limits of the City; and

WHEREAS, the City is of the opinion that said highway facilities that contain roadside areas shall be attractively maintained by mowing, mechanical sweeping, edging and sweeping and litter removal.

WHEREAS, the parties hereto mutually recognize the need for entering into an Agreement designating and setting forth the responsibilities of each party; and

WHEREAS, the DEPARTMENT is authorized to enter into this Agreement pursuant to Section 335.055, Florida Statutes "F.S.;" and

WHEREAS, the City by Resolution No. _____ dated _____, 2014, attached hereto and by this reference made a part hereof, desires to enter into this Agreement and authorized its officers to do so.

NOW THEREFORE, for and in consideration of the mutual benefits to flow each to the other, the parties covenant and agree as follows:

1. The City shall perform the following standards:
 - A. Mow, cut and/or trim grass or turf in accordance with the guidelines set forth by the DEPARTMENT on an annual basis.
 - B. Edging and Sweeping to eliminate excess growth of grass and/or vegetation along all curbs and sidewalks.
 - C. Removal of all litter and debris from within the limits of the highway rights-of-way.
 - D. Sweeping along all curbs including median and outside curbs.

The above named functions to be performed by the City shall be subject to periodic inspections by the DEPARTMENT. Such inspection findings will be shared with the City and shall be the basis of all decisions regarding payment reduction, reworking, agreement termination, or renewal.

2. If at any time after the City has assumed the maintenance responsibility above mentioned, it shall come to the attention of the DEPARTMENT's District Secretary that the limits of Exhibit "A" or a part thereof is not properly maintained pursuant to the terms of this Agreement, the District Secretary may at his option issue a written notice that a deficiency or deficiencies exist(s), by sending a certified letter in care of (Ms. Sylvia Hicks, City Clerk, 122 North Graves Street, Quincy, Florida 32351-2328) to place said City, on notice thereof. Thereafter, the City shall have a period of thirty (30) calendar days within which to correct the cited deficiencies. If said deficiencies are not corrected within this time period, the DEPARTMENT may at its option, proceed as follows:
 - (a) Maintain the roadside areas or a part thereof, within the DEPARTMENT or Contractor's personnel and deduct the cost of such work from the City's payment said work or part thereof, or
 - (b) Terminate Agreement in accordance with Paragraph 5 of this Agreement and remove, by DEPARTMENT or private contractor's personnel, all of the items not desirable to maintain installed under this Agreement or any preceding agreement except as to items to remain and charge the City for the reasonable cost of such removal.
3. It is understood between the parties hereto that the maintenance items covered by this Agreement may be removed, relocated or adjusted at any time in the future as determined to be necessary by the DEPARTMENT in order that the adjacent state road be widened, altered or otherwise changed to meet with future criteria or planning of the DEPARTMENT. The City shall be given sixty (60) calendar days notice to remove said maintenance items after which time the DEPARTMENT may remove said maintenance items.

4. The DEPARTMENT agrees to pay to the City quarterly compensation for the cost of routine maintenance of maintenance items identified in Exhibit "A". The lump sum payment will be in the amount of \$7,011.20 per quarter for a total sum of \$28,044.80 per year.
 - (a) Payment shall be made only after receipt and approval of goods and services as provided in Section 215.42, F.S.
 - (b) Invoices shall be submitted by the City in detail sufficient for a proper pre-audit and post-audit thereof, based on quantifiable, measurable and verifiable deliverables as established in Exhibit A. Deliverables must be received and accepted in writing by the DEPARTMENT's Project Manager or designee prior to payment.
 - (c) Supporting documentation must establish that the deliverables were received and accepted in writing by the City and must also establish that the required minimum level of service to be performed as specified in Paragraph 1 was met, and that the criteria for evaluating successful completion as specified in Paragraph 1 was met.
 - (d) Records of costs incurred under terms of this Agreement shall be maintained and made available upon request to the DEPARTMENT at all times during the period of this Agreement and for five years after final payment is made. Copies of these documents and records shall be furnished to the DEPARTMENT upon request. Records of costs incurred includes the City's general accounting records, together with supporting documents and records, of the City and all subcontractors performing work, and all other records of the City and subcontractors considered necessary by the DEPARTMENT for a proper audit of costs.
5. This Agreement may be terminated under any one of the following conditions:
 - (a) By the DEPARTMENT if the City fails to perform its duties under Paragraph 2, following ten (10) days written notice.
 - (b) By the DEPARTMENT, for refusal by the City to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, F.S., and made or received by the City in conjunction with this agreement.
 - (c) By either party following sixty (60) calendar days written notice.
 - (d) By both parties, thirty (30) calendar days following the complete execution by both parties, of an agreement to terminate this agreement.
6. The term of this Agreement commences on October 1, 2014 and continues thru September 30, 2016.
7. The Department's obligation to pay is contingent upon an annual appropriation by the Florida Legislature. In the event this Agreement is in excess of \$25,000 or has a term for a period of more than one year, the provisions of Section 339.135, (6)(a), F.S., are hereby incorporated:

The department, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The department shall require a statement from the comptroller of the department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding 1 year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years; and this paragraph shall be incorporated verbatim in all contracts of the department which are for an amount in excess of \$25,000 and which have a term for a period of more than 1 year.
8. This writing embodies the entire Agreement and understanding between the parties hereto and there are no other Agreements and understanding, oral or written, with reference to the subject matter hereof that are not merged herein and superseded hereby.
9. The DEPARTMENT's District Secretary shall decide all questions, difficulties and disputes of any nature whatsoever that may arise under or by reason of this Agreement, the prosecution or fulfillment of the service hereunder and the character, quality, amount and value thereof; and his decision upon all claims, questions and disputes shall be final and conclusive upon the parties hereto.
10. Vendors providing goods and services to an agency should be aware of the following time frames. Upon receipt, an agency has five (5) working days to inspect and approve the goods and services unless the bid specifications, purchase order, or contract specifies otherwise. An agency has 20 days to deliver a request for payment (voucher) to the Department of Financial Services. The 20 days are measured from the latter of the date the invoice is received or the goods or services are received, inspected and approved.

If a warrant in payment of an invoice is not available within 40 days after receipt of a properly completed invoice, a separate interest penalty in accordance with Section 55.03(1), F.S., will be due and payable, in addition to the invoice amount to the City. Interest penalties of less than one (1)

dollar will not be enforced unless the vendor requests payment. Invoices which have to be returned to a vendor because of vendor preparation errors will result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the DEPARTMENT.

A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 413-5516.

11. This Agreement may not be assigned or transferred by the City in whole or in part without consent of the DEPARTMENT.
12. City:
 - (a) Shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the City during the term of the contract; and
 - (b) Shall expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.
13. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida, current Department of Transportation Specification and Department of Transportation Standard Indices. Venue of any judicial proceedings arising out of this Agreement shall be in Leon County, Florida.
14. Travel expenses are not authorized under this Agreement.
15. The City shall comply with all federal, state and local laws and ordinances applicable to the work or payment for work thereof. The City shall not discriminate on the grounds of race, color, religion, sex or national origin in the performance of work under this Agreement.
16. No funds received pursuant to this Agreement may be expended for lobbying the Legislature, the judicial branch, or a state agency.
17. The City and the DEPARTMENT agree that the City, its employees, and subcontractors are not agents of the DEPARTMENT as a result of this Agreement.
18. PUBLIC ENTITY CRIME INFORMATION AND ANTI-DISCRIMINATION STATEMENT: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity
19. The effective date of this Agreement shall be the latest date on which either party executes this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the dates set forth below.

CITY OF QUINCY

STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION

BY: _____
NAME: _____
TITLE: _____
DATE: _____

BY: _____
District Secretary for District Three
DATE: _____

ATTEST: _____ (Seal)

ATTEST: _____ (Seal)
Executive Secretary

LEGAL REVIEW:

Office of the General Counsel

EXHIBIT "A"
THE CITY OF QUINCY
BASIS OF ESTIMATE

SITES:

1. S.R. 10 (U.S. 90), County Section No. 50010, from city limits at C.R. 274 (M.P.18.484) to S.R. 12 (M.P.20.780).
2. S.R. 10 (U.S. 90), County Section No. 50030, from S.R. 12 (M.P.0.000) to just east of Strong Road (M.P. 2.051).
3. S.R. 12 County Section No. 50020, from S.R. 10 (U.S. 90) (M.P.0.000) to south of Quincy Creek (M.P.0.973).
4. S.R. 267 County Section No. 50080, from Dade Street (M.P.14.155) to S.R. 10 (U.S. 90) (M.P.15.365).
5. S.R.267 County Section No. 50140, from S.R. 10 (U.S. 90) (M.P.0.000) to north of Gurman Street (M.P.0.881).

COST ESTIMATE FOR ONE YEAR

PAY ITEM No.	ACTIVITY No.	DESCRIPTION	UNITS PER CYCLE	COST PER UNIT	CYCLES PER YEAR	TOTAL COST
E104-4-4	484	INTERMEDIATE MOWING	26.410 AC.	\$ 53.44	7	\$9,879.45
E104-4-3	485	SMALL MACHINE MOWING	0.499 AC.	\$ 65.71	7	\$229.53
E110-30	541	LITTER REMOVAL	56.221 AC.	\$ 7.27	12	\$4,904.72
E110-31	543	MECHANICAL SWEEPING	10.657 PM	\$ 33.83	12	\$4,326.32
E110-32-1	545	EDGING AND SWEEPING	21.124 PM	\$137.36	3	\$8,704.78
GRAND TOTAL						\$28,044.80

QUARTERLY: \$ 7,011.20

TOTAL COST FOR TWO YEARS: \$ 56,089.60

Mike Wade

From: Williams, Chad <Chad.Williams@dot.state.fl.us>
Sent: Wednesday, July 02, 2014 6:31 PM
To: Mike Wade
Cc: Hobbs, Thalon; Miller, Sheila; Reggie Bell
Subject: RE: Maintenance Memorandum of Agreement (MOA) with City of Quincy

Mr. Wade,

The level of maintenance funding that our District (along with all other Districts) receives is commensurate with the effort deemed necessary to achieve an overall Maintenance Rating Program (MRP) score of 80. The Department's MRP is a method of conducting a visual and technical evaluation of actual highway maintenance conditions, and by Statute 100% of the roads on the State Highway System must achieve this established maintenance standard (overall MRP score of 80). The MRP is divided into five categories (known as Elements), and each Element is further subdivided into Characteristics. All Characteristics are evaluated against corresponding statewide performance standards that are described in significant detail within the Department's MRP Handbook.

It is very important to note that the desired maintenance conditions as reflected in the Department's MRP Handbook are neither a minimum or a maximum condition, but rather a level of service influenced by a number of considerations, such as safety, protection of public investment, comfort, economics, environmental impact, aesthetics and not least, financial constraints on available resources (personnel, equipment, & materials). The Department is first and foremost responsible for maintaining State highways in a safe and comfortable condition for users, and for protecting the public investment in these facilities. As already noted, aesthetics is one of the many factors that influenced the Department's established MRP maintenance standard, but it had to be duly weighed against the financial implications associated with maintaining the current inventory of over 43,000 lane miles of State Highway System.

For the purposes of this discussion I have taken an excerpt (pasted below) from the 2014 edition of the Department's MRP Handbook. This particular section deals with the 'Vegetation and Aesthetics' Element, and more specifically provides details concerning the 'Roadside Mowing' Characteristic. Facility Type 4 (Urban Arterial) is highlighted as most of our Maintenance Memorandums of Agreement (MOAs) involve urban arterial roadways. You will note that in this case the desired vegetation height is 9 inches maximum (excluding seed stalks and decorative flowers allowed to remain for aesthetic purposes). This example is being provided to demonstrate that the desired vegetation height associated with the Department's established maintenance standard is not comparable to the more manicured condition of those roadside vegetative areas covered under the terms of a Maintenance MOA. In addition, the frequency of mowing and litter pick-up cycles performed by local agencies under the terms of a MOA oftentimes exceeds the number of cycles for which we receive funding. As an example, our agency

is funded for only 7 cycles of intermediate machine mowing and only 7 cycles of small machine mowing per year.

In closing, a Maintenance MOA is especially appropriate when a local agency desires a **higher** level of service than the Department would otherwise provide. While it is recognized that more pristine roadside conditions are generally more appealing, such a level of service is simply not provided for within the funding all FDOT Districts receive. Should the City desire a higher level of service along those State routes identified within 'Exhibit A' of the MOA then Department funding would serve as a **supplement** to local funding in order to realize such higher standards. Any such extra level of service is to be funded by the City and not cost the Department more than the regular level of service (e.g., MRP score of 80). As noted in prior correspondence concerning this matter, the Department recognized that local municipalities would need time to make the necessary budgetary adjustments in consideration of the changes to the routine maintenance activity unit costs that were published last year. For this reason, the prior unit rates were extended for an additional 12 months in September of 2013. Should the City elect to not execute the new MOA then the Department will need to proceed with letting a routine maintenance contract as soon as possible to also cover those State roadway sections detailed within 'Exhibit A'.

Thank you.

VEGETATION AND AESTHETICS		
ROADSIDE MOWING:	No more than <u>1%</u> of vegetation exceeds (varies) inches high. This excludes allowable seed stalks and decorative flowers allowed to remain for aesthetics.	
<u>FACILITY TYPE</u>	<u>CLASSIFICATION</u>	<u>DESIRED HEIGHT</u>
1	Rural Limited Access	5 inches - 18 inches
2	Rural Arterial	5 inches - 12 inches
3	Urban Limited Access	5 inches - 12 inches
4	Urban Arterial	9 inches maximum
Roadside Mowing – This characteristic is the control of planted or natural grasses and vegetation for protection of soil shoulders and slopes, safety and aesthetics purposes.		
Evaluation: Calculate the mowing area in the sample point. Determine the area of vegetation above the standard height by measuring with a rule or stick marked at the appropriate heights. Calculate the area of the vegetation that does not meet the standards. Determine the percentage of vegetation that does not meet the standard by dividing the area of vegetation that does not meet the standards by the total mowing area in the sample and multiplying by 100. If more than <u>1%</u> of vegetation, EXCLUDING allowable seed stalks and decorative flowers which have been allowed to remain for aesthetics, exceeds the appropriate measurement as listed in the standard, then this characteristic does not meet the desired maintenance condition.		
Allowable seed stalks are defined as any vegetation not listed as undesirable in turf condition standard.		
Except for turf mowed by adjoining property owner, turf mowed at less than <u>5 inches</u> on Facility Types 1, 2 and 3 does not meet desired maintenance conditions.		
Do not evaluate mowing areas where wet conditions prevent mowing.		
Do not evaluate mowing in areas of natural occurring or designated wildflower planting areas. Mowing should be evaluated by roadway (one pass) and outside the planted or natural area of wildflowers.		
Roadside Mowing does not meet MRP standards when any of the following exist:		
1) More than <u>1%</u> of the vegetation varies from the standard height.		
2) The turf is mowed less than <u>5 inches</u> on facility types 1, 2 and 3, except turf mowed by adjoining property owner.		

Chad A. Williams, P.E.
Florida Department of Transportation
District Three Maintenance Office
P.O. Box 607, Chipley, FL 32428-0607
850-638-0250 Extension 604
850-330-1604 Direct Line
DOTNet number: 883-1604

**MAINTENANCE AGREEMENT
CITY OF QUINCY/FLORIDA DEPARTMENT OF TRANSPORTATION**

SITES:

1. S.R. 10 (U.S. 90), County Section No. 50010, from city limits at C.R. 274 (M.P.18.484) to S.R. 12 (M.P.20.780)
2. S.R. 10 (U.S. 90), County Section No. 50030, from S.R. 12 (M.P.0.000) to just east of Strong Road (M.P.2.051)
3. S.R. 12 County Section No. 50020, from S.R. 10 (U.S. 90) (M.P.0.000) to south of Quincy Creek (M.P.0.973)
4. S.R. 267 County Section No. 50080, from Dade Street (M.P.14.155) to S.R. 10 (U.S. 90) (M.P.15.365)
5. S.R. 267 County Section No. 50140, from S.R. 10 (U.S. 90) (M.P.0.000) To North of Burman Street (M.P.0.881).

**Florida Department of Transportation
Previous Agreement**

PAY ITEM NO	ACT NO	DESCRIPTION	UNITS PER CYCLE	COST PER UNIT	CYCLES PER YEAR	TOTAL COST
E104-4-3	485	MOWING, SMALL MACHINE	0.499 AC	\$115.59	7	\$403.76
E104-4-4	484	MOWING INTERMEDIATE	26.410 AC	\$50.27	7	\$9,293.41
E110-30	541	LITTER REMOVAL	56.221 AC	\$6.45	12	\$4,351.51
E110-31	543	MECHANICAL SWEEPING	10.557 PM	\$84.96	12	\$10,865.02
E110-32-1	545	EDGING AND SWEEPING	21.124 PM	\$602.64	3	\$38,190.50
		GRAND TOTAL				\$63,104.20

**Florida Department of Transportation
Current Proposed Agreement**

PAY ITEM NO	ACT NO	DESCRIPTION	UNITS PER CYCLE	COST PER UNIT	CYCLES PER YEAR	TOTAL COST
E104-4-3	485	MOWING, SMALL MACHINE	0.499 AC	\$65.71	7	\$229.53
E104-4-4	484	MOWING INTERMEDIATE	26.410 AC	\$53.44	7	\$9,879.45
E110-30	541	LITTER REMOVAL	56.221 AC	\$7.27	12	\$4,904.72
E110-31	543	MECHANICAL SWEEPING	10.657 PM	\$33.83	12	\$4,326.32
E110-32-1	545	EDGING AND SWEEPING	21.124 PM	\$137.36	3	\$8,704.78
		GRAND TOTAL				\$28,044.80



Florida Department of Transportation

RICK SCOTT
GOVERNOR

1074 Highway 90
Chipley, Florida 32428

ANANTH PRASAD, P.E.
SECRETARY

September 16, 2013

Ms. Sylvia Hicks, City Clerk
City of Quincy
122 North Graves Street
Quincy, Florida 32351-2328

RE: Maintenance Memorandum of Agreement (MOA) with City of Quincy

Dear Ms. Hicks:

Thank you for your correspondence concerning the Department's planned reductions in the routine maintenance activity unit prices that were proposed to be used for the subject contract. It is our understanding that the Department's proposed changes would be a major financial impact on the City's ability to enter into a contract agreement at the proposed rates.

Per the City's request, please find enclosed four (4) originals of a revised maintenance MOA between the City of Quincy and the Department which reflects utilization of the same routine maintenance activity unit prices that were used for the State Fiscal Year 2012/2013 period. The payment associated with this MOA will be **\$63,104.20**. If the City desires to enter into this agreement with the Department, please execute and seal each original and return all copies to this office along with the corresponding Resolution covering this work. Final execution of this agreement is contingent upon funding. The accompanying revised MOAs have been prepared to be executed as a 1-year contract ending September 30, 2014 with no renewals. *Please note that after this time the Department plans to utilize unit costs for the various routine maintenance activities that are commensurate with the actual budget received by the District Three Maintenance Office for the respective items.*

Please return your executed and sealed agreements to the District Three Maintenance Office by September 24, 2013. If circumstances will not allow you to return these documents by this date, please notify this office as soon as possible.

We appreciate your assistance in the preparation and execution of this agreement. When final execution is accomplished, a copy will be forwarded to you for your records. If you have any questions, please feel free to contact either Thalon Hobbs, District Maintenance Contracts Administrator at 1-888-633-1550, extension 1727 (thalon.hobbs@dot.state.fl.us) or Chad Williams at 1-888-638-0202, extension 1604 (chad.williams@dot.state.fl.us).

INFORMATION ONLY

Sincerely,

A handwritten signature in blue ink that reads "James T. Barfield FOR:".

James T. Barfield, P.E.
District Secretary

Enclosure

cc: Ms. Gabriella Corbin, Mr. Greg Ouzts, Ms. Dustie Moss

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

Date of Meeting: July 8, 2014

Date submitted: July 2, 2014

To: Honorable Mayor and Members of the City Commission

From: Mike Wade, City Manager
Bernard O. Piawah, Director, Building and Planning

Subject: Quincy Bus Shuttle Service RFP

Statement of Issue

This agenda item is intended to present to the Commission the draft of the RFP that staff intends to put out for the Quincy Bus shuttle service and also to brief the Commission of the result of the workshop that was held on July 2, 2014 for public input on the shuttle including the result of the interview that was conducted with the riders of the bus.

Result of Workshop and Interview:

In order to get public input on the bus shuttle service a workshop was held in the City Hall on Wednesday July 2, from 5:30 PM to 6:30 PM. The workshop was announced in the newspaper and copies distributed around the City. Only one person attended the workshop and that person supports the presence of a Quincy Bus shuttle.

The city's staff took a ride on the bus on Tuesday July 1, (one round) and on July 2, 2014 (one round) in order to interview the riders on the bus. On July 1, (pick up at the City Hall from 12:03 PM and return at 2:19 PM) two people were seen on the bus during that round; one of them spoke Spanish and could not be interviewed and the other person is a regular rider of the bus (i.e., he rides it every day). The regular rider indicated that it is good to have the bus service but stated that looping through Havana makes it less interesting to ride to go from one place to the other in the City.

On July 2, (pick up at the City Hall from 9:42 AM and return at 12:03 PM) only two individuals were found on the bus during this round (the regular rider and someone else). The regular rider always gets on the bus on Strong Road and will get off at different places in town; the other person that was on the bus was using the bus for the first time and was very pleased that the service was available to take him to the hospital.

RFP Summary:

On June 10, 2014, the City Commission voted to authorize staff to put out a request for proposal (RFP) for a contractor that will provide bus shuttle service along a fixed route within the City of Quincy. Per the Commission's directive, two RFPs will be provided by the interested party, one for a route that begins and ends in the City of Quincy and another with a route that includes one stop at Gretna and another stop at Havana. Please see attached the draft RFP that staff intends to put out.

Important Dates Associated with the RFP

The City will adhere to the following timetable, which will result in a selection of one candidate:

RFP Issuance Date:	July 17, 2014
RFP Submittal Deadline:	August 1, 2014, at 4:30 PM
Proposal Opening Date:	August 4, 2014, at 2:00 PM
Commission Candidate Selection Date:	August 12, 2014

The City intends to give preference to a local firm or individual who meets the requirements of the RFP pursuant to Section 2-474 of the City's code that states: "the City Commission shall give a preference in an amount not to exceed three percent of the bid price to a local person, firm, corporation or other business entity".

Some Key Requirements for the RFP:

- a. **Experience:** Interested party must possess at a minimum, five (5) years of experience providing shuttle service. Experience contracting with a government agency is preferred but not required. References must include company/entity, contact person, address and telephone number.
- b. **Operating Expense:** The bus shuttle is expected to run five days a week Monday to Friday) and for three rounds along a fixed route. The RFP must include the following cost of operating the shuttle: a) cost per hour of operation (i.e., the rate per vehicle hour); b) the cost per month; and c) the cost per year.
- c. **Fare Collected:** The amount that will be charged per trip (fare) must be stated. The fare shall be an amount that is fair and affordable for riders. The vendor shall post the fare in a conspicuous location on the vehicle for passengers to see.
- d. **Subsidy from the City and Other Sources:** It is anticipated that the cost of operating the bus shuttle service will be paid for with revenues from two sources: a) fare collected and b) subsidy from the City. Identify in the RFP the amount of subsidy the contractor will require from the City in order to meet up the operating expense for the shuttle for one month and for one year.

RFP Selection Criteria

All RFP's will be evaluated based on the following criteria:

- a. Company background, experience, references and financial capabilities.
- b. Fare to be charged per trip.
- c. Operating expense per month and per year.
- d. Amount of subsidy expected from the City.
- e. The use of American Disabilities Act compliant vehicles.
- f. Route development strategies and method in which services will be provided.
- g. Quality of services to be provided.

Recommendation:

The City's staff is recommending that the City Commission approve the attached RFP for a contractor that can provide bus shuttle service to the City of Quincy.

Options:

Option 1: Vote to approve the RFP for a company that can provide bus shuttle service to the City of Quincy;

Option 2: Do not vote to approve the attached RFP for bus shuttle service in the City of Quincy.

Attachments:

- 1) Draft RFP for Quincy Bus Shuttle service
- 2) Questionnaire Form used for the workshop
- 3) Questionnaire Form used for interviewing bus riders

ATTACHMENT 1

CITY OF QUINCY, FLORIDA

**REQUEST FOR
PROPOSAL**

**FROM
VENDORS
FOR**

Quincy Bus Shuttle Service

**Prepared
By**

**Building and Planning
Department
404 W. Jefferson Street
Quincy, FL 32351**

REQUEST FOR PROPOSAL

Quincy Bus Shuttle Service

The City of Quincy, Florida is requesting for proposals (RFP) from a qualified firm for Bus Shuttle Service. The vendor shall provide two proposals: 1) for bus shuttle service along a fixed route within the City of Quincy only and 2) for bus service whose route will include one stop at Havana and one stop at Gretna.

Pursuant to Section 2-474 of the Quincy Code of Ordinances, “the City Commission shall give a preference in an amount not to exceed three percent of the bid price to a local person, firm, corporation or other business entity”.

The City of Quincy reserves the right to reject any or all proposals, with or without cause, to waive technicalities, or to accept the proposal which in its judgment best serves the interests of the City. The city reserves the right to request clarification of information submitted or request additional information from an interested party.

As a condition of proposing, please be advised that, pursuant to Section 287.133, Florida Statutes, all proposers will be required to execute a sworn statement of whether the person, or an affiliate of that person was convicted of a public entity crime after July 1, 1989. Furthermore, please be advised that, in the event of a tie, preference will be given to those proposers who submit documentation evidencing the adoption and implementation of a drug free work place policy.

The deadline for receipt of sealed proposals is **August 1, 2014, at 4:30 PM**. Sealed proposals should be sent to the following address:

Bernard O. Piawah, Director
Building and Planning Department
404 W. Jefferson Street
Quincy, Florida 32351

Any proposal received after the date and time listed above will be returned and will not be considered.

Questions pertaining to this Request for Proposal (RFP) must be communicated in writing and be received via email to **Bernard O. Piawah; email address: bpiawah@myquincy.net**

Copies of the Request for Proposal could be received by calling Bernard O. Piawah; at 850-618-0030, ext. 6677; and it is also available on the City's website: www.myquincy.net.

RFP Purpose and Scope:

Quincy, Florida is a quaint city of about 8,000 people located on the outskirts of Tallahassee (approximately 20 miles west of the State Capital). Running through the City from east to west is US 90, a major roadway for the movement of goods and services, and located to the east of Quincy is Havana (about 10 miles away along SR 12) and to the west is Gretna (about 4 miles away along US 90). Quincy is the seat of Gadsden government and the hub of economic activities in the County.

The City of Quincy, Florida is seeking proposals from a qualified firm for Bus Shuttle Service. The interested vendor shall submit two proposals for consideration:

- 1) For bus shuttle service along a fixed route within the City of Quincy five days a week (Monday to Friday), three rounds per day, and
- 2) For bus shuttle service whose route will include one stop at Havana and one stop at Gretna five days a week (Monday to Friday), three rounds per day.

Note: Payment to the vendor for operating the service will come from two sources: a) fare collected; and b) subsidy from the City and County contingent on appropriation by the respective Boards.

RFP Schedule

The City will adhere to the following timetable, which will result in a selection of one candidate.

RFP Issuance Date: **July 17, 2014**
RFP Submittal Deadline: **August 1, 2014, at 4:30 PM**
Proposal Opening Date: **August 4, 2014, at 2:00 PM**

Interested parties are invited to schedule an appointment to tour the city by contacting Bernard Piawah, Building and Planning Department, 850-618-0030; ext. 6677. Please provide two (2) copies of all documents requested. No electronic or fax proposal is acceptable.

Proposals should be prepared simply, economically and provide a straightforward, detailed description of capabilities to satisfy the requirements of the request and should include any limitations. Photographs of fleet vehicles and/or existing operations are encouraged. Emphasis should be placed on meeting requirements of the request.

General Outline of the RFP:

All Proposals must include the following:

- e. Background of vendor: A brief narrative of interested company/party, interested parties abilities and experience in providing services requested.
- f. Experience: Interested party must possess at a minimum, five (5) years of experience providing shuttle service. Experience contracting with a government agency is preferred but not required. References must include company/entity, contact person, address and telephone number.
- g. Responsible Staff: Name(s) of individuals who will be performing the services and their area of responsibility.
- h. Operating Expense: The bus shuttle is expected to run five days a week Monday to Friday) and for three rounds along a fixed route. The RFP must include the following cost of operating the shuttle: a) cost per hour of operation (i.e., the rate per vehicle hour); b) the cost per month; and c) the cost per year.
- i. Fare Collected: The amount that will be charged per trip (fare) must be stated. The fare shall be an amount that is fair and affordable for riders. The vendor shall post the fare in a conspicuous location on the vehicle for passengers to see.
- j. Subsidy from the City and Other Sources: It is anticipated that the cost of operating the bus shuttle service will be paid for with revenues from two sources: a) fare collected and b) subsidy from the City. Identify in the RFP the amount of subsidy the contractor will require from the City in order to meet up the operating expense for the shuttle for one month and for one year.
- k. Route Development: The vendor has to demonstrate how the route developed will enable the provision of maximum service at the least expense to the company and the City.
- l. Equipment List: A list, photographs, and explanation of the equipment that will be used to perform the services.
- m. Vehicle Inventory: Interested party shall provide the **CITY** a detailed inventory of primary vehicles to be used for the shuttle services required herein including at least one (1) spare. Said inventory list shall include the shuttle number, Vehicle Identification Number, month and year of chassis manufacture, make, model, wheelchair capacity, seated capacity with two (2) wheelchair positions in use, maximum seated capacity, description of wheelchair accessibility features (ramp, lift, securing system).
- n. State and Federal Rules and Regulations: All vehicles providing services under this Agreement shall meet all applicable State and Federal rules and regulations as may be modified from time to time.

- o. Age of Vehicles: When providing a list of proposed vehicles, include the age of the vehicle within the proposal.
- p. ADA Access: All vehicles used for shuttle service must meet ADA requirements for public transit service. All vehicles used for shuttle service must be wheelchair accessible and must be configured to transport at least two (2) wheelchair passengers at any one time without requiring wheelchair passengers to transfer.
- q. Equipment Condition: The prospective vendor should describe the condition of the vehicles and how the vehicles will be maintained in order to ensure their safety and cleanliness. All vehicles used to perform services will be inspected by City staff for cleanliness and safe operation prior to beginning service and on a recurring basis to ensure a clean and safe service is provided to the traveling public.
- r. Promotion of customer service: A brief narrative if/how the interested party intends on promoting customer service and quality. Fares. Emphasis shall be placed on fair pricing of services.
- s. Quality of Service: Provide proof of quality of service. The selected vendor shall be expected to provide quality, dependable, reliable and customer friendly bus shuttle service during the course of services provided.
- t. Reporting and Monitoring: Provide a narrative (with report example) explaining how the vendor will document and report revenues on a monthly and yearly basis.
- u. Certificates and Licenses: All applicable business certificates, licenses and permits required to operate.
- v. Insurance: Provide Certificate of Insurance (prior to commencement of service) that lists the City of Quincy as an additional insured. Provide general public liability insurance equal to \$500,000.00 per person and \$1,000,000.00 per occurrence.
- w. Special Requirements: Indicate any special requirements that the interested party may need from the city.

Selection Criteria

All RFP's will be evaluated based on:

- h. Company background, experience, references and financial capabilities.
- i. Fare to be charged per trip.
- j. Operating expense per month and per year.
- k. Amount of subsidy expected from the City.
- l. American Disabilities Act compliant vehicles.

- m. Route development strategies and method in which services will be provided.
- n. Quality of services to be provided.

The City will select one (1) vendor to provide shuttle services.

Any proposal may be withdrawn up to and until the date and time set for when proposals are due.

The City is not responsible for any costs incurred in preparing, submitting or presenting a response to the RFP nor shall the City be held responsible, financially or otherwise for costs incurred in preparation for providing shuttle services.

Failure to submit any requested information in response to this RFP will result in the rejection of any proposal for not complying.

Acknowledgement and Conditions

Upon award, the vendor acknowledges that:

1. He/She will be able to comply with all insurance provisions and provide along with submitted proposal a certificate of insurance that includes the City of Quincy as the additional insured.
2. He/She will have in their possession (and on premises), prior to commencing service, all applicable and valid business licenses, certificates or certifications as appropriate or any other required permits/documents required by the City of Quincy or any other lawful authority.
3. Proposer agrees to the terms and conditions in this request.

Proposer (complete all fields below):

Signature

Date

Name: _____

Company: _____

Company address: _____

Telephone: _____

Alternate Phone Number: _____

Email Address: _____

Notarization

Acknowledged before me by _____(name) as

_____ (Title)

of _____(company) this ____ (day) of _____, 2007.

Notary Signature _____

My commission expires _____

Affix Seal

Attach this document (completed) when submitting RFP with copies of licenses, certificates and/or certifications as necessary.

Insert Map of the City Here.

ATTACHMENT 2

QUINCY BUS SHUTLE SERVICE WHORSHOP

July 2, 2014

The City of Quincy in collaboration with the County operates a bus shuttle called the "Quincy Bus Shuttle". The shuttle is run by Big Bend Inc., and it runs along a fixed route around the City with one stop at Gretna and Havana. It makes three rounds a day starting at 7:30 AM at Gretna and ending at 2:30 PM at the Winn Dixie Plaza on Jefferson Street. The City is in the process of renewing the contract for another year and is seeking public opinion on the bus shuttle service. Essentially:

Do you consider the bus shuttle service to be a good thing to have in the City?

Yes: Explain _____

No: Explain _____

How often would you want the bus shuttle to run along its route?

- a) 3 times a day, five days a week;
- b) 2 times a day, five days a week;
- c) 2 times a day six days a week

If the service is increased from 3 times a day to 4 times a day five days a week will that serve you better?

Yes _____ No _____

If the service is decreased from 3 times a day to 2 times a day five days a week will that still serve your bus shuttle need?

Yes _____ No _____

What would you suggest the city do to help bring more people to ride the bus?

Other Comments: _____

ATTACHMENT 3

QUINCY BUS SHUTTLE SERVICE QUESTIONNAIRE

1) How often do you ride the bus?

2) What days of the week do you ride the bus?

3) Where do you ride the bus from and to?

4) Do you consider the bus shuttle service to be a good thing to have?

Yes: Explain _____

No: Explain _____

5) If the service is increased from 3 times a day to 4 times a day five days a week will that serve you better?

Yes _____ No _____

6) If the service is decreased from 3 times a day to 2 times a day five days a week will that still serve your bus shuttle need?

Yes _____ No _____

7) What will you suggest the city do to help bring more people to ride the bus?

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

Date of Meeting: July 8, 2014

Date Submitted: July 2, 2014

TO: Honorable Mayor and Members of the Commission

FROM: Mike Wade, Interim City Manager
Joseph Weil, Accountant III

SUBJECT: Tentative Property Tax Millage Rate

Statement of Issue:

The City is required to submit its tentative tax millage rate to the Property Appraiser's Office. This "tentative" property tax millage rate will be included in the notification sent to taxpayers as part of the Truth in Millage (TRIM) process.

Background:

The Truth in Millage (TRIM) process informs taxpayers and the public about the legislative process by which local ad valorem (property) taxes are determined. Florida state laws provide for public input and for governing bodies of taxing authorities to state specific reasons for proposed changes in taxes and the budget.

When levying a millage, taxing authorities are required to follow Chapter 200 of the Florida Statutes (F.S.), which governs TRIM. In 2007, those statutory requirements were revised to provide maximum millage rates for non-voted levies of counties, municipalities, and independent special districts. According to the Florida law, failure to meet TRIM requirements will result in the loss of revenue sharing for the taxing authority.

Florida Statutes require that the City adopt the "tentative" millage rate within 35 days of the Property Appraiser's "Certification of Taxable Values". This is accomplished via submission of form DR-420. Within this form, the City includes its prior year operating millage rate, current year rolled-back rate and current year proposed operating millage

rate. In addition, the date, time and meeting place of the tentative budget hearing is also included. Please note that the date of the meeting is subject to change. The School Board and the Board of County Commissioners have first choice of meeting dates and no other taxing authority can hold their meeting on that date. The first public budget hearing, which must be after that of the Board of County Commissioners and School Board, is tentatively scheduled for Wednesday, September 10, 2014.

Analysis:

The following are the millage rates calculated/included as required per the TRIM process.

- The current year's operating millage rate for the City is **4.6561** mills. If this rate is set as the tentative millage rate, the amount of revenue it is expected to generate is \$971,896. Setting this millage rate as the tentative millage rate requires a majority vote of the Commissioners.
- The current year rolled-back rate is **4.7170** mills. This represents the rate the City would need to adopt to generate the same amount of revenue as the current year operating millage rate provided (exclusive of new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and deletions). If this rate is set as the tentative millage rate, the amount of revenue it is expected to generate is \$984,608. Setting this millage rate as the tentative millage rate requires a majority vote of the Commissioners.

Staff recommends setting the tentative millage rate at the current year operating millage rate of 4.6561, which is less than the rolled-back millage rate. The variance in the amount of revenue derived from the two rates is a reduction of \$12,712 in revenue.

Finally, if the taxing authority does not adopt a "tentative millage rate" and communicate such to the Property Appraiser's Office, it will not be in compliance and such could result in the loss of revenue sharing funds. These funds totaled more than \$947,648 in FY2013.

Options:

- Option 1 Adopt a proposed tentative millage rate of 4.6561 mills which produces \$971,896 in ad valorem revenue.
- Option 2 Adopt a proposed tentative millage rate of 4.7170 mills which produces \$984,608 in ad valorem revenue.

Recommendation:

Option 2

Attachments:

- DR-420 -Certification of Taxable Values (current operating millage rate)
- DR-420TIF -Tax Incremental Adjustment Worksheet for CRA Area # 1
- DR-420TIF -Tax Incremental Adjustment Worksheet for CRA Area # 2
- DR-420MM-P - Maximum Millage Levy Calculation Preliminary Disclosure



CERTIFICATION OF TAXABLE VALUE

Reset Form

Print Form

DR-420
R. 5/12
Rule 12D-16.002
Florida Administrative Code
Effective 11/12

Year: 2014	County: GADSDEN
Principal Authority: CITY OF QUINCY	Taxing Authority: CITY OF QUINCY

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value of real property for operating purposes	\$	176,354,017	(1)
2.	Current year taxable value of personal property for operating purposes	\$	30,781,120	(2)
3.	Current year taxable value of centrally assessed property for operating purposes	\$	1,600,841	(3)
4.	Current year gross taxable value for operating purposes <i>(Line 1 plus Line 2 plus Line 3)</i>	\$	208,735,978	(4)
5.	Current year net new taxable value <i>(Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)</i>	\$	571,445	(5)
6.	Current year adjusted taxable value <i>(Line 4 minus Line 5)</i>	\$	208,164,533	(6)
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	\$	211,599,571	(7)
8.	Does the taxing authority include tax increment financing areas? If yes, enter number of worksheets (DR-420TIF) attached. If none, enter 0	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Number 2	(8)
9.	Does the taxing authority levy a voted debt service millage or a millage voted for 2 years or less under s. 9(b), Article VII, State Constitution? If yes, enter the number of DR-420DEBT, Certification of Voted Debt Millage forms attached. If none, enter 0	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Number 0	(9)

Property Appraiser Certification	I certify the taxable values above are correct to the best of my knowledge.		
SIGN HERE	Signature of Property Appraiser :	Date :	
	Electronically Certified by Property Appraiser	6/27/2014 9:50 AM	

SECTION II : COMPLETED BY TAXING AUTHORITY

If this portion of the form is not completed in FULL your taxing authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year. If any line is not applicable, enter -0-.

10.	Prior year operating millage levy <i>(If prior year millage was adjusted then use adjusted millage from Form DR-422)</i>		4.6561	per \$1,000	(10)
11.	Prior year ad valorem proceeds <i>(Line 7 multiplied by Line 10, divided by 1,000)</i>	\$	985,229		(11)
12.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value <i>(Sum of either Lines 6a or Line 7a for all DR-420TIF forms)</i>	\$	151,816		(12)
13.	Adjusted prior year ad valorem proceeds <i>(Line 11 minus Line 12)</i>	\$	833,413		(13)
14.	Dedicated increment value, if any <i>(Sum of either Line 6b or Line 7b for all DR-420TIF forms)</i>	\$	31,480,973		(14)
15.	Adjusted current year taxable value <i>(Line 6 minus Line 14)</i>	\$	176,683,560		(15)
16.	Current year rolled-back rate <i>(Line 13 divided by Line 15, multiplied by 1,000)</i>		4.7170	per \$1000	(16)
17.	Current year proposed operating millage rate		4.6561	per \$1000	(17)
18.	Total taxes to be levied at proposed millage rate <i>(Line 17 multiplied by Line 4, divided by 1,000)</i>	\$	971,896		(18)

19.	TYPE of principal authority (check one)	<input type="checkbox"/> County	<input type="checkbox"/> Independent Special District	(19)
		<input checked="" type="checkbox"/> Municipality	<input type="checkbox"/> Water Management District	
20.	Applicable taxing authority (check one)	<input checked="" type="checkbox"/> Principal Authority	<input type="checkbox"/> Dependent Special District	(20)
		<input type="checkbox"/> MSTU	<input type="checkbox"/> Water Management District Basin	
21.	Is millage levied in more than one county? (check one)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	(21)

DEPENDENT SPECIAL DISTRICTS AND MSTUs



STOP HERE - SIGN AND SUBMIT

22.	Enter the total adjusted prior year ad valorem proceeds of the principal authority, all dependent special districts, and MSTUs levying a millage. <i>(The sum of Line 13 from all DR-420 forms)</i>	\$	833,413	(22)
23.	Current year aggregate rolled-back rate <i>(Line 22 divided by Line 15, multiplied by 1,000)</i>		4.7170 per \$1,000	(23)
24.	Current year aggregate rolled-back taxes <i>(Line 4 multiplied by Line 23, divided by 1,000)</i>	\$	984,608	(24)
25.	Enter total of all operating ad valorem taxes proposed to be levied by the principal taxing authority, all dependent districts, and MSTUs, if any. <i>(The sum of Line 18 from all DR-420 forms)</i>	\$	971,896	(25)
26.	Current year proposed aggregate millage rate <i>(Line 25 divided by Line 4, multiplied by 1,000)</i>		4.6561 per \$1,000	(26)
27.	Current year proposed rate as a percent change of rolled-back rate <i>(Line 26 divided by Line 23, minus 1, multiplied by 100)</i>		-1.29 %	(27)

First public budget hearing	Date:	Time:	Place:
------------------------------------	-------	-------	--------

S I G N H E R E	Taxing Authority Certification	I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.		
	Signature of Chief Administrative Officer :			Date :
	Title :	Contact Name and Contact Title :		
	MIKE WADE, INTERIM CITY MGR	JOE WEIL, ACCOUNTANT III		
	Mailing Address :	Physical Address :		
	404 W JEFFERSON ST			
City, State, Zip :	Phone Number :	Fax Number :		
QUINCY, FL 32351	8506180030	8508753733		

CERTIFICATION OF TAXABLE VALUE INSTRUCTIONS

"Principal Authority" is a county, municipality, or independent special district (including water management districts).

"Taxing Authority" is the entity levying the millage. This includes the principal authority, any special district dependent to the principal authority, any county municipal service taxing unit (MSTU), and water management district basins.

Each taxing authority must submit to their property appraiser a DR-420 and the following forms, as applicable:

- DR-420TIF, Tax Increment Adjustment Worksheet
- DR-420DEBT, Certification of Voted Debt Millage
- DR-420MM-P, Maximum Millage Levy Calculation - Preliminary Disclosure

Section I: Property Appraiser

Use this DR-420 form for all taxing authorities except school districts. Complete Section I, Lines 1 through 9, for each county, municipality, independent special district, dependent special district, MSTU, and multicounty taxing authority. Enter only taxable values that apply to the taxing authority indicated. Use a separate form for the principal authority and each dependent district, MSTU and water management district basin.

Line 8

Complete a DR-420TIF for each taxing authority making payments to a redevelopment trust fund under Section 163.387 (2)(a), Florida Statutes or by an ordinance, resolution or agreement to fund a project or to finance essential infrastructure.

Check "Yes" if the taxing authority makes payments to a redevelopment trust fund. Enter the number of DR-420TIF forms attached for the taxing authority on Line 8. Enter 0 if none.

Line 9

Complete a DR-420DEBT for each taxing authority levying either a voted debt service millage (s.12, Article VII, State Constitution) or a levy voted for two years or less (s. 9(b), Article VII, State Constitution).

Check "Yes" if the taxing authority levies either a voted debt service millage or a levy voted for 2 years or less (s. 9(b), Article VII, State Constitution). These levies do not include levies approved by a voter referendum not required by the State Constitution. Complete and attach DR-420DEBT. Do not complete a separate DR-420 for these levies.

Send a copy to each taxing authority and keep a copy. When the taxing authority returns the DR-420 and the accompanying forms, immediately send the original to:

Florida Department of Revenue
Property Tax Oversight - TRIM Section
P. O. Box 3000
Tallahassee, Florida 32315-3000

Section II: Taxing Authority

Complete Section II. Keep one copy, return the original and one copy to your property appraiser with the applicable DR-420TIF, DR-420DEBT, and DR-420MM-P within 35 days of certification. Send one copy to the tax collector. "Dependent special district" (ss. 200.001(8)(d) and 189.403(2), F.S.) means a special district that meets at least one of the following criteria:

- The membership of its governing body is identical to that of the governing body of a single county or a single municipality.
- All members of its governing body are appointed by the governing body of a single county or a single municipality.
- During their unexpired terms, members of the special district's governing body are subject to removal at will by the governing body of a single county or a single municipality.
- The district has a budget that requires approval through an affirmative vote or can be vetoed by the governing body of a single county or a single municipality.

"Independent special district" (ss. 200.001(8)(e) and 189.403 (3), F.S.) means a special district that is not a dependent special district as defined above. A district that includes more than one county is an independent special district unless the district lies wholly within the boundaries of a single municipality.

"Non-voted millage" is any millage not defined as a "voted millage" in s. 200.001(8)(f), F.S.

Lines 12 and 14

Adjust the calculation of the rolled-back rate for tax increment values and payment amounts. See the instructions for DR-420TIF. On Lines 12 and 14, carry forward values from the DR-420TIF forms.

Line 24

Include only those levies derived from millage rates.



TAX INCREMENT ADJUSTMENT WORKSHEET

DR-420TF
R. 6/10
Rule 12DER11-10
Florida Administrative Code
Eff. 05/11

Year : 2014	County : GADSDEN
Principal Authority : CITY OF QUINCY	Taxing Authority : CITY OF QUINCY
Community Redevelopment Area : Redev. Area#1	Base Year : 2000

SECTION I : COMPLETED BY PROPERTY APPRAISER

1. Current year taxable value in the tax increment area	\$	95,684,838	(1)
2. Base year taxable value in the tax increment area	\$	63,384,202	(2)
3. Current year tax increment value <i>(Line 1 minus Line 2)</i>	\$	32,300,636	(3)
4. Prior year Final taxable value in the tax increment area	\$	97,129,750	(4)
5. Prior year tax increment value <i>(Line 4 minus Line 2)</i>	\$	33,745,548	(5)

SIGN HERE	Property Appraiser Certification	I certify the taxable values above are correct to the best of my knowledge.	
	Signature of Property Appraiser : Electronically Certified by Property Appraiser	Date :	6/27/2014 9:50 AM

SECTION II: COMPLETED BY TAXING AUTHORITY Complete EITHER line 6 or line 7 as applicable. Do NOT complete both.

6. If the amount to be paid to the redevelopment trust fund IS BASED on a specific proportion of the tax increment value:			
6a. Enter the proportion on which the payment is based.		95.00 %	(6a)
6b. Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 6a) If value is zero or less than zero, then enter zero on Line 6b</i>	\$	30,685,604	(6b)
6c. Amount of payment to redevelopment trust fund in prior year	\$	148,830	(6c)
7. If the amount to be paid to the redevelopment trust fund IS NOT BASED on a specific proportion of the tax increment value:			
7a. Amount of payment to redevelopment trust fund in prior year	\$	0	(7a)
7b. Prior year operating millage levy from Form DR-420, Line 10		0.0000 per \$1,000	(7b)
7c. Taxes levied on prior year tax increment value <i>(Line 5 multiplied by Line 7b, divided by 1,000)</i>	\$	0	(7c)
7d. Prior year payment as proportion of taxes levied on increment value <i>(Line 7a divided by Line 7c, multiplied by 100)</i>		0.00 %	(7d)
7e. Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 7d) If value is zero or less than zero, then enter zero on Line 7e</i>	\$	0	(7e)

S I G N H E R E	Taxing Authority Certification		I certify the calculations, millages and rates are correct to the best of my knowledge.	
	Signature of Chief Administrative Officer :		Date :	
	Title : MIKE WADE, INTERIM CITY MGR		Contact Name and Contact Title : JOE WEIL, ACCOUNTANT III	
	Mailing Address :		Physical Address : 404 W JEFFERSON ST	
City, State, Zip : QUINCY, FL 32351		Phone Number :	Fax Number :	
		8506180030	8508753733	

TAX INCREMENT ADJUSTMENT WORKSHEET INSTRUCTIONS

Property appraisers must complete and sign Section I of this worksheet and provide it with form DR-420, *Certification of Taxable Value*, to all taxing authorities who make payments to a redevelopment trust fund under:

- s. 163.387(2)(a), Florida Statutes, or
- An ordinance, resolution, or agreement to fund a project or to finance essential infrastructure.

"Tax increment value" is the cumulative increase in taxable value from the base year to the current year within the defined geographic area. It is used to determine the payment to a redevelopment trust fund under:

- s. 163.387(1), F.S. or
- An ordinance, resolution, or agreement to fund a project or finance essential infrastructure. In this case, the taxing authority must certify the boundaries and beginning date to the property appraiser.

"Dedicated increment value" is the portion of the tax increment value used to determine the payment to the redevelopment trust fund. (See s. 200.001(8)(h), F.S.) Calculate the dedicated increment value on this form and enter on either Line 6b or Line 7e.

"Specific proportion," used to determine whether to complete Line 6 or Line 7, refers to the calculation of the tax increment payment. Examples:

- Example 1.
Section 163.387(1), F.S., states the payment made by the taxing authority should equal 95% of the millage levied times the tax increment value. The specific proportion in this case is 95%. The ordinance providing for the payment may set a percentage lower than 95%. In these cases, the lower percentage would be the specific proportion.
- Example 2.
Some required tax increment payments are not directly related to the tax increment value. A constant dollar payment is a payment not based on a specific proportion of the tax increment value. Line 7 converts these payments into a proportion based on the prior year's payment and tax increment value to reach the current year's dedicated increment value.

Section I: Property Appraiser

A. Complete Section I of this form for each county, municipality, independent special district, dependent special district, and MSTU that:

- Has a tax increment value and
- Is not exempted from making payments to a community redevelopment trust fund based on tax increments (s. 163.387(2)(c), F.S.).

If a taxing authority has more than one tax increment value, they must complete a separate form for each tax increment value. Send a copy to each taxing authority with the DR-420 and keep a copy. When the taxing authority returns the completed forms, immediately send the original to:

Florida Department of Revenue
Property Tax Oversight Program - TRIM
P. O. Box 3000
Tallahassee, Florida 32315-3000

B. Enter only tax increment values that apply to the value located within the taxing authority indicated.

Section II: Taxing Authority

Complete Section II of the form, keep one copy, and return the original and one copy to your property appraiser with DR-420 within 35 days of certification. Send one copy to your tax collector.

Additional Instructions for Lines 6 and 7

Complete Line 6 if the payment into the redevelopment trust fund is a specific proportion of the tax increment value.

Complete Line 7 if the payment is based on a calculation other than a specific proportion. Do not complete both Lines 6 and 7.



TAX INCREMENT ADJUSTMENT WORKSHEET

Year : 2014	County : GADSDEN
Principal Authority : CITY OF QUINCY	Taxing Authority : CITY OF QUINCY
Community Redevelopment Area : Redev. Area #2	Base Year : 2003

SECTION I : COMPLETED BY PROPERTY APPRAISER

1. Current year taxable value in the tax increment area	\$	5,740,289	(1)
2. Base year taxable value in the tax increment area	\$	4,903,059	(2)
3. Current year tax increment value <i>(Line 1 minus Line 2)</i>	\$	837,230	(3)
4. Prior year Final taxable value in the tax increment area	\$	5,516,134	(4)
5. Prior year tax increment value <i>(Line 4 minus Line 2)</i>	\$	613,075	(5)

SIGN HERE	Property Appraiser Certification		I certify the taxable values above are correct to the best of my knowledge.	
	Signature of Property Appraiser :		Date :	
	Electronically Certified by Property Appraiser		6/27/2014 9:50 AM	

SECTION II: COMPLETED BY TAXING AUTHORITY Complete EITHER line 6 or line 7 as applicable. Do NOT complete both.

6. If the amount to be paid to the redevelopment trust fund IS BASED on a specific proportion of the tax increment value:			
6a.	Enter the proportion on which the payment is based.	95.00 %	(6a)
6b.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 6a) If value is zero or less than zero, then enter zero on Line 6b</i>	\$ 795,369	(6b)
6c.	Amount of payment to redevelopment trust fund in prior year	\$ 2,986	(6c)
7. If the amount to be paid to the redevelopment trust fund IS NOT BASED on a specific proportion of the tax increment value:			
7a.	Amount of payment to redevelopment trust fund in prior year	\$ 0	(7a)
7b.	Prior year operating millage levy from Form DR-420, Line 10	0.0000 per \$1,000	(7b)
7c.	Taxes levied on prior year tax increment value <i>(Line 5 multiplied by Line 7b, divided by 1,000)</i>	\$ 0	(7c)
7d.	Prior year payment as proportion of taxes levied on increment value <i>(Line 7a divided by Line 7c, multiplied by 100)</i>	0.00 %	(7d)
7e.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 7d) If value is zero or less than zero, then enter zero on Line 7e</i>	\$ 0	(7e)

S I G N H E R E	Taxing Authority Certification		I certify the calculations, millages and rates are correct to the best of my knowledge.	
	Signature of Chief Administrative Officer :		Date :	
	Title : MIKE WADE, INTERIM CITY MGR		Contact Name and Contact Title : JOE WEIL, ACCOUNTANT III	
	Mailing Address :		Physical Address : 404 W JEFFERSON ST	
	City, State, Zip : QUINCY, FL 32351		Phone Number : 8506180030	Fax Number : 8508753733

TAX INCREMENT ADJUSTMENT WORKSHEET INSTRUCTIONS

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“Specific proportion,” used to determine whether to complete Line 6 or Line 7, refers to the calculation of the tax increment payment. Examples:

- Example 1.
Section 163.387(1), F.S., states the payment made by the taxing authority should equal 95% of the millage levied times the tax increment value. The specific proportion in this case is 95%. The ordinance providing for the payment may set a percentage lower than 95%. In these cases, the lower percentage would be the specific proportion.
- Example 2.
Some required tax increment payments are not directly related to the tax increment value. A constant dollar payment is a payment not based on a specific proportion of the tax increment value. Line 7 converts these payments into a proportion based on the prior year's payment and tax increment value to reach the current year's dedicated increment value.

Section I: Property Appraiser

A. Complete Section I of this form for each county, municipality, independent special district, dependent special district, and MSTU that:

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Florida Department of Revenue
Property Tax Oversight Program - TRIM
P. O. Box 3000
Tallahassee, Florida 32315-3000

B. Enter only tax increment values that apply to the value located within the taxing authority indicated.

Section II: Taxing Authority

Complete Section II of the form, keep one copy, and return the original and one copy to your property appraiser with DR-420 within 35 days of certification. Send one copy to your tax collector.

Additional Instructions for Lines 6 and 7

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Complete Line 7 if the payment is based on a calculation other than a specific proportion. Do not complete both Lines 6 and 7.



MAXIMUM MILLAGE LEVY CALCULATION PRELIMINARY DISCLOSURE

For municipal governments, counties, and special districts

Reset Form

Print Form

DR-420MM-P
R. 5/12
Rule 12D-16.002
Florida Administrative Code
Effective 11/12

Year: 2014	County: GADSDEN		
Principal Authority: CITY OF QUINCY	Taxing Authority: CITY OF QUINCY		
1. Is your taxing authority a municipality or independent special district that has levied ad valorem taxes for less than 5 years?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	(1)
<p>IF YES, STOP HERE, SIGN AND SUBMIT. You are not subject to a millage limitation.</p>			
2. Current year rolled-back rate from Current Year Form DR-420, Line 16	4.7170	per \$1,000	(2)
3. Prior year maximum millage rate with a majority vote from 2013 Form DR-420MM, Line 13	5.2809	per \$1,000	(3)
4. Prior year operating millage rate from Current Year Form DR-420, Line 10	4.6561	per \$1,000	(4)
If Line 4 is equal to or greater than Line 3, skip to Line 11. If less, continue to Line 5:			
Adjust rolled-back rate based on prior year majority-vote maximum millage rate			
5. Prior year final gross taxable value from Current Year Form DR-420, Line 7	\$	211,599,571	(5)
6. Prior year maximum ad valorem proceeds with majority vote <i>(Line 3 multiplied by Line 5 divided by 1,000)</i>	\$	1,117,436	(6)
7. Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value from Current Year Form DR-420 Line 12	\$	151,816	(7)
8. Adjusted prior year ad valorem proceeds with majority vote <i>(Line 6 minus Line 7)</i>	\$	965,620	(8)
9. Adjusted current year taxable value from Current Year form DR-420 Line 15	\$	176,683,560	(9)
10. Adjusted current year rolled-back rate <i>(Line 8 divided by Line 9, multiplied by 1,000)</i>	5.4653	per \$1,000	(10)
Calculate maximum millage levy			
11. Rolled-back rate to be used for maximum millage levy calculation <i>(Enter Line 10 if adjusted or else enter Line 2)</i>	5.4653	per \$1,000	(11)
12. Adjustment for change in per capita Florida personal income <i>(See Line 12 Instructions)</i>		1.0315	(12)
13. Majority vote maximum millage rate allowed <i>(Line 11 multiplied by Line 12)</i>	5.6375	per \$1,000	(13)
14. Two-thirds vote maximum millage rate allowed <i>(Multiply Line 13 by 1.10)</i>	6.2013	per \$1,000	(14)
15. Current year proposed millage rate	4.6561	per \$1,000	(15)
16. Minimum vote required to levy proposed millage: (Check one)			
<input checked="" type="checkbox"/> a. Majority vote of the governing body: Check here if Line 15 is less than or equal to Line 13. The maximum millage rate is equal to the majority vote maximum rate. <i>Enter Line 13 on Line 17.</i>			
<input type="checkbox"/> b. Two-thirds vote of governing body: Check here if Line 15 is less than or equal to Line 14, but greater than Line 13. The maximum millage rate is equal to proposed rate. <i>Enter Line 15 on Line 17.</i>			
<input type="checkbox"/> c. Unanimous vote of the governing body, or 3/4 vote if nine members or more: Check here if Line 15 is greater than Line 14. The maximum millage rate is equal to the proposed rate. <i>Enter Line 15 on Line 17.</i>			
<input type="checkbox"/> d. Referendum: The maximum millage rate is equal to the proposed rate. <i>Enter Line 15 on Line 17.</i>			
17. The selection on Line 16 allows a maximum millage rate of <i>(Enter rate indicated by choice on Line 16)</i>	5.6375	per \$1,000	(17)
18. Current year gross taxable value from Current Year Form DR-420, Line 4	\$	208,735,978	(18)

Taxing Authority : CITY OF QUINCY		DR-420MM-P R. 5/12 Page 2	
19.	Current year proposed taxes (Line 15 multiplied by Line 18, divided by 1,000)	\$	971,896 (19)
20.	Total taxes levied at the maximum millage rate (Line 17 multiplied by Line 18, divided by 1,000)	\$	1,176,749 (20)
DEPENDENT SPECIAL DISTRICTS AND MSTUs		 STOP HERE. SIGN AND SUBMIT.	
21.	Enter the current year proposed taxes of all dependent special districts & MSTUs levying a millage. (The sum of all Lines 19 from each district's Form DR-420MM-P)	\$	0 (21)
22.	Total current year proposed taxes (Line 19 plus Line 21)	\$	971,896 (22)
Total Maximum Taxes			
23.	Enter the taxes at the maximum millage of all dependent special districts & MSTUs levying a millage (The sum of all Lines 20 from each district's Form DR-420MM-P)	\$	0 (23)
24.	Total taxes at maximum millage rate (Line 20 plus Line 23)	\$	1,176,749 (24)
Total Maximum Versus Total Taxes Levied			
25.	Are total current year proposed taxes on Line 22 equal to or less than total taxes at the maximum millage rate on Line 24? (Check one)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	(25)
S I G N H E R E	Taxing Authority Certification		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.
	Signature of Chief Administrative Officer :		Date :
	Title :	Contact Name and Contact Title :	
	MIKE WADE, INTERIM CITY MGR	JOE WEIL, ACCOUNTANT III	
	Mailing Address :	Physical Address :	
	404 W JEFFERSON ST		
City, State, Zip :	Phone Number :	Fax Number :	
QUINCY, FL 32351	8506180030	8508753733	

Complete and submit this form DR-420MM-P, Maximum Millage Levy Calculation-Preliminary Disclosure, to your property appraiser with the form DR-420, Certification of Taxable Value.

**MAXIMUM MILLAGE LEVY CALCULATION
PRELIMINARY DISCLOSURE
INSTRUCTIONS**

General Instructions

Each of the following taxing authorities must complete a DR-420MM-P.

- County
- Municipality
- Special district dependent to a county or municipality
- County MSTU
- Independent special district, including water management districts
- Water management district basin

Voting requirements for millages adopted by a two-thirds or a unanimous vote are based on the full membership of the governing body, not on the number of members present at the time of the vote.

This form calculates the maximum tax levy for 2014 allowed under s. 200.065(5), F.S. Counties and municipalities, including dependent special districts and MSTUs, which adopt a tax levy at the final hearing higher than allowed under s. 200.065, F.S., may be subject to the loss of their half-cent sales tax distribution.

DR-420MM-P shows the preliminary maximum millages and taxes levied based on your proposed adoption vote. Each taxing authority must complete, sign, and submit this form to their property appraiser with their completed DR-420, Certification of Taxable Value.

The vote at the final hearing and the resulting maximum may change. After the final hearing, each taxing authority will file a final Form DR-420MM, Maximum Millage Levy Calculation Final Disclosure, with Form DR-487, Certification of Compliance, with the Department of Revenue.

Specific tax year references in this form are updated each year by the Department.

Line Instructions

Lines 5-10

Only taxing authorities that levied a 2013 millage rate less than their maximum majority vote rate must complete these lines. The adjusted rolled-back rate on Line 10 is the rate that would have been levied if the maximum vote rate for 2013 had been adopted. If these lines are completed, enter the adjusted rate on Line 11.

Line 12

This line is entered by the Department of Revenue. The same adjustment factor is used statewide by all taxing authorities. It is based on the change in per capita Florida personal income (s. 200.001(8)(l), F.S.), which Florida Law requires the Office of Economic and Demographic Research to report each year.

Lines 13 and 14

Millage rates are the maximum that could be levied with a majority or two-thirds vote of the full membership of the governing body. With a unanimous vote of the full membership (three-fourths vote of the full membership if the governing body has nine or more members) or a referendum, the maximum millage rate that can be levied is the taxing authority's statutory or constitutional cap.

Line 16

Check the box for the minimum vote necessary at the final hearing to levy your adopted millage rate.

Line 17

Enter the millage rate indicated by the box checked in Line 16. If the proposed millage rate is equal to or less than the majority vote maximum millage rate, enter the majority vote maximum. If a two-thirds vote, a unanimous vote, or a referendum is required, enter the proposed millage rate. For a millage requiring more than a majority vote, the proposed millage rate must be entered on Line 17, rather than the maximum rate, so that the comparisons on Lines 21 through 25 are accurate.

*QFD Monthly District Fire Calls
June 2014*

District	<u>District</u>	<u>Location</u>	<u>Type of Incident</u>
District 1	6/8/2014	Hogan Lane	Good intent
	6/19/2014	1002 W King	Assist police
District 2	6/25/2014	Slappey & Jefferson	Good intent
District 3	6/3/2014	805 S Stewart St	Good intent
	6/11/2014	359 E Jefferson St	Alarm activation
	6/12/2014	359 E Jefferson St	Alarm activation
District 4	6/8/2014	230 Kelly St	Arcing electrical equip
	6/14/2014	1834 W King St	False alarm
	6/29/2014	74 Havana Hwy	Canceled enroute
	0/30/14	20 N Stewart St	Medical assist
District 5	6/12/2014	1111 S Magnolia Dr	Structure fire
	6/14/2014	1608 W Jefferson St	False alarm
	6/22/2014	412 N 9th St	Smoke scare
	6/24/2014	929 Park Ave	Alarm system activation
	6/29/2014	1834 W King St	False alarm
	6/29/2014	1834 W King St	False alarm

*QFD Monthly Activity Report
June 2014*

	<u>2014</u>	<u>2013</u>
Total Fire Calls	105	107
City	89	96
County	16	11
Total Man Hours	111 hrs 18 mins	96 hrs 1 min
City	66 hrs 13 mins	41 hrs 58 mins
County	45 hrs 5 mins	48 hrs 48 mins
Type Fire Calls - City		
Structure	1	1
Vehicle	0	2
False Alarm	5	3
Hazard	1	1
Rescue	0	0
Wood & Grass	0	1
Other	9	4
Type Fire Calls - County		
Structure	0	2
Vehicle	6	6
False Alarm	1	0
Hazard	2	1
Rescue	0	0
Woods & Grass	1	0
Other	7	4
Fire Causes		
Accidental	4	8
Undetermined	1	1
Suspicious	1	1
Arson	0	0
Average Response Time		
City	4.43 mins	3.30 mins
County	9.05 mins	7.91 mins
Average Firefighters per Call		
City	3.43	4.3
County	3.61	3.58
Average Time Spent per Call		
City	33.75 mins	22 mins
County	34.05 mins	1 hr 11 mins

*QFD Monthly Activity Report
June 2014*

	<u>2014</u>	<u>2013</u>
Responses Out of District	4	1
Mutual Aid Responses *	4	2
Deaths	0	0
Injuries	0	0
Fire Prevention Programs	1	15
Fire Safety Inspection	12	0
Fire Investigation	0	0
Plans Review	0	0
Training Man Hours	293 hrs	325 hrs
Hydrants Serviced/Painted	0	0
Utility Turn Ons	72	82
Smoke Detector Installs	0	0