

City of Quincy

City Hall

404 West Jefferson Street

Quincy, Florida 32351

www.myquincy.net



Tuesday – July 9, 2019

6:00 PM

City Hall Commission Chambers

City Commission

Mayor Keith Dowdell - District One

Mayor Pro-Tem Ronte Harris - District Three

Commissioner Angela Sapp - District Two

Commissioner Freida Bass-Prieto - District Four

Commissioner Daniel McMillan - District Five

"In the Heart of Florida's Future"

AGENDA FOR THE REGULAR MEETING
OF THE CITY COMMISSION OF
QUINCY, FLORIDA
Tuesday~July 9, 2019
6:00 PM
City Hall Commission Chambers

Call to Order

Invocation

- Pastor Ricardo Bain, Elam Seventh Day Aventis Church

Pledge of Allegiance

Roll Call

Approval of Agenda

Special Presentations by Mayor or Commission

Approval of the Minutes of the Previous Meetings

1. Approval of Minutes of the 6/14/2019 Regular Meeting
 - Sylvia Hicks, City Clerk
2. Approval of Minutes of the 6/25/2019 Regular Meeting
 - Sylvia Hicks, City Clerk

Proclamations

3. Proclamation - National Parks and Recreation Week
 - Mayor Keith Dowdell, District I

Public Hearings and Ordinances as Scheduled or Agendaed

4. Ordinance 1106-2019 Voluntary Annexation of Crossroad Academy School on First Reading
 - Jack L. McLean Jr., City Manager
 - Bernard Piawah, Building and Planning Director

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

5. Resolution 1392-2019: Temporary Road Closure for Antioch Church
 - Jack L. McLean Jr., City Manager
 - Glenn Sapp, Police Chief

Reports by Boards and Committees

Reports, Requests and Communications by the City Manager

6. Hurricane Michael Update – Turn Key Program
 - Jack L. McLean Jr., City Manager
 - Ann Sherman, Human Resources Director

7. City of Quincy Junior Commission Update
 - Jack L. McLean Jr., City Manager
 - Beverly Nash, Grants Writer

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

- Jack L. McLean Jr., City Manager

Comments

- a) **City Manager**
 - Appointment of Finance Director
- b) **City Clerk**
- c) **City Attorney**
- d) **Commission Members**

Comments from the Audience

Adjournment

*Items not in Agenda Packet

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

CITY COMMISSION
CITY HALL
QUINCY, FLORIDA

REGULAR MEETING
June 14, 2019
6:00 P.M.

The Quincy City Commission met in regular session, Friday, June 14, 2019, with Mayor Commissioner Keith Dowdell presiding and the following present:

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

Also Present:

City Manager Jack L. McLean Jr.
Interim City Attorney Gary Roberts
Police Chief Glenn Sapp
Planning Director Bernard Piawah
Fire Chief Curtis Bridges
Utilities Director Robin Ryals
Interim Finance Director Jeff Williams
Recreation Director DeCody Fagg
Recreation Supervisor Shawanna Moye
Grants Writer Beverly Nash
Executive Assistant to the City Manager Vancheria Perkins
Sergeant at Arms Officer Jarvis Taylor

Call to Order:

Mayor Dowdell called the meeting to order.

Approval of the Regular Scheduled Meeting to Convene at the Advertised Date and Time

Commissioner Harris made a motion that the regular scheduled meeting of the Quincy City Commission convene at the advertised time which is today, June 14, 2019 at 6:00 pm. Commissioner Sapp seconded the motion.

Commissioner Bass-Prieto had objections to the Rescheduling of the Commission Meeting, Commissioner's availability, interference with Food Truck Friday and the Art Center Event.

Attorney Roberts replied that he doesn't see in the City's charter where it says Commissioner Harris can't make the motion because he's a commissioner, duly elected like Commissioner Bass-Prieto. He's making a motion and he'll have the opportunity to discuss it. Attorney Roberts stated that Commissioner Harris made a motion and it was

seconded. Commissioner Bass-Preito stated she thinks the whole way this was handled is a violation of the charter.

Commissioner McMillan stated that this is a blatant disregard for the City's charter; it violates it grossly. He stated the Charter specifically says in order for a meeting to be rescheduled or canceled, it takes a majority vote of the commission. Commissioner McMillan stated the Commission coming now and making a vote to carry on with a regular meeting at this point and time also violates the charter because things can not be done after the fact. He added that the Commission should've called a special meeting or either convened the regular meeting and then if the subject on the agenda was too sensitive, then the agenda could've been amended.

The motion carried three to two with Commissioner Bass-Prieto and Commissioner McMillan casting the nay votes.

Approval of Resceduling of the Regular Meeting by the Commission

Commissioner Harris made a motion to have the rescheduling of the regular meeting of the Quincy City Commission scheduled for Friday, June 14, 2019 at 6pm be hereby considered approved by the Commission. Commissioner Sapp seconded the motion.

Commissioner McMillan asked Attorney Roberts, what is the City's obligation as far as advertisement for regular scheduled meetings. Attorney Roberts replied that all meetings have to be advertised; publications. Commissioner McMillan asked if simply posting something on the door for a regular meeting would suffice. Attorney Roberts replied that is publication. The Attorney asked City Manager McLean how was the meeting advertised.

City Manager McLean indicated that it was actually advertised both, it was placed on the building and it was also advertised in the newspaper. He added that there is a copy of the notice of the rescheduled city commission meeting and it was advertised in the Gadsden County Times.

Attorney Roberts stated that he interprets that you (Commisisoner McMillan) are a commissioner just like everyone else and have the ability to police yourselves and determine how meetings should and should not be conducted; With a 3/2 vote, regardless of how the previous two votes may go, the Commission has the ability to determine when or where meetings can be held and how meetings can be held and that's what's happening today.

Commissioner Harris stated he values the Attorney's opinion on whether the charter is being violated and the attorney says it's not. Commissioner Harris indicated that he would like Commissioner Bass-Prieto to understand that the reason he is in support of this rescheduled meeting is, because he received an agenda on Friday and was well prepared to attend that meeting by phone and knew that he would not be able to vote. He added that because of Commissioner Bass-Prieto's request to add an agenda item that he thought required his presence, is the reason he's in support of this rescheduled

meeting. Commissioner Bass-Preito replied that she understood Commissioner Harris' concerns but wanted him to understand that she requested the item be in the agenda a week beforehand but Mr. McLean did not add it. City Manager McLean added that he did not see the email before the agenda was sent out.

Motion carried three to two with Commissioner McMillan and Commissioner Bass-Prieto casting the nay votes.

Invocation and Pledge of Allegiance

Invocation was led by Utilities Director Robin Ryals followed by the Pledge of Allegiance.

Approval of the Amended Agenda

Commissioner Harris made a motion to approve the agenda as amended for June 14, 2019. Commissioner Sapp seconded the motion. The ayes were unanimous. The motion carried five to zero.

Approval of the Minutes of the Previous Meetings

Approval of Minutes of the May 7, 2019 Special Meeting

Commissioner Sapp made a motion to approve the minutes of the May 7, 2019 Special Meeting with corrections if necessary. Mayor Dowdell seconded the motion. Commissioner Sapp stated that corrections on page 3 there's a word missing that is very important in the third paragraph, last sentence: "there is a cap in which an employee is paid" and it should read "If there is a cap in which an employee is paid". Commissioner Sapp stated that in the next two paragraphs down there's a mention of meeting somebody named Jack "that is when he met Jack". She stated that she don't know who that other Jack is, but you ought to find what that person's last name is for the minutes. Motion carried five to zero.

Approval of Minutes of the May 28, 2019 Regular Meeting

Mayor Dowdell made a motion to approve the minutes of the May 28, 2019 meeting with corrections if necessary. Commissioner Harris seconded the motion. Commissioner Sapp stated on page eight there is a small missing word in the fourth paragraph, just below the middle of the page where it talks about moneys in a line item of Building and Planning for demolitions. "He stated that no we have spent any of the funds", should include a not, "we have not spent any of the funds". The motion carried five to zero.

Proclamations

Proclamation - Honoring the Memory of Dr. LaSalle D. Leffall Jr.

Mayor Dowdell read the following proclamation:

Whereas, the City of Quincy Mayor and City Commission wish to recognize **Dr. LaSalle D. Leffall Jr.**; a devoted husband to Ruthie Leffall and father to LaSalle D. Leffall III; and

WHEREAS, **Dr. LaSalle D. Leffall Jr.** was born on May 22, 1930 to Lula Jourdan and LaSalle Leffall, Sr. in Tallahassee, Florida but grew up in Quincy, Florida; and

WHEREAS, **Dr. LaSalle D. Leffall Jr.** graduated from Dr. Wallace S. Stevens High School at the age of 15 in 1945, was awarded his B.S. degree summa cum laude from Florida A & M College in 1948, and at the age of twenty-two earned his M.D. degree from Howard University College of Medicine; and

Whereas, **Dr. LaSalle D. Leffall Jr.** served as a visiting professor at over 200 medical institutions in the U.S. and abroad and authored or coauthored over 130 articles and chapters; he was a diplomat of the American Board of Surgery and a fellow to both the American College of Surgeons and the American College of Gastroenterology; his professional life was devoted to the study of cancer, especially among African Americans; and

WHEREAS, **Dr. LaSalle D. Leffall Jr.** was a noted surgeon, oncologist, medical educator and civic leader, and the recipient of many awards; he taught over 4,500 medical students and trained at least 250 general surgery residents; and

WHEREAS, **Dr. LaSalle D. Leffall Jr.**, served as the first African American president of the American Cancer Society in 1978; in 1995 Dr. Leffall was elected President of the American College of Surgeons and in 2002 he was named Chairman of the President's Cancer Panel; and

Whereas, **Dr. LaSalle D. Leffall Jr.** impacted the lives of many students from the Gadsden County Community, and in 1997, Dr. Leffall presented \$350,000 to Florida Agricultural and Mechanical University, establishing the "Martha J. and LaSalle D. Leffall Sr. Endowed Scholarship" in honor of his parents which awarded scholarships for Gadsden County students and professorships in science; and

WHEREAS, **Dr. LaSalle D. Leffall Jr.**, who departed this life on May 25, 2019, was a true legend; he leaves behind an indelible legacy of integrity in public life, compassion and loyalty in his private life, and diligence and dedication in all his chosen endeavors; and

WHEREAS, it is fitting that this City should pause to remember the bountiful life of this exceptional and gifted legend; and now

BE IT RESOLVED, that I, Keith A. Dowdell, Mayor of the City of Quincy, Florida, along with my colleagues: Mayor Pro-Tem Ronte Harris, Commissioner Angela Sapp, Commissioner Freida Bass-Prieto, and Commissioner Daniel McMillan collectively and individually honor

the memory of **Dr. LaSalle D. Leffall Jr.**, reflecting fondly upon his impeccable character and his unfaltering commitment to living the exemplary life with courage and conviction.

BE IT FURTHER RESOLVED, that the City of Quincy expresses its sympathy and offer our condolences to the family of **Dr. LaSalle D. Leffall Jr.**

BE IT FURTHER RESOLVED, that an appropriate copy of this Proclamation be given to the family of **Dr. LaSalle D. Leffall Jr.** on this day, June 11, 2019.

Public Hearing and Ordinance as Scheduled or Agendaed

Resolutions

Resolution No. 1390-2019 Memorandum of Agreement with FDOT for Road Maintenance

Commissioner Bass-Prieto stated that she noticed the money is a lot less than what we used to get and the MOA talks about mechanical sweeping. She asked how often does staff do that down US-90, Jefferson Street, with all the cars parked there and does our sweeping actually get rid of vegetation because it talks about removing the excess growth of grass and vegetation along the curbs and the side walks. City Manager McLean stated that staff do sweeping over areas and try to get up early in the morning to get it done; staff have to manually go back and pull out grass and scrape them out with an instrument.

Commissioner Bass stated she've noticed cutting is only required seven times a year. She asked for the actual cost because Staff does it more than seven times a year or grass would be high; how much are we losing doing this vs having them contracting out. City Manager stated that we're not making the full cost but it is a cooperative amount between the state and local government and it's something that almost all local governments do.

Commissioner Sapp made a motion to approve Resolution No. 1390-2019 – to award the Memorandum of Agreement with FDOT for Road Maintenance in the amount of \$28,998.48 per year for the next three years. Commissioner Harris seconded the motion. The motion carried five to zero.

Resolution No. 1391-2019 City of Quincy Junior Commission

Mayor Dowdell stated he wanted to establish a Junior Commission and allow them an opportunity to have meetings and present their ideas to the Commission; to get them more involved in what is going on in the local government and to get them interested in what is going on in City government. The Junior Commission will be following the manual directly from the Florida League of Cities.

Commissioner Harris made a motion to approve Resolution No. 1391-2019 in support of establishing the City of Quincy Junior Commission. Commissioner Sapp seconded the motion. Motion carried five to zero.

Reports by Boards and Committees

Reports Request and Communications by the City Manager

Special Use Permission – Daycare at 803 E. Jefferson Street

Commissioner Harris made a motion to approve the Special Use Request to locate a daycare facility at 803 E. Jefferson Street, Quincy. Commissioner Sapp seconded the motion. The motion carried five to zero.

Legislative Efforts Update

City Manager McLean gave the following report: the Legislative Session ended on May 4, 2019. All municipalities participated in funding the lobbyist; their contribution to that effort was \$6000. The City of Quincy had a direct request for about \$90,000 for the distance between what our insurance will provide and what FEMA may provide down the road; the legislature funded \$75,000 of those dollars to us. The County received about \$300,000 towards their infrastructure repairs. In line item 2314, the legislature provided 5 million dollars funded for infrastructure grants although not specifically related to the Hurricane, the covered is going to be directed in large towards that. We are one of the communities eligible to make an application for the 5 million dollars; Staff is evaluating that and likely will be submitting an application.

Line Item 2645-A, Hurricane Michael Recovery Fund Program that was funded \$25 million. There's also another \$115 million for hurricane recovery related to housing recovery. Our community had about 15-20% damage to homes and about 90% of that is related to roofs.

In addition, the City did something that the others were not able to do; our lift station request actually got approved in the house. It did not make it through the budget but it got the most interest out of our county in terms of lift station.

Staff has been doing is really good job of preparing to receive FEIMA money. Staff had to document everything; the date, the hours, how much time it took, what is the supporting documentation, for every dollar to receive. Staff has been doing a good job of doing that.

Summer Youth Program Update

City Manager McLean gave the following report: the Summer Youth Program has now started. There are 26 students that came; they were bright and eager and a beautiful collection of kids. They rank from 14 on up and have been assigned to all of the departments including the City Manager's office. Each departments submitted to the Manager how they're going to use the students and what path they're going to be doing. One group will be working out the NetQuincy building. They will be working on updating the Customer Service database; so the community will be hearing from us, asking for updated information as to address, telephone number, and email addresses because

that hadn't been done in awhile. Students will be able to cross reference the application process to make sure that the services that the customers applied for are actually being reflected on the bill and if there are services on the bill that should not be reflected. In order to complete 4700 customers, it will probably take at least two years to do. Hopefully the students will get trained and will show up next summer to complete the task. Mayor Dowdell suggested that the City do some kind of advertising to let the citizens know that the students will be visiting or calling them to get updated information.

Commissioner McMillan asked if there's 26 students that got chosen. He asked how was it done because the commissioners approved for 20. City Manager McLean stated they walked through the door; the information got out and number of students walked through the door and asked to be added to the list. City Manager stated they were justified in asking and they were processed; Staff will have to move about \$1000 - \$2000 to take care of the additional students.

Commissioner Bass-Prieto stated that it'd take about two years to complete updating the database but she would like to identify the elderly and medical dependence and that can't wait two years. She suggested that Staff work with the information that they already have from family members and churches to get a list of the medically needy and elderly people that might need assistance if there is another storm. The Manager replied that he will make it a priority. Commissioner Bass-Prieto asked if the students will have access to any confidential information. City Manager McLean stated all the information on the ADG system is public record. He added that social security numbers are not public records.

Commissioner Sapp stated that she appreciated going around the elderly people she didn't know in other districts prior to the storm. She added that one of the best ways to collect information about the elderly is to go out and walk your district and get to know them; if you knock on those doors you'll find that they will tell you their problems, they will tell you the help they need and that information can be brought back to Staff.

Debris Removal and Courtesy Cut Updates

City Manager McLean gave the following update: this report is to try to show the amount of work that was actually done in our county. We actually had Public Works along with the D & J Enterprise to haul 337 loads of vegetation and debris from the City of Quincy residents which totaled about 6,472 cubic yards or 1,747 tons; Public Works is still doing that. Staff has not been able to stop because D & J made the initial push and left in January or February but citizens did not have the means or the time to do it. Public Works will continue, however our equipment has been strained. The last assignment that staff had in terms of removing stuff resulted in the hydraulics going out. We have old equipment and actually lost about five pieces of equipment during that time.

Update On Private Property Owners Response To Hurricane Michael Recovery

Building and Planning Director Piawah gave the following report: this is an update of the extent to which property owners have been repairing their homes after Hurricane

Michael. Mr. Piawah stated that the City has issued 471 permits; 261 of those involved roof related damage from the storm. The other 210 was for a variety of other improvements to private properties which may not have been due to the hurricane. The advantage of this extending or improving helps the City advance the value of those homes that would otherwise depreciate very rapidly.

City Manager McLean added that the whole community benefited because the County actually waived their fees; the City waived ours a little bit longer and it cost about \$75,000-\$100,000 on waiving them. The program ended in April after advertising. Citizens have been thanking the City for all that it has done to help them get out of this recovery. This City has been investing and finding help for people to recover from the storm.

Solar Array Project Update

Utilities Director Robin Ryals gave the following report: the Solar Array Project is a loan program from DEP to build a solar energy system to offset the cost of waste water treatment plant and the utility electric bills to operate those facilities and lift stations so that it will, even on a less than perfect day, be able to supply the power that we would use on that day to our sewer utility and water utility bills in that sense. One of the benefits will be on the days we have stellar sunshine, we would produce more energy which will help us to shave our peak charges. It'll also help the overall system when the peak goes up as it gets really hot during the days or times that the load is great on our station, it would offload onto the system from the battery and prevent the peak from going higher than it needs to and even save some dollars.

Mr. Ryals reported that the peak charges are a lot greater than the per kilowatt charges, so the more that we can shave our peak charges, which is based at \$6 or \$7 a kilowatt hour, it's going to save the City in bigger dividends and help the City to actually become more profitable. Overall with the peak shave on the stellar days and then on the non-stellar days, the City would still generate enough energy to produce what is needed to run our lift stations and other sewer related entities.

City Manager McLean added that this is a loan and was initially set out to be a little bit over \$4 million to do this particular project and to generate additional money. However, this program is set up so that the City can get almost essentially a draft for 100% of the money if we meet certain conditions and one of the conditions that we had to do was the asset management study.

Mr. Ryals stated that this is a good long range tool that's going to help the City in the future to be able to apply for grants to help our sewer system and some of our infrastructure as well. There are also other opportunities that may be identified to help us more with our infrastructure through the Florida Rural Water Association; the work they're doing is at absolutely no cost to the City of Quincy. It is all basically because we're a part of the Florida Rural Water Association that there is no cost to us for this benefit of this asset management. The loan is 80% forgiveness, which means a lot. For the City, that's knocking about \$3 million off it.

Commissioner Bass-Preito stated that 20% of \$4,000,386 and \$468 is not \$591, it is \$872,976. Commissioner Bass-Prieto asked how much does the City have existing in the revolving

loan for the sewer and water. Mr. Ryals stated that he thinks it's a quarter percent. City Manager McLean stated that he thinks in terms of the sewer and water the loan is about four to five million dollars.

Commissioner Bass-Preito stated that DEP was telling the City in order to qualify for this loan, we had to raise our rates. She asked the Manager if we're looking at adding to the citizens' debt, because it's not our debt, it's the citizens' debt; almost a million dollars. She asked do we have enough money to cover this debt. City Manager McLean stated that we are actually generating with this particular grant, excess revenue so we can help lower our cost because we will make money. He added that it's the first time that the City will be in a position to actually start to generate electricity as opposed to having to continue to buy it; but to answer the question as to if the City has the capacity to do it. The answer is yes we do, but the asset management study will answer that question and that will be completed in August. Also there is an escalator that will keep pace with the devaluing cost of money value money over time and that is built into the City's ordinance.

Commissioner Harris stated that he had urged the City Manager to pursue this project and thanked Staff for the time and attention they put into the project to see it through. He stated that he want to pursue other options for our City because we have to look to the future and we're going to see a benefit down the road. He indicated that Hurricane Michael exposed a lot of infrastructural deficiencies and a lot of it had to do with the fact that we practice being over conservative; we need to pursue options and pursue avenues, and not look for the immediate return on it, but look for what it's going to do for us in the future.

Commissioner McMillan stated there was money transferred out of SmartGrid into the City's regular operating account to cover payroll on a regular basis. He added that to go back and say it's because of the naysayers that the City is in the position that we're in;. Commissioner McMillan stated that when he first came on the commission in 2014, the City was broke. He stated that he thinks the Solar Array Project is a great thing but the Commission voted to go outside and do the asset management plan but did not vote to move forward with Solar Array. Commissioner McMillan stated that the City Manager told the Commission that he would not move the Solar Array project forward without it coming back before the Commission. Mayor Dowdell stated we need to get back on track with the agenda; tThat is not on the agenda. Commissioner McMillan stated the Solar Array project is exactly what we are speaking about at this moment and it is an agenda item.

Mayor Dowdell stated what the Commission voted on was the step process. Commissioner McMillan stated that's correct, so it will come back before the Commission for approval. Mayor Dowdell indicated that the Commission voted to have the planning grant; once we get the planning grant, the planning phase of that money is what's being spent. The Commission voted to the agreement that we did not want to have 100% of that loan; we wanted to have the 80% forgiveness and reduce it down and the key to that was the asset management plan. Mayor Dowdell stated that the Commission will get to see that again and that asset management plan will be coming before you for a vote in another month or so.

Attorney Martin Levine Letter - Commissioner Frieda Bass Preito

Commissioner Bass-Preito stated that a complaint was received from a citizen through Mr. Levine and Stivers and under the charter the Commission can look at it. She asked the attorney how to proceed in this area; do you ask for a vote, do you hear from the citizen or what is the standard operating procedure. Mayor Dowdell asked the Attorney, since the letter came from an attorney, does that signify that a lawsuit is going to be filed; if so, should the Commission be discussing it.

Attorney Roberts replied that the letter did come from a law firm; it does have certain allegations. He stated that he doesn't look at it as a complaint that was given to the commission but as a notarized letter that was given to Attorney Levine and passed on to the commission and now being interpreted as a complaint. The Attorney added that we do not know whether or not there is an actual litigation in progress from Ms. Robinson because this looks like a precursor to litigation for which the commission is implicated. Attorney Roberts suggested that the matter not be brought up until the civil litigation process by Ms. Robinson be fully vetted in the judiciary.

Commissioner Bass-Preito stated it is her agenda item because it was brought forward to the Commission so she added it on the agenda to have the commission discuss it. She stated that we all see things in different levels, but charter violations are charter violations and it doesn't say anywhere in the charter that one is worse than the other or this is better than that; these are accusations of charter violations. She stated that is what was brought up against Commissioner McMillan, so if the Commission wants to say, we're not going to address it because there's a possibility of attorney involvement, is understandable the Commission doesn't have the right to say that one charter violation is worse or better than another charter violation. No further action was taken on this matter.

Comments

City Manager

City Manager Jack McLean stated the past needs to be left alone and move forward. Everybody has their own view irrespective of that. We have too many important things we could be dealing with going forward.

City Manager McLean reported that FDLE will be donating 10 self contained breathing apparatus and air packs to the fire department.

City Manager McLean reported that the Recreation Department King Street Pool opened on June 13th. Thanks to our Police Chief, Mr. Bell and Mr. Fagg for doing a really great job of getting the pool through the first time with no delays. We got through, and we operated on time.

City Manager McLean reported that the Police Department has received two new Tahoe trucks, He stated they will be seen around town.

City Manager McLean reported that Public Works Department has received three new work trucks; those are long overdue. He stated that the City actually lost a prison inmate crew because we didn't have the equipment; that crew got transferred. City Manager stated that he and Mr. Bell had a meeting with the Department of Corrections about trying to make sure we can get the crew back now that we have the equipment to be able to haul and move them about.

City Manager McLean reported that Parks and Recreation is going to have DeCody Fagg and Friends Skills and Technique Football Camp on Corry Field. It will be a football and cheer camp and is something that's been put on annually by the head of our Parks and Recreation Department. The registration is free for that day.

City Clerk – No Comments

City Attorney – No Comments

Commission Members

Commissioner McMillan stated that he wanted to touch basically on something the Manager said. He asked the Manager if he was trying to say that it was okay that the Administration before was the one that started transferring money out of Smartgrid. He asked if the Manager was saying he never transferred money out of Smartgrid for daily operations while being the Manager in 2013 and 14. City Manager McLean stated no he didn't knowingly and intentionally. Commissioner McMillan stated that it certainly happened. City Manager McLean stated he didn't see a letter in 2013 from the legislature about that but he saw one from 2015 and 2016. Commissioner McMillan stated that when you do it in 2013 and 2014, you're going to get a letter. Commissioner Sapp asked that the Commission calm down. Commissioner McMillan stated he would love to calm down but the manager is up here lying.

Commissioner Harris – No Comments

Commissioner Bass-Preito thanked Public Works for the new fence at the Alphonso Figures Park. She thanked the Utility Department for the trees that they cut down in Holiday Heights and the tree trimming along King Street.

Commissioner Bass-Prieto invited all the commissioners to the Senior Citizens' Appreciation Day at the Masonic Temple over in Shaw Quarters; It's an annual event. She stated that they will recognize the seniors on June 22nd from five to seven o'clock. She added if anybody needs a copy of the invitation, she has them.

Commissioner Bass-Prieto reported that she has been getting numerous calls about the speeding on King street and the semi trucks on King Street.

Commissioner Bass-Preito reported that she has been getting numerous calls on the problems being caused by the Masonic Hall on East Washington Street. She stated that she have been getting calls since she and the Manager email and she actually went over there. She asked the Manager to get with her for a concise list of what the City will

be doing or is doing to address this. Commissioner Bass-Prieto stated on East Washington, directly across the street from the Masonic Hall, there is furniture being dumped.

Commissioner Bass-Preito reported that there was a large pile of chairs and different furniture. She thanked Mr. McLean for the copy of the DRC contract. She asked the Manager to let her me know where the money is being put into the financial statement. She stated she is waiting on the following things: a list of the residential utility customers in district four, current employees and where their positions are corresponded to in the budget, a crime report from her district, a report on hurricane repairs to city owned buildings.

Commissioner Bass-Preito stated that she got phone calls and opened the newspaper to find out that our City Manager is suing FAMU. It was in the Tallahassee Democrat and it listed Mr. McLean as the Quincy City Manager. She stated it is a conflict.

Commissioner Bass-Prieto stated she is also concerned about complaints of the Manager not being in his office. She stated we ask our citizens to pay \$105,000; we need a full time Manager.

Commissioner Sapp stated that the Commission have got to do a better job of working together. We are auditors for our people, we are televised, we are representing the City. She stated we're moving forward in some areas, but there's a distaste, a dislike, there's some under current here; we've got to put things behind us. She stated that all these things that's coming from people that want to say we are in violation of charters; take it to the ethics committee.

Commissioner Sapp stated she owe her constituents the time that she's here. She stated that they say she's not full time. So, when she's here, she don't need to deal with this stuff. She added that she needs to talk about how to get the trash out in the neighborhood.

Commissioner Sapp reported that she had a community meeting last night and her District has one every second Thursday; a beautiful community meeting. She stded she wanted to thank Mr. McLean for coming out and for having the directors there and the Chief of Police. She stated her District talk about what they want to do to make the neighborhood better then leave with action items and come back and report those action items and that's what she wants to do.

Commissioner Sapp gave her condolences to the family of one of the former City employees, Mrs. Rosa Winbush, she lost her life last night in a horrific accident. She stated that the City Manager was in town last night, he was able to go. He and the Chief of Police was working because it just was a community need and they was dead tired. They worked hard all day, they came home and they went back and worked the crash scene.

Commissioner Sapp asked the Manager for a date to rename the fire station number two. City Manager McLean stated the plaques are being prepared and it takes about six weeks to process; we have four more weeks to go and as soon as that's completed, we'll set a date.

Commissioner Sapp stated that one of our joint constituents has concerns about the street sweeper.

Citizens to be Heard

Paula Phillips of 816 Sunset Drive stated several people was here last Tuesday, for the regular scheduled meeting, as were board commissioners, which we support. She stated she doesn't know why we couldn't have this meeting then then they found out that Mayor Dowdell rescheduled the meeting until the 9th.

Emmanuel Sapp of 821 2nd Street stated that he wanted to give some background then get right to the point. He stated he is a Republican and has been a Republican since 1974. He indicated that he sat there last week and observe people vote separately and everybody that say we don't have a problem, they lie. Mr. Sapp stated the worst thing that you can do is bother success. Like Americans, over here on the south side, they have generated more income to the City than the people that live north of Highway 90. He stated he pulled records, got the data, and it's factual. If people want to live in the subdivision or a township, to live different and to not live as a community, so be it; but in the meantime, we going to get along.

Emmanuel Sapp stated he would like to see the property on Washington Street on the next meeting agenda. He stated we don't own that property on Washington Street, the school board owns that property. We need to connect with the school board to see who purchased that property so we can continue to use it for our events.

Rolanda Jackson of 248 Grange Highway stated she's a 54 year old member of this community. She stated that we're going to get pass the past; some folks didn't like the decision to move on pass Commissioner McMillan's situation but we moved on. She added that we all are human beings but we are sick of this; this is petty. For whatever reason, the meeting was rescheduled. Mrs. Jackson stated the Recreation Department is doing a great job; Ms. Shawanna's doing a great job. She stated the Food Truck Fridays, she tried to support it but it needs a little help. Mrs. Jackson stated people want to handle Mr. McLean for not being in but no City Manager work in his offices eight to five but come up here at 11:00 at night; this man is here; he is here on the weekends, but the past administration left at 5:05pm and nobody was in the office.

Mayor Dowdell thanked the different departments from the City of Quincy that worked that incident last night; Staff did a fantastic job.

Mayor Dowdel stated that the youth commission got approved tonight and they're going to do amazing things. He added that our young folks are not involved in what's going on but they have a lot to say. 90% of the time, they have some valid reason why they do what they do.

Mayor Dowdell responded to Paula Phillips. He stated that Food Truck Friday is not a City function. He added that you cannot say anything and everything to people and think they're not going to say anything back, He asked that they stop running up on him aggressively, asking why you did this, or why you did that. Mayor Dowdell stated if you

want to know what's going on in the City, just like you all send all those emails to everybody; talk to your Commissioner. He stated that everybody knew there wasn't going to be a commission meeting from the beginning but wanted to prove a point, but we got to stop.

Mayor Dowdell reported that a lot of people can't afford medical help. He stated people can't afford health issues and he's working with some people to bring what is called the Freedom Clinic to Quincy and it should be up and running by August 15th. It's going to provide free health, vision, dental, and counseling; but it's income based.

City Manager McLean asked the Chief to come up and respond back to Commissioner Bass-Preito in terms of the Michael Moore Lodge. Police Chief Glenn Sapp stated this past week he has been working on the situation at the Michael Moore Lodge. Chief Sapp indicated that he is aware of the complaints because some of the citizens have emailed him personally at 2:00 in the morning. He stated he reached out to the members of the lodge and issued a Cease and Desist Notice. Chief added that Staff can do a review, a building inspection, compliance and zoning, to look at all of that. Commissioner Bass-Prieto stated she appreciated that immensely and requested a copy of the finished reviews of what is found. Chief Sapp stated that he went out and talked to some of the citizens on Love Street and Washington Street to let them know what he issued.

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

APPROVED:

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

ATTEST:

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

CITY COMMISSION
CITY HALL
QUINCY, FLORIDA

REGULAR MEETING
JUNE 25, 2019
6:00 P.M.

The Quincy City Commission met in regular session, Tuesday, June 25, 2019, with Mayor Commissioner Dowdell presiding and the following present:

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

Also Present:

City Manager Jack L. McLean Jr.
City Clerk Sylvia Hicks
Interim City Attorney Gary Roberts
Police Chief Glenn Sapp
Planning Director Bernard Piawah
Public Works Director Reginald Bell
Fire Chief Curtis Bridges
Parks and Recreation Director DeCody Fagg
Human Resources Director Ann Sherman
Grants Writer Beverly Nash
Parks and Recreation Supervisor Shawanna Moyer
Executive Assistant to the City Manager Vancheria Perkins
Matt Chester of Dewberry Engineering
Sergeant at Arms Lieutenant Eugene Monroe

Also Present: Former Mayor Commissioner Derrick D. Elias

Call to Order:

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

Approval of the Agenda

Commissioner Sapp made a motion to approve the amended agenda: thus adding a request from Antioch Missionary Baptist Church for road closure. Commissioner Harris seconded the motion. The ayes were unanimous. The motion carried five to zero.

Special Presentations by the Mayor or Commission

Approval of the Minutes of the Previous Meetings – None - The Manager stated that we do have the minutes in transcript form.

Proclamations

Proclamation Regarding June as World Elder Abuse Awareness Month

Mayor Dowdell proclaimed June as World Elder Abuse Awareness Month

Public Hearing and Ordinance as Scheduled or Agendaed

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

Resolutions

Reports by Boards and Committees

Reports, Request and Communications by the City Manager

Gadsden Art Center and Museum Presentation

Grace Robinson Executive Director of the Gadsden Art Center and Museum came before the Commission she thanked the Commission for their donations and support to the Art Center. She stated that they have had some major changes that included the ArtZone, open to the public 250 days with staffed services, served over 18,000 participants and had a total economic impact of \$935,000, served over 4,000 participant through children's programs served over 900 participant in the new ArtAone, served every 3rd grade student from George W. Monroe through the Art and Literacy program, served children afterschool at two Quincy partners' sites 2-4 times every month, and was recognized nationally for quality (Museum Magazine, November 2018). She stated that she is presenting for the Commission consideration to the Arts Center a request for \$7,500 in program support from the City for the FY 2019-2020. Commissioner Sapp thanked Ms. Robinson for all that she does for the City and the children. Commissioner Bass-Prieto thanked Ms. Robinson for a job well done. Commissioner Harris thanked Ms. Robinson. Mayor Dowdell thanked her and said keep up the good work.

Antioch Missionary Baptist Church Request

Ms. Loria Trumpet First Lady of Antioch Missionary Baptist Church came before the Commission to request that the City close the following streets corner of Clark and Clay, Laura and 12th and Clay at Laura. She stated that they will be host a Community event on July 13, 2019 and invited the Commission. Commissioner Sapp made a motion to approve the request. Commissioner McMillan seconded the motion. The motion carried five to zero. The Manager stated that he will bring back to the Commission a resolution to close the streets at the next meeting.

Request to Purchase Truck for Fire Department

Fire Chief Curtis Bridges came before the Commission requesting approval to purchase a 2020 Chevrolet Silverado 1500 crew cab truck for \$27,701 that will replace a 2003 Chevrolet Trail Blazer. He stated that the vehicle is needed to transport manpower, equipment during emergencies, fire inspections, smoke alarm installations, and utility reconnections. Commissioner Harris made a motion to approve the request. Mayor Dowdell seconded the motion. The motion carried five to zero.

Fire Department Reports

- Monthly Activity Report
- District Calls

Police May Traffic Report

Police Crime Report

Human Resources Monthly Report

May Financial Report

- P-Card Statements
- Allocations
- Arrearages Report
- Cash Requirements
- Financial Report – Commissioner Bass-Prieto had the following concerns: Manager’s salary, cost of the investigation i.e., subpoenas, overtime personnel, and transcripts; Fire Department the \$44,000-line item no funds has been expended; Police Department oil and diesel line item is over. Building and Planning Department since Hurricane Michael enforcement was halted and are we planning on doing any demolitions and the line item of contractual services; We have negative utilities in the park, Customer Service there is no budgeted position, the position for executive director; Electrical Administration unusual large some for legal ads; storm recovery we have positions available and are we planning on hiring anyone tis budget year. She had a question regarding the line crew; Honeywell loan did we pay too much. Responses: Chief Bridges stated that they are getting quotes for the roof and other item in the kitchen; Chief Sapp stated he would have to check on that matter; Mr. Piawah stated that we did do one house on 7th Street. The Manager stated he would get with Commissioner Bass on the other items.

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

Commissioner’s Public Records Request

Commissioner Harris stated he wants the Commission to take a serious look at what Commissioner Bass is requesting is asking to do. He stated we have an obligation to our citizens as well as our employees and our City Manager. He asked if the request coming as a Commissioner or a citizen and asked if she intended to pay for them? Commissioner Harris stated that the Manager has responded to the request. He stated that that staff is being bombarded with records request and if all five of them bombard the Manager with records

no work will be done in this City. He stated that much of the documents that she is requesting dates back to 2012. He said hem him to see the relevance of those documents, and if these document the Commission needs to make a decision today he would be glad to support City staff in fulfilling those request. He stated that he is not in support of City staff being bombarded with public records request. He stated there is a lot of mudsling around here and if the purpose of the records requests from 2012 is gather more ammunition around this diocese he is not in support of that. That is a complete waste City staff time and of the Manager's time. He stated weather you respect or not or like him or not he has done an impeccable job for him and his district. He stated that he can call him anytime day or night and he gets anything done he ask him to do. He stated that it is not fair to bombard the Manager with this number of records request. He asked the Commission to figure out an avenue as to how to fulfill Ms. Bass request without interfering with normal day to day operation and normal working hours in order for the Manager do continue doing what he does for their districts. Commissioner Harris asked Ms. Bass-Prieto what is the relevance of the request and if she was going to pay for them.

Ms. Bass-Prieto asked Commissioner Harris which record request he was speaking of.

Mayor Dowdell stated when Commissioner has the flow please say what you got to say other Commissioners don't need to talk we need to do this orderly and asked the Attorney to read as to how a meeting is in session.

Mayor Dowdell asked the Attorney to read the information on decorum: The Attorney read the following: Section 2.67 of the Charter: While the Commission is in session, the members thereof and the public present in the commission chambers shall not, by conversation or otherwise, delay or interrupt the proceeding nor the peace of the Commission. It shall be unlawful for any person to disturb or disrupt a meeting of the City Commission or to refuse to obey the orders of the Presiding Officer in the conduct of the meeting. He stated in other words one person speaks at a time, don't slander, don't call each other names of that nature.

Commissioner Bass-Prieto stated that she hasn't made a record requests since becoming a Commissioner and the request that he is talking about is the smart-grid request. She stated she hope that he realizes that she had paid over three months ago \$500.00 for those request and as a citizen request asked for a legal opinion as to the number of records request the she makes and how that works. She stated that she doesn't believe that this Commission can tell any citizen they will not do their public records request, or making too many. She stated since being elected she have made request of Mr. McLean regarding our City she stated if need be she would put in in the form of a records request. She stated that she doesn't any problems paying for the requests and has been questioned on her public records before. She stated if you go back several years there were certain Commissioners was on a member that was on a recall committee that made extensive records request of the City. Mayor Dowdell asked Ms. Bass-Prieto if she understood the allegation she made and asked could she prove that, he stated that what you all got to stop doing and stop going back and forth talking about what somebody did and you don't have the evidence. Mayor Dowdell stated that you all is going to show us some respect really quick. Mayor Dowdell stated this is got to stop and is not going to continue we have a City to run we have things we have to do this bickering back and forth is nonsense and childish. He stated if she needs something from the City Manager go and see him setup an appointment with his secretary and we can clear all

this stuff up. He stated just saying stuff off the top of the hear that you can't prove it is irrelevant please stop it.

Commissioner Bass-Prieto asked for a legal opinion from our Attorney if there is any way that Commission can limit a private citizen on the records request they can make and she stated that every single records request she had made she paid for them the copies, and time of the individual that is preparing the records. She stated it is her right as a citizen to investigate the City as to how her money is being spent. She stated as need be as a Commission she can make a formal records request.

Mayor Dowdell stated when you asked an Attorney's opinion you can't do that as one Commissioner you have to get a majority of this board, make a motion and get a second vote on it for the Attorney to give an opinion. Mayor Dowdell stated correct him if he was wrong.

Attorney Roberts stated that he serves at the pleasure of each and every Commissioner as well as the Commission as a whole.

Commissioner Harris asked if there is any limit to making record request and asked what do you from all the request and what is you looking for if you tell us what you are looking for maybe we can help. He stated that as a Commission we can put parameters on public records request in the form of fees and the time in which and individual can work on this. He stated that we can hire someone part-time and let it be at the cost of the person making the request. He stated he don't have a problem with making the request he does have a problem with the work hours of things that he completely is irrelevant and if the Commissioner can share with him the purpose of wanting all those smart-grid documents from 2012 to present. Help him understand what she is looking for he can join the bandwagon.

Commissioner Bass-Prieto stated that we got a \$4.3-million-dollar grant and then float a \$6-million-dollar bond and lost a good bit of the grant. She stated she was told originally that we only lost a million, but look like we lost more. She stated that we had over \$10 million-dollars for smart-grid and here were are in 2019 and still don't have smart-grid that is what she is trying to ascertain. She stated she need the records to do that and it is her right under the Florida Sunshine Law to make records request to see how her tax dollars are being spent. She stated that was made in March and was not a Commissioner then and have waited more than three months and had paid five hundred dollars for that request. She stated that public records are a part of a City employee function and to pick her out to say that she is making too many that this not adding to the kumbaya.

Commissioner Sapp asked Commissioner Bass-Prieto if she had received all of the records she had requested. She replied no. Commissioner Sapp then asked what percentage had she received. Commissioner Bass stated a good majority there is some missing documents and have noted to the Manager and one from June of 2018 that she had not received. She stated that there are different avenues to go there if you don't receive your request she stated she have been very understanding and waiting and patience. The City should provide them in a reasonable time and she thinks a year is beyond reasonable. Commissioner Sapp stated that one of the things that stood out is if a citizen asked for a request we should honor that

request in a timely manner. She thinks the problem is that it is taking so long is that the request is so large and the sooner we give Ms. Bass her request the sooner we can move on.

City Manager Mclean stated that he has sent an email to the Commissioner and responded to what she has already and the final cost will not be \$500 because of the number of pages it is more than 3,000 documents. Commissioner Sapp asked the Manager what was in those boxes blocking the view of some of the citizens. The Manager stated that the request would fill those boxes and more given the voluminous of request that is why all those boxes are there.

Mayor Dowdell stated that he understands their gripe but we have an agenda we need to finish. He stated that he requested documents some years ago and he still have received them they even brought FDLE in and they stormed the whole building the document was not here but he next day they get a phone call stating we found the document. He stated that FDLE to the City Manager that he may need to get him a criminal attorney. He stated that all this records request we need to come up with a system even though we have to fulfill the request addressing the Attorney we need a plan as to how to do it. He stated he still don't have the document he requested the HR Director said she destroyed it but FDLE came in they said they found it. That is history now we can move on.

Commissioner Harris stated that he wants this Commission stop this an offered a motion to not allow this to happen during regular business hours and we fulfill what we can and she pay for a part-time person to come in and do this.

Commissioner Bass-Prieto stated that the Manager told her that she already had this information together that Commissioner McMillan's Attorney had made. So this copies and copies it looks to her is to get it off the computer, she stated that bank records are stored on the computer or disks. She stated that she is being charged for something that Commissioner McMillan. She stated that doing records request after hours we may need to review the Sunshine Law on the Attorney General recommendation on how to charge people for request and what is accurate and what is not. She stated part of our job is to give people what they want because we are spending their tax dollars and utility profits.

Mayor Dowdell stated that in the State of Florida we have what is call "Home Rule", we have our own rules at the City of Quincy you don't need to keep running to the State.

Commissioner Harris stated he will digress and allow this to rest. He stated that she keeps talking about tax dollars and citizen rights I just want us to understand that this City does not belong to a select few it belongs to all of us and he don't think his constituents would appreciate the Manager taking up all his time on one Commissioner record request.

Mayor Dowdell stated that we can set a workshop to discuss this but we need to move on with the agenda.

Comments

City Manager

The City Manager apologized to the Commission for being called the use of that word he was called at the last meeting. He stated that he would like to respond to that comment.

City Manager McLean announced that the City of Quincy will be close in observance of July 4th.

City Manager McLean reported that the City will have an employee appreciation luncheon on Wednesday, July 3, 2019 at the Ferolito Center beginning at 2:00 pm.

City Manager McLean reported that the Audit will be delivered on Friday, June 30, 2019 and it is on time.

City Manager McLean reported that he has hired a Finance Director Ms. Marcia Canty from Broward County and she will be her on July 8th.

City Manager McLean stated that Ms. Bass did request some information and was a portion of Commissioner McMillan's Attorney had requested some of the material did overlap but did not mirror what she had asked for. He stated it is not as easy to just pullout some bank records and checks that went along with smart-grid, sometime they are not matched up with bank records and that makes is complicated, asked for all the applications that was filed along with the smart-grid those were done electronically years ago and we change personnel and don't have anyone to keep up with the documentation he stated that he kept a book in the office that have drafts of what was submitted and execution plan; He picked up a note book and showed it to the audience. He stated it was said we had to pay the Federal Government back a million dollars we did not we received a million dollars. He stated the grant amount was \$4.5 million-dollars a 50 – 50 match. She requested papers and vendor that was associated with that million dollars and had responded to everything else. Commissioner Bass stated that the information she returned to him did not have any checks. The Manager stated it did he would have to show her where they are. He stated he can't attest to having all of the checks associated to the smart-grid and will give her the excel sheets.

The Manager stated that he apologized to the Commission he was called something that was not accurate and presented a power point of the documents. He stated he wanted to show that smart-grid he stated that a letter was sent back to the Joint Legislative Committee about the use of Bond funds and the letter dating 2015-2016 that the City did in fact use Bond funds. He stated he did not make up any statement about misuse of doings it was for a specific year 2015-2016.

He stated that it has been implicated that the City's Finances was horrible under his administration and will let the record speak for itself. He stated the bond rating in 2011 was an A- and went to an A+ and in 2017 it was a BBB+. He stated that was an issue of whether or not he used bond money he said yes we did use it. He stated the reason we had to use the smart-grid money was because we had no income coming in to the revenues and did not have a line of credit, he had a line of credit and paid off the line of credit. The Financial Report of 2008-2009 we had to cut staff we didn't have the funds, we also had the loss of some litigation involving Interlocking Lakes we didn't give them proper notice that was before he became the Manager, we also had a million dollar sales tax to pay the City had no money

and he don't blame anyone for using the bond money while he was gone no. The City didn't have a line of credit he stated he will be continually to be looked at. We have to move on and not talk about the past. He stated if anyone wants to see the documents they are available on thumb drive.

Commissioner McMillan asked the Manager did he just say he used smart-grid money and at the last meeting he said he didn't use smart-grid money. He stated that as far as our bond rating the history behind that is of course your bond rating is going to go down and you spend your line of credit and was called by the bank and had to pay your vendors and had to spend money out of your bond money to pay it off and you had a ton of payable to pay to your vendors all those things are going to affect your bond ratings which is what they were looking at to change our bond rating. He stated as far as the revenue forecast we were responsible for that staff was responsible for forecasting if there was a 20% shortfall that was management in their objections. Commissioner McMillan said he appreciate the presentation and agrees with a lot of what the Manager said. Mr. McLean stated if you want to go back to 2012 the issue is whether or not bond money particular smart-grid money was spent to pay for employees (general government employees) he stated he did not knowingly do that. He stated that the grant allows you to hire employees for smart-grid for the construction of the build out of smart-grid, he stated if you look at the documents they were grant employees i.e. Mitch, you will not see general employee in there. He stated he could show you where the funds were transferred out of the smart-grid account in 2014, 2015 & 2016 in the time of the incident it was stated that Jack McLean spent funds out of the smart-grid account and he stated he did not he spent funds that was authorized to spend.

City Clerk

The Clerk informed the Commissioners that their Disclosure Form is due July 1, 2019 to the Supervisor of Elections Office or you will be assessed a late fee of \$25.00 per day for failure to file.

City Attorney

Interim City Attorney Gary Roberts informed the Commission that he would have the revised contract for the City Manager at next meeting.

Commission Members Concerns

Commissioner McMillan stated that he had received several calls regarding a permit at 1505 Sumter Street being held up. Mr. Piawah stated he does not have a permit in his office from Mr. Ian Humphrey he has spoken to him earlier.

Commissioner McMillan stated we need to get our own Building Inspector.

Commissioner McMillan stated that at 1104 W. Franklin Street, David Gay stated that a tree is leaning toward the line.

Commissioner McMillan stated that he is disappointed with the way the summer youth program was handled. He though each Commissioner chose four students and looking at

the report he noticed that some of the Commissioners had more than four and why all the Commissioners were not given the opportunity to choose more. The Manager stated that he made a managerial decision on the program.

Commissioner Harris stated that he would get a list and email his concerns to the Manager.

Commissioner Harris stated he enjoy the ride along with Mr. Bryan and requested that he attend the kickball game on Sunday's at the Bobby Nealy Complex. He told the Parks and Recreation Director and Supervisor to keep up the good job. He stated despite of all the thing that is going on he wants to the City to excel. He thanked the Manager for the work on the Solar Project.

Commissioner Bass-Prieto thanked Public Works for the work in Alphonso Figgers Park and Utilities for the tree trimming on King Street. She thanked all the volunteers and staff for the Food Truck Friday and they do to make Quincy a better place to live.

Commissioner Bass-Prieto asked the status of hiring a City Attorney.

Commissioner Bass-Prieto was invited to a senior citizen dinner in the Shaw Quarter Community thanked Lieutenant Monroe for all that he does in the Shaw Quarter Community.

Commissioner Bass-Prieto stated at the last meeting comments were made concerning our downtown; she stated our downtown has the following: two restaurants, a doughnut shop, baker, a florist and tuxedo shop, a sport bar, a package store, a lounge, two museums, gallery, performing arts studio for music and dance, a music theater, a, bank, 6 shops for your hair, four clothing stores, a beauty supply store, a jewelry store, a newspaper with a new editor, a hardware store, antique shop an appliance store , three physical therapy location, an ophthalmologist office, surveying office and Law offices. He Thanked all the business owners.

Commissioner Sapp stated if you want to continue to have businesses downtown we go to appreciate each other around this diocese. She stated that we need to be more respectful to each other. He told Mayor Dowdell that she was not part of the Commission when he requested his record request that he never received and apologized on behalf of the Commission and she knows how he feels. She also told Commissioner Bass that hopefully you will soon find our whatever you are looking for and we can move forward.

Commissioner Sapp asked Mr. McLean and Ms. Hicks that she would like to see minutes all the minutes at the next meeting it is very important so she can reflect on what happened at the previous meeting so make sure that is a priority of whomever is taking the notes.

Commissioner Sapp asked Mr. McLean to take a note the residence along Jackson Street between Clark and GF&A have been complaining about speeding. Trash along 12thh Street, and appreciate everything that Public Works in doing in area of Stevens School typically called "Pepper Hill" making a big improvement.

Commissioner Sapp stated we need to change/rename our face book page from City of Quincy Electric page to the City of Quincy.

Commissioner Sapp had a concern with City employees are using our facilities for what they are supposed to be used for (not washing cars)

Commissioner Sapp stated thank you for giving the report on our audit.

Commissioner Sapp stated that they have been talking back and forth in the CRA Meetings and herein this meeting regarding inspection. She asked the Manager in the upcoming budget find funds for the position of Building Inspector.

Commissioner Sapp asked the Manager he did say that he had hired a Finance Director. He replied yes.

Commissioner Sapp stated that just leaves the Attorney.

Commissioner Sapp address the Commission she stated that every Commissioner has the right to question anything because she like to ask questions, she stated that we should remember the answer we get so that we don't keep asking the same thing

Commissioner Sapp said thank you for the July 4th notification.

Commissioner Sapp stated that at Christmas last year the City gave an appreciation luncheon beginning at 2:00pm we need to let the employees know that we appreciate them and asked the Commission to show up to let them know we appreciate them. Commissioner Sapp stated that staff does a good job at putting on the event, the food is good and the entertainment is wonderful and will be good to show your face.

Commissioner Sapp stated Mr. McLean was appointed as Interim City Manager in May 2018 by four of the five Commissioner. She stated that he is qualified for the job and thank your Mr. McLean for the presentation you gave. She stated that Commissioner Harris kept saying you may not like him, and then asked the question who like anybody we have to respect everyone. She stated that she respects Ms. Bass even though she had requested records on her and has gotten them. She stated when she came back in 2016 she could ask a question of the previous Manager of the City and couldn't get an answer from that Manager she got an answer from a Commissioner and she told the Commissioner to be quiet and let the Manager speak. She stated we have a qualified Manager, he is high strum, he never stops working, sometimes you have to pull his coattail just to slow him down.

Commissioner Sapp stated we don't have a right to limit anyone's, hope that the request does not overtax or overburden the staff. We are responsible for getting people what they are asking for she stated that is the one thing she got from ethics is you have to get people what they want in a timely manner or as timely as you can.

Commissioner Sapp stated that going forward you want people to come to Quincy in 1995-1996 Quincy was elected an All American City, it used to be a plaque on the City Hall wall we need to put hat back up. She stated if businesses and store owners can revamp their stores and put up new awnings, she stated that she came home Monday night at 3:00am

from a trip and looked at the buildings look so good, that is what we need to take pride in. We want to make sure that our children can take pride in. She stated that she loves Quincy. Pastor Kenneth Frames of 120 MacArthur Street came before the Commission to present to Police Chief Glenn Sapp and Fire Chief Curtis Bridges an award for First Responders with the 2019 Heroes Award.

Linda Earnest of 525 Colling Drive Tallahassee, Florida, owner of Earnest Pecans at the corner of Porro and Crawford Street. Ms. Earnest concern was the former business (Family Dollar), was allowed to build almost to the edge of the road blocking her view, no trash blind, storm water rushing down toward her property, and traffic accidents at that intersection. She stated that people from off the street just piled up the trash bend and it was an eyesore. He is requesting to make use that those items are addressed prior to the next building being built.

Sheryl Hinson of 716 North 9th Street, came before the Commission regarding the Sunshine Law she stated that every citizen has a right to request public records.

Rolando Jackson of 2480 Bainbridge Highway and 131 Laura Street came before the Commission and stated still not happy with the way we act we are not together. She stated that we need to stop that back and forth and let it go and not be interested in what happened past respect eh process. She stated that the she has never seen this level of request made those was the same records in 2015-2018 they were not need then but need now. She stated that you vote for him a three to two vote. Ms. Jackson asked if the McMillan case was closed it was two to two vote or can that case be brought back up we spent a lot of time and money. The Mayor replied no it is just a two to two tie it can come back up.

Mayor Dowdell thanked Mr. Fagg and the Recreation Department for the work they did in the Shaw Quarter Park we appreciate you.

Mayor Dowdell thanked Ms. Moye of the Recreation Department for a job well done.

Mayor Dowdell thanked Chief Bridges for a doing a fantastic job.

Mayor Dowdell thanked Chief Sapp and stated keep up the good work.

Mayor Dowdell thanked Mr. Ryals for a wonderful job.

Mayor Dowdell thanked Ms. Sherman we are forever with you

Mayor Dowdell thanked Mr. Bell and stated that Mr. Bell gets his accolades at every meeting.

Mayor Dowdell thanked Ms. Perkins and stated hold it down and keep it straight.

Mayor Dowdell thanked Mr. Piawah and stated we appreciates him.

Mayor Dowdell thanked Ms. Mathews and stated keep it rolling help is on the way.

Mayor Dowdell thanked Ms. Hicks for keeping him straight

Mayor Dowdell thanked Dr. Nash and stated keep doing what you are doing.

Matt Chester of Dewberry reported that 90% of the design of MLK is complete and has been turned over to Florida Department of Transportation (FDOT), he has met with City staff on the deliverables and additional paving. He stated he anticipates them advertising by the end of July.

Mayor Dowdell asked the Manager if the Audit will be ready Friday.

Mayor Dowdell advised all the Commissioner to get a copy of the meeting decorum it is the rules and regulations because he is going to enforce it we are not going to be here at no nine-eight thirty unless we have something long the agenda. He stated that he like each and every one of you we are either going to work together or we are going to move this thing with or without you.

Mayor Dowdell told Scott Bryan that he does not usually read the Gadsden County Times but he read it this week but he did not say don't listen to citizens' complaints, the transcript is here.

Mayor Dowdell stated that if there is something that is giving you so much of a heart ache doing it around this diocese during a regular meeting is not the place I am tell you all we got to learn how to act as Commissioners. He stated you need to go and see the City Manager and stated if he sees something at 2:00am he will call him. He stated that they go at it all the time you may think they are enemies. He stated that the public display of the City Commission now is not good. He stated that all this stuff you are bickering back and forth about it is not worth it we need to take care of our citizens, he stated he is going to take care of his. He stated we are in a City Manager City Commission form of government. He stated a lot of things is going on out there we need to stop trying to get people investigated. He stated somebody is going to end up on the bad end of the stick because there is a lot of stuff hanging out there. He stated that he has been up there too long he knows what is going on and he is very computer savvy with all these email you all are sending you all need to check the server to make use it is secure because it is not. He stated he knows how to get through the backdoor. He asked that you stop making all those script so people can come up here and say this or that.

Mayor Dowell asked the Attorney if he had the authority to when they come up here with all that negativity to cut it. The Attorney stated that he is the presiding officer. Mayor Dowdell then asked if he need a legal opinion. The Attorney stated it is written in the charter. Mayor Dowdell stated he wanted the Attorney to read the whole thing to them so they would understand. The Mayor said if you are ready to go you all can go he was ready to leave a long time ago. He said the City is a beautiful place what is being shown on TV is not beautiful not at all. Whether you like a Commissioner, the City Manager, this person, or that person. He stated he don't want to talk about God in the political arena he don't want to go there but make this our last meeting that we go into a frantic over this.

Mayor Dowdell told the Manager to not let the realignment of the districts go on deaf ears. He stated that we have not had a redistricting since 1971 and that is why things are going the way they are.

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

APPROVED:

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

ATTEST:

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

PROCLAMATION

July is Park and Recreation Month

... “Because everyone deserves a great park.”

WHEREAS, parks and recreation programs are an integral part of communities throughout this country, including the City of Quincy; and

WHEREAS, parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

WHEREAS, parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and also improve the mental and emotional health of all citizens; and

WHEREAS, parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS, parks and recreation areas are fundamental to the environmental well-being of our community; and

WHEREAS, parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and

WHEREAS, parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS, the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS, the City of Quincy recognizes the benefits derived from parks and recreation resources; and

NOW THEREFORE, BE IT RESOLVED BY that I, Keith A. Dowdell, Mayor of the City of Quincy, Florida, along with my colleagues: Mayor Pro-Tem Ronte Harris, Commissioner Angela Sapp, Commissioner Freida Bass-Prieto, and Commissioner Daniel McMillan collectively and individually, do hereby recognize the month of July as Park and Recreation Month in the City of Quincy.

Dated this _____ Day of July 2019

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

ATTEST:

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

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

Date of Meeting: July 9, 2019

Date Submitted: July 1, 2019

To: Honorable Mayor and Members of the City Commission

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

Subject: Ordinance Number 1106-2019 on First Reading
Voluntary Annexation of Crossroad Academy
at 470 Strong Road, Gadsden County

Statement of Issue:

This is the First Reading of Ordinance Number 1106-2019, relating to the annexation of Crossroad Academy which is located at 470 Strong Road, in Gadsden County, Florida. During the Commission meeting of May 14, 2019, the board voted to approve, in concept, the voluntary annexation of the school into the City of Quincy. As required by state law, Gadsden County Board of County Commissioners were notified of the proposed annexation on June 11, 2019. The notice of the annexation was published in Gadsden County Times, consecutively, on June 20 and 27, 2019 as required by state law. As of today, neither Gadsden County Board of Commissioners or members of the public has expressed any opposition to the proposal for annexation. The City's staff has identified no issues with the proposed annexation and is therefore recommending for the passage of Ordinance Number 1106-2019 on First Reading. (Please see attached Ordinance 1106-2019).

Background Analysis:

This is a request for a voluntary annexation into the City of Quincy. Community and Economic Development Organization (CEDO), a not-for-profit organization, who owns Crossroad Academy has requested for the annexation of the school into the City of Quincy. Per Section 171.044, Florida Statutes (FS), "the owner of real property in an unincorporated area of a county which is contiguous to municipality and reasonably compact may petition the governing body of said municipality that said property be annexed to the municipality". The proposed annexation area is compact and contiguous to the City's eastern boundary on Strong Road and it complies with State Law.

Voluntary Annexation Requirement:

The proposed annexation meets the State's three requirements for voluntary annexation listed in Section 171.044, FS; stating that: 1) the subject area for the annexation be contiguous to the City's boundary, 2) the subject area for annexation be compact, and 3) the annexation not result in the creation of an enclave. The subject area for this annexation abuts the City's boundary on the south; it is a compact development area currently serving as an institution; and the annexation will not result in the creation of an enclave (see attached map).

Property Description:

The subject site for annexation involves a 12.27-acre property (Parcel ID - 3-20-2N-3W-0000-00221-0000), located at 470 Strong Road, on which Crossroad Academy is situated. The school is owned by CEDO. A few years ago CEDO acquired a 9.40-acre parcel within the City and adjacent to the western boundary of the school; thereby, splitting the property owned by CEDO for the development of Crossroad Academy between two jurisdictions: Gadsden and the City of Quincy.

Why is the Annexation Necessary?

Cities grow through annexation in order to stay abreast of the demand for land to support the economic and population growth of the City. The proposed annexation area will expand the City's boundary further to the east and will put this outstanding institution in the Gadsden County into the City's jurisdiction. Furthermore, the property owner wants to avoid the tedious process of trying to obtain permit from two jurisdictions for the same development during the planned expansion of Crossroad Academy into the area that is within the City.

Cost-Benefit Analysis:

Infrastructure Availability:

Road: The subject site is located on Strong Road (access to the property is from Strong Road). This is a two-lane paved roadway maintained by Gadsden County. No new roadway or roadway access will be needed to serve this property. Therefore, the City will not incur any roadway improvement cost as a result of this annexation.

Utility Availability: The subject site receives utilities services from the City: water, sewer, electric, gas; etc. The infrastructure needed to supply these services are already in place and no new cost will be borne by the City as result of the annexation.

Cost:

This property is currently served by the City's utilities: water, sewer, electric, gas; etc. The City charges a 25% surcharge on water and sewer recipients that are located outside the City's jurisdiction. During the past 12 months, Crossroad Academy paid \$55,593.9 for utilities services of which \$3,801.27 is attributable to the 25% surcharge on water and

sewer. Thus, the annexation of this property will cost the City approximately \$4,000.00 every year.

Benefits:

Crossroad Academy does not pay property taxes because it is a not-for-profit entity; therefore, no tax money will be gained by the City. However, Crossroad Academy is in the midst of a planned expansion and redevelopment activity. The undeveloped 9.40-acre parcel (about 409,464 square feet) is the area where Crossroad Academy is planning to expand into. The proposed annexation will enable the City to issue permits for any development activity that occurs on the subject site and collect permit fees which is charged at the rate of \$0.50 per square feet for heated and cooled areas and \$0.05 per square feet for any impervious surface created by the development. Assuming that just about 20% (81,892.8 square feet) of the undeveloped area is developed; at \$0.50 per square feet, the development permit fee will be about \$40,946.00.

In addition, the City will charge permit fees for any other work performed on the property for which permit is required; example, plumbing, mechanical, electrical, and gas, upgrades and repairs. At the moment, these permit fees go to the County while the City only charges for the utility used.

Thus, the gain in permit fees will more than compensate for the money lost by removing the water and sewer surcharge.

Conclusion:

The City's staff believes that the proposed annexation benefits the City of Quincy. This is an outstanding and respected institution within Gadsden County; having this institution within the City of Quincy which will enhance the image of the City as the education hub of Gadsden County. In addition, the proposed annexation area, when developed will help raise some revenues for the City's coffer. In view of this, the City's staff is asking the City Commission to approve Ordinance 1106-2019 on first reading

Options:

Option 1: Motion to approve the Ordinance 1106-2019 on First Reading

Option 2: Motion to deny Ordinance 1106-2019 on First Reading.

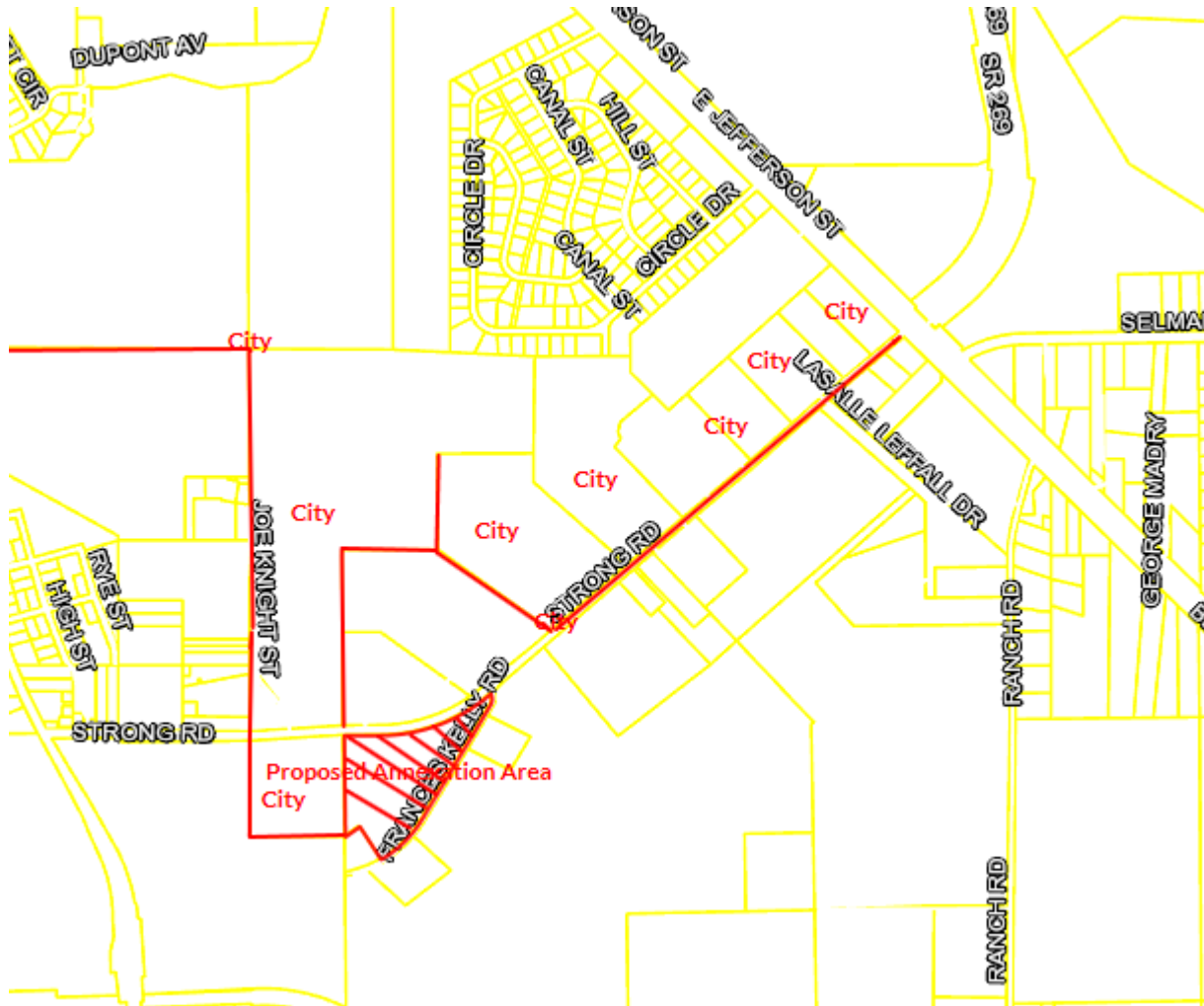
Staff Recommendation:

Option 1

Attachment:

1. Ordinance 1106-2019 for First Reading (with Voluntary Annexation Petition attached)

PROPOSED ANNEXATION AREA IN HATCH MARKS



ATTACHMENT 1:

ORDINANCE NUMBER: 1106-2019

AN ORDINANCE OF THE CITY OF QUINCY, FLORIDA, RELATING TO THE ANNEXATION OF 12.7 ACRES OF CONTIGUOUS PROPERTY INTO THE CORPORATE LIMITS OF 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.

WHEREAS, the City Commission has received a Petition for Voluntary Annexation of property Exhibit "A", attached and made a part hereof by reference, regarding the property described herein below, which is within Gadsden County, Florida, and which is compact and contiguous to City of Quincy, City limits.

NOW THEREFORE BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF QUINCY, FLORIDA, AS FOLLOWS:

SECTION 1. AUTHORITY. The authority for enactment of this Ordinance is Sections 166.021 and 171.044 of Florida Statutes.

SECTION 2. ANNEXATION AND LEGAL DESCRIPTION. The property described below, which is situated in Gadsden County, Florida, and compact and contiguous to the City of Quincy, Florida, is hereby annexed to the City of Quincy and the City of Quincy's boundary lines shall be redefined and hereby amended to include such property within its City limits, to wit:

A PARCEL OR TRACT OF LAND LYING IN THE NORTHWEST ONE QUARTER OF SECTION 20, AND PART OF SECTION 17, TOWNSHIP 2 NORTH, RANGE 3 WEST, GADSDEN COUNTY, FLORIDA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT A CONCRETE MONUMENT (PSM#3031) WHERE THE SOUTHERLY RIGHT-OF-WAY BOUNDARY OF STRONG ROAD (80.00 FOOT RIGHT-OF-WAY) INTERSECTS WITH THE EASTERN BOUNDARY OF THE NORTHWEST ONE-QUARTER OF THE NORTHWEST ONE-QUARTER OF THE NORTHWEST ONE-QUARTER OF SAID SECTION 20, AND RUN; THENCE NORTH 89 DEGREES 39 MINUTES 32 SECONDS EAST ALONG SAID SOUTHERLY RIGHT-OF-WAY BOUNDARY A DISTANCE OF 259.44 FEET TO A CONCRETE MONUMENT (PSM#3031) FOR A POINT OF CURVE TO THE LEFT; THENCE CONTINUE ALONG SAID SOUTHERLY RIGHT-OF-WAY BOUNDARY AND SAID CURVE WITH A RADIUS OF 1185.92 FEET THROUGH A CENTRAL ANGLE OF 39 DEGREES 53 MINUTES 15 SECONDS FOR AN ARC DISTANCE OF 825.60 FEET (THE CHORD OF SAID ARC BEING NORTH 69 DEGREES 42 MINUTES 55 SECONDS EAST 809.03 FEET) TO A CONCRETE MONUMENT (PSM#3031) AT THE INTERSECTION OF THE NORTHWESTERLY MAINTAINED RIGHT-OF-WAY BOUNDARY OF KELLY ROAD; THENCE SOUTHWESTERLY ALONG SAID NORTHWESTERLY MAINTAINED RIGHT-OF-WAY BOUNDARY AS FOLLOWS; THENCE SOUTH 02 DEGREES 22 MINUTES 07 SECONDS WEST 51.31 FEET TO A CONCRETE MONUMENT (PSM#3031); THENCE SOUTH 30 DEGREES 43 MINUTES 53 SECONDS WEST 804.74 FEET TO A CONCRETE MONUMENT (PSM#3031) FOR A POINT OF CURVE TO THE RIGHT; THENCE ALONG SAID CURVE WITH A RADIUS OF 1261.22 FEET THROUGH A CENTRAL ANGLE OF

24 DEGREES 12 MINUTES 33 SECONDS FOR AN ARC DISTANCE OF 532.90 FEET (THE CHORD OF SAID ARC BEING SOUTH 42 DEGREES 50 MINUTES 11 SECONDS WEST 528.95 FEET) TO A CONCRETE MONUMENT (FOUND) MARKING THE SOUTHEAST CORNER OF LANDS AS DESCRIBED IN OFFICIAL RECORDS BOOK 445 PAGE 1767 OF THE PUBLIC RECORDS OF SAID COUNTY; THENCE LEAVING SAID NORTHWESTERLY MAINTAINED RIGHT-OF-WAY BOUNDARY, RUN NORTH 33 DEGREES 00 MINUTES 13 SECONDS WEST ALONG THE EASTERN BOUNDARY OF SAID LANDS A DISTANCE OF 258.68 FEET TO A CONCRETE MONUMENT (FOUND); THENCE SOUTH 54 DEGREES 12 MINUTES 26 SECONDS WEST ALONG THE NORTHERN BOUNDARY OF SAID LANDS, A DISTANCE OF 125.10 FEET TO AN IRON PIPE (FOUND); THENCE NORTH 00 DEGREES 07 MINUTES 23 SECONDS EAST 6.01 FEET TO A CONCRETE MONUMENT (FOUND); THENCE NORTH 00 DEGREES 14 MINUTES 25 SECONDS WEST 699.06 FEET TO THE POINT OF BEGINNING.

ANNEXATION AREA: 12.7-acre parcel of land on which Crossroad Academy is currently located. The Gadsden County Property Appraiser under Parcel ID - 3-20-2N-3W-0000-00221-0000, located at 470 Strong Road.

SECTION 3. MAP OF ANNEXED AREA. The property annexed is specifically set forth in the map marked as Exhibit “B”, attached hereto and made part hereof by reference.

SECTION 4. ZONING AND LAND USE. Pursuant to general law, the property hereby annexed was subject to Gadsden County land development, land use plan, zoning and subdivision regulations which still remain in full force and effect until rezoned by the City of Quincy to comply with the comprehensive plan.

SECTION 5. COMPLIANCE WITH LAW. The property shall be subject to all of the laws, ordinances and regulations in effect in the City of Quincy upon the effective date of this Ordinance.

SECTION 6. FILING. Upon passage, the City Clerk is directed to file a certified copy of this ordinance with the Clerk of Circuit Court of Gadsden County, the Chief Administrative Officer of Gadsden County and with the Florida Department of State, within 7 days after adoption of this ordinance, as directed by general law.

SECTION 7. EFFECTIVE DATE. This ordinance shall become effective upon its adoption by the City of Quincy City Commission and signature of the Mayor.

INTRODUCED IN OPEN SESSION OF THE CITY COMMISSION OF THE CITY OF QUINCY, FLORIDA THIS 9TH DAY OF JULY 2019.

ADPOTED BY THE CITY COMMISSION OF THE CITY OF QUINCY, FLORIDA, THIS _____ DAY OF JULY 2019

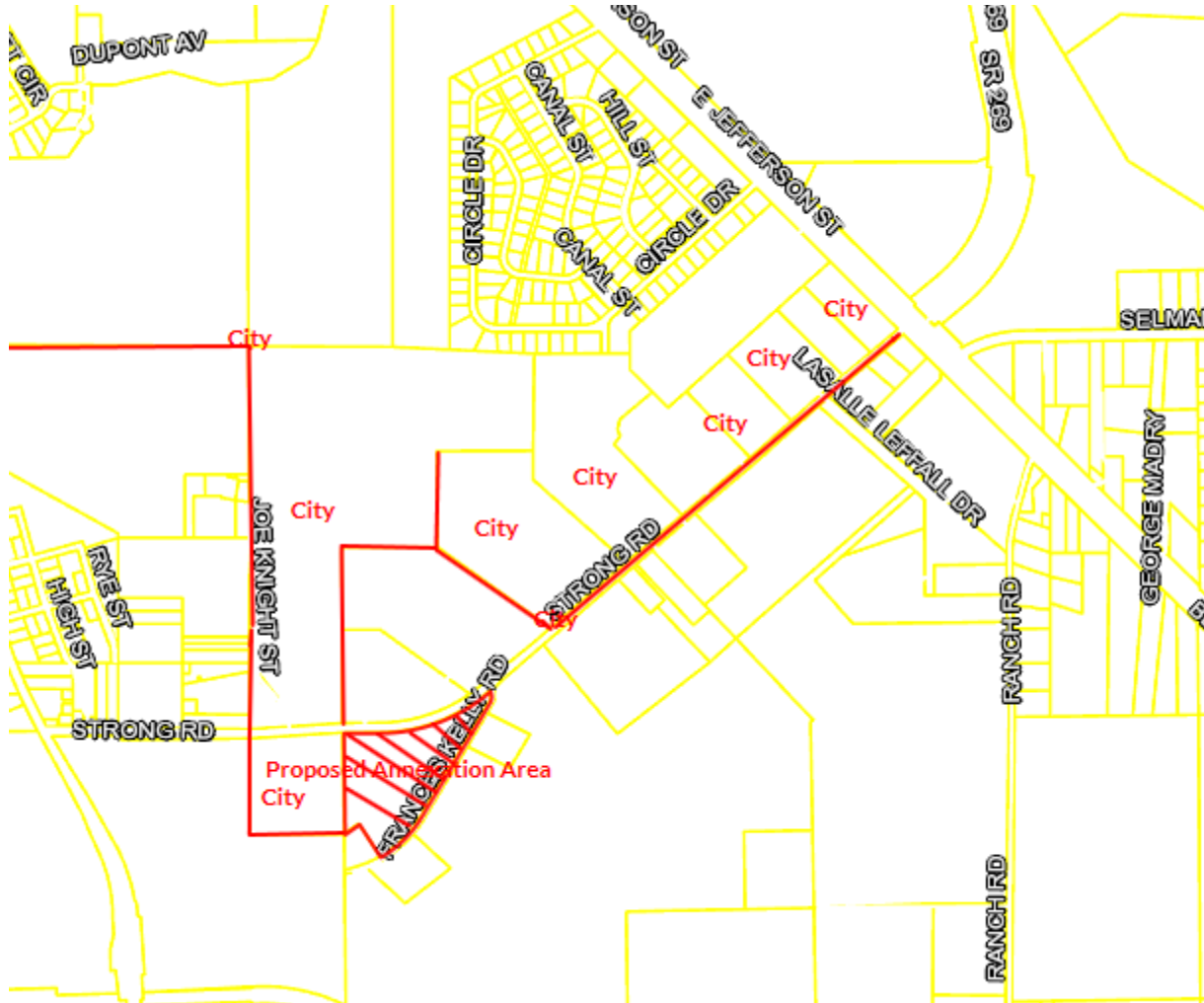
APPROVED:

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

ATTEST:

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

EXHIBIT B
MAP OF ANNEXATION AREA
ANNEXATION AREA IN HATCHED MARK



*Parcel ID - 3-20-2N-3W-0000-00221-0000, Physical location: 470 Strong Road, on which Crossroad Academy is located.

EXHIBIT A:
ANNEXATION PETITION

404 West Jefferson Street
www.myquincy.net



Quincy, FL 32351
850-618-1885

PETITION FOR VOLUNTARY ANNEXATION

The undersigned owner of real property located within certain unincorporated area of Gadsden County, Florida, which is or will be contiguous to and reasonably compact with the City of Quincy, Florida, a municipal corporation located in the said Gadsden County, Florida, and which area is more particularly described and shown in hatched markings on Exhibit "A" attached hereto and made a part hereof, does hereby voluntarily consent to, agree with, and request the annexation of the said described real property by and to the said City of Quincy, Florida through the adoption of the appropriate ordinance by the City Commission of the said City of Quincy, Florida, pursuant to Section 171.044, Florida Statutes.

The undersigned does hereby agree that executed copies of this same Petition by all of the owners of the real property in the aforesaid described area consenting to, agreeing with, and requesting said voluntary annexation.

Date this 11th day of April, A.D. 2019

PROPERTY OWNER:

Name: CEDO, 20 East Washington Street, Quincy, Florida

Signature:

Aom Gunn Executive Director

WITNESSES:

1. Name: Roxanne Johnson

Signature: Roxanne Johnson

2. Name: Marcia Thompson

Signature: Marcia Thompson

AS TO PARCEL NUMBER: 3-18-2N-3W-0000-00300-0100

EXHIBIT A

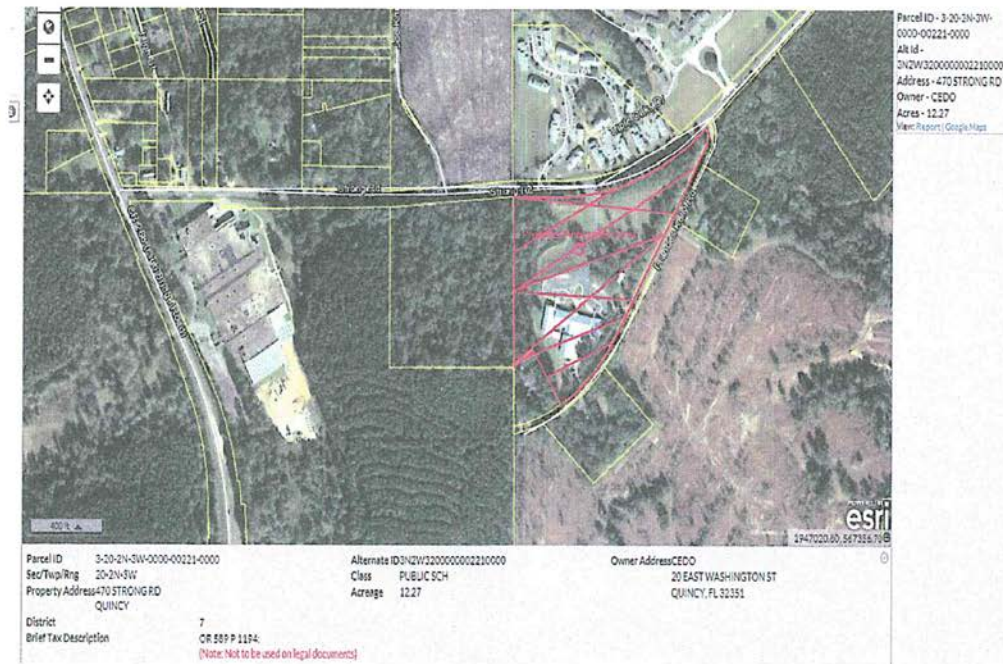
PROPOSED ANNEXATION AREA

Parcel ID - 3-18-2N-3W-0000-00300-0100

Property Location Address: 470 Strong Road, Quincy, Florida

Property Owner: CEDO, 20, E. Washington Street, Quincy, Florida

Size: 12.27 Acres



RESOLUTION NO. 1392-2019

A RESOLUTION GRANTING THE REQUEST OF THE CITY OF QUINCY THE TEMPORARY ROAD CLOSING FOR THE ANTIOCH MISSIONARY CHURCH COMMUNITY OUTREACH DAY/HEALTH FAIR

WHEREAS, the Antioch Missionary Baptist Church has requested the closing of certain roads for their Community Outreach/Health Fair to be held on Saturday, July 13, 2019, and

WHEREAS, the Antioch Missionary Baptist Church has determined that said road closings are necessary in order for their event to take place as planned and that such use will not interfere with the safe and efficient movement of traffic or cause danger to the public; and

NOW THEREFORE BE IT RESOLVED by the City Commission of the City of Quincy, Florida, in lawful session assembled that the City of Quincy does hereby authorize and permit the temporary closing of the following City Street: Clay Street between the intersection of Clark Street and Laura Street, Laura Street between 12th Street and Clay Street. The street closure will be from 9:00am until 1:00pm, on Saturday, July 13, 2019.

Passed in open session of the City Commission of the City of Quincy, Florida on the 9th day of July, 2019.

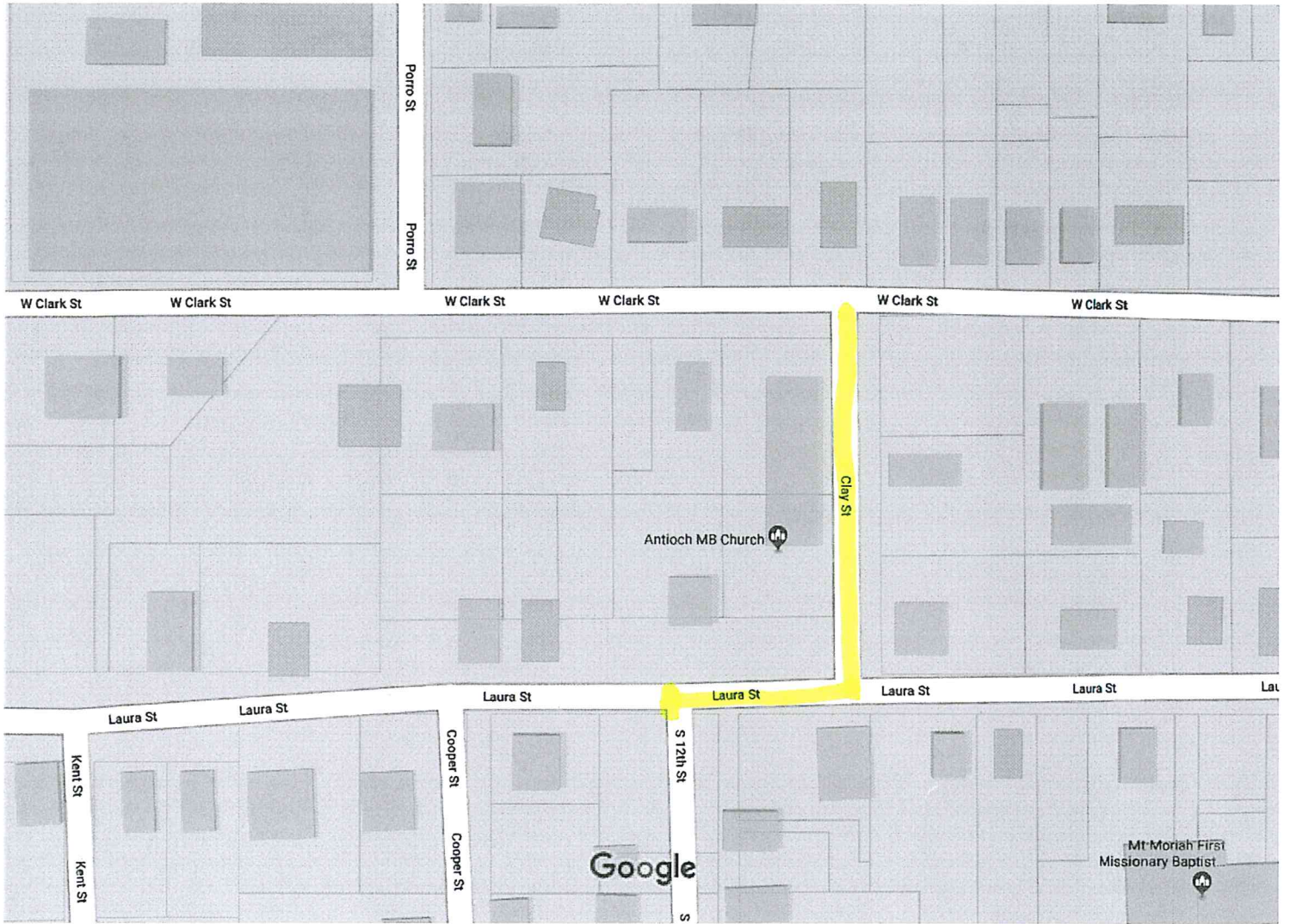
APPROVED:

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

ATTEST:

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

Google Maps



Map data ©2019 50 ft 

**City of Quincy
City Commission
Agenda Request**

Date of Meeting: July 9, 2019

Date Submitted: June 30, 2019

To: Honorable Mayor and Members of the City Commission

From: Jack L. McLean Jr., City Manager
Ann Sherman, Human Resources Director

Subject: Hurricane Michael Update

Statement of Issue:

As a result of Hurricane Michael a number of City buildings and other properties suffered severe damage and are in need of repair.

Background:

Florida Municipal Insurance Trust (FMIT) is the City's insurance provider and staff has been working with them along with their mitigation team in an effort to expedite the repair and replacement process. During a combination of conference calls and office visits with FMIT and SynergyNDS, we were informed that the City could group all the roofing jobs along with other projects under one umbrella.

This process is referred to as the "Turn-Key" Recovery Program. By allowing Synergy to utilize the Turn-Key Recovery Program, it eliminates the City's involvement of advertising for RFP's and the extensive procurement process. Synergy orchestrates the entire bidding process and serves as the project manager

Depicted below are the projects currently under bid:

TURN KEY JOBS

Water and Light Plant	915 N. Adams St	Full roof replacement. No interior damages noted. (RFP)
Filtration Plant	915 N. Adams St	Full roof replacement. No interior damages noted. (RFP)
Public Works Storage Shed	Selman Rd. – Alternative project	Alternative project to be developed.
Public Safety / Fire Department	20 North Stewart Street	Full roof and interior repairs. (RFP)
Storage Shed (Utilities)	1006 N. Adams St.	Full roof and side replacements.
Tower Building (Christmas decoration storage)	341 N. Adams St.	Full roof, side, and door replacement.
Press Box: Baseball	618 S. Key St.	Full roof replacement, minor interior repairs (RFP)
Field House	203 Graves St.	Full roof replacement and interior repairs. (RFP)
Baseball Press Box	203 Graves St.	Full roof replacement. No interior damages noted. (RFP)
Football Press Box	203 Graves St.	Full roof replacement and interior repairs. (RFP)
Concessions	203 Graves St.	Full roof replacement. Minor interior repairs. (RFP)
WWTP - Animal Control Building	300 N. GF and A Drive	Full roof truss package replacement. Full interior repairs. (RFP)
Recreation Department Building	122 North Graves	Full roof replacement and interior repairs.
Storage	122 N. Graves	Full roof replacement. (RFP)
Storage (for Garden Center)	204 E. Jefferson St.	Full roof replacement. (RFP)
Storage Building	204 E. Jefferson St.	Full roof replacement. (FRP)
Concession Stand, Dug-outs and Metal Grand Stands	Pavilion Dr.	Full roof replacement. (RFP)
Robert Nealy Field Restrooms	1055 Atlanta St.	Interior and exterior repairs.
Robert Nealy Sports Complex Field House	1055 Atlanta St.	Full roof replacement and all repairs.(RFP)
Restroom Building	701 Martin Luther King Jr. Blvd.	Full roof replacement. (RFP)
Utilities Department	4232 W. Washington St.	Roof complete. (Interior repairs to be completed.)
Investing In Our Youth Building	MLK – Tanyard Creek Park	Full roof, structural, and interior repairs to be completed.

**Note: All Bids for Roof Replacement over \$10K will be opened here at City Hall on July 11th.
The smaller roofing jobs have been awarded and work will begin within 2 weeks.**

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

MEETING DATE: July 9, 2019

DATE OF REQUEST: June 28, 2019

TO: Honorable Mayor and Members of the City Commission

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

SUBJECT: Update and Budget Request for the Mayor's Junior Commission

Statement of Issue:

Per the recommendation of Mayor Keith Dowdell, the City Commission approved the establishment of a City of Quincy Mayor's Junior Commission on June 14, 2019.

The mission of the Mayor's Junior Commission is to prepare young people to be future civic leaders. Its focus is on four areas: leadership, creativity, entrepreneurship and community service. It will consist of local youth who are high school students. The Mayor's Junior Commission will participate in the City's decision-making process through recommendations to the City Commission that address youth issues; promote positive programs and the development of programs; projects and activities for the young people in the City of Quincy. The outcome is to promote and encourage the young people to become effective, civic engaged servant leaders in the communities by helping shape the future of the City of Quincy.

Benefits for the City of Quincy:

- Giving young people a formal role in local decision-making.
- Offering real-world experiences with elected individuals and city staff.
- Teaching young people about the role of the commission and advisory bodies.
- Providing young people with an opportunity to develop leadership skills and learn how local government operates.
- Increasing youth volunteerism.
- Encouraging youths to be more actively engaged in the political process.

Junior Commissions have been organized in other municipalities. For example, include, but not limited to: Tampa, City of Sanford, Destin, City of Milton, City of West Palm Beach, Mulberry, Town of Belleair, Titusville and Niceville.

Civic engagement is necessary in order to make a difference in the life of our community and it will rest on our ability to develop the combination of knowledge, skills, values and motivation of our young people so that they can make that difference.

List of Activities to be completed in the Next 30-60 days:

- **Outreach**
 - Distribute application packet to high schools and principals.
 - Receive and screen applications.
 - High School Students only (grades 9th -12th) from Gadsden County High School and Robert F. Munroe Day School Key Clubs, sponsored by the Kiwanis International, Quincy Chapter.
 - Organize and establish selection committee.
 - Began the interview and selection process (competitive).
 - Solicit and recruit adult mentors and chaperones. Will start in July, however, will continue throughout school year.
 - Develop Orientation and Training manual/class/meeting for mentors and chaperones.
 - Conduct background checks.
 - Plan an Orientation meeting for junior commissioners.
 - Plan first trip: The 2019 93rd Annual Conference, Florida League of Cities Youth Council Program to be held at the Orlando World Center Marriott in Orlando, FL on Saturday, August 17th, 8:30 a.m. - 4:30 p.m. (Leave: Friday, August 16, 2019; Return: Sunday, August 18, 2019)
 - Obtain permission sheets from parents/guardians and make arrangements with school(s), including all other necessary paperwork.
 - Continue recruitment and screening process in order to reach membership of sixteen (16). Acceptance of applications end for school year 2019-2020: **September 6, 2019.**
 - Conduct second (2nd) Orientation meeting for junior commissioners.
 - Coordination meeting with key leadership from both schools.
 - Identify roles and responsibilities.
 - Establish a memorandum of understanding.
 - Announce and/or publish the Mayor's Junior Commission members.
 - Send and/or mail-out acceptance letters and/or make congratulatory phone calls.
 - Send and/or mail-out letters to all applicants who were not selected and encourage them to apply in the future.
 - Approval of the Junior Commissioners by the City Commission.
 - Swearing in of members of the Mayor's Junior Commission.
 - Share information via social media tools.
 - Creation of a program calendar.
 - Creation and approval of the 2019-2020 budget.

2018-2019 Budget

Budget Item	Cost/Amount	TOTAL Cost
Travel (round-trip to Orlando, Florida – August 16 – 18, 2019) (Mini Van Rental)	\$251.35 per day	\$754.05
Travel – tolls/gasoline	Tolls = \$10.00 * 2 Gasoline = \$40.00 * 3 fill-ups	\$ 20.00 \$120.00
Registration (Students and Chaperones) (Conference Registration Deadline: August 2, 2019)	\$75.00 * four students (2 males and 2 females) \$75.00 * two Chaperones/Mentors (one male and one female)	\$450.00
Hotel (2 nights) (arrive: Friday, August 16 th ; depart: Sunday, August 18 th) (Hotel deadline: July 24, 2019)	\$728.88 (2 nights) * 2 rooms (2 students, one chaperone each room for 2 nights)	\$1,457.75
Parking (\$22.00 daily)	\$22.00 * 3 days	\$66.00
Per Diem (food)	\$30.00 * 6 individuals * 3 days	\$540.00
Sub-Total		\$3,407.80
Additional (Organizational) Budget Items:		
Copying (applications, orientation materials, screening and selection committee materials, etc.)	\$.42 per copy @ 4000 copies/sheets	\$1,680.00
Other supplies and materials (paper, pens, poster board, etc.)		\$200.00
TOTAL REQUESTED COST		\$5,287.80

Applicants will be selected and interviewed in preparation for the 2019 93rd Annual Conference, Florida League of Cities Youth Council Program to be held at the Orlando World Center Marriott in Orlando, FL on Saturday, August 17th, 8:30 a.m. - 4:30 p.m. These young people will be responsible for bringing back the knowledge, training and excitement in order to get the Mayor's Junior Commission off to a positive direction for the 2019-2020 school year.

Note: Office space to be arranged. NetQuincy is a possibility.

Options:

Option 1: Vote to approve the budget request for the Mayor's Junior Commission.

Option 2: Vote to deny the budget request for the Mayor's Junior Commission.

Staff Recommendation:

Option 1

ATTACHMENTS:

Exhibit A: Youth Council Development Guide, Compiled by the Florida League of Cities, Inc.

Exhibit B: Letter from City Manager to Applicants, Overview of Mayor's Junior Commission and Application



Youth Council Development Guide

Compiled by the Florida League of Cities, Inc.

P.O. Box 1757, Tallahassee, FL 32302 • (850) 222-9684 • www.floridaleagueofcities.com

A municipal youth council prepares young people to be future civic leaders. These councils are composed of students from schools within the municipality and serve as an advisory board to the commission/council. Our guide for creating a municipal youth council serves as a roadmap. Follow these steps to capitalize on the innovations and charisma that youth offer. We've included links to samples of documents used by cities around the state. The Florida League of Cities would like to thank the following Florida governments for providing information on their youth councils: Belleair, Cutler Bay, Destin, Homestead, Milton, Miramar, Mulberry, Niceville, Sanford, Tampa, Titusville and West Palm Beach. You should adapt the sample documents to meet the needs of your municipality. For more information on forming a youth council, contact [Sharon Berrian](#) or [Eryn Russell](#).

Table of Contents

Preliminary questions to answer

- 4 What is a youth council?
- 4 Why create a youth council?
- 4 How do youth councils promote civic engagement?
- 4 Who benefits from a youth council?
- 4 Is your community ready?

How to get started

- 5 Determine the best overseer
- 5 How to align the council within the municipality
- 5 Step 1: It starts with why
- 5 Determine students' needs
- 5 Make it official
- 5 Items in a resolution/ordinance establishing council

The money side

- 6 Plan your budget
- 6 Expenses to consider

Membership criteria

- 7 Determine the ages for members
- 7 Who serves on the youth council?
- 7 Consider diversity
- 7 Determine criteria

Recruitment

- 8 State expectations
- 8 Recruit using community leaders
- 8 Get out the word
- 8 Work with parents to recruit
- 8 Work with schools to recruit
- 8 Involve elected officials
- 9 Advertise in the community
- 9 Select youth council members

Before your first meeting

- 10 Announce youth council members
- 10 Plan an orientation
- 10 Consider transportation

Meeting agendas

- 11 First meeting: orientation
- 11 Swearing in of council members
- 11 Second meeting: officers and activities
- 11 Third meeting: team building and bylaws
- 11 Topics to consider when discussing and codifying bylaws
- 12 Fourth meeting: additional team-building and action plan
- 12 Helpful tips for meetings

Resources

- 13 Effective activities for your council
- 13 Organize community service projects
- 13 Create activities with schools
- 13 Create activities with municipal officials
- 14 Other activity ideas
- 14 Helpful overall tips
- 14 After the first year

Appendices

15 Appendix 1

Cutler Bay, Homestead & Miramar Resolutions

19 Appendix 2

Applications from Destin, Milton & West Palm Beach

30 Appendix 3

Tampa Expectations

31 Appendix 4

Publicity Action Plan

32 Appendix 5

Destin, Mulberry & Niceville Mission Statements

33 Appendix 6

Tampa Attendance Expectations

35 Appendix 7

1st Belleair Teen Council project

39 Appendix 8

Titusville Leadership Seminar

Sanford SYMC_CSCF_Business

51 Youth Council Ideas

Miramar Calendar

Preliminary questions to answer

What is a youth council?

- ▶ A youth council is an advisory body of local youth who are usually high school students.
- ▶ The youth provide advice to the local governing body and its affiliated advisory and regulatory boards.
- ▶ The youth provide advice to other community organizations.
- ▶ Youth councils can implement and participate in youth-identified community initiatives.

Why create a youth council?

- ▶ Almost 23 percent of the U.S. population is under age 18.
- ▶ Young people need to be vested with the knowledge and skills to be the next generation of local leaders.
- ▶ Youth councils promote regular and active civic engagement.

How do youth councils promote civic engagement?

- ▶ Giving students a formal role in local decision-making
- ▶ Offering real-world experiences with elected and advisory bodies
- ▶ Teaching them about councils, boards and commissions
- ▶ Helping them develop leadership skills and learn how local government operates
- ▶ Increasing communication between youth and adults, and among youth
- ▶ Increasing youth volunteerism
- ▶ Enhancing classroom civic education

Who benefits from a youth council?

Students

- ▶ They ensure their voices are heard in local government.
- ▶ They will understand the value of public service.
- ▶ Their service is a bonus activity for college and scholarship applications.

Local councils/commissions

- ▶ Serving is an opportunity to make a difference in the lives of youth.
- ▶ It allows the council/commission to connect with students from across the municipality.
- ▶ It is an opportunity to bring important youth issues to the forefront.

Is your community ready?

The following are indicators:

- ▶ **Concern:** Local leaders recognize the need for youth insight in public decision-making.
- ▶ **Trust:** Local leaders envision youth in a meaningful, visible advisory role.
- ▶ **Change:** Local leaders are willing to modify codes or adopt ordinances to promote youth involvement on councils, boards and commissions.

How to get started

Determine the best overseer

- ▶ Find leaders who have a passion for youth and a willingness to let them lead.
- ▶ Consider placing the youth council with a staff person who can provide long-term sustainability.
- ▶ Some municipalities form a mayor's youth council and have members appointed by council members after they review applications.
- ▶ Other options include your 4-H office, your school district or high school, and/or a municipal department such as parks and recreation, public information, assistant manager or clerk.

How to align the council within the municipality

- ▶ The youth council should be aligned with the manager's office for the purposes of housing the youth council's meetings and funding initiatives.
- ▶ The youth council should be viewed as an essential part of the local government structure.
- ▶ It should not simply be relegated to one department or extension.

Step 1: It starts with why

- ▶ The first step is to think through the purpose and role of the youth council.
- ▶ Students can advise your council or commission, implement initiatives and events to reach other youth and bring a different perspective on issues.
- ▶ Students will know that their voices are heard and respected.
- ▶ They become valued participants in your municipality's work.
- ▶ A youth council can introduce information on municipal government and leadership that its members might not receive elsewhere.

Determine students' needs

- ▶ Talk with a guidance counselor at a local school, a leader at your recreation center and/or a youth pastor.
- ▶ Learn what issues students face, and ask about challenges your municipality might experience in working with local youth.
- ▶ Assemble students to share their ideas.

Make it official

- ▶ A locality should adopt a resolution or ordinance that establishes a youth council.
- ▶ Seek the advice and counsel of your attorney.

Items in a resolution/ordinance establishing council

- ▶ Establishment of the youth council
- ▶ Membership composition
- ▶ Explanation of how members are selected
- ▶ Length of terms
- ▶ Responsibilities of members
- ▶ Whether the council will be placed in the government or with an outside agency
- ▶ Organizational and leadership structure, meeting requirements and procedures
- ▶ Budget: How will it be funded and whether you will allow sponsorships and fundraising

**See resolution from Cutler Bay and ordinances from Homestead and Miramar.*

The money side

Plan your budget

- ▶ Many expenses can be in kind:
 - Email accounts
 - Meeting space
 - Paper copies
 - Placement of a youth council page on the municipality's website
- ▶ Determine if the council will receive funds through any of these or a combination of these or other sources:
 - the budget
 - a line-item allocation
 - donations and sponsorships
 - raised funds

Expenses to consider

- ▶ **Staff time.**
 - If this is a new venture, is there the capacity to take on the responsibility with existing staff, or will part-time staff or a stipend be required?
- ▶ **Travel opportunities.**
 - Consider how to fund attendance at events such as the Florida League of Cities Annual Youth Council Summit in August or National League of Cities events.
 - Youth Council Civic Education Day activities take place each spring in Tallahassee.
- ▶ **Meetings and special events.**
 - Consider expenses including food, supplies, poster board, markers, nametags and balloons.
 - Even simple events such as a cleanup activity will require trash bags and gloves.
 - A local restaurant might provide meals.

Membership criteria

Determine the ages for members

- ▶ Many councils are for high school students only (grades 9-12).
- ▶ A few include some or all ages of middle school students (grades 6-8).
- ▶ Finding activities that interest both 11-year-olds and 18-year-olds can be challenging.
- ▶ High school students may be more mature and committed.

Who serves on the youth council?

- ▶ Consider whether to include 2-4 representatives from all local high schools.
- ▶ Include representatives from private, charter and home schools.
- ▶ Consider representatives from local youth organizations.
- ▶ Recruit from a variety of geographic areas.
 - For cities, towns and villages, if you recruit through the schools, consider that not all students in the district live inside the city limits.
 - For counties, consider the school district boundaries.

Consider diversity

- ▶ Consider not only racial, gender and socio-economic balance but also the diversity of interests, activities and academic levels.
- ▶ Student government leaders are great additions, but seek to balance your councils with students from a wide spectrum of background, talents and interests.
- ▶ Several councils allow students to apply rather than asking a principal or guidance counselor to appoint a representative.
- ▶ Consider whether to require students to have a minimum, reasonable grade point average and/or a maximum number of unexcused school absences.

Determine criteria

The more time you put into selecting a strong group of students, the easier the implementation will be.

- ▶ Who will serve on the selection committee? Consider including youth.
- ▶ Will students be required to come in for an interview?
- ▶ Determine the criteria you will use if more students apply than can be included.

** See applications for youth from Destin, Milton and West Palm Beach.*

Recruitment

State expectations

- ▶ Create information about the time and involvement that students are expected to give.
- ▶ Explain how often the group will meet.
- ▶ Explain how often members will participate in service and community projects.

**See document of expectations from Tampa.*

Recruit using community leaders

- ▶ Use these people to spread the news that you are recruiting:
 - ▶ School guidance counselors
 - ▶ Local religious leaders
 - ▶ Chamber of commerce leaders
 - ▶ Community center leaders
 - ▶ 4-H club leaders
 - ▶ Leaders of Boys and Girls Clubs
 - ▶ Recreation league volunteers

Get out the word

- ▶ Use local media to create a buzz through a news release or media event.
**See Publicity Action Plan from Florida League of Cities.*
- ▶ Consider a flyer in your municipality's utility bills.
- ▶ Have students share information via social media tools to reach their peers.
- ▶ Use the hashtag #FICityYouth.

Work with parents to recruit

- ▶ Send a letter to all parents/guardians describing the purpose and goals of the youth council, the application and selection process, and a contact person for further questions.
- ▶ Use social media to reach parents whose children might want to apply.

Work with schools to recruit

- ▶ Ask civics and economics teachers to share information about the purpose and importance of youth councils and details on applying with students
- ▶ Ask school counselors to actively solicit applications
- ▶ Request an assembly in which the youth council contact person can discuss specifics with potential candidates
- ▶ Develop posters or flyers for classrooms and counselors' offices
- ▶ Post information on websites that are visited frequently by high school students (e.g. school websites, Facebook, etc.)

Involve elected officials

- ▶ Council or commission members can attend civics and government classes to talk about the council.
- ▶ They can make morning school announcements including information on the council formation.

Recruitment

Advertise in the community

- ▶ Contact supervisors of local youth programs/groups, such as Boy Scouts, Girl Scouts, youth groups at religious organizations, recreational sports teams, etc.
- ▶ Partner with local youth outreach programs, such as the YMCA and 4-H.
- ▶ Run an advertisement in local newspapers/publications.
- ▶ Make an announcement at youth conferences or summits.
- ▶ Put flyers up in popular youth spots such as the mall, music store, athletic fields, etc.
- ▶ Ask local radio (perhaps a local NPR affiliate) to make a short plug on air.

Select youth council members

- ▶ Thoroughly evaluate applicants in a competitive process.
- ▶ You may wish to hold interviews, in person or over the phone, to narrow down prospective candidates.
- ▶ You also may want to have a small committee that includes youth to evaluate the finalists.

Before your first meeting

Announce youth council members

- ▶ The youth council liaison should return to schools to acknowledge the selected members.
- ▶ Send acceptance letters and/or make congratulatory phone calls.
- ▶ The decision should be honored through a formal vote by the council members or commissioners.
- ▶ A polite letter should be sent to all applicants who were not selected that encourages them to apply again in the future.

Plan an orientation

- ▶ Plan activities to allow members to learn about each other and the youth council liaison as well as find out what issues are important to teens.
- ▶ Consider having the mayor or a councilperson/commissioner speak to let students know their input is valued.
- ▶ Have your attorney share information on public meetings and public records law.
- ▶ Consider providing students with municipal email accounts so all communication is captured.

Consider transportation

- ▶ Students in more rural and/or low-income neighborhoods might not have reliable transportation.
- ▶ Consider options such as:
 - free bus passes
 - a van to pick up those needing rides
 - coordination of transportation among parents

Meeting Agendas

First meeting: orientation

- ▶ Establish the council as a safe, fun forum.
- ▶ Students can participate in an ice-breaker activity and team-building exercises.
- ▶ Members should learn more about the purpose and mission of the youth council.
**See mission statements from Destin, Mulberry and Niceville.*
- ▶ Members should discuss member/meeting requirements. Members should be able to contribute their ideas.
- ▶ Determine the process for electing officers, and review officer responsibilities.
- ▶ The first meeting should last about two hours, which will set the standard for future meetings.

Swearing in of council members

- ▶ After the orientation, youth council members should be required to attend the next scheduled city council or commission meeting.
- ▶ At the meeting, the youth council should be welcomed as an official advisory board.
- ▶ Youth council members should be sworn in by the local government officials. Youth council facilitators will need to place this item on the agenda in advance.

Second meeting: officers and activities

Officers are elected, and activities begin to be formulated.

Let students determine:

- ▶ meeting schedule and best days/time (including whether meetings will take place in the summer)
- ▶ how many special events or community service activities you will aim to accomplish the first year
- ▶ the appropriate dress code
- ▶ expectations on cell phone use during meetings
- ▶ whether attendance is required and the approach to handling unexcused absences
- ▶ meeting flow

**See Tampa Attendance Expectations.*

Third Meeting: Team building and bylaws

- ▶ Begin with some additional icebreaker and team-building exercises.
- ▶ Have members create their own youth council bylaws.
- ▶ The bylaws may require amendments to the city/county resolution/ordinance.

Topics to consider when discussing and codifying bylaws

- ▶ Purpose/mission/goals
- ▶ Membership and membership requirements
- ▶ Member-at-large requirements
- ▶ Meetings: Structure, length and frequency
- ▶ Attendance requirements
- ▶ Officers/roles: Members probably need to be placed as representatives, such as voting seats on advisory boards
- ▶ Parliamentary authority (the procedural rules for the meeting conduct)
 - You may want to have a member of your locality's governing body present a workshop on parliamentary authority for meetings in your local government.
 - Students can use what they learn to establish their own procedures based on the council's or board of commissioners' procedures.
- ▶ Quorum (the number of members that must be present to conduct the business)
- ▶ Subcommittees
- ▶ Programs and activities

Meeting agendas

Fourth meeting: Additional team building and action plan

- ▶ Begin with a team-building activity.
- ▶ Discuss issues they want to address and goals they want the council to accomplish throughout the year.
- ▶ Use the information to create an action plan, which will help in planning topics for future meetings.
- ▶ Coordinate activities and guest speakers accordingly. Examples:
 - If students are interested in discussing teen drug and alcohol use or gang violence, you can schedule a law enforcement officer as a speaker.
 - If students express interest in the locality funding a new park, you can schedule a parks and recreation employee or a local developer to discuss implications and costs.

Helpful tips for meetings

- ▶ Consider how to address youth council members who might speak too little or too much.
 - One council adopted an approach it called step up and step back. If one person is speaking too much, another can politely suggest a step back to allow others to step up.
- ▶ Ask youth to bring a proposed solution to any problem they share.
 - One youth council member lamented that they needed a stronger social media outreach, and the advisor agreed. The student presented a social media plan and committed to writing a weekly blog.
- ▶ Keep random ideas from surfacing.
 - One youth council requires a member to vet any new project idea with at least three other members.
 - At least three members must agree to support it before it can be shared.

Resources

Effective activities for your council

- ▶ Participate in Florida League of Cities youth council contests. <http://www.flcities.com/resources/municipal-youth-councils>
- ▶ Ask students to determine topics of interest, and host quarterly forums for students.
 - Consider having a panel.
 - Be prepared for topics ranging from discrimination and bullying to student/law enforcement interaction and drug use.
- ▶ Identify community service projects that students think would be meaningful.
 - Help them learn the value of giving back.
**See Belleair Teen Council Community Service Project.*
- ▶ Tour municipal facilities so students become familiar with the work of government.
 - Ensure these tours provide hands-on activities to engage youth.
- ▶ Provide parties and pizza, which are popular draws.
- ▶ Plan scavenger hunts, team challenges and other opportunities to work together.
- ▶ Attend the FLC Annual Conference as a team in August.
 - Students enjoy learning as well as networking with other youth councils.
 - Post on social media, and use the hashtag #FICityYouth.
- ▶ Weigh in on municipal issues.
 - This step is more significant when elected leaders ask the youth council to research and recommend actions that help the community.

Organize community service projects

- ▶ Cleaning up streams and/or highways
- ▶ Senior center volunteering
- ▶ Tutoring or mentoring youths, such as Big Brother/Sister programs
- ▶ Organizing drives such as ones for food, clothes, school supplies or holiday gifts
- ▶ Adopt-a-pet
- ▶ Volunteering at a food bank or shelter

Youth councils can create activities with schools

- ▶ Create a youth council publication to be distributed at local middle and high schools or as a leaflet in the local newspaper.
- ▶ Organize a “Careers in Local Government” career day at local schools.
- ▶ Promote civic involvement of other local youth by spearheading civic-minded clubs/organizations in schools.

Youth can create activities with municipal officials

- ▶ Youth can conduct interviews of local government officials and city/county staff to be aired on a local public access channel.
- ▶ They can hold a job shadowing day with city/county elected officials and department heads.
- ▶ Youth can act as liaisons between the council/board of commissioners and local youth through school announcements.
- ▶ They can attend city council/board of commissioners meetings.
 - One member can be present at each meeting and report back to the youth council on topics covered.
- ▶ Youth can attend or host city/county forums, conferences or events to represent the youth perspective.

Resources

Other activity ideas

- ▶ Lead a citywide or countywide educational or advocacy campaign addressing a youth-identified issue of concern.
 - Examples might include water conservation, global warming, school bullying/violence and reduce, reuse, recycling (RRR).
- ▶ Advocate for particular development projects on behalf of local youth.
 - Examples might include building a skate park or athletic field.
- ▶ Plan and organize fundraising events for youth-related development projects and/or charitable causes.
- ▶ Maintain a local youth council website that provides relevant information to local youth.
- ▶ Sponsor or attend professional development workshops on topics such as leadership, goal-setting and public speaking.

**See Titusville Leadership Seminar, Sanford Hiring Event and 51 Youth Council Ideas. Also see Miramar Calendar.*

Helpful overall tips

- ▶ Determine the best communication tools based on your students' preferences.
 - Texting is a common way for young people to communicate, even if your text simply directs them to read an email.
- ▶ Share photos, videos, stats and outcomes of projects and activities with municipal leaders and the community.
- ▶ Existing council advisors are outstanding resources.
 - *Click here to obtain names and contact information.*
- ▶ The first year, it is easiest to generate interest for the new program.
 - Plan strong programs and engagement to retain students who will also recommend the council to classmates.
- ▶ Show youth how to learn from mistakes, become resilient and become future community leaders.

After the first year

Consider having second-year students serve as mentors to new students.

Appendix 1 Cutler Bay Resolution

RESOLUTION 12-63

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, CREATING THE YOUTH COUNCIL COMMITTEE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, many municipalities use youth councils to inject fresh ideas and youth perspectives into local decision-making; and

WHEREAS, youth councils can promote community service and foster a better understanding among young people of how municipal government works; and

WHEREAS, youth councils are an excellent means of promoting regular and active civic engagement among young people, which is vitally important to provide the knowledge, skills and abilities to the next generation of local leaders; and

WHEREAS, as such, the Town Council desires to create a Youth Council Committee; and

WHEREAS, the Town Council finds that this Resolution is in the best interest and welfare of the residents of the Town.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The above recitals are true and correct and are incorporated herein by this reference.

Section 2. Creation of the Youth Council Committee. The Town Council hereby creates a citizens committee, to be known as the Youth Council Committee to advise and make appropriate recommendations to the Town Council regarding issues of special interest to youths within the Town. Councilmember Bell is hereby appointed Council liaison to the Committee and shall report to the Town Council as to the Committee's activities on a regular basis. In addition, the Miami Dade County School District (the "School District") shall appoint a School District liaison to the Committee. The Council and School District liaisons shall not be considered members of the Committee.

Section 3. Composition of Committee. The Committee shall consist of 11 students and shall be appointed as follows: 10 students to be appointed by the Town Council (two per Councilmember) and one (1) student to be appointed by the School District. All students on the Committee shall be a Town resident.

Section 4. Dissolution of Committee. The Committee shall automatically dissolve upon delivery of the Committee's final report to the Town Council, unless otherwise extended by the Town Council.

Appendix 1 Cutler Bay Resolution Continued


Section 5. Town Committee Ordinance. This Committee shall be subject to Town Ordinance 10-08, as amended by Ordinance 11-08.

Section 6. Effective Date. This Resolution shall take effect immediately upon adoption.

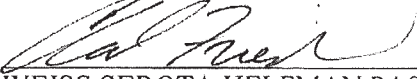
PASSED and ADOPTED this 17th day of October, 2012.


EDWARD P. MACDOUGALL, Mayor

Attest:


Debra E. Eastman, MMC
Town Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY FOR THE
SOLE USE OF THE TOWN OF CUTLER BAY:


WEISS SEROTA HELFMAN PASTORIZA
COLE & BONISKE, P.L.
Town Attorney

Moved By: Council Member Bell
Seconded By: Council Member Mixon

FINAL VOTE AT ADOPTION:

Mayor Edward P. MacDougall	Yes
Vice Mayor Ernest N. Sochin	Yes
Councilmember Peggy R. Bell	Yes
Councilmember Mary Ann Mixon	Yes
Councilmember Sue Ellen Loyzelle	Yes

Appendix 1 Homestead Resolution

- **DIVISION 5. - MAYOR'S YOUTH COUNCIL^[8]**

- **Sec. 2-141. - Creation, composition, and qualifications.**

There is hereby created and established the mayor's youth council ("MYC").

(a)

The MYC will consist of up to fifteen (15) members engaged in study in grades 8 through 12.

(b)

The MYC members shall be representative of the schools serving the city feeder pattern as established by the Miami-Dade County School Board as well as charter and private schools located within the city.

(c)

One (1) city council member shall serve as a liaison to the MYC.

(d)

(Ord. No. 2009-07-18, § 4, 7-20-09; Ord. No. 2012-08-17, § 2, 8-22-12)

- **Sec. 2-142. - Term of office.**

MYC members shall serve for a term of two (2) years, with appointments and reappointments to be made in September or as vacancies arise. An MYC member's final term of office shall end in August following completion of his or her senior year of high school.

(Ord. No. 2009-07-18, § 4, 7-20-09; Ord. No. 2012-08-17, § 2, 8-22-12)

- **Sec. 2-143. - Jurisdiction.**

The following matters shall be within the advisory jurisdiction of the MYC:

To make recommendations to the city council on matters affecting youth in the community.

(a)

To increase youth participation and involvement in local government.

(b)

To seek and recommend ways to improve communication with students in area schools.

(c)

To organize and perform service projects or functions that benefit the Homestead community, subject to approval of the city manager.

(d)

To recommend the creation of recognition programs for youth.

(e)

Any other matters assigned by the mayor, city council or city manager

(f)

(Ord. No. 2009-07-18, § 4, 7-20-09)

Appendix 1 Miramar Resolution

Sec. 2-105.4. - Established.

The teen council advisory board, created by Resolution No. 98-260, is hereby re-established.

(Ord. No. 08-11, § 2, 2-20-08)

Sec. 2-105.5. - Membership; application; term of office.

The board shall consist of ten (10) members and each member of the city commission shall be responsible for appointing two (2) members. Whenever possible, the city commission shall appoint equal members of middle school and high school age students, who shall be representative of the youth of Miramar with respect to age, gender, ethnicity and residency.

Any middle school to high school aged student living in the City of Miramar will be eligible to serve on the board.

Applicants for appointment to the board shall submit an application form as provided by the director of community services, accompanied by written permission from a parent or legal guardian authorizing the applicant to attend the prescribed meetings and participate in the activities of the board.

The term of office for each member shall be one (1) year. Reappointments shall be made in September of each year, and shall remain effective until the end of May of each year. Any vacancy arising prior to completion of a term shall be filled by appointment made by the mayor or city commissioner responsible for the appointment of the vacant member for the remainder of the term.

(Ord. No. 08-11, § 3, 2-20-08; Ord. No. 12-11, § 3, 4-4-12)

Sec. 2-105.6. - Meetings.

The teen council shall meet a minimum of one (1) time per month.

(Ord. No. 08-11, § 4, 2-20-08; Ord. No. 12-11, § 4, 4-4-12)

Sec. 2-105.7. - Duties.

That the teen council shall:

- (1) Research, review, plan and recommend to the director of community services the establishment of social and recreational programs to be made available to the teen-aged youth of Miramar.
- (2) Assist with the planning and implementation of general family, social and recreational programs to be provided by the Miramar Community Services Department.
- (3) Volunteer to plan, support, attend, and encourage youth participation in the youth activities recommended by the board.

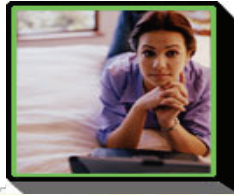
(Ord. No. 08-11, § 5, 2-20-08)

Sec. 2-105.8. - Exemption from the qualified elector requirements.

The board members shall be exempted from the qualified elector requirements of subsections 2-53 and 2-54 of the Code of Ordinances of the City of Miramar, Florida.

(Ord. No. 08-11, § 6, 2-20-08)

Destin Youth Council



Application for Membership

The youth council is a city funded council composed of high school aged-youth from Destin. The youth council is an opportunity for youth to have a formal role in the city's planning and decision-making process.

Youth Council Members:

- ❖ Represent Destin youth on issues important to them.
- ❖ Identify ways to improve Destin for its youth.
- ❖ Appropriate funds for youth related activities.
- ❖ Act as an advisory board to Destin City Council.

Membership Criteria

- ❖ Applicants must live within the city limits of Destin.
- ❖ Applicants must be between the grades of 9 and 12 with at least a 2.25 GPA.
- ❖ Terms shall be for one year
- ❖ There will be no smoking, drinking alcoholic beverages or using illegal drugs by any member of the Destin Youth Council.
- ❖ Applicants must be willing to attend at least one meeting a month.
- ❖ All applicants will be considered regardless of race, color, gender, national origin, or disability.

Appendix 2 Destin Youth Council Application Continued

4200 Indian Bayou Trail
Destin, FL 32541
(Attn: Office of the City Clerk)

Applicant Information:

Name: _____

Home Address: _____

E-mail Address: _____

Phone Number: _____ Date of Birth _____

School: _____ Current Grade: _____

Applicant Experience:

Please list activities in which you have participated. Include organizations, school-related activities, and community activities.

Name of Organization: _____

Title or Position: _____

Period of Involvement: _____ Hours per week: _____

Name of Sponsor: _____ Phone Number: _____

Name of Organization: _____

Title or Position: _____

Period of Involvement: _____ Hours per week: _____

Name of Sponsor: _____ Phone Number: _____

Name of Organization: _____

Title or Position: _____

Period of Involvement: _____ Hours per week: _____

Name of Sponsor: _____ Phone Number: _____

Employment:

Appendix 2 Destin Youth Council Application Continued

Beginning with your present or most recent job, please list your employment history.

Type of Work: _____

Period of Work: _____ Hours per week: _____

Name of Employer: _____ Phone Number: _____

Type of Work: _____

Period of Work: _____ Hours per week: _____

Name of Employer: _____ Phone Number: _____

Type of Work: _____

Period of Work: _____ Hours per week: _____

Name of Employer: _____ Phone Number: _____

Sponsor and Personal References

Name	Address	Phone number

Additional Information:

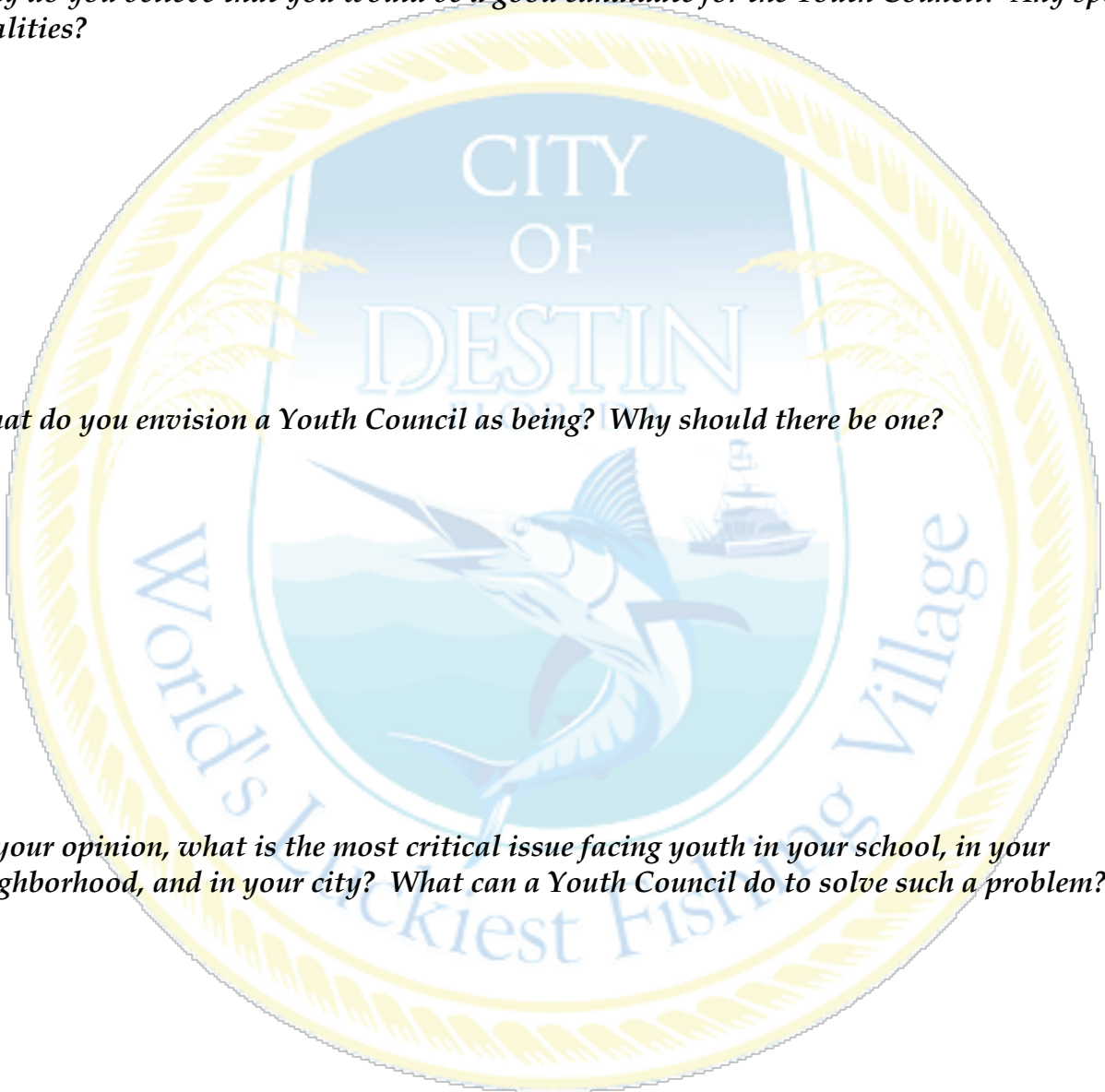
Appendix 2 Destin Youth Council Application Continued

To give each applicant the opportunity to demonstrate his or her eligibility for the Youth Council, answer the following questions limiting each response to 100 words or less. Use separate sheet of paper if necessary and attach response sheet to the application and submit together.

1. *Why do you believe that you would be a good candidate for the Youth Council? Any special qualities?*

2. *What do you envision a Youth Council as being? Why should there be one?*

3. *In your opinion, what is the most critical issue facing youth in your school, in your neighborhood, and in your city? What can a Youth Council do to solve such a problem?*



Applicant Statement

Appendix 2 Destin Youth Council Application Continued

I hereby certify that the information I have given is true and correct to the best of my knowledge. I understand that provision of false information may disqualify my consideration. I authorize the release of this information for verification purposes and understand it will be used only to process my application. I also understand that by submitting this form, I am submitting an application to participate as a member of the Destin Youth Council and that said application is only complete upon receipt of the Parental/Guardian Consent and Liability Release form and receipt of GPA certification form and class rank verification form signed by my school counselor. Upon submission of the application, I understand that I will be considered for membership with all other applicants and that I may or may not be selected for membership. If selected, I agree to attend all meetings and events and understand that I will be removed from membership for failure to do so.

Signature

Date

Parental Consent

I, the undersigned, do hereby consent to my child's participation in the Destin Youth Council. I acknowledge that I have read and understand the Destin Youth Council By-Laws and allow my child to attend all meetings and events relative to this program; and that I understand that my child will be removed from membership for failure to do so. I also acknowledge that upon submission of the application, my child will be considered for membership with all other applicants and that my child may or may not be selected for membership. I further acknowledge that my child's participation in this program is voluntary and I agree to release the City of Destin and all of their employees, officials, and any and all individuals and organizations assisting or participating in the program from any and all claims for personal injuries and property damage which my child may suffer while participating as a member of the Destin Youth Council.

Signature of Parent or Guardian

Date

2017-2018 Destin Youth Council Program

Appendix 2 Destin Youth Council Application Continued

GPA Verification Form

To Be Completed by the Student

This form must be signed by your counselor or other school official, verifying your weighted GPA on a 4.00 scale. Please complete the information below and sign and date the release of information section. Ask your high school counselor to complete the remainder of the form and return it to you to include with your application.

Applicant's full name: _____ *Grade* _____

High School name: _____

Release of Information

I grant permission to release all information regarding my GPA to the City of Destin, as deemed necessary for consideration for membership to the Destin Youth Council.

Signature of Applicant _____ *Date* _____

To Be Completed by your High School Counselor

Please provide requested information below and return the form to the student so that he or she may submit it with the application.

High School name _____

The above named student has a cumulative weighted GPA on a 4.00 scale of _____

Student's current grade level _____

Signature of Authorized Official

School Official's Title

Date

Phone

Appendix 2 Milton Youth Council Application

APPLICATION FOR THE CITY OF MILTON YOUTH COUNCIL

Please Return to:
The City of Milton Planning and
Development Department:
Mailing - P.O. Box 909, Milton, FL 32572 or;
Physical - 6738 Dixon Street
Milton, Florida 32570

*Please print neatly in blue or black ink.

Name _____ Date _____

Parent's Name(s) _____

Home Phone # _____ Other Phone Line _____

Address _____ City _____ State _____ Zip _____

E-mail Address _____

School Name: _____

Grade: _____ Age: _____ Grade Point Average: _____

List the extra-curricular activities that you currently take part in: _____

List any other organizations or clubs you are currently a member of: _____

Why do you want to be involved in the City of Milton Youth Council? _____

Describe your ideas and goals for this Council and how they can benefit the Community. _____

If you could change one thing about this City, what would that be and why? _____

What are you passionate about? _____

Appendix 2 Milton Youth Council Application Continued

APPLICATION FOR THE CITY OF MILTON YOUTH COUNCIL

Commitment Statement:

I understand that being a member of the City of Milton Youth Council carries certain responsibilities. I agree to conduct myself as properly befitting a representative of my City and abide by all guidelines of the Council. I understand that four or more consecutive absences from Youth Council meetings is grounds for dismissal.

*Please see the attached *List of Offices and Duties* document.

Student Signature: I have read and understand the above commitments required for the Council.

Student Signature

Date

Parent/Legal Guardian Signature: I give my permission for the above named applicant to seek a position on the City of Milton Youth Council and I have read and understand the commitments required for the Council.

Parent Signature

Date

*Completing this application does not guarantee a seat on the Youth Council. If you have any questions please call the City of Milton Department of Planning and Development: 1(850) 983-5440

Appendix 2 West Palm Beach Youth Council Application

City of West Palm Beach

Mayor's Youth Council Application

The vision for the Mayor's Youth Council is to empower caring youth dedicated to personal development and servant leadership. If you are interested in applying for membership to the council, please complete the following application. Applicants MUST be a city resident and be in grades 9 through 11. Please type or print clearly in blue or black ink. You may attach additional sheets if necessary: ALL information must be completed to be considered for the Mayor's Youth Council.

Name: _____ Age: _____

School: _____ Grade: _____

Home Address: _____ Zip: _____

Telephone: _____ Cell Phone: _____

E-Mail: _____

Parent/Guardian: _____

Optional Information: _____

The City of West Palm Beach does not discriminate based on race, ethnicity, sex, creed, national origin or disability. This information need not be provided. It is requested to facilitate the City of West Palm Beach's goal of assembling a diverse group. Omitting this information will not affect your application.

Race or ethnic group: ___ American Indian ___ African American ___ Asian
___ White ___ Middle Eastern ___ Hispanic

Other, please specify: _____

Gender: ___ Female ___ Male Birth Date _____

Please check all that apply:

___ I have transportation to get to Youth Council meetings/events.

___ I initiated my interested in this program.

___ I was asked to apply for this position.

By whom? _____ Position: _____

Organization: _____

Appendix 2 West Palm Beach Youth Council Application Continued

Why do you want to serve as a member of the Mayor's Youth Council? (feel free to add a sheet of paper)

What are the three most important issues to you, your friends and your family concerning your neighborhood?

1. _____
2. _____
3. _____

Please list any other activities you will be involved in during the school year. Include employment, sports, community, school and religious groups.

What personal skills and characteristics do you possess that would make you a good representative?

If you could bring one thing to this city or change one thing, what would it be?

Are you willing to attend the meetings, events and activities of the Youth Council for one year and commit to making a difference in our city?

Yes ___ No ___

Are you interested in community service points for this project?

Yes ___ No ___

Appendix 2 West Palm Beach Youth Council Application Continued

Please list two adult references (non-relatives) with phone numbers. You must also attach letters of recommendation from these individuals. The letters must be no more than one page in length and typed. Please include one letter from your school principal or other school based personnel and one letter from a community member who is familiar with you.

1. _____
2. _____

I have read and understand the commitment required for the Mayor's Youth Council. I also realize the importance of teamwork and cooperation and I am willing to make this commitment.

Student Signature: _____ Date: _____

Parent/Legal Guardian Permission: I give my permission for _____ to seek the position of representative on the Mayor's Youth Council.

Signature of Parent/Guardian: _____ Date: _____

Emergency Contact: _____

Relationship to Youth: _____

Emergency Telephone Number: _____

Emergency Cell Number: _____

Deadline to Apply:

Mail to:

Thank you!

Appendix 3 Tampa Expectations

Tampa's Mayor's Youth Council Class of _____ Expectations

1. That you will make Mayor's Youth Corps a top priority and take advantage of as many opportunities as possible. **PLEASE** check your MYC calendar before making plans.
2. That you will keep an activity calendar which includes MYC activities as well as other activities so you are fully aware of your schedule of commitments.
3. That you will check and respond to MYC email every day, noting on your calendar MYC activities and the details of each activity. That you will print and file in date order all MYC emails and other correspondence. This will allow you to track what you have and have not responded to.
4. That you will inform me of any change in address, phone number or email address. If your computer blows up you need to call me and tell me, if you unplug it for 2 weeks to paint your room you need to call me and tell me.
5. That you will fully participate in all events and projects as a member of "the team".
6. That you will be on time for events. If you are running late please call or text me on my cell phone.
7. That you will always be honest when expressing your opinions and that you will always listen respectfully and with an open mind to others, even when you disagree.
8. That if you subscribe to a newspaper, you will skim the front and metro sections of every edition. If you don't subscribe to a newspaper you will read one of the local papers online every day.
9. That you will act at all times as a representative of the Mayor's office. No drinking, smoking or drugs. If you have a MySpace/Facebook account no inappropriate images or text is allowed. We have a MYC Group on Facebook. Please friend me (Rebecca Becnel Heimstead) & I will add you to the MYC FB page. I also expect you to have both Twitter and Instagram accounts and to follow us on both.
10. That you will take the initiative and be creative when asked for your input. THINK!
11. That you will seek opportunities to learn, to serve and to lead.
12. That you will not engage in physical or verbal aggression towards anyone.
13. That you will be mindful of your language.
14. That you will read everything in this notebook and file Leadership 101 handouts for future reference.
15. That you will bring your MYC notebook and something to write with to every MYC function except community service and office work.



PUBLICITY ACTION PLAN

There are several steps that can be taken to promote and publicize your youth council:

- Get the local media involved from the beginning!
- Be sure to designate a contact person for your youth council who can be reached by the media (ideally this would be your Youth Council Coordinator—someone who works for the city).
- Write a guest editorial that talks about your Youth Council and its activities and submit it to your newspaper(s) opinion page editor. (*Check with your newspaper on deadlines.*)
- Schedule an editorial board meeting with your local newspaper(s) to formally discuss your city's youth council—be sure to include city and school representatives.
- Notify the education reporter or one that covers city activities for your local newspaper. Invite the reporter to sit in on or be a part of any meetings or activities you have.
- Keep reporters informed of your activities. Send the local newspaper(s), television and radio station(s) a media advisory to alert them to upcoming activities and a press release(s) to publicize your activities.
- As you coordinate with school officials and other groups, encourage them to assist you in generating publicity.
- Consider scheduling an interview about your projects/activities on the local television or radio talk show and/or your cable-access channel.
- Highlight your activities on your city website or social media sites, with a link to FLC's website. Be sure to put your website address on ALL communications with the media.
- If you conduct an event during *Florida City Government Week*, you can publicize the significance of hosting your project during this week, which focuses on citizen participation and pride in city government. Your event can be coordinated with other Florida City Government Week activities.
- Be sure to send thank you letters to the newspaper reporter/editor if you receive favorable press on the event.
- Don't forget to plan for and take good quality photos for reprint in local publications and for dissemination. The Florida League of Cities would be interested in these photos for possible use in their publications.

Appendix 5 Destin, Mulberry & Niceville Mission Statements

Appendix E

Mission/Purpose Statement Examples

Mulberry Civic Teen Advisory Board

City of Mulberry, Population: 3,828

The purpose of the Teen Advisory Board is twofold. Firstly, it is to gather an accurate opinion of what teenagers attending school in the City of Mulberry area would like to see happen in the City. Secondly, it is to equip teenagers with an understanding of local government, building practical leadership skills and techniques, and project planning, organizing, and completing.

Destin Youth Council

City of Destin, Population: 12,898

To provide Destin's youth with the opportunity to participate in the City's decision-making process, through recommendations to the City Council that address youth issues, promote existing positive programs, and develop programs, projects and activities for the young people in the City of Destin; thereby promoting and encouraging the youth to become effective leaders in the community by helping shape the future of Destin.

Niceville Youth Council

City of Niceville, Population: 14,122

Provide a voice for youth in the City of Niceville and establish a direct medium for civic involvement among this group. The council is meant to represent the diverse youth population in Niceville.

Appendix 6 Tampa Attendance Expectations

Mayor's Youth Corps Attendance/Response Rules

That you will, over the course of 12 months, do at least the following:

- Attend the Opening Retreat (9 hours) **MANDATORY**
- Attend 2 Open Forums with the mayor (1 hour each)
- Attend 6 Community service projects (2–6 hours each)
- Attend 6 Leadership 101 sessions (3-4 hours each)
- Attend 2 of the 4 Mayor's Youth Leadership Council Quarterly Special Presentations (2 hours each)
- Participate in at least 1 *From the Corps* event (Corps Spotlight, Corps Commentary, FTC Forum Show, Public Service Announcement, etc.) (1 – 3 hours)
- Attend City Council (2 hours)
- Attend Introduction to City Government (1 hour) **MANDATORY**
- Provide 8 hours (2 hours per quarter) of work in Ms. Heimstead's office. Failure to complete 2 hours in a quarter will result in a warning. NOTE: Failure to schedule and work your quarterly office hours will mean you will not be included in the closing luncheon. Working all 4 quarters is a requirement.
- Respond to all emails that require a response. Meet all deadlines. Late responses to 5 events will result in a warning. Failure to respond to 2 emails will result in a warning. 24 hours after the email deadline late responses will be considered a "No Response."
- Be on time for all events. Arriving late for 2 events will result in a warning.
- Call or email if you are unable to attend an event that you have indicated you will attend. Failure to attend an event without a call or email will result in a warning.
- To receive an invitation to attend the closing luncheon, you must have accumulated at least 60 hours and met all the individual event requirements.

First Warning – You and your parents will receive a letter indicting what you have done or not done which has triggered warning. Your mentor will also receive this information and will contact you with suggestions to make sure it doesn't happen again. If you think it would be helpful you can request a meeting with the MYC Coordinator and your MYLC mentor. We will ALWAYS be here to help. All you need to do is ask.

Appendix 6 Tampa Attendance Expectations Continued

Second Warning – If you have already received a 1st warning and you again fail to meet 1 or more of the stated expectations you will be given a 2nd warning. You will be required to meet with the MYC Coordinator, your mentor and a member of the MYC Advisory Council.

Final Warning - If you have been on both 1st and 2nd warnings and again fail to meet 1 or more of the stated expectations you will be placed on final warning. You and your parents will be required to meet with the MYC Coordinator and members of the MYLC. You will be allowed to state why you should not be removed from the MYC. The decision of group will be final.

If you are removed from the MYC you will not be allowed to list the Mayor's Youth Corps on your resume, college applications, scholarship applications, etc.

Once a warning meeting has been held, the slate is wiped clean and you start over. If you have been on 1st Warning and again trigger a warning status you will be on 2nd Warning. Likewise if you have been on 2nd Warning and again trigger a warning status you will be on Final Warning.

SOCKSGIVING

Help the Belleair Teen Council collect over 500 pairs of new socks for the Thanksgiving season! We are collecting socks for all ages and genders to donate to RCS.

Collections: November 1-30

For more info, contact Rachel at 727-518-3728 or email rhobbs@townofbelleair.net

The 2017-2018 Belleair Teen Council is comprised of 31 teenagers ranging in age from 13 to 18 years old, who are dedicated to making a positive difference in our community. While Belleair is a small town near much-larger cities including Clearwater and Largo, our Teen Council does big things.

Each year, the Council chooses a charitable cause or organization to partner with, which have previously included UPARC, The Arc Tampa Bay Foundation, and the Belleair Community Foundation.

This past year; however, the Council partnered with two non-profit organizations: Religious Community Services (RCS) and Hands Across the Bay, whose focus is one providing help and hope for those facing homelessness, domestic violence, and hunger. The Belleair Teen Council chose to support these organizations because of their strong message to give back to the local community and people in need.

To further this mission, the Belleair Teen Council started "Socksgiving" in the month of November. Socksgiving was a sock collection event for all ages and genders that delivered all varieties of new socks to local persons in need. These donations provided a level of comfort for recipients to help them stay warm during the upcoming winter season.

With the help of the Belleair Community Foundation (a local civic group) and countless Belleair residents, the Teen Council exceeded its goal of 500 pairs of socks, and ultimately collected 683 pairs. These socks were then donated to the RCS and Hands Across the Bay, where they could directly help those in need.

Projects such as Socksgiving are an important tenant for the Belleair Teen Council, whose members are learning to appreciate serving others in these types of capacities. Belleair Teen Council Vice President, Jennifer Spencer says "The people that benefited from our Socksgiving drive have a lot to worry about, especially during the holiday season. Even though it is something simple as clean socks, I feel it is important to help relieve the struggles of people in our community in need by any means possible."

Appendix 7 1st Belleair Teen Council Project Coninued



Belleair Teen Council gather with their bin of socks.



Belleair Teen Council Secretary, Miss Madison Vaughan (bottom); Mrs. Florida and representative for Hands Across the Bay and RCS, Ms. Devin Pappas (left), and Belleair Teen Council Liaison, Ms. Rachel Hobbs (right)

TOWN OF BELLEAIR

MAYOR:
GARY H. KATICA

COMMISSIONERS:
KARLA RETTSTATT
MICHAEL WILKINSON
TOM SHELLY
TOM KUREY

TOWN MANAGER:
JP MURPHY



INC. 1925

901 PONCE DE LEON BOULEVARD
BELLEAIR, FLORIDA 33756-1096

PHONE (727) 588-3769

WWW.TOWNOFBELLEAIR.COM

To Whom It May Concern,

Please accept this nomination for the Florida League of Cities "Youth Council Community Service Project Contest" on behalf of the Town of Belleair's Teen Council.

Belleair's Teen Council began around five years ago, and was founded for two main reasons: (1) to empower our local teenagers to learn more about their government and to be active in it, and (2) to encourage our teens to give back to their community. Each year, the Teen Council sits in on guest lectures from Town officials, attends public meetings, and assists the Parks and Recreation Department with special events and programs.

On top of this, our Teen Council takes on philanthropic project each year. This year, that project was "Socksgiving," an initiative to donate new socks of all kinds to victims of homelessness, domestic violence, and hunger. As Teen Council embraced this project, so did our community, and it was my privilege to watch the passion of these kids make a difference in the lives of others.

That being said, I highly recommend that the Florida League of Cities consider the Belleair Teen Council's "Socksgiving" project for the "Youth Council Community Service Project Contest" this year. Thank you, and please feel free to contact me with any questions.

Sincerely,

JP Murphy

Town Manager

Appendix 7 1st Belleair Teen Council Project Coninued

March 30, 2018

To Whom It May Concern,

My name is Devin Pappas and I am a Domestic Violence Advocate for RCS and Hands Across the Bay. I am also involved with helping the homeless families through Pinellas Hope, HEP and RCS.

The community support, for these programs, could not be successful with out the organization, team work, effortless hours and dedication from Rachel Hobbs and her Teen Council Team.

I have had the pleasure of working with this group on many events such as collecting canned food for the food bank and raising awareness of domestic violence through the presence at the Belleair Rec Concerts but most recently, Rachel and her Teen Council Team held a "Socksgiving" drive to collect socks during the cold months.

This team collected 680 pairs of socks through their community outreach efforts and services. Because of this heartfelt event we were able to provide warm socks to women, children and men at the following non-profit organizations: The Haven of RCS, Hands Across the Bay, HEP and Pinellas Hope.

It truly is a blessing to have such a group of young teens care so much about the families facing crisis and are so selfless to dedicate their time and efforts in making a difference in our community.

Please recognize Rachel Hobbs and her extraordinary group of teens as outstanding role models in our area. We are very fortunate to have them.

Thank you,

Devin Pappas

727-657-9615

Appendix 8 Titusville Leadership Seminar

Hold a Leadership Seminar

The Student Advisory Council Leadership Seminar is held every other year. This year it was held on Friday, March 2, 2018, at the Parrish Medical Center, from eight to three fifteen. The guests and students that attended are from Astronaut High School, Titusville High School, and The North Brevard Home School Association.

The seminar started with a light breakfast followed by an ice breaker game, where the student shared fun facts about themselves to their peers. Next, the students listened to a speech from guest speaker Sheriff Wayne Ivey. He spoke about leadership and the role it played in getting his position, and how he manages the Brevard County Sheriff's Department. Afterwards, our guests worked on a project in small groups, making legitimate designs for a Titusville Civic Center. Their challenges were using good use of the space they were given, and following all the correct city codes.

Next, the students were released to eat lunch provided by Parrish Medical Center, and after, presented their designs for the Civic Center to the rest of the groups.

During the remainder of the afternoon, our guests enjoyed a speech from City Council Member Mr. Dan Diesel. Mr. Diesel had the guests play a leadership game and spoke of the effects of leadership, and how it can be achieved.

Lastly, the students participated in a raffle and were released for the rest of the day. The Student Advisory Council did a fantastic job making a well-constructed seminar that was successfully achieved. This program should continue to be executed every other year.

Recommendations: Hold the Leadership seminar during 2019/2020.

Leadership Day



Written by Member Milbert and presented by Jason Garrett

Build your ideal team.



The Sanford Mayor's Youth Council and CareerSource Central Florida **invite you to exhibit** at the **2nd Annual Sanford Hiring Event**

Saturday, March 4, 2017
8:00 a.m. – 12:00 p.m.

at the Sanford Civic Center
401 E Seminole Blvd. | Sanford, FL 32771

Career seekers of all ages from Sanford and Seminole County are expecting to meet with area businesses to discuss employment opportunities. Businesses that need to fill open positions have the opportunity to meet face-to-face with career seekers at no cost!

Exhibitors will be provided a space with a table and chairs at the event.

To **register** for an exhibitor space, please **visit**:
https://cscfit.formstack.com/forms/2nd_annual_sanford_hiring_event_c4_2



Tailored From *Every* Angle.

1.800.757.4598 | careersourcecentralflorida.com

CareerSource Central Florida is an equal opportunity employer/program. Call 407.531.1222 for more information. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. Disponible en Español.

51 Ideas for New and Existing Youth Councils

Getting Started/First-Year Councils:

1. Get to know your youth council members. Learn each member's skills and interests.
2. Hold meetings and focus groups with community members to receive ideas on what the community needs from the council. (*Reach out to all groups in your city to make sure that you are representing the broadest possible base.*)
3. Compile data for decision-making. (*Examples: demographics, existing resources and services, and effectiveness of current services*)
4. Teach new members how city government works. (*See steps 43-51.*)
5. Create a mission statement.
6. Enter the Florida League of Cities Municipal Youth Council Video Competition or Community Service Project Contest.
7. Create a youth council logo.
8. Design a shirt to wear for special events.
9. Plan fundraisers to provide funds for council programs.
10. Establish youth council duties and positions. If interested, hold an election process.
11. Report regularly to the city council or commission.
12. Provide additional training to council members in areas such as college prep, leadership, teamwork, diversity, healthy habits or professional image.

Community Service Projects:

13. Create a "shop squad" to pick up groceries or medicine for the elderly or disabled.
14. Host a 5K run to support a charity.
15. Make gifts for kids in the hospital. (*Examples: Distribute valentines, Halloween candy or holiday toys.*)
16. Sponsor food and clothing drives.
17. Start a recycling program in your schools.
18. Donate food to families in need for the holidays.
19. Sponsor trash cleanup days for parks, highways, beaches, etc. (*Examples: Hold a citywide cleanup day, or have the council adopt a road.*)

Appendix 8 51 Youth Council Ideas Continued

20. Build a community or school garden.
21. Create a website or social media campaign for a cause.
22. Partner with a local homeless shelter.
23. Host social and recreational activities that are drug- and alcohol-free, such as educational lock-ins.
24. Hold recycling collection dates for hazardous items, technology, etc.
25. Help with local events such as parades or festivals.
26. Connect low-income children or youth with local members of law enforcement to shop for holidays at “Shop with a Cop.”
27. Establish a “buddy program” to hang out with youth who have special needs.
28. Create a mural that depicts values of your community.

Education/Outreach to Community:

29. Promote civic involvement with other youth through social media platforms. *(Example: Create a social media site that provides relevant information to youth.)*
30. Promote voting among youth.
31. Establish relationships with businesses and non-profit organizations. *(Example: Work with a local newspaper or radio or television station to promote and educate citizens on the work of your youth council.)*
32. Lobby for issues important to youth.
33. Hold workshops on peer pressure, bullying or other problems facing teens.
34. Teach other interested groups about government via articles, seminars, videos, etc.
35. Create a brochure about your council to give to local schools.
36. Reach out to younger youth to encourage them to join the youth council. *(Example: Invite them to a youth council meeting.)*
37. Hold citywide study sessions for specific subjects or general exams.
38. Help your city promote and participate in Florida City Government Week.
39. Create a photo or “selfie” contest to promote city landmarks and city appreciation.
40. Host an online scavenger hunt that promotes city services or your city’s history.
41. Create videos about your city, government, staff, etc.

Appendix 8 51 Youth Council Ideas Continued

42. Host a competition to find the best solution to a municipal problem.

Getting to Know Your Government

43. Hold mock city council meetings and elections.

44. Hold a meet and greet with city staff.

45. Attend youth council conferences including the one held at Florida League of Cities Annual Conference.

46. Have a “City Day” when municipal leaders meet with the youth in the community to speak on what municipal leaders do or to discuss issues in the community.

47. Create a shadow council. (*Spend the day with a city council member, board member or city administrator.*)

48. Bring in speakers to talk about government, voting, mentoring, leadership, etc.

49. Spend a day touring the capital, city departments or local history museums.



50. Attend the Florida League of Cities Civic Education Program during Legislative Action Days.

51. Attend city council meetings or open houses.



JANUARY 2018

TEEN COUNCIL ADVISORY BOARD

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Happy New Year	2	3	4	5	6
7	8	9	10	11 Teen Council Advisory Board Meeting 6pm Sunset Lakes Com Ctr.	12	13  Special Olympics Basketball @ FMU 7am-4pm
14	15 <u>Volunteer Opportunity</u> MLK Celebration Lakeshore Park 12pm-4pm	16	17	18	19	20
21	22 	23	24 Commission Meeting @ 7pm Commission Chambers	25 Miami Heat BBall Game 7:30pm	26	27
28	29	30 <i>League of Cities</i>	31 <i>League of Cities</i>			

44

Elizabeth Valera, Assistant Director
Antoinette Bellinger, Parks and Recreation Administrator
Tiffany Davis, Customer Service Specialist I

954-602-3175
954-602-3343
954-602-3173



July 9, 2019

Dear Principal, Youth Leader and/or Parent/Guardian,

The City of Quincy is proud to announce a new and exciting opportunity for high school students. The City's new Mayor's Junior Commission will provide our youth an opportunity to increase their knowledge of civic education through practical hands-on experiences.

As the City Manager and per the recommendation and adoption of the City Commission, we are **seeking high school youth to form a Mayor's Junior Commission**. The Mayor's Junior Commission will consist of sixteen (16) youth who will:

- Advise and make recommendations about the work that affects our community. For example, *youth challenges, youth violence prevention and community livability*.
- Identify issues and concerns of youth and take action. The Mayor's Junior Commission will help to target key issues within the community, and develop projects and recommendations that support or raise awareness of those issues.
- Provide leadership and community participation opportunities for youth. The Mayor's Junior Commission will offer intensive leadership opportunities and will also strive to create opportunities for youth throughout the City of Quincy.
- Educate about how to build youth-adult partnerships. We want to facilitate successful experiences working with adult community groups in order to forge partnerships that ensure all voices are valued.

We will be accepting applications to fill sixteen (16) positions:

- Positions are available for high school students who are members of the Key Club, sponsored by the Kiwanis International, Quincy Chapter, at the following high schools: Gadsden County High and Robert F. Munroe Day School.

We appreciate your interest and thank you for assisting the City of Quincy with this very important initiative. Please contact: Dr. Beverly A. Nash at bnash@myquincy.net or 850-618-1888, if you have any questions or need additional materials.

Sincerely,

Jack L. McLean Jr.
City Manager

City of Quincy Mayor's Junior Commission



Mission:

The Mayor's Junior Commission will provide the youth with the opportunity to participate in the City's decision-making process through recommendations to the City Commission that address youth issues, promote positive programs and the development of programs, projects and activities for the young people in the City of Quincy; thereby promoting and encouraging the youth to become effective, civic engaged and servant leaders in the communities by helping shape the future of the City of Quincy.

Focus:

Four areas:

<i>Leadership</i>	<i>Entrepreneurship</i>
<i>Creativity</i>	<i>Community Service</i>

Who are we?

The Mayor's Junior Commission is a group of sixteen (16) high school youth, ages 15-19. Members serve for a one-year term, but can recommit to serve multiple terms.

What do we do?

The Mayor's Junior Commission will serve as a voice for the youth in the City of Quincy.

- Advise and make recommendations to the City of Quincy's City Community and community organizations about the work they do that relates to and affects youth.
- Identify issues and concerns important to youth, and take action on these issues and concerns.
- Educate the community about how to build strong youth-adult partnerships.
- Provide leadership opportunities for youth.



So you want to become a member?

To apply for a position on the Mayor's Junior Commission, you need to complete an application and participate in an interview. But before you do, it's important to know what's expected of members so you can make sure you have the time and make sure it is right for you!

An active Mayor's Junior Commission member:

- Works on Junior Commission projects, assignments and subcommittees. The Mayor's Junior Commission will have special projects and assignments requiring time outside of regular meetings.
- Participates in the meetings by *voicing ideas and opinions, and being prepared*. We know it takes time for some people to feel comfortable doing these kinds of things, so if you think you would like to but are not quite sure if you can, apply and we'll see if we can help you get there.
- Is a resource to the Mayor's Junior Commission. Members *contribute their skills and strengths* to help get the work done.

- Represents the Mayor’s Junior Commission in the community and at their school. This could mean anything from addressing community groups about the work to getting information to and from students and teachers.
- Attends meetings, both regular and other, as agreed to and as scheduled. The regular meetings are on the **first Thursday of the following months: September, November, December, February, April and June from 6:00 to 8:00 pm.**

“One of the great liabilities of history is that all too many people fail to remain awake through great periods of social change. Every society has its protectors of status quo and its fraternities of the indifferent who are notorious for sleeping through revolutions. Today, our very survival depends on our ability to stay awake, to adjust to new ideas, to remain vigilant and to face the challenge of change.” —
Rev. Dr. Martin Luther King, Jr.

"Young people should be at the forefront of global change and innovation. Empowered, they can be key agents for development and peace. If, however, they are left on society's margins, all of us will be impoverished. Let us ensure that all young people have every opportunity to participate fully in the lives of their societies."
-- Kofi Annan





City of Quincy Mayor's Junior Commission Application

Please complete this form. If you need more space, please feel free to attach additional sheets of paper to this form.

Name: _____

Address: _____

City: _____ State: _____ Zip code: _____

Phone: Home _____ Cell _____ Other (Specify) _____

Best time of day to call: _____ Best number to call first: _____

Email: _____ Age: _____ Date of Birth: _____

How long have you lived in Gadsden County? _____

What school (if any) are you attending next year? _____

What grade are you entering next year? _____ Are you employed? _____

Parent/Guardian: _____

OPTIONAL INFORMATION:

Race/Ethnicity: _____ Gender: _____

1. Name three things you are good at or do the best.

2. Describe yourself to somebody who has never met you in 10 words or less.

3. What is your favorite thing to do in your spare time?

4. If you have a lot of other commitments (work, after-school activities, sports, etc.), how will you make time for Mayor's Junior Commission?

5. If you could improve one thing about City of Quincy, what would it be?

6. Which do you prefer, one-on-one conversations or group discussions? Why?

7. What do you wish was taught in school? Why?

8. Describe responsibilities you have (or had) in your school, community, family or other places. (Hint: there is no wrong answer to this.)

9. What is an obstacle, challenge or struggle you have had to overcome? How did you do it?

10. Tell us something interesting about your background. (This could be where you grew up, your culture, your family life, your school experiences, an activity you've spent a lot of time doing, etc.)

11. Under what circumstances do you work the best?

12. How has your school experience affected you?

13. CHOOSE **ONE** OF THE THREE QUESTIONS BELOW AND ANSWER IN THE SPACE PROVIDED. You may choose to write, draw, or find a different way to express your answer.

- How do you spend a happy day?
- You can pick one superpower. What do you pick? What do you do with it?
- If you were to invent a new kind of sport, what would it be? What would the basic rules be?

14. CHOOSE **ONE** OF THE THREE QUESTIONS BELOW AND ANSWER IN THE SPACE PROVIDED. You may choose to write, draw, or find a different way to express your answer.

- What is the story of you?
- What is something people might be surprised to learn about you?
- What is one belief or value that is important to you?

If I am offered a position, I am available to attend Mayor’s Junior Commission meetings on the first Thursday (September thru June) during the next school year.

Are there any reasonable accommodations we can provide to help you feel comfortable, such as an interpreter, a quiet room or space between chairs? If so, please describe.

How did you hear about this opportunity?

I have transportation to get to the Mayor’s Junior Commission meetings/events. ___Yes ___No

Are you interested in community service points for this project? ___Yes ___No

Please list two adult references (non-relatives) with phone numbers. You must also attach letters of recommendations from these individuals. The letter must be no more than one page in length and typed. Please include one letter from your school principal or other school-based personnel and one letter from a community member who is familiar with you.

1. _____

2. _____

I have read and understand the commitment required for the Mayor’s Junior Commission. I also, realize the importance of teamwork and cooperation and I am willing to make this commitment.

Student Signature: _____

Date: _____

Parent/Legal Guardian Permission: I give my permission for _____
to seek the position on the Mayor’s Junior Commission.

Signature of Parent/Legal Guardian: _____

Date: _____ Emergency Telephone Number: _____