

# **City of Quincy**

City Hall

404 West Jefferson Street

Quincy, FL 32351

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## **Meeting Agenda**

**Tuesday, May 14, 2013**

**6:00 PM**

**City Hall Commission Chambers**

## **City Commission**

**Keith Dowdell, Mayor (Commissioner District One)**

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

**Micah Brown (Commissioner District Two)**

**Derrick Elias (Commissioner District Three)**

**Andy Gay (Commissioner District Four)**

**AGENDA FOR THE REGULAR MEETING OF  
THE CITY COMMISSION OF  
QUINCY, FLORIDA  
Tuesday  
May 14, 2013  
6:00 PM  
CITY HALL CHAMBERS**

**Call to Order**

**Invocation**

**Pledge of Allegiance**

**Roll Call**

**Agenda Approval**

**Approval of Minutes**

1. Approval of Minutes of the 4/23/2013 Regular Meeting  
(Sylvia Hicks, City Clerk)
2. Canvassing Board Meeting Minutes 4/30/13  
(Sylvia Hicks, City Clerk)
3. Reorganization Meeting Minutes 5/3/2013

**Public Hearings, Ordinances and Resolutions**

4. Proclamation for Poppy Week

**Presentation(s)**

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

**Consent Agenda**

**Discussion(s)**

5. Subscription to Florida Property Assessed Clean Energy Program  
(Jack L. McLean Jr., City Manager, Bernard Piawah, Planning Director)
6. Memorandum of Agreement with FDOT & City of Quincy  
(Jack L. McLean Jr., City Manager, Earl Banks, Public Works Director)
7. Biosolids Contract Change Order  
(Jack L. McLean Jr., City Manager, Mike Wade, Utilities Director)

8. Installation of Traffic Calming Devices at Tanyard Creek Park  
(Jack L. McLean Jr., City Manager, Walt McNeil, Police Chief)
9. Request for Grant Funding for the preparation of Master Plan for Quincy Main Street / Downtown  
(Jack L. McLean Jr., City Manager, Bernard Piawah, Planning Director)
10. Car Show Policy – Minutes to be provided by Clerk
11. Code Codification- Update to be provided by Clerk
12. Commission Travel Policy ( Commission Discussion)

**Report(s)/ Information**

13. Independent Contractors  
(Jack L. McLean Jr., City Manager, Bessie Evans, Acting Human Resource Director)
14. Collection Status Report ( January- March)  
(Jack L. McLean Jr. City Manager, Ann Sherman, Customer Service Director)
15. Quincy Bus Shuttle Status: Implementation of New Schedule and Fare  
(Jack L. McLean Jr., City Manager, Bernard Piawah, Planning Director)
16. \*Smart Grid Report

**City Manager's Report(s)**

**City Attorney's Report(s)**

**Commissioners' Reports**

**Other**

**Adjournment**

\*Item Not in Agenda Book

CITY COMMISSION  
CITY HALL  
QUINCY, FLORIDA

REGULAR MEETING  
APRIL 23, 2013  
6:00 P.M.

The Quincy City Commission met in regular session Tuesday, April 23, 2013, with Mayor Commissioner Sapp presiding and the following present:

Commissioner Keith A. Dowdell  
Commissioner Larry D. Edwards  
Commissioner Gerald A. Gay, III  
Commissioner Derrick D. Elias

**Also Present:**

City Manager Jack L. McLean Jr.  
City Attorney Larry K. White  
City Clerk Sylvia Hicks (absent)  
Police Chief Walt McNeil  
Finance Director Theresa Moore  
Acting Fire Chief Scott Haire  
Customer Service Director Ann Sherman  
Utilities Director Mike Wade  
Information Technology Director John Thomas  
Planning Director Bernard Piawah  
Recreation Director Greg Taylor  
Public Works Director Willie Earl Banks, Sr.  
Account Control Analyst Catherine Robinson  
CRA Director Charles Hayes  
Executive Assistant to City Manager Cynthia Shingles (Deputy Clerk)  
Acting Human Resources Director Bessie Evans  
OMI Representative Terry Presnal  
Sergeant At Arms Lt. Troy Gilyard

**Call to Order:**

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

**Approval of Agenda**

Commissioner Dowdell made a motion to approve the agenda. Commissioner Gay seconded the motion. The ayes were unanimous.

### **Approval of Minutes:**

Commissioner Edwards made a motion to approve the minutes of the April 09, 2013 regular meeting with corrections if necessary. Commissioner Dowdell seconded the motion. The ayes were unanimous.

### **Public Hearings, Ordinances, Resolutions, and Proclamations:**

At a public hearing, Commissioner Dowdell made a motion to read Ordinance No. 1052 by title only on second reading. Commissioner Gay seconded the motion. Upon roll call by the Deputy Clerk, the ayes were Commissioners Dowdell, Edwards, Gay, Elias, and Sapp. The Deputy Clerk read the title as follows:

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF QUINCY CHAPTER 74, SECTION 134 REGARDING THE USE OF SEWER TO ADD NEW LANGUAGE TO ITEM (b) PROVIDING THAT A DWELLING CAN NOT BE LIVED IN WITHOUT RUNNING WATER; REPEALLING ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR CODIFICATION AND PROVIDING AN EFFECTIVE DATE.**

There were no comments. Commissioner Edwards made a motion to approve Ordinance no. 1052 on second reading. Commissioner Dowdell seconded the motion. Upon roll call by the Deputy Clerk, the ayes were Commissioners Dowdell, Edwards, Gay, Elias and Sapp. The ayes were unanimous.

Mayor Sapp read the following proclamation in honor of Mrs. Joe Eva Dixie's 100<sup>th</sup> Birthday.

## **Proclamation**

### **In Honor of Mrs. Joe Eva Dixie**

*WHEREAS, it has come to the attention of the City of Quincy, Florida that a local resident, Mrs. Joe Eva Dixie will celebrate a momentous occasion, one that few will ever succeed her One Hundredth (100<sup>th</sup>) birthday; and*

*WHEREAS, the said Mrs. Joe Eva Dixie was born on April 30, 1913 in Quincy, Florida and was the daughter of the late Joe and Mary Johnson; and*

*WHEREAS, the said Mrs. Joe Eva Dixie was married to the late Reverend A I Dixie and they parented 9 children, 13 grand-children 4 great-grand children; and*

*WHEREAS, the said Mrs. Joe Eva Dixie is a member of Antioch Missionary Baptist Church and where she served as a Deaconess, and attended Church School as her health permitted; and*

*WHEREAS, the City of Quincy, Florida, now wishes to recognize Mrs. Joe Eva Dixie's longevity and to honor her birthday by proclaiming April 30, 2013 as Mrs. Joe Eva Dixie Day in the City of Quincy, Florida; and*

*NOW THEREFORE, I Angela G. Sapp, Mayor of the City of Quincy and Commissioner of District II by virtue of the authority vested in me by the Charter and Laws of the City of Quincy and on behalf of my colleagues, Mayor Pro-Tem Keith A. Dowdell, Commissioners, Derrick D. Elias, Gerald A. Gay, III, and Larry D. Edwards hereby extend warm wishes and congratulations to Mrs. Joe Eva Dixie in celebrating her One Hundredth (100<sup>th</sup>) Birthday.*

*As God adds life to your years, may He add years to your life, Happy Birthday*

*Dated this 23<sup>rd</sup> day of April, A.D. 2013.*

Mayor Sapp acknowledged the following Proclamations:

- a. Proclamation observing May 2, 2013 as National Day of Prayer
- b. Proclamation honoring the Carter-Parramore High School Class of 1963

**Presentation(s):**

*OMI Annual Report*

Terry Presnal came before the Commission and presented the CH2MHILL (OMI) 2012 Annual Report as an overview of activities related to the City's water and wastewater facilities. Mr. Presnal reported that some of the accomplishments were:

- Won Florida Water and Pollution Control Operations Association Safety taking first place in the state
- Received "In Compliance" on last FDEP plant inspection
- Received "In Compliance" on last FDEP biosolids inspection
- Facility has passed the last eleven bioassays under the new bioassay system

**Citizens to be Heard:**

Mrs. Vivian Howard of 805 South Virginia Street came before the Commission with the following issues: Customer services, honesty and integrity, car show, and status of the audit findings. She stated that she has always talked to the Commission about how the citizens are being treated. She stated that she made a records request and on the screen it said redirected to Commissioners. She reported the incident to Mr. Thomas who assured her and demonstrated to her that the Clerk only receives the request.

Mrs. Howard's second concern was the car show. She stated the City Manager stated the application was not for a car show, then Commissioner Dowdell stated that the car show was part of his birthday celebration. Mrs. Howard stated that she believes that is fraud. She stated it is not good for someone to be responsible for city government to be filling out fraudulent forms.

Mrs. Howard's third concern was compliance with audit findings. She stated that she is looking for honesty and integrity and want the Commission to be responsible and on top of things.

Mrs. Denise P. Hannah of 714 South 9<sup>th</sup> Street came before the Commission to inform them that two customers sat in the drive thru for 15 minutes for someone to take their payment - they eventually left. She told the City Manager and informed him that she was going to bring this to the Commission as well.

City Manager McLean stated that Commissioner Dowdell would address the issue of the car show. He stated that the audit report referred to the 2011 audit and staff had been hired to address those issues.

Ms. Hannah asked if we were seeking any grant funds for housing. The Manager stated yes, but we will have to close out the Tanyard Creek grant before we apply for the housing grant.

Derrick Butler of 227 B.W. Roberts Street came before the Commission and stated he was watching the meeting regarding the car show. He stated that he was the promoter for the car show and Mrs. Howard stated that trash was left everywhere, there were safety issues and a lady was almost hit by a car. He stated this was not true, we had no issues with the police.

**Consent Agenda:** None

**Discussion(s):**

*Historic Preservation Commission Membership Appointment*

Commissioner Elias made a motion to appoint Joe Monroe as the new member and reappointment of Joel Sampson and Mary Ann Thomas to a three (3) year term of office on the Quincy Historic Preservation Commission. Commissioner Edwards seconded the motion. Mayor Sapp asked why Mr. Monroe was appointed to a two (2) year term. Mr. Piawah stated when he arrived at the City the terms had expired for the Commission and the Ordinance called for staggered terms. Commissioner Elias asked if the Commission could have appointed the member to the Quincy Historic Commission. The Manager stated yes.

*Waterline Extension for Fire Protection to Sawano Heights Subdivision*

Mike Wade, Utilities Director stated that Pat Higdon came before the Commission to request that the existing waterline which provides domestic water supply to the Sawano Heights Subdivision and surrounding area be upgraded to provide fire protection service to the area. Mr. Wade stated that an upgrade to existing line in Sawano Heights Subdivision would require an extension of approximately 1800 feet of new water main at an estimated cost of \$50,000. There are other nearby areas that are in the same position as Sawano Heights Subdivision. To provide fire protection to all of the City of Quincy water customers in the areas would require at a minimum, an additional 2500 feet of

water main extension beyond the Sawano Heights extension at a cost of \$75,000 - \$100,000.

Commissioner Elias made a motion to table this item for one (1) month. Commissioner Gay seconded the motion. The ayes were unanimous.

**Report(s)/Information:**

*Quincy Bus Shuttle Fare Box Procedure*

Mr. Piawah, Planning Director described the fare box procedures. His description follows the agenda item.

*Quincy Fire Department Monthly Activity Report*

*Pre-Audit List*

Commissioner Elias asked the Finance Director if she had sent the information to the Auditors. She stated they will send it to their drop box tonight.

**Financial Report/P-Card Statement:**

Commissioner Gay asked how we go about funding the rate stabilization fund. The Manager described the funding process.

Commissioner Elias asked if the Manager and the Finance Director had met with Mr. Thompkins after he gave us that startling information on the Audit. The Manager stated he and the Finance Director met with Mr. Thompkins immediately following the meeting and will send to the Commissioners the minutes. The Manager stated that Mr. Thompkins spoke out of content. The Manager stated he will setup a workshop with the Auditor, the Software Company and the City.

Commissioner Elias asked the Finance Director since we are at the midpoint of the budget why the following are out of range in the salary line item: Recreation Executive Salary 84.85% Customer Service 63.30% and Landfill Operation 85.87%. The Finance Director stated this is a coding error and will have to check with Human Resources to make sure the cost center allocation is correct.

**City Manager's Report(s):**

CRA Director stated that Cinco de Mayo will be held on May 3, 2013 and Quincyfest Blues and Barbecue will be held May 4, 2013 at Tanyard Creek Park.

City Manager reported that the Chief of Police and the committee did an outstanding job on raising funds for the City for Relay for Life. Commissioner Elias asked if alcoholic beverages will be allowed at the event. Mr. Hayes stated yes, only personal coolers will be permitted and the security will be checking all bags and purses. He stated this is a non-smoking event. The cost for vending is \$150.00 per night.



City Manager McLean asked Mr. Thomas to explain the event that happened to Mrs. Howard. He stated that if you click on a certain object, it mouse over where it touches. He explained that all requests go directly to the Clerk.

City Manager McLean stated that the drive thru incident that Ms. Hannah brought to our attention is being addressed.

City Manager McLean reported that he had received a letter from Bank of America regarding closing of the Bank. He told the Commissioners that he and the Mayor will meet with the Regional President and some Executives on May 8, 2013 to discuss possibly keeping the bank open or some type of mobile banking.

City Manager McLean reported to the Commission that the Florida Department of Environmental Protection had approved the bid for the dewatering system.

City Manager McLean reported that ADG representative will come to the workshop with regards to the system along with Mr. Thompkins of Watson Rice.

City Manager McLean reported that Interim Fire Chief Haire suggested that we use the system we already have on instant alert rather than the old paging system and it will not cost anything.

City Manager McLean reported that we have air rated the football field for the upcoming football season.

City Manager McLean reported that Relay for Life will be held April 26 beginning at 6:00 p.m. and ending April 27 at noon.

#### **City Attorney's Report(s):**

City Attorney White reported that the Internet Cafés are officially closed as a result of the recent legislation signed by the Governor.

City Attorney White reported that the Red Light Camera is still in legislation. Commissioner Dowdell stated they are not dead yet.

City Attorney White reported that the Eaton case is waiting on a judgment and will follow up with the Commission as things develop. City Manager McLean reported that the Attorney and his team did an outstanding job on the case.

Commissioner Gay asked the Attorney and the Manager if they knew that a for sale sign was on the property on Joe Adams Road. The Attorney stated that this is still in litigation. Commissioner Gay asked what if someone purchases the property. The Manager stated that all liens will have to be satisfied before a clear title is received.

## **Commissioners' Report(s);**

Commissioner Elias asked if there is anything else that the Auditors need from us. The Manager stated that once we push the button tonight that will be it.

Commissioner Elias stated that there are numerous pot holes on BW Roberts especially at the intersections.

Commissioner Elias stated that the Rolax property is still eroding on GF& A Drive.

Commissioner Elias stated he requested a report on Smart Grid approximately two meetings and at last meeting and did not receive it. The Manager stated Mike Wade and John Thomas and himself will meet to put the cost in the proper place and get a budget and will have it at the next meeting.

Commissioner Elias stated he requested a copy of all consultants and contract workers and did not receive it. The Manager stated it was an oversight, if in the minutes.

Commissioner Gay reported that pot holes are all over the whole City and stated he hopes the Manager has a plan to address them.

Commissioner Gay thanked the Police Department for the increase traffic control on Jefferson Street and wants to bring to the attention of the Police Department increase speeding on King Street.

Commissioner Gay reported that he had an emergency at his home on last Friday, he stated he could not cut his hot water off and he called the emergency number and the utility worker came out in approximate 20 minutes and cut off the water, this was approximately 5:30 in the morning. He stated that he want to think that just because he was a Commissioner they came out. He thanked the utility service and Terrance Brown for coming out so early in the morning.

Commissioner Edwards stated that all of the Commissioners spoke about pot holes, he get approximately two to three calls regarding pot holes.

Commissioner Edwards stated he received a letter from Senator Nelson's Office regarding Tiger Grant from Department of Transportation in the amount of \$464 million dollars. The Manager stated he would check it out.

Commissioner Edwards asked if we bidded out the grounds work. The Manager stated yes. Commissioner Edwards stated he had been approached by two people in the business asking when the City will bid out the jobs.

Commissioner Edwards stated he had gotten several complaints regarding the gates being closed at Tanyard Creek Park. The Manager stated it was part of the compromise with the speed humps. Greg Taylor, Parks and Recreation Director stated that the Park is open for lunch from 11:00 a.m. until 2:00 p.m. then the gates are closed again. Mayor Sapp told the Manager to bring this item back for a vote.

Commissioner Edwards stated that his Relay for Life check has not cleared the bank and please deposit it.

Commissioner Dowdell stated that he reported approximately two meetings ago about the pot holes on Martin Luther King Jr. Blvd.

Mayor Sapp stated she spoke with Ms. Sherman and was told that Ms. Goodson mother is 104 years of age and asked if we would recognize her mother, Mrs. Oswald. The Commission applauded and wished her well.

Mayor Sapp asked Mrs. Shingles to work with the Clerk to see how many centenarians we have in the City.

Mayor Sapp told the Manager when he set up the meeting with Mr. Higdon, send them an email for them to attend.

Mayor Sapp thanked Chief McNeil and his staff for handling the incident on Clark Street.

Mayor Sapp reminded everyone that Friday is Cinco de Mayo and Saturday is Quincyfest.

Mayor Sapp told the Manager that everyone is not telephone savvy and someone needs to answer the telephone. The Manager stated that both Ms. Shingles and Ms. Jeronda do an excellent job on answering the phone. The citizens need to call 618-0020 and they would get a real person.

Mayor Sapp asked if we were interested in selling property in the business park. The Manager stated no, not at this time.

Mayor Sapp stated the kudos goes out to staff for Relay for Life effort.

Mayor Sapp thanked staff for the wonderful ceremony for the Military Families last Wednesday at Joe Ferolito Center, it was a well planned event.

The following reports will be for the next meeting:  
Smart grid, Car Show, Commissioners travel and Codification

Mayor Sapp asked Ms. Evans to explain the Summer Program. She stated that we have the QYEP and Code Enforcement/Beautification and the applications are available in the HR Office for ages 14- 20.

Commissioner Elias reported that we did not discuss the Reorganization Meeting. The Mayor stated that the Reorganization Meeting will be held Friday, May 3, 2013 at 6:00 p.m.

Commissioner Dowdell made a motion to adjourn the meeting. Commissioner Edwards seconded the motion. The meeting was adjourned.

APPROVED:

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

ATTEST:

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

CITY COMMISSION  
SUPERVISOR OF ELECTIONS  
QUINCY, FLORIDA

SPECIAL MEETING  
APRIL 30, 2013  
6:00 P.M.

The Quincy City Commission met in special session at the Gadsden County Supervisor of Elections Office in Quincy, Florida on Tuesday, April 30, 2013 at 6:00 P.M. and the following were present:

Commissioner Derrick D. Elias  
Commissioner Larry D. Edwards  
City Attorney Larry K. White  
City Clerk Sylvia Hicks

The following were also present:

Gadsden County Supervisor of Elections, Shirley G. Knight  
Gadsden County Deputy Supervisor of Elections, Freddie J. Ash

Commissioner Elias was nominated as Presiding Officer.

For District II, Supervisor of Elections presented 161 absentee ballots.  
One ballot was disqualified leaving a total of 160 absentee ballots.

	District II absentee	Poll	Total
Angela G. Sapp	46	87	133
Micah Brown	114	63	177

Total votes cast were 310 in District II and Micah Brown was declared the winner and elected to a 3-year term to the City Commission representing voters in District II.

There being no more business at this time, upon motion duly made and carried, the meeting was adjourned.

APPROVED:

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Presiding Officer of the City Commission  
and the City of Quincy, Florida

ATTEST

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

CITY COMMISSION  
CITY HALL  
QUINCY, FLORIDA

REORGANIZATION MEETING  
MAY 3, 2013  
6:00 P.M.

Pursuant to Section 2.09 of the City Charter, the Commission met in the Quincy City Commission Chambers, City Hall, Friday, May 3, 2013 at 6:00 P.M. for the purpose of seating Commissioner Elect Gerald A. Gay, III and Commissioner Elect Micah Brown and to reorganize for the ensuing year. The following were present:

Commissioner Derrick D. Elias  
Commissioner Elect Gerald A. Gay, III  
Commissioner Keith A. Dowdell  
Commissioner Larry D. Edwards  
Commissioner Elect Micah Brown

The following were also present:

City Manager Jack L. McLean Jr.  
City Clerk Sylvia Hicks  
City Attorney Larry White  
Finance Director Theresa Moore  
Police Chief Walter McNeil  
IT Director John Thomas  
Account Specialist Catherine Robinson  
Executive Assistant to the City Manager Cynthia Shingles  
Accountant III Yvette McCullough  
Account Payables Sharolyn Wood  
Acting Human Resources Director Bessie Evans  
Building and Planning Director Bernard Piawah

Also Present County Commissioner Sherrie Taylor

Mayor-Pro-Tem Dowdell called the meeting to order.

Commissioner Edwards made a motion to nominate City Attorney Larry White as the temporary Chairman, Commissioner Elias seconded the motion.

The City Clerk Sylvia Hicks swore in Commissioner – Elect Gerald A. Gay, III representing District IV and Commissioner Elect Micah Brown representing District II.

City Attorney White opened the floor for nomination for Mayor. Commissioner Elias nominated Commissioner Edwards. Commissioner Edwards respectively declined the nomination and made a motion to nominate Commissioner Dowell. Commissioner Gay seconded the motion. There were no other nominations. The ayes were Commissioners Edwards, Gay, Brown and Dowdell. Nay was Commissioner Elias. The motion carried. Commissioner Dowdell was elected as the Mayor.

Mayor Dowdell opened the floor for nomination for Mayor Pro-Tem. Commissioner Gay nominated Commissioner Edwards as the Mayor Pro-Tem. Commissioner Elias seconded the nomination. There were no other nominations. Commissioner Edwards was elected Mayor Pro-Tem. The ayes were Commissioners Dowdell, Edwards Gay, Elias and Brown.

Commissioner Brown thanked God for allowing the citizens of District II to believe in him and giving him the opportunity to represent District II, he also thanked County Commissioner Taylor and his mom. Mayor Dowdell welcomed him to the Board.

Commissioner Gay thanked the citizens of District IV for having the confidence in returning him to the Board for another three (3) years. Commissioner Gay stated we all should show respect for each other and always respect our citizens. Mayor Dowdell welcomed Commissioner Gay back to the board.

Commissioner Edwards made a motion to adjourn the meeting and Commissioner Gay seconded the motion. The meeting was adjourned.

APPROVED:

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

ATTEST:

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



## PROCLAMATION REGARDING POPPY WEEK MAY 20-27, 2013

WHEREAS, as movement was instituted some years ago to adopt the poppy as the memorial flower of the American Legion throughout the nation; and,

WHEREAS, out of this should come some symbol to perpetually remind us of, and to teach coming generations, the value of the "Light of Liberty" and our debt to those who helped save it for us by paying the supreme sacrifice, and that we may not forget that in "Flanders Fields the poppies blow, between the crosses row on row"; and,

WHEREAS, contributions from the distribution of poppies are used solely for rehabilitation of veterans and their families;

NOW THEREFORE, I Keith A Dowdell, Mayor of the City of Quincy, Florida at the request of the Poppy President Ora Bradwell Green of the American Legion Auxiliary Unit 217, do hereby proclaim the week of May 20th thru May 27th, 2013 as Poppy week for 2013 in the City of Quincy, and I do further hereby proclaim May 23<sup>rd</sup> thru May 24<sup>th</sup> as poppy distribution days for the distribution of poppies during such week.

Dated this 14th day of May, A.D. 2013

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

ATTEST:

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



**CITY OF QUINCY  
CITY COMMISSION  
AGENDA REQUEST**

Date of Meeting: May 14, 2013

Date Submitted: May 1, 2013

TO: Honorable Mayor and Members of the City Commission

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

SUBJECT: Subscription to Florida Property Assessed Clean Energy Program

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**Statement of Issue**

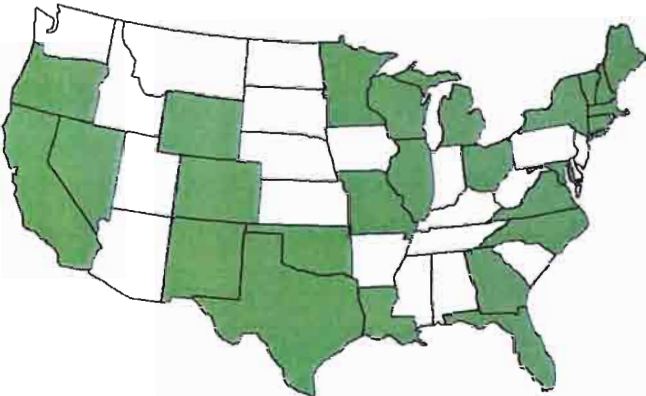
The State of Florida has created the Property Assessed Clean Energy (PACE) funding agency (Agency) which offers local governments a uniform statewide platform for funding energy conservation, renewable energy and wind resistance improvements. The funding provided by the Agency is repaid through the imposition of voluntary special assessments against the real property that benefitted from the improvement. The City of Quincy has a variety of commercial and residential buildings that, either because of age or method of construction, could benefit from energy-related improvements. PACE financing would offer Quincy participating property owners up-front capital for energy related improvements. The annual savings in utility cost from the energy-related improvements could exceed the annual payment on the assessment. In view of that, the City's staff is asking the City Commission to consider a subscription to the Florida PACE funding Agency and to direct staff to prepare, for the Commission's approval during a subsequent meeting, the authorizing resolution for subscription to the Agency.

**Background on PACE Program**

The Property Assessed Clean Energy (PACE) program is a financing model that helps local governments raise capital to fund energy efficiency and energy renewable projects in their communities. The program is gaining popularity among the states. At the

moment 26 states (Florida included) and the District of Columbia have passed enabling legislations to create the program.

PACE programs offer a wide range of benefits, not only for the property owner who obtains financing for qualifying improvements at favorable terms, but also for the broader public and the state and local governments involved. PACE programs can play an important role in hardening Florida buildings against hurricane events, promoting energy efficiency improvements in its buildings, making the shift to renewable sources of energy



26 states and the District of Columbia have legislation enabling PACE-type financing programs (existing legislation in Hawaii could allow PACE programs) (Alliance to Save Energy, April 24, 2013).

more affordable, reducing energy costs for residents and businesses, and, perhaps most notably, local private sector economic activity and job creation.

While each of the PACE programs established to date differ in various respects, the basic premise involves a local government making funding available to commercial and residential property owners as a means to finance the costs of installing qualifying improvements. In Florida, qualifying improvements include renewable energy, energy efficiency and wind resistance improvements for buildings located on property within the boundaries of the local government. The funding is repaid in annual installments over a period of years (which should not exceed the useful life of the improvements) through a special assessment collected on the annual property tax bill or the utility bill. The acquisition of the improvements and the financing thereof, through a special assessment is completely voluntary and only initiated upon the application and written consent of interested property owners. The yearly savings in utility costs resulting from energy-related improvements can exceed the amount of the annual assessment payment which incentivizes property owners to seek the improvements. Wind resistance improvements may be an attractive means to avoid wind storm repair costs or lower casualty insurance premiums. Rebates and credits may also be available which reduce the overall cost and increase the appeal of making the improvements.

The fact that the amount financed is repaid through a special assessment is fundamental for several reasons. The assessment is secured by the property and is not subject to acceleration upon sale or transfer of the property, which enables the new property owner to merely step into the place of the previous owner and assume responsibility for making the annual payment. This can be a vital consideration since many property owners would not undertake the improvements if the full balance was due upon sale of the property and they did not intend to own the property long enough to recover the capital investment. Special assessments are on parity with property taxes. The lien arising by virtue of the assessment is by general law co-equal with the mortgages. This seniority status diminishes the risk of non-payment to the local government involved, and is therefore attractive to the credit markets.

### **Florida PACE Legislation**

In 2010, Florida enacted Section 163.08, Florida Statutes (the "Supplemental Act"), to provide general law authority to use special assessments to finance "qualifying improvements" to real property. The Supplemental Act sets forth a number of state policy objectives related to energy efficiency and wind resistant improvements, and provides legislative determinations concerning the burdens relieved or special benefits conveyed to the assessed property by the delivery and financing of qualifying improvements. The act is by its terms "additional and supplemental to county and municipal home rule authority and not in derogation of such authority or a limitation upon such authority." Section 163.08(16), Florida Statutes. In essence, the Supplemental Act created and authorized the opportunity for a uniform, scalable and statewide program pursuant to general law which may be accessed by cities and counties within their respective boundaries.

### **Florida PACE Funding Agency**

The Florida PACE Funding Agency was created in June 2011 through an interlocal agreement between Flagler County and the City of Kissimmee (the "Charter Agreement") for purposes of capitalizing on the advantages of a statewide approach to PACE financing. The Agency and its statewide platform is the result of the effort by local governments with the needs of local governments in mind. Flagler County and the City of Kissimmee effectively acted as 'incorporators' of a separate and focused legal entity. Creation of an entity of this nature is expressly authorized by Section 163.01, Florida Statutes, the Florida Interlocal Cooperation Act. The Agency's mission is to facilitate the implementation, planning, development, funding, financing, marketing and management of a uniform statewide platform so that counties and cities can easily and economically take advantage of a scalable program for their residential and commercial property- owning constituents. The Agency is authorized to issue bonds

as needed to provide funds with which to finance qualifying improvements and to make available its funding program throughout Florida to interested local government participants as program subscribers.

The Agency has been designed to encourage local governments to subscribe to its statewide, uniform program designed to immediately provide positive local impact. The intended constituency of the Agency is local governments. The subscription approach is attractive to create markets with little or no cost to local government treasuries. This unique platform allows local governments to participate in the advantages of PACE programs and access capital markets without having to assemble extensive subject matter expertise, implement or deploy individual programs or individually seek or back-stop capital for their constituents. The charter of the Agency respects the autonomy of general purpose local governments, and will only allow the Agency to provide its services within the boundaries of a local government that desires and requests to cooperatively enter into a subscription agreement. The use, form and purpose of the subscription agreement approach by the Agency have been judicially validated and approved.

### **Liability**

One of the most important advantages offered by the Agency is limited liability for the local governments subscribing to the program. Both the Charter Agreement of the Agency and any subscription agreement make it clear that any subscribing local government is not responsible for actions or liabilities incurred by the Florida PACE Funding Agency or any other local government. As well, the insulation of liability is provided pursuant to general law, and any subscribing local government and the Florida PACE Funding Agency both also possess sovereign immunity. All parties dealing with the Florida PACE Funding Agency will be notified in writing that the actions, debts, obligations and responsibilities of the Florida PACE Funding Agency are those of the Agency and no other local government.

The Agency has been established by a charter, adopted a master bond resolution and successfully validated its ability to issue bonds to fund the various voluntary financing agreements entered into pursuant to the general law authority of the Supplemental Act, together with a litany of matters and issues associated with the statutorily authorized non-ad valorem assessments which will comprise all or substantially all of the revenues to repay any bonds issued by the Agency.

### **Subscription To Florida PACE Funding Agency**

Any local government (city or county) desiring to make available a PACE funding program to properties within its boundaries can subscribe to the uniform program offered by the Florida PACE Funding Agency. This subscription will be in the form of an

interlocal agreement which sets forth the details involved. The Agency is authorized by general law to levy the assessments directly and enter into the financing agreements with participating property owners. The very limited role for the subscribing local government is to adopt a resolution authorizing the execution of a standardized subscription agreement, prepared and provided by the Agency. All the other ministerial actions and activities and documentation (e.g. interface between interested property owners and qualified vendors, determining compliance with all legal requirements for a valid financing agreement, recording, assessment roll extension, etc.) will be handled by the Agency through its third party administrator. A subscribing local government may choose to provide marketing, public relations or even seek to buy down or to fund assessments or program aspects within their communities, but is not required to do so.

This approach is designed to allow local governments to participate in the advantages of PACE programs and access capital markets, without having to assemble subject matter expertise, open themselves to liability, and expend resources to implement or deploy individual programs or individually seek capital for their constituents.

Subscription agreements confirm or provide for (a) the authority of the Agency to act, provide its funding and associated financing services, and conduct its affairs within the Subscriber's boundaries; (b) work with interested property owners and vendors; (c) execute financing agreements which impose and provide for the collection of non-ad valorem assessments pursuant to general law; (d) the issuance of bonds of the Agency (not the local government) to fund and finance qualifying improvements; (e) the proceeds of such non-ad valorem assessments and collection of the non-ad valorem assessments to be handled by the Agency's Trustee; (f) the withdrawal from, discontinuance or termination of the subscription agreement by either party upon reasonable notice in a manner not detrimental to the holders of any bonds of the Agency or inconsistent with any financing documents related to such bonds; (g) such disclosures, consents or waivers reasonably necessary to use or employ the services and activities of the Agency; and (h) such other covenants or provisions deemed necessary and mutually agreed to by the parties to carry out the purpose and mission of the Agency.

### **Advantages of PACE Financing**

PACE is designed to address the two very crucial roadblocks that often confront property owners considering energy-related improvements: a) lack of capital and b) hesitancy to make long-term energy related investments:

- a) Lack of Capital: While the concept of an energy efficient home or property is universally accepted, when it comes to investment in the energy-related improvements that will make properties energy efficient, property owners often

balk at the up-front cost of the improvement. To finance energy related improvements, property owners had to self-finance (for example, by getting home equity loan or relying on local and state government rebate programs). PACE financing eliminates the large up-front costs that property owners have to bear for energy retrofits.

- b) Hesitancy to make long-term energy related investments: Many home owners move or change homes every 5 to 7 years; as a result, there is a hesitancy to make long-term investment in energy-related improvements out of concerns that they will not recoup the cost of the investment when the property is sold. PACE financing eliminates this concern, because the financing is tied to the property itself rather than to the owner.

Other advantages of the PACE financing include:

- Converting an annual or semi-annual payment into a net monthly cost similar to that of other personal expenses makes it convenient to pay, and note; the monthly payment may be partially or wholly offset by savings in electric bill;
- Improving access to credit at a competitive fixed interest rate; in addition, PACE assessment terms of 15 to 20 years exceed typical home equity loan terms.
- PACE financing reduces the possibility of a negative impact on the municipality's credit or obligation risk and does not endanger other municipal programs.

### **Qualifying Improvements**

Per Section 163.08, FS. Qualifying improvement includes any:

- 1) Energy conservation and efficiency improvement, which is a measure to reduce consumption through conservation or a more efficient use of electricity, natural gas, propane, or other forms of energy on the property, including, but not limited to, air sealing; installation of insulation; installation of energy-efficient heating, cooling, or ventilation systems; building modifications to increase the use of daylight; replacement of windows; installation of energy controls or energy recovery systems; installation of electric vehicle charging equipment; and installation of efficient lighting equipment.
- 2) Renewable energy improvement, which is the installation of any system in which the electrical, mechanical, or thermal energy is produced from a method that uses one or more of the following fuels or energy sources: hydrogen, solar energy, geothermal energy, bioenergy, and wind energy.
- 3) Wind resistance improvement, which includes, but not limited to:
  - a) Improving the strength of the roof deck attachment;
  - b) Creating a secondary water barrier to prevent water intrusion;

- c) Installing wind-resistant shingles;
- d) Installing gable-end bracing;
- e) Reinforcing roof-to-wall connections
- f) Installing storm shutters; or
- g) Installing opening protections.

### **Options**

- Option1: Vote to direct Staff to proceed with drafting the Authorizing Resolution for the City's subscription to the Florida PACE Funding Agency.
- Option 2: Do not vote to direct Staff to proceed with drafting the Authorizing Resolution for the City's subscription to the Florida PACE Funding Agency.

### **Recommendation**

Option 1

**City of Quincy  
City Commission  
Agenda Request**

Date of Meeting: May 14, 2013

Date Submitted: May 7, 2013

To: Honorable Mayor and Members  
of the Commission

From: Jack L. McLean Jr., City Manager  
Willie Earl Banks, Public Works Director

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

---

**Issue:**

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

**Background:**

This Memorandum of Agreement (MOA) between the City of Quincy and the Florida Department of Transportation is scheduled to expire on June 30, 2013. This MOA dates back as far as July 2007. The City of Quincy will mow the sides of the roads and the median, remove litter, perform mechanical sweeping, edging and sweeping.

The following roads will be maintained:

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

**Analysis:**

The City of Quincy Public Works Department has successfully worked with the Florida Department of Transportation for many years and is presenting the following options for consideration:



Option 1: Award the Memorandum of Agreement with Florida Department of Transportation.

Option 2: Do not award the Memorandum of Agreement with Florida Department of Transportation.

**Recommendation:**

Option 1: Award the Memorandum of Agreement with Department of Transportation.

**Attachments:**

1. Memorandum of Agreement



## Florida Department of Transportation

RICK SCOTT  
GOVERNOR

1074 Highway 90  
Chipley, Florida 32428

ANANTH PRASAD, P.E.  
SECRETARY

May 1, 2013

Mr. Gene Sutton, Public Works Director  
City of Quincy  
122 North Graves Street  
Quincy, Florida 32351-2328

**RE: Memorandum of Agreement with City of Quincy**

Dear Mr. Sutton:

The Memorandum of Agreement (MOA) between the City of Quincy and the Florida Department of Transportation is scheduled to expire on June 30, 2013. In order to provide more general flexibility the Department wishes to execute a supplemental agreement that would shift the MOA ending date from June 30, 2013 to September 30, 2013. Enclosed are four (4) originals of a Supplemental Agreement between the City of Quincy and the Florida Department of Transportation that reflect such a change in the ending date, as well as the associated additional funding. If your City concurs with this Supplemental Agreement please execute, attest, and seal each original and return all copies to this office along with the corresponding Resolution covering this work. Final execution of this agreement is contingent upon funding.

Please note that the routine maintenance activity unit rates provided within the current MOA will remain the same during this supplementary 3 month period. Additionally, the term of future MOAs will run from October 1<sup>st</sup> to the end of September. **Please return your executed agreements to our office by May 31, 2013. If circumstances will not allow you to return these documents by this date, please notify our office as soon as possible.**

We appreciate your assistance in the preparation and execution of this agreement. When final execution is accomplished, a copy will be forwarded to you for your records. If you have any questions, please feel free to contact either Thalon Hobbs, District Maintenance Contracts Administrator at 1-888-638-0250, extension 1727 ([thalon.hobbs@dot.state.fl.us](mailto:thalon.hobbs@dot.state.fl.us)) or Chad Williams at 1-888-638-0250, extension 1604 ([chad.williams@dot.state.fl.us](mailto:chad.williams@dot.state.fl.us))

Sincerely,

Chad A. Williams  
Assistant District Maintenance Engineer

Enclosure

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

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**SUPPLEMENTAL AGREEMENT**

700-010-45  
CONSTRUCTION  
04/11

No. 001

Contract No.: APY81

Page 1 of 2

Road No(s). various Federal Aid Project No(s). \_\_\_\_\_

Fin. Proj. ID 42378217810

This agreement entered into on \_\_\_\_\_, such an agreement to be effective on the last date of execution by a party hereto, by and between the State of Florida Department of Transportation, "Department", and City of Quincy, "Contractor", and N/A, "Surety", the same being supplementary to Contract APY81 by and between the parties aforesaid, dated July 1, 2010, for the construction or improvement of the road(s) and bridge(s) assigned the project number(s) shown above, in Gadsden Count(y)(ies) Florida.

(1)The Department and the Contractor amend the Contract Renewal Document as set forth in this Supplemental Agreement and Attachment "A" to this Supplemental Agreement, which is incorporated into and made a part of this Supplemental Agreement.

Revised Plan Sheet Nos. N/A

(2) The quantities to be paid shall be determined as provided in the Standard Specification, Edition of 2010. The quantities so determined shall be paid at the unit prices stated on the attached sheets.

(3) It is further agreed that this supplemental agreement shall not alter or change in any manner the force and effect of the original Contract No. APY81, including any previous amendments thereto, except insofar as the same is altered and amended by this supplemental agreement.

(4) The Department and the Contractor agree that the contract time adjustment and sum agreed to in the Supplemental Agreement constitute a full and complete settlement of the matters set forth herein, including all direct and indirect costs for equipment, manpower, materials, overhead, profit and delay relating to the issues set forth in the Supplemental Agreement. This settlement is limited to and applies to any claims arising out of or on account of the matters described and set forth in this Supplemental Agreement.

Granted Time this Agreement 92 Days

Net Change in Contract this Agreement: Increase \$ 15,776.05 Decrease \$ \_\_\_\_\_  
No Change

Approved By:

Executed By:

Secretary or Designee Signature  
Printed Name Mark Thomas, P.E.  
Title District Maintenance Engineer  
Date \_\_\_\_\_

Contractor Signature \_\_\_\_\_(SEAL)  
Printed Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

Executed By:

Secretary or Designee Signature  
Printed Name James T. Barfield, P.E.  
Title District Secretary  
Date \_\_\_\_\_

ATTEST \_\_\_\_\_  
Secretary \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_(SEAL)  
Surety

Attorney Signature, Department of Transportation, Legal Review  
Printed Name Erin Oliver  
Date \_\_\_\_\_

BY \_\_\_\_\_  
Florida Licensed Insurance Agent \_\_\_\_\_ Date \_\_\_\_\_

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**SUPPLEMENTAL AGREEMENT**

700-010-45  
CONSTRUCTION  
04/11

Page 2 of 2

No. 001 Contract No.: APY81  
Road No(s). various Federal Aid Project No(s). \_\_\_\_\_  
Fin. Proj. ID 42378217810

(1) (continued):

Attachment "A"

The fourth paragraph of the second Contract Renewal document is deleted and replaced by the following:

NOW, THEREFORE, this Agreement witnesseth that for and in consideration of the mutual benefits to flow each to the other, the parties agree to a renewal of said original Agreement for a period beginning the 1<sup>st</sup> day of July, 2012 and ending the 30<sup>th</sup> day of September, 2013 at a cost of \$15,776.05 per quarter for a total cost of \$78,880.25.

**City of Quincy  
City Commission  
Agenda Request**

Date of Meeting: May 14, 2013

Date Submitted: May 9, 2013

To: Honorable Mayor and Members of the Commission

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

Subject: Biosolids Contract Change Order

---

**Statement of Issue:**

The City can save \$17,916 on the price of the Biosolids Dewatering Equipment by removing the equipment from the contract and making a tax-exempt direct purchase. To remove the \$315,266 cost for the equipment from the contract will require a Change Order. The City can then purchase the equipment from the supplier for \$297,350.

**Analysis:**

The Quincy City Commission approved the award of contract for a Biosolids Dewatering Facility during the regularly scheduled commission meeting held March 26, 2013 (see attached minutes). The approved bid of \$498,138 included a piece of equipment, a screw press, at a cost of \$315,266. The following table shows a breakdown of the contractors bid. The contractors screw press system included the screw press, piping connections, crane rental, anchoring, and miscellaneous installation costs.

**North Florida Construction Original Bid Proposal**

Item #	Description	Units	Quantity	Unit Cost	Total Cost
1	<b>Bonds/Liability/Vehicle Insurance</b>	LS	1	\$ 10,000.00	\$ 10,000.00
2	<b>Mobilization</b>	LS	1	\$ 10,000.00	\$ 10,000.00
3	<b>Yard Piping</b>	LS	1	\$ 21,162.00	\$ 21,162.00
4	<b>Site Work</b>	LS	1	\$ 13,860.00	\$ 13,860.00
5	<b>Building</b>	LS	1	\$ 59,112.00	\$ 59,112.00
6	<b>Screw Press System</b>	LS	1	\$ 349,784.00	\$ 349,784.00
7	<b>Electrical</b>	LS	1	\$ 34,220.00	\$ 34,220.00
	<b>Total Base Bid</b>				<b>\$ 498,138.00</b>

North Florida Construction, the biosolids facility contractor, is in agreement with removing the cost of the screw press plus sales tax from the contract. The original contract amount was \$498,138. The contract amount after the change order will be \$182,872. The approved loan amount of \$564,488 from the Florida Department of Environmental Protection will remain the same. The \$17,916 equipment cost savings will be added to the contingency line bringing the contingency amount to \$20,338.00 or 4.2% of the total construction and material cost. The tables below compare the cost before and after the proposed change order.

**Detailed Project Cost with Original Contract**

Item #	Description	Units	Quantity	Unit Cost	Total Cost
1	<b>Bonds/Liability/Vehicle Insurance</b>	LS	1	\$ 10,000.00	\$ 10,000.00
2	<b>Mobilization</b>	LS	1	\$ 10,000.00	\$ 10,000.00
3	<b>Yard Piping</b>	LS	1	\$ 21,162.00	\$ 21,162.00
4	<b>Site Work</b>	LS	1	\$ 13,860.00	\$ 13,860.00
5	<b>Building</b>	LS	1	\$ 59,112.00	\$ 59,112.00
6	<b>Screw Press System</b>	LS	1	\$ 349,784.00	\$ 349,784.00
7	<b>Electrical</b>	LS	1	\$ 34,220.00	\$ 34,220.00
	<b>Total Base Bid</b>				<b>\$ 498,138.00</b>
8	<b>Engineering Allowance</b>				\$ 54,428.00
9	<b>Technical Services During Construction</b>				\$ 9,500.00
10	<b>Contingency</b>				\$ 2,422.00
	<b>Total</b>				<b>\$ 564,488.00</b>

**Detailed Project Cost with Proposed Change Order**

Item #	Description	Units	Quantity	Unit Cost	Total Cost
1	<b>Bonds/Liability/Vehicle Insurance</b>	LS	1	\$ 10,000.00	\$ 10,000.00
2	<b>Mobilization</b>	LS	1	\$ 10,000.00	\$ 10,000.00
3	<b>Yard Piping</b>	LS	1	\$ 21,162.00	\$ 21,162.00
4	<b>Site Work</b>	LS	1	\$ 13,860.00	\$ 13,860.00
5	<b>Building</b>	LS	1	\$ 59,112.00	\$ 59,112.00
6	<b>Screw Press System</b>	LS	1	\$ 34,518.00	\$ 34,518.00
7	<b>Electrical</b>	LS	1	\$ 34,220.00	\$ 34,220.00
	<b>Total Contract After Change Order</b>				<b>\$ 182,872.00</b>
8	<b>Screw Press Purchase by Quincy</b>				<b>\$ 297,350.00</b>
9	<b>Engineering Allowance</b>				\$ 54,428.00
10	<b>Technical Services During Construction</b>				\$ 9,500.00
11	<b>Contingency</b>				\$ 20,338.00
	<b>Total</b>				<b>\$ 564,488.00</b>

**Options:**

1. Authorize the City Manager to sign the Change Order.
2. Do not approve the Change Order.

**Staff Recommendation:**

1. Option 1

**Attachments:**

Proposed Change Order

FKC Proposal

Minutes from 4/9/2013 Commission Meeting

SECTION 00630

CHANGE ORDER

Change Order No. 1

Date \_\_\_\_\_

Location Quincy, FL

PROJECT: Quincy Wastewater Treatment Plant Biosolids Dewatering Facility

Description of Change Removed screw press equipment from contract at Owner's request.

(1) Original Contract Price \$ 498,138.00  
(2) Total All Previous Change Orders \$ \_\_\_\_\_  
(3) Current Contract Price  
[Total of (1) and (2)] \$ 498,138.00

(4) Breakdown of Proposed Changes and Basis for Payment  
(Includes pertinent drawings and specifications, where necessary)

<u>Item and Description</u>	<u>Proposed Change in Contract Cost</u>
<u>1. Screw press equipment with tax</u>	(\$ <u>315,266.00</u> )

TOTAL PROPOSED CHANGE IN CONTRACT COST  
[SHOW DECREASE (\$ \_\_\_\_\_)] (\$ 315,266.00)

(5) New Contract Price [Add (3) and (4)] \$ 182,872.00

(6) Original Contract Time \_\_\_\_\_ 240 days

(7) Additional Days Approved  
[Previous Change Orders] \_\_\_\_\_ days

(8) Current Contract Time [(6) + (7)] \_\_\_\_\_ 240 days

(9) Additional Days Proposed \_\_\_\_\_ 0 days

(10) New Contract Time [Add (9) and (10)] \_\_\_\_\_ 240 days

Additional Funds if required are to be provided in the following manner: \_\_\_\_\_



SECTION 00630

CHANGE ORDER

This change is acceptable to North Florida Construction, Inc.  
CONTRACTOR

Signed \_\_\_\_\_ Title \_\_\_\_\_

Recommended by Hatch Mott MacDonald  
ENGINEER

Signed \_\_\_\_\_ Title: Project Engineer

Approval of change as requested by City of Quincy  
OWNER

Signed \_\_\_\_\_ Title City Manager

Attest: \_\_\_\_\_ Title \_\_\_\_\_

# FKC CO., LTD.

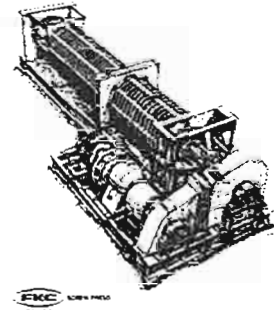
2708 West 18th Street  
Port Angeles, WA 98363



(360) 452-9472  
FAX (360) 452-6880

April 25, 2013

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



**Re: FKC Co., Ltd. SCOPE OF SUPPLY  
City of Quincy – Quincy WWTP Biosolids Dewatering Facility**

This document details the FKC CO., LTD. scope of supply in reference to SECTION 11350, Addendums No. 1, 2 and 3 and related sections as listed for the Quincy WWTP Biosolids Dewatering Facility.

The following is a scope of supply for an FKC Screw Press Dewatering Skid with a Screw Press. In summary the following screw press has been offered:

Facility	Screw Press Model	Capacity
Quincy, FL	BHX-500x3000L	1.80 dry tons per 24 hour day (150 dry lbs / hr)

The skid offered includes a polymer system, flocculation tank, control panel and two (2) sludge pumps with all of the piping and wiring that is integral to the skid and its equipment. The scope of supply also includes a sludge screw conveyor. In summary the scope of supply includes:

- (1) One FKC Model BHX-500x3000L Screw Press
- (1) One FKC Model 285GL Flocculation Tank with Ladder Platform
- (2) Two Moyno or Netzsch progressing cavity type sludge feed pumps
- (1) One Enpro, Velodyne or equal Polymer system
- (1) One NEMA 4X, PLC Control Panel
- (1) Lot of instrumentation including:
  - a. Headbox Level Transmitter
  - b. Headbox Hi Level Switch
  - c. Sludge Pump Run Dry protection
  - d. Zero Speed switch for conveyor
  - e. Solenoid Valves for Wash-Water
  - f. Knife Valves for Sludge
- (1) One 14'x8' Marine Grade Aluminum Skid
- (1) One 26' Sludge Screw Conveyor for 0 cu. ft/hr (modified per Addendum #3)
- (1) Lot Anchor Bolts
- Onsite Startup, Testing and Training as specified
- Extended Mechanical for Screw Press and Floc Tank as specified

The equipment supplied is according to SECTION 11350 for Dewatering Screw Press Skid without exceptions.

This skid unit does not include a polymer tote, polymer feed hoses/fittings, disposal bin/dumpster even though they may be shown on drawings.

We hope this information is helpful. Please contact this office if you have questions, or if you need anything further to issue the purchase order.

Sincerely,  
FKC Co., Ltd.

Shane Harvey

## A. Proposed Equipment

<u>Qty.</u>	<u>Description</u>	<u>FOB Quincy, OR</u>
1	FKC Screw Press Model SHX-500x3000L	
	Material:	100% Municipal WAS
	Capacity:	1.80 BDST/d (bone dry standard tons per 24 hour day)
	Inlet consistency:	0.6 - 1.0%
	Outlet consistency:	15-18% TS w / polymer use
	Materials of construction:	SS-304 wetted parts Galvanized Carbon Steel Base
	Speed reducer:	Sumitomo Cyclo Reducer
	Motor requirements:	2.0 HP, 1800 rpm, NEMA B <b>Motor included</b>
	Other:	<b>One (1) 285GL Flocculation Tank</b> <b>Two (2) Sludge Feed Pumps</b> <b>One (1) Polymer System</b> <b>One (1) NEMA 4X PLC Control Panel &amp; instrumentation</b>
	Misc:	<b>One (1) 14'x8' Marine Grade Aluminum Skid</b> <b>One (1) 15' Screw Conveyor @ 20 cu. ft/hr</b>  1 set standard tools 1 set insulated drum covers w/ side shields Anchor Bolts Ladder Platform for Floc Tank Solenoid Valves 4 spare screens Structural Calculations
	Delivery:	Delivery within 6 (six) months after receipt of written purchase order
	Weight:	10,000 Lbs
	<b>PRICE:</b>	<b>\$297,350.00</b>

# **INFORMATION ONLY**

## **City of Quincy**

City Hall

404 West Jefferson Street

Quincy, FL 32351

[www.myquincy.net](http://www.myquincy.net)



### **Meeting Agenda**

**Tuesday, April 9, 2013**

**6:00 PM**

**City Hall Commission Chambers**

### **City Commission**

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

AGENDA FOR THE REGULAR MEETING OF  
THE CITY COMMISSION OF  
QUINCY, FLORIDA  
Tuesday  
April 9, 2013  
6:00 PM  
CITY HALL CHAMBERS

**INFORMATION ONLY**

Call to Order

Invocation

Pledge of Allegiance

Roll Call

Agenda Approval

Approval of Minutes

1. Approval of Minutes of the March 26, 2013 Regular Meeting  
(Sylvia Hicks, City Clerk)

Public Hearings, Ordinances, Resolutions and Proclamations

2. Ordinance No. 1052

Presentation(s)

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

Consent Agenda

Discussion(s)

3. Ordinance 1052, First Reading, Amending Chapter 74, Section 134, to Add  
Language Regarding the use of Sewer  
(Jack L. McLean Jr., City Manager; Bernard Piawah, Planning Director)
4. Agreement with Big Bend Transit for the In- Town Quincy Bus Shuttle  
(Jack L. McLean Jr., City Manager; Bernard Piawah, Planning Director)

Report(s)/ Information

5. Instant Alert Report  
(Jack L. McLean Jr. City Manager; Ann Sherman, Customer Service Director)

6. Audit Findings FY2011  
(Jack L. McLean Jr., City Manager, Theresa Moore, Finance Director)

City Manager's Report(s)

City Attorney's Report(s)

Commissioners' Reports

Other

Adjournment

\*Item Not in Agenda Book

**INFORMATION ONLY**

CITY COMMISSION  
CITY HALL  
QUINCY, FLORIDA

REGULAR MEETING  
MARCH 26, 2013  
6:00 P.M.

The Quincy City Commission met in regular session Tuesday, March 26, 2013, with Mayor Commissioner Angela G. Sapp presiding and the following present:

Commissioner Keith A. Dowdell  
Commissioner Larry D. Edwards (absent)  
Commissioner Gerald A. Gay, III  
Commissioner Derrick D. Elias

**INFORMATION ONLY**

**Also Present:**

City Manager Jack L. McLean Jr.  
City Attorney Larry K. White  
City Clerk Sylvia Hicks  
Police Chief Walt McNeil  
Acting Fire Chief Scott Haire  
Finance Director Theresa Moore  
Customer Service Director Ann Sherman  
Utilities Director Mike Wade  
Planning Director Bernard Piawah  
Account Control Analyst Catherine Robinson  
Accountant III Yvette McCullough  
Information Technology Director John Thomas  
CRA Director Charles Hayes  
Executive Assistant to the City Manager, Cynthia Shingles  
Acting Human Resources Director Bessie Evans  
Public Works Director Willie Earl Banks, Sr.  
Parks and Recreation Director Greg Taylor  
Fire Captain Curtis Bridges Sr.  
Police Lt. Eric Howell  
Police Officer Curtis Bridges Jr.  
Police Officer Greg Horne  
Police Officer Vincent Rich  
Police Officer Evan Brezovsky  
Sergeant At Arms Glenn Sapp

**Call to Order:**

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

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



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

**Approval of Agenda:**

**INFORMATION ONLY**

Commissioner Elias made a motion to approve the agenda with the following: Commissioner Elias stated Under Discussion(s): add Traffic Calming Devices: Commissioner Gay seconded the motion. The ayes were unanimous.

**Approval of Minutes:**

Commissioner Gay made a motion to approve the March 12, 2013 regular meeting minutes with any corrections if necessary. Commissioner Elias seconded the motion. Commissioner Gay stated that he did not say that the City should be financially responsible on page five of the minutes. The ayes were unanimous.

**Commissioner Dowdell entered the meeting.**

**Public Hearings, Ordinances, Resolutions and Proclamations:**

Mayor Sapp read and presented the following proclamation to Mr. Anthony A. Powell one of the founders of the Gadsden County Black Heritage, Culture, and Education Organization.

Proclamation  
Honoring  
Gadsden County Black Heritage, Culture, and Education Organization

**Whereas**, during Black History Month, we celebrate the many achievements and contributions made by African Americans to our economic, cultural, spiritual, and political development; and

**Whereas**, in 1976, as part of the nation's bicentennial, Black History Week was expanded and became established as Black History Month; and

**Whereas**, the Gadsden County Black Heritage, Culture and Education Organization was established in 1982; and

**Whereas**, the Gadsden County Black Heritage, Culture and Education Organization parade and festival is held on the last Saturday in February; and

**Whereas**, the Gadsden County Black Heritage, Culture and Education Organization is a county wide affair that began with the involvement of local governments, civic organizations, and churches to keep African American History alive; and

**Whereas**, the said organization recognizes local heroes, both young and old and not just African Americans all are welcome; and

# INFORMATION ONLY

**Whereas**, the Gadsden County Black Heritage, Culture and Education Organization is an educational organization that teaches Black History, since it is not taught in local public schools, the organization purchases books for the library, sponsors brain brawls, sponsors gospel-fest; and

**Therefore** I, Angela G. Sapp, Mayor of the City of Quincy and City Commissioners, do hereby proclaim that the City of Quincy will support the efforts of the Gadsden County Black Heritage, Culture and Education Organization and thank the descendants of William A. "Buster" Powell, Jr. and Ella Dora Austin Powell, for their hard work in organizing the Annual event. This 26<sup>th</sup> day of March 2013.

At a public hearing, Commissioner Dowdell made a motion to read Ordinance No. 1051 (Amending Chapter 10 Animals) by title only. Commissioner Gay seconded the motion. Upon roll call by the Clerk, the ayes were Commissioners Dowdell, Elias, Gay, and Sapp. The Clerk read the title as follows:

**AN ORDINANCE AMENDING CHAPTER 10 OF THE QUINCY CODE OF ORDINANCES TO ADD A NEW INTRODUCTORY LANGUAGE TO DEFINITIONS SECTION; TO NUMBER THE EXISTING DEFINITIONS 1 THROUGH 18 AND TO ADD NEW DEFINITIONS NUMBERED 19 THROUGH 24; TO ADD SECTION 10-5.5 ESTABLISHING REQUIREMENT FOR THE PROPER REMOVAL AND DISPOSAL OF ANIMAL WASTE IN THE CITY OF QUINCY; TO PRESCRIBE PENALTIES FOR FAILURE TO COMPLY; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR CODIFICATION AND PROVIDING AN EFFECTIVE DATE.**

There were no comments from the audience. Commissioner Dowdell made a motion to approve Ordinance No. 1051 on second reading. Commissioner Gay seconded the motion. Upon roll call by the Clerk, the ayes were Commissioners Dowdell, Elias, Gay, and Sapp. The ayes were unanimous.

## **Presentation(s):**

Chief McNeil announced that Officer Curtis Bridges Jr. was nominated and voted Police Officer of the Year by his peers.

## **Citizens to be Heard:**

Ms. Denise P. Hannah of 714 South 9<sup>th</sup> Street came before the Commission and thanked them for taking care of the issue.

Ms. Hannah suggested that the funds we give the Community Action along with the federal dollars they receive could be earmarked to correct some deficiencies in homes found as a result of an energy audit.

# INFORMATION ONLY

## Discussion(s):

### *Purchasing Card Policy*

The Manager presented to the Commission the following addendum to the Purchasing Card Policy.

### Types of Discipline

An employee/cardholder shall not make disallowable cost in any amount and when a violation occurs; the employee/cardholder will be discipline as follow:

- Misuse or Abuse less than or equal to \$40.00 – Reimbursement for the purchase of disallowed item and written reprimand for violation of City Policy. Cardholder will surrender card and no longer have privilege to use the card.
- Misuse or Abuse greater than \$40.00 – Reimbursement for purchase of disallowed item and termination.

An employee may avoid automatic termination for Misuse or Abuse greater than \$40.00 for one time only if:

- The employee self-report the violation immediately;
- The employee reports the violation report to the employee's supervisor and the Finance Department within 36 hours of the violation or within 36 hours of when the violation first becomes known to the employee; and
- The employee immediately reimburse the City at the time of the violation is self-reported.

Commissioner Gay made a motion to approve option one (1) – Approve changes to Section 7 Type of Discipline. Commissioner Dowdell seconded the motion, upon roll call by the Clerk the ayes were Commissioners Dowdell, Gay, and Sapp. Nay was Commissioner Elias. The motion carried. Mayor Sapp stated we all need to be more careful when using the card.

### *Biosolids Dewatering Facility Bid Award*

Mike Wade Utilities Director is requesting approval and award of a bid, pending Florida Department of Environmental Protection (FDEP) approval, for a Biosolids Dewatering Facility at the Quincy Waste Water Treatment Plant. He reported that the bids were received and opened on March 6, 2013 at City Hall. Six submittals were opened with North Florida Construction, Inc from Clarksville, Florida submitting the low bid of \$498,138.00. Mr. Wade stated that funding for this project will be provided through a low interest construction loan from FDEP's state revolving loan fund. The total loan request is \$564,488.00 which includes design, construction, and services during construction cost plus contingencies at an annual interest rate of 1.25%. He stated the annual loan repayment amounts amortized over twenty years will be approximately \$36,981.00 per year. The Commission asked what is included in the contingencies. Mr. Wade stated a building was omitted and should have been added to cover the

dewatering facility, electrical work, geotechnical work, surveying, and site work. Commissioner Dowdell stated he don't want the contractor to come back with any change orders. Commissioner Gay made a motion to approve option 1: Authorize the award of bid pending FDEP approval and authorize the Manager to execute a loan agreement with FDEP in the amount of \$564,488.00 subject to review of terms by the City Attorney. Commissioner Elias seconded the motion. Upon roll call by the Clerk the ayes were: Commissioners Dowdell, Gay, Elias, and Sapp. The ayes were unanimous.

#### *Speed Calming Devices*

Commissioner Elias made a motion to install speed calming devices in Tanyard Creek Park. Commissioner Gay seconded the motion. He stated there were no signs in the park regarding speed or children at play. Upon roll call by the Clerk the ayes were Commissioners Elias and Gay. Nays were Commissioners Dowdell and Sapp. The motion did not carry.

## **INFORMATION ONLY**

#### **Report(s)/Information:**

Audit Report – Finance Director reported to the Commission that by April 5<sup>th</sup> all of the pre-audit items would be sent to the Auditors. Ms. Geri LaZarre of TCBA Watson Rice LLP came and informed the Manager and Commissioner that the IT audit materials she presented to the Finance Department was for discussion purposes only and was not to be for the public and requested that it be removed from the internet and the public.

#### *Quincy Fire Department Monthly Report*

Acting Fire Chief Haire reported to the Commission that an error was on the response time it should have been 2.63 for the month of February.

#### *Financial Report/P-Card*

Commissioner Gay stated he noticed the overtime line item in the Fire Department and Police Department is out of line and how the Manager is going to manage the overtime in both departments. The Manager stated it is a staffing issue in the Fire Department due to injuries, and personnel being out on sick leave. The Manager indicated that we have hired a new firefighter and that should relieve some of the overtime. He stated in the Police Department it is an operational issue due to increased activities. Commissioner Gay stated he noticed that the professional line item in the City Attorney's budget is over the budgeted amount. The Attorney stated that this cost relates to the Eaton litigation and the trial is set of early April.

#### **City Manager's Report(s):**

City Manager McLean reported to the Commission that the City is gearing up Get Going Gadsden and the cities would be competing against each other.

City Manager McLean informed the Commission of a meeting in Tallahassee regarding Historic Preservation funding and approximately twenty (20) employees and other

citizens attended. He thanked Ms. Regina Davis for writing the grant to renovate the "Old Post Office" Police Department.

City Manager McLean advised the citizens to listen to the instant alert before calling the City. He also stated there will be a form on our web page to fill out and we need to update our data base. Customer Service needs e-mail addresses, mailing addresses, and telephone numbers. Citizens will be given an option to opt out of being on the instant alert notice.

**City Attorney's Report(s):** None

**INFORMATION ONLY**

**Commissioners' Report:**

Commissioner Elias asked the status of the All-Tech property. City Attorney White reported that it is in litigation.

Commissioner Elias asked if we had a policy that Waste Pro was no longer accepting cash at the landfill. The Manager stated he would have to check on that matter. Commissioner Elias asked if they were charging a \$5.00 minimum at the transfer station for one (1) bag of trash. The City Manager stated yes as a result of the budget that was passed.

Commissioner Elias asked if it would be more feasible for someone to opt in and will there an educational section with the instant alert. The Manager stated we only have about 60% of our account holders. We have had a few people to call us because they don't want us to send them an instant alert. We need 100% of the information on our account holders. He stated that point and pay is doing extremely well since we did the educational program. He asked can we target a certain neighborhood. The Manager replied yes.

Commissioner Gay asked what the next step on the code enforcement issue regarding utility hook-up. The Clerk stated it is being advertised and will have first reading at the next meeting. Commissioner Elias asked if the Code Enforcement still meet because his appointee informed him that he did not know the last time he attended a Code Enforcement Board meeting. The Manager stated they rarely meet, we use the Magistrate but we will be using them to review the code.

Commissioner Gay asked the Manager to give them a status report on the red light camera and internet cafés as to what is going on in the legislature.

Commissioner Gay reported that he received complaints from a vendor that the customer service he received from Finance was terrible when he called to ask about a payment we owe him. He stated we should treat everyone with respect. He also stated he had discussed this issue with the Manager back during the budgeting process with respect to Customer Service Department.

Commissioner Dowdell reported that there will be an old fashioned Easter egg hunt at the Complex on Sunday beginning at 3:00 p.m.

Mayor Sapp stated that it is the beginning of the month and the street sweeper should be in her district soon. The Manager stated that the sweeper takes a month to sweep the entire City.

Mayor Sapp reported that Superintendent Reginald James and the Gadsden County School will have a building dedication ceremony of the School District's Transportation Facilities in honor of Dr. Robert H. Bryant on Thursday, April 4, 2013 at 6:00 p.m. located at 720 South Stewart Street.

Commissioner Gay made a motion to adjourn the meeting. Commissioner Dowdell seconded the motion, the meeting was adjourned.

**INFORMATION ONLY**

APPROVED:

\_\_\_\_\_  
Angela G. Sapp Mayor and Presiding  
Officer of the City Commission and of  
City of Quincy, Florida

ATTEST:

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

**CITY OF QUINCY  
CITY COMMISSION  
AGENDA REQUEST**

Date of Meeting: May 14, 2013

Date Submitted: May 8, 2013

To: Honorable Mayor and Members of the Commission

From: Jack L. McLean Jr., City Manager  
Walter A. McNeil, Chief of Police

Subject: Installation of Traffic Calming Devices at Tanyard  
Creek Park

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**Statement of Issue:**

To consider the installation of speed humps in Tanyard Creek Park as a means of slowing the speed of vehicles in and out of the Park and improving the overall safety of the Park.

**Background:**

On February 26, 2013, the Quincy City Commission directed staff to provide information regarding the viability of using rumble strips as traffic calming devices for Tanyard Creek Park. During the March 12, 2013, Quincy City Commission meeting, the use of rumble strips was discussed by the Commissioners and was not approved for use in Tanyard Creek Park. The Commission considered this issue on two previous agendas and the vote was 2 to 2 on each occasion.

Staff implemented based on Commissioners comments the following: 1) the placement of 10 mph speed signs, and 2) the closing of the gates to the main portion of the Park, except for those occasions where contractors have a need to access the Park for work.

The gates closing have resulted in Park visitors' complaints.

**Analysis:**

Place see attached copies of previous agenda items on this issue.

**Options:**

1. Speed Humps
2. Rumble Strips
3. No Action

**Recommendation:**

The Commission has been fully briefed on Staff's recommendation in past agenda items. The matter is now with the Commission.

**Attachments**

1. Previous agenda items
2. Minutes of previous Commission Meetings on the subject matter



CITY COMMISSION  
CITY HALL  
QUINCY, FLORIDA

REGULAR MEETING  
FEBRUARY 26, 2013  
6:00 P.M.

The Quincy City Commission met in regular session Tuesday, February 26, 2013, with Mayor Commissioner Sapp presiding and the following present:

Commissioner Keith A. Dowdell  
Commissioner Larry D. Edwards  
Commissioner Gerald A. Gay, III (absent)  
Commissioner Derrick D. Elias

Also Present:

City Manager Jack L. McLean Jr.  
City Attorney Larry K. White  
City Clerk Sylvia Hicks  
Police Chief Walt McNeil  
Fire Chief Howard Smith  
Finance Director Theresa Moore  
Customer Service Director Ann Sherman  
Utilities Director Mike Wade  
Planning Director Bernard Piawah  
Account Control Analyst Catherine Robinson  
Accountant III Yvette McCollugh  
CRA Director Charles Hayes  
Executive Assistant to the City Manager, Cynthia Shingles  
Acting Human Resources Bessie Evans  
Parks and Recreation Director Greg Taylor  
Public Works Director Willie Earl Banks, Sr.  
Sergeant At Arms Glenn Sapp

Guest Present:

Chairman of Gadsden County Board of Commission, Doug Croley  
Gadsden County Administrator Robert Presnell

**Call to Order:**

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

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

### **Approval of Agenda:**

Commissioner Edwards made a motion to approve the agenda with the following additions: Public Hearing, Ordinances, Resolutions and Proclamations: 5b Temporary Road Closure for Black History Parade, Presentations: 6b TCBA Watson Rice LLP, Discussions: 8b Traffic Calming Devices and City Manager's Reports: Naming of the Amphitheatre (Carolyn) G. Ford). Commissioner Dowdell seconded the motion. The ayes were unanimous.

### **Approval of Minutes:**

Commissioner Dowdell made a motion to approve the February 12, 2013 regular meeting minutes with any corrections if necessary. Commissioner Edwards seconded the motion. The ayes were unanimous.

### **Public Hearings, Ordinances, Resolutions and Proclamations:**

#### *Resolution Honoring Fire Chief Howard E. Smith*

Commissioner Edwards made a motion to approve a Resolution honoring the Retirement of Howard E. Smith from the City of Quincy. Commissioner Dowdell seconded the motion. The ayes were unanimous.

#### *Resolution Honoring Fire Chief Howard E. Smith*

Gadsden County Board of County Commission Chairman Doug Croley came before the Commission and presented to Fire Chief Howard E. Smith a Resolution honoring his retirement after 32 years of service.

#### *Resolution Naming of Fire Station #2*

Commissioner Dowdell made a motion to approve Resolution No. 1296-2013 a Resolution Naming Fire Station #2 in honor of Howard E. Smith. Commissioner Edwards seconded the motion. The ayes were unanimous.

#### *Resolution for the Bike Trail*

Commissioner Edwards made a motion to approve Resolution No. 1297-2013 a Resolution supporting a bike trail from Quincy to Havana. Commissioner Dowdell seconded the motion. The ayes were unanimous. Mr. Jon Sewell of Kimerly Horn and Associates stated that the trail would promote physical fitness and connect to cities, Havana for its antiques and Quincy for its historic significance. He explained a multi-agency plan to begin a project called Florida Arts Multi-use Bike between Havana and Quincy.

### *Temporary Road Closure*

Commissioner Edwards made a motion to approve the temporary road closure for the Black Heritage and Culture Parade on March 2, 2013. Commissioner Dowdell seconded the motion. The ayes were unanimous.

**Presentation(s):** None

### *Audit Presentation Watson Rice LLP*

Ms. Geri LaZarre of TCBA Watson Rice LLP came before the Commission with a report regarding our auditing services for the fiscal year ending September 30, 2012. She stated the scope of work to be performed will be the following: Basic Financials of the City, CRA and Landfill audit. Ms. LaZarre reported that Watson Rice will make monthly reports to the Commission. She also presented to the Commission the following timing of the Audit:

- 1/18/2013: Pre-audit letter issued to management
- 3/2013: Interim review of internal controls
- 4/22/2013: Receipt of all pre-audit items
- 5/6/2013: Start of fieldwork
- 5/24/2013: Exit conference
- 5/24/2013: Basic financials to management
- 5/31/2013: Receive draft CAFR from management
- 6/7/2013: Review with management
- 6/2013: Review with Commission

Ms. Lazarre informed the Commission that a RFP can't be out while an audit is in process.

### **Citizens to be Heard:**

Ms. Denise P. Hannah of 704 South 9<sup>th</sup> Street asked for a schedule of the street sweeper and the pickup of yard trash for her district. The Manager stated the schedule is on the web site. Mr. Banks, Public Works Director stated that Monday and Tuesday pickup on the south side of the City and Wednesday and Thursday pickup on the north side and Friday's missed streets.

Mr. Arnold Hankerson of 209 South Love Street came before the Commission to discuss his high utility bill. He stated that since the smart meter was installed his utilities keep going up and he is only at his house 12 to 15 days out of the month. He stated he had been over to Customer Service requesting an energy audit. The Mayor advised Mr. Hankerson to get with Ms. Sherman, Customer Service Director.

Ms. Vivian Howard of 805 South Virginia Street came before the Commission to discuss the lack of customer service regarding the following items: notification of barricades. She indicated that she would like to be informed of any detours in her neighborhood. Ms. Howard stated that we have two Attorneys that sits on the Board and why they did not know that we could not put out a RFP with an ongoing audit. Ms. Howard praised

the staff for its work in preventing flooding of her neighborhood, saying that the City Manager probably didn't return her call because he thought I was going to complain.

Owen Calloway came before the Commission with a complaint regarding his utility bill and that he had been away for eight months. He stated he called the Manager and came by several times to see him but did not see him. Mayor Sapp asked Commissioner Dowdell, since Mr. Calloway is his constituent, if he would set up a meeting with the Manager, he agreed.

**Consent Agenda: None**

**Discussion(s):**

*Proposed Ordinance to amend Chapter 10 relating to Animals to add a Requirement Regulating Pet Waste*

Commissioner Dowdell had a concern with the registration of dogs and who is the enforcement authority. The Manager stated we have an inter-local agreement with the County for animal control and in the past had sent out letters to all the veterinarians informing them of the required registration of pets. Commissioner Dowdell asked the Clerk the number of registrations that was issued this pass year. She replied four (4). Commissioner Edwards made a motion to authorize the Attorney to proceed with the advertising of the proposed ordinance regarding Pet Waste. Commissioner Elias seconded the motion. The ayes were Commissioners Edwards, Elias and Sapp. Nay was Commissioner Dowdell. The motion carried.

*Rehearing of the Big Bend Bus Shuttle Status Report and Request of Funding*

Commissioner Elias reported to the Commission that Big Bend Transit is only interested in operating the service, he stated it is not cost effective for the City to continue pouring money into this service and only a few is benefiting. Commissioner Elias stated that the grant was for startup and had a shelf life of three (3) years and there are no federal dollars to continue the shuttle. He stated that according to Big Bend Transit, it cost \$83,000 to operate the shuttle with the following breakdown: \$12,000 from ridership \$36,000 from both the City and County. Commissioner Dowdell stated he would hate to see the service be discontinued and suggested he meet with the Director of Transportation of the Gadsden County School Board to see could they work something out. It was also suggested that the City and County meet jointly to discuss the matter. Commissioner Mayor Sapp stated that she want the see the service continued. Elias made a motion to authorize Commissioner Dowdell to meet with the Transportation Director. Commissioner Dowdell seconded the motion. The ayes were unanimous.

**Traffic Calming Devices at Tanyard Creek Park**

Commissioner Elias stated we need to be proactive and add the speed calming devices in the park for the protection of children, we don't need to wait until an incident happen before we take action. Police Chief McNeill stated he has not observed any speeding in the park and therefore, conditions do not warrant the speed

humps. Mayor Sapp asked the Chief to get a price on the speed strips. Commissioner Elias made a motion to install the speed calming device in the park. Commissioner Dowdell seconded the motion. The ayes were Commissioners Elias and Sapp. Nays were Commissioner Dowdell and Edwards.

**Reports/Information:**

*Quincy Fire Department Monthly Report*

*Financial Report as of January 31, 2013/P-Card Statement*

Ms. Denise P. Hannah had questions as to the line item on the Commissioner Budget (other operating expenses and travel), she asked for details. She also stated that \$3,700 is a lot of money for a float. Ms. Moore, Finance Director stated that she did not have the detail and would get back with her. Ms. Hannah asked if justification for travel had to be pre-approved.

**City Manager's Report:**

City Manager McLean stated that instant alert is to let the citizens know what is going on in the community. He stated we had significant rainfall approximately 10" from Friday until Tuesday and thanked the Departments and staff for all the work they did during and after the rainfall. He informed the Commission that Public Works did an awesome job and we will have a supply of sand bags located at our substation on Martin Luther King. City Manager McLean informed the Commission of several places over the City that had damage due to the significant rainfall (sidewalk damage in Crawford and Key Streets) and sinkhole damage at(G.F. & A Drive and Valley Drive). The Manager stated that the wastewater treatment plant flooded and the Department of Environmental Protection was notified of the flooding. City Manager McLean reported that Police Chief McNeil was featured on PBS. City Manager McLean reported that we have planned a Dedication Ceremony for The Amphitheatre in honor of former Mayor Commissioner Carolyn G. Ford at 4:30 on February 28, 2013.

**City Attorney's Report:** None

**Commissioners Report(s):**

Commissioner Elias had the following concerns:

- Manager not returning calls.
- Thanked the Fire Department for the quick response to the fire on Love Street.
- Traffic Calming devices on Love Street.
- Concert at Tanyard Creek regarding traffic, make sure the traffic stays out of Sunset Acres.
- Traffic Calming Device item should be placed on the agenda for the next meeting.
- Cameras in the park – Manager stated the cameras are to assist Law Enforcement.

Commissioner Dowdell – None

Commissioner Edwards had the following concerns:

- Thanked Fire Chief Howard Smith for years of dedicated service to the City
- Thanked the Recreation Director
- Joe Ferolito will have a birthday party at the Ferolito Center on Sunday, March 3, 2013 from 1:00 p.m. to 4:00 p.m.

Mayor Sapp concerns:

- Thanked all the departments for keeping our streets/City clean and safe during our disaster
- The Public Works maintenance schedule is on the website
- Asked the Manager if the cleanup at Tanyard is in compliance with DEP regulations. The Manager stated we are in compliance with DEP regulations.
- Reminded everyone of the dedication ceremony on Thursday, February 28, 2013 at 4:30 at Tanyard Creek Park

Commissioner Dowdell made a motion to adjourn the meeting. Commissioner Edwards seconded the motion, the meeting was adjourned.

APPROVED:

\_\_\_\_\_  
Angela G. Sapp Mayor and Presiding  
Officer of the City Commission and of  
City of Quincy, Florida

ATTEST:

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

**City of Quincy  
City Commission  
Agenda Request**

Date of Meeting: March 12, 2013  
Date Submitted: March 7, 2013  
To: Honorable Mayor and Members of the Commission  
From: Jack L. McLean Jr., City Manager  
Gregory Taylor, Parks and Recreation Director  
Subject: Use of Traffic Rumble Strips for Tanyard Creek Park

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**Statement of Issue:**

On February 26, 2013, The Quincy City Commission directed staff to provide information regarding the viability of using Rumble Strips in Tanyard Creek Park. We offer the following information:

**Background:**

There are Transverse Rumble Strips that are commonly deployed as a tactic to warn drivers of a need to stop or reduce the speed of vehicles traveling on various areas or zones of increased concern for safety. The strips are used primarily as a driver "attention griper device" and could be effective when used in conjunction with children at play signs in the Park and it is believed that this combination could address the desires of the commission.

**Analysis:**

Estimate of the cost of the material to install the strips varies from between a low about \$200.00 to about \$1,000.00 depending on the type of material used and the nature of the application of the strips to the road surface.

**Options:**

1. Rumble Strips.
2. Speed Bumps.
3. No Action.

**Recommendations:**

None



CITY COMMISSION  
CITY HALL  
QUINCY, FLORIDA

REGULAR MEETING  
MARCH 12, 2013  
6:00 P.M.

The Quincy City Commission met in regular session Tuesday, March 12, 2013, with Mayor Pro-Tem Commissioner Dowdell presiding and the following present:

Mayor Commissioner Angela G. Sapp (absent)  
Commissioner Larry D. Edwards  
Commissioner Gerald A. Gay, III  
Commissioner Derrick D. Elias

Also Present:

City Manager Jack L. McLean Jr.  
City Attorney Larry K. White  
City Clerk Sylvia Hicks  
Police Chief Walt McNeil  
Acting Fire Chief Scott Haire  
Finance Director Theresa Moore  
Customer Service Director Ann Sherman  
Utilities Director Mike Wade  
Planning Director Bernard Piawah  
Account Control Analyst Catherine Robinson  
Information Technology Director John Thomas  
CRA Director Charles Hayes  
Executive Assistant to the City Manager, Cynthia Shingles  
Acting Human Resources Director Bessie Evans  
Public Works Director Willie Earl Banks, Sr.  
Code Enforcement  
Sergeant At Arms Glenn Sapp

Guest Present:

Gadsden County Board of Commissioner, Sherrie Taylor  
Gadsden County Board of Commissioner, Eric Hinson

**Call to Order:**

Mayor Pro-Tem Commissioner Dowdell called the meeting to order, followed by invocation (Lord's Prayer) and the Pledge of Allegiance.

Commissioner Edwards made a motion to excuse Mayor Sapp. Commissioner Elias seconded the motion. The ayes were unanimous.

**Approval of Agenda:**

Commissioner Elias made a motion to approve the agenda with the following: Commissioner Elias stated Under Discussion(s) the item should have read Traffic Calming Devices: Commissioner Gay seconded the motion. The ayes were unanimous.

**Approval of Minutes:**

Commissioner Gay made a motion to approve the February 26, 2013 regular meeting minutes with any corrections if necessary. Commissioner Edwards seconded the motion. The ayes were unanimous.

**Public Hearings, Ordinances, Resolutions and Proclamations:**

At a public hearing, Commissioner Edwards made a motion to read Ordinance No. 1050 (Traffic Infraction) by title only. Mayor Pro-Tem Commissioner Dowdell seconded the motion. Upon roll call by the Clerk, the ayes were Commissioner Edwards and Mayor Pro-Tem Commissioner Dowdell. The motion did not pass. There were no comments from the audience.

At a public hearing, Commissioner Elias made a motion to read Ordinance No. 1051 (Amending Chapter 10 Animals) by title only. Commissioner Gay seconded the motion. Upon roll call by the Clerk, the ayes were Commissioners Elias, Gay, Edwards, and Dowdell. The Clerk read the title as follows:

**AN ORDINANCE AMENDING CHAPTER 10 OF THE QUINCY CODE OF ORDINANCES TO ADD A NEW INTRODUCTORY LANGUAGE TO DEFINITIONS SECTION; TO NUMBER THE EXISTING DEFINITIONS 1 THROUGH 18 AND TO ADD NEW DEFINITIONS NUMBERED 19 THROUGH 24; TO ADD SECTION 10-5.5 ESTABLISHING REQUIREMENT FOR THE PROPER REMOVAL AND DISPOSAL OF ANIMAL WASTE IN THE CITY OF QUINCY; TO PRESCRIBE PENALTIES FOR FAILURE TO COMPLY; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR CODIFICATION AND PROVIDING AN EFFECTIVE DATE.**

There were no comments from the audience. Commissioner Elias made a motion to approve Ordinance No. 1051 on first reading. Commissioner Edwards seconded the motion. Commissioner Elias asked what mechanisms are in place for enforcement. City Manager McLean stated Code Enforcement and the Police Department are the enforcing agents as described in the ordinance. Upon roll call by the Clerk, the ayes were Commissioners Elias, Gay, Edwards, and Dowdell. The ayes were unanimous.

Mayor Pro-Tem Dowdell read the following Proclamation Military Family and Community Covenant Day

**CITY OF QUINCY, FLORIDA  
PROCLAIMS APRIL 17, 2013 AS  
MILITARY FAMILY AND COMMUNITY COVENANT DAY**

WHEREAS, for more than 230 years, individuals from all walks of life have taken up arms and sworn an oath to support and defend the principles upon which our country was founded; and

WHEREAS, whether serving at home or abroad, Florida's active duty reserve and National Guard military and civil servants, protect our homeland, respond to national disasters, assist humanitarian emergencies and protect against all threats foreign and domestic; and

WHEREAS, created in 2008, the United States Army Community Covenant program was designed to foster and sustain effective state and community partnerships with all of the armed services, improving the quality of life for service men and women and their families; and;

WHEREAS, the State of Florida has conducted a state-wide community covenant signing ceremony; and

WHEREAS, community support is essential to the readiness of the military and contributes to strengthening the resilience of U.S. military personnel; and

WHEREAS, Americans recognize that military personnel and their families make considerable sacrifices as they defend the Nation, as multiple long deployments, frequent moves, and visible/invisible wounds of war are a few of the unique stresses military families face; and

WHEREAS, today, Floridians support service members, veterans, and their families by stepping forward to help mitigate stresses associated with military life while also striving to inspire their fellow Americans to continue to recognize and support military and veteran families in their communities.

NOW, THEREFORE, BE IT RESOLVED that the City of Quincy hereby proclaims April 17, 2013 as

**MILITARY FAMILY AND COMMUNITY COVENANT DAY**

and hereby express their unwavering support and admiration to all current and former military personnel for their true and faithful service and further recognize the tremendous sacrifices of their families.

BE IT FURTHER RESOLVED that the City of Quincy, Florida through the Florida Military Family and Community Covenant and Operation Strong Families, accepts the call to action to support and honor all service members, veterans and their families, past and present.

DULY ADOPTED AND PROCLAIMED this 12<sup>th</sup> day of March 2013.

Mayor Pro-Tem Dowdell asked all the Veterans in the Audience to stand and introduce themselves.

**Presentation(s):**

**Citizens to be Heard:**

Bishop Sylvester Robinson of St. Mark Primitive Baptist Church came before the Commission to request that they approve the funding for the Quincy Shuttle. He conveyed to the Commission three (3) points: **1) Transportation 2) Education 3) Economic Development.** He stated without some kind of transit system, there is no economic growth and no one can get around to spend any money. He also stated the churches can get involved in assisting with transportation.

Mr. Arnold Hankerson of 209 South Love Street came before the Commission to inform them that no one had contacted him to discuss his utility bill. Ms. Sherman stated that she had spoken with Mr. Jones to do an energy audit on Mr. Hankerson's house and informed him that it is urgent. She also stated that she had a wrong number of Mr. Hankerson. Ms. Sherman informed the Commission that she had removed the penalties from his bill. The Manager stated that he would meet with Mr. Hankerson at 9:00 a.m., Wednesday, March 13, 2013. Commissioner Edwards asked just what will the audit show. Ms. Sherman stated it will show the following: type of heat used, gas malfunctions, water leakage, bad meter and will show if the City needs to correct something on our side. Commissioner Gay stated the bill seems to be excessively high and asked if his old meter could be tested. Commissioner Elias stated this should not take two (2) weeks.

Ms. Vivian Howard of 805 South Virginia Street came before the Commission to discuss Traffic Infraction Detectors. The Manager apologized to Ms. Howard regarding a phone call he stated that Ms. Howard had not made to him, he stated that he checked his messages at the office phone but in reality Ms. Howard had called his cell phone, therefore he publicly apologized.

Ms. Denise Pouncey Hannah of 714 North 9<sup>th</sup> Street came before the Commission to ask if the street sweeper is working because it had not been on her street in three weeks. Ms. Hannah asked the City for a records request in January and had not received the documents. She stated she spoke with the Finance Director to make sure she understood exactly what she was looking for on a particular line item. The document she received was not what she requested. Ms. Hannah's request was that two Commissioners went on a trip. The Manager stated that Commissioner Dowdell went to Orlando for a Florida League of Cities Conference and the Mayor went to Washington, D.C. for an Inaugural Meeting and was she received \$500.00 for expenses. Commissioner Elias stated that we adopted a policy that all travel must come before the Commission for approval. Commissioner Edwards stated that he thought it was for employees but we should have a policy. Mayor Pro-Tem Dowdell stated that he refuse to announce that he will be out of town because his house was broken in. The Clerk was asked to pull the minutes regarding the approval of travel.

## **Consent Agenda:**

### **Discussion(s):**

#### *Rehearing of the Request to Fund the Big Bend Quincy In-Town Bus Shuttle*

Ms. Sherrie Taylor of 217 West Clark Street came before the Commission to urge them to support funding for the Quincy Shuttle. Ms. Taylor thanked the Commission for giving her the opportunity to speak to them and stated this is a positive move, the County voted at their last meeting to approve the funding. Ms. Taylor also had several supporters of the Quincy Shuttle in the audience. She reported to the Commission that the Gadsden County Board of County Commission approved a motion to support the funding in the amount of \$36,000. She stated the importance of transportation and it will never be self supportive because it serves the handicap and disadvantage. Mayor Pro-Tem Dowdell stated he and the Manager met with the Director of Transportation for the Gadsden County School Board and several options were discussed: such as the City purchase of a bus from the School Board and the School Board contracting with the City to provide the service. Commissioner Elias asked the Manager where the funds were coming from, he replied from the repayment from CRA. Commissioner Elias stated he would support it for one more time and to make sure we come up with something that is more viable. Commissioner Edwards stated one of his constituents said that the shuttle bus is his only means of transportation to the doctor, grocery store, and etc. Commissioner Gay stated we can purchase a bus and a driver if the City and County pooled the \$36,000; and the City needs to be financially responsible. Commissioner Edwards made a motion to approve the request to fund the Quincy Shuttle for one (1) year from April 2013 until March 2014 in the amount of \$36,000. Commissioner Elias seconded the motion. The ayes were Commissioners Elias, Edwards, and Dowdell. Nay was Commissioner Gay. The motion carried.

#### *Speed Calming Devices at Tanyard Creek Park*

Commissioner Elias made a motion to approve installing speed calming devices (speed humps) in Tanyard Creek Park. Commissioner Gay seconded the motion. The ayes were Commissioner Elias and Gay. Nays were Commissioners Edwards and Dowdell. The motion ended in a two – two vote (died).

#### *Amendment to the Code to require utility connection for inhabitant structures*

Bernard Piawah, Director of Building and Planning presented to the Commission draft language to clarify the City's code that will facilitate the enforcement of situations where a structure is occupied that does not have utilities. The language reads as follows: A person should not occupy, as owner-occupant, or permit another person to occupy any structure or premise that does not comply with this section. The water supply system shall be installed and maintained to provide a supply of water to plumbing fixtures, toilet, devices and appurtenances in sufficient volume and at pressures adequate to enable the fixtures to function properly, safely and free from

defects, leaks and in order to ensure that structures are safe, sanitary and fit for human occupation and use. A dwelling must have running water in order to be live in. Commissioner Edwards made the motion to direct staff to advertise the proposed ordinance. Commissioner Gay seconded the motion. The ayes were unanimous.

#### *Purchasing Card Policy Amendment - Section 7*

City Manager McLean reported to the Commission that based on review of activity on the purchasing card since June 12, 2012, Staff noted that innocent/non-intentional violation of Section 7 would lead to employment termination. Section 7 allows an employee who spends \$40.00 or less on a disallowed item to reimburse the City and receive a written reprimand. If the \$40.00 limit is exceeded, the employee must be discharged even though the use of the card for the disallowed item may be inadvertent, unwittingly or unintentional. City Manager McLean stated he brought the policy back to the Commission because it was too stringent and hurt innocent employees thus provided the following changes: 1<sup>st</sup> occurrence of misuse or abuse – written reprimand, 2<sup>nd</sup> occurrence of misuse or abuse – suspension without pay, and 3<sup>rd</sup> occurrence of misuse or abuse – dismissal or forfeiture of office. Commissioner Elias made a motion to leave the policy as it. Commissioner Gay seconded the motion. Commissioner Gay stated if the person self reports the incident immediately and repay the funds, he did not have a problem with the change. The ayes were Commissioners Elias. Nays were Commissioners Gay, Edwards, and Dowdell. The motion did not carry. The Manager stated he would bring the item back to the Commission.

#### **Reports(s)/Information:**

- a. Code Compliance Case Report – Commissioner Gay stated he did not agree with the justification/narrative regarding the house without utilities.
- b. 2012 Power Outage Report – No comments

#### **City Manager's Report(s):**

City Manager McLean thanked the Citizens for participating in the following projects: Round-up and Project Help.

City Manager McLean informed the Commission that the new utility bills will be out soon.

City Manager McLean reported that Instant Alert is up and running and it is important that we update everyone's information i.e. telephone numbers, email address and mailing address.

#### **City Attorney Report(s):**

City Attorney White reported to the Commission that after researching the legality of withdrawing the RFP for Auditing Services, he found that appropriate to withdraw the RFP. Commissioner Gay asked at what point could we put the bid out. The Finance

Director stated at the end of the auditing process. Commissioner Elias said make sure you all do not drop the ball on the RFP, saying he was tired of TCBA Watson Rice.

**Commissioner Concerns:**

Commissioner Elias had the following concerns;

- The back side of Sunnyvale needs to be cleaned up
- Stripping on Martin Luther King Jr. Blvd. near the complex needs to be stripped
- Commissioner Dowdell stated there are also pot holes on MLK at the complex
- G. F. & A Drive on US 90 to Love Street needs to be cleaned up
- Asked if the deposit from the concert had been deposited into a separate bank account. The Finance Director replied, no, we have to set up a separate account.
- Commissioner Elias stated he remembered that all travel by the Commissioners must be approved. The Clerk will search the minutes and report back.

Commissioner Gay – None

Commissioner Edwards concerns:

- Asked Mr. Banks if he had taken care of the issue of the trash in the street off Santa Clara
- Commissioner Edwards made a motion to table the red light camera item until the legislature makes a decision. Commissioner Elias seconded the motion. The ayes were unanimous.

Mayor Pro-Tem Dowdell concerns:

- Advised the City Manager that he would coordinate a meeting with Mr. Owen Calloway on his utility bill and Mr. Doug Harris regarding the ditch.

Commissioner Dowdell made a motion to adjourn the meeting. Commissioner Edwards seconded the motion, the meeting was adjourned.

APPROVED:

\_\_\_\_\_  
Angela G. Sapp Mayor and Presiding  
Officer of the City Commission and of  
City of Quincy, Florida

ATTEST:

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

CITY COMMISSION  
CITY HALL  
QUINCY, FLORIDA

REGULAR MEETING  
MARCH 26, 2013  
6:00 P.M.

The Quincy City Commission met in regular session Tuesday, March 26, 2013, with Mayor Commissioner Angela G. Sapp presiding and the following present:

Commissioner Keith A. Dowdell  
Commissioner Larry D. Edwards (absent)  
Commissioner Gerald A. Gay, III  
Commissioner Derrick D. Elias

**Also Present:**

City Manager Jack L. McLean Jr.  
City Attorney Larry K. White  
City Clerk Sylvia Hicks  
Police Chief Walt McNeil  
Acting Fire Chief Scott Haire  
Finance Director Theresa Moore  
Customer Service Director Ann Sherman  
Utilities Director Mike Wade  
Planning Director Bernard Piawah  
Account Control Analyst Catherine Robinson  
Accountant III Yvette McCullough  
Information Technology Director John Thomas  
CRA Director Charles Hayes  
Executive Assistant to the City Manager, Cynthia Shingles  
Acting Human Resources Director Bessie Evans  
Public Works Director Willie Earl Banks, Sr.  
Parks and Recreation Director Greg Taylor  
Fire Captain Curtis Bridges Sr.  
Police Lt. Eric Howell  
Police Officer Curtis Bridges Jr.  
Police Officer Greg Horne  
Police Officer Vincent Rich  
Police Officer Evan Brezovsky  
Sergeant At Arms Glenn Sapp

**Call to Order:**

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

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



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

**Approval of Agenda:**

Commissioner Elias made a motion to approve the agenda with the following: Commissioner Elias stated Under Discussion(s): add Traffic Calming Devices: Commissioner Gay seconded the motion. The ayes were unanimous.

**Approval of Minutes:**

Commissioner Gay made a motion to approve the March 12, 2013 regular meeting minutes with any corrections if necessary. Commissioner Elias seconded the motion. Commissioner Gay stated that he did not say that the City should be financially responsible on page five of the minutes. The ayes were unanimous.

**Commissioner Dowdell entered the meeting.**

**Public Hearings, Ordinances, Resolutions and Proclamations:**

Mayor Sapp read and presented the following proclamation to Mr. Anthony A. Powell one of the founders of the Gadsden County Black Heritage, Culture, and Education Organization.

Proclamation  
Honoring  
Gadsden County Black Heritage, Culture, and Education Organization

**Whereas**, during Black History Month, we celebrate the many achievements and contributions made by African Americans to our economic, cultural, spiritual, and political development; and

**Whereas**, in 1976, as part of the nation's bicentennial, Black History Week was expanded and became established as Black History Month; and

**Whereas**, the Gadsden County Black Heritage, Culture and Education Organization was established in 1982; and

**Whereas**, the Gadsden County Black Heritage, Culture and Education Organization parade and festival is held on the last Saturday in February; and

**Whereas**, the Gadsden County Black Heritage, Culture and Education Organization is a county wide affair that began with the involvement of local governments, civic organizations, and churches to keep African American History alive; and

**Whereas**, the said organization recognizes local heroes, both young and old and not just African Americans all are welcome; and

**Whereas**, the Gadsden County Black Heritage, Culture and Education Organization is an educational organization that teaches Black History, since it is not taught in local public schools, the organization purchases books for the library, sponsors brain brawls, sponsors gospel-fest; and

**Therefore** I, Angela G. Sapp, Mayor of the City of Quincy and City Commissioners, do hereby proclaim that the City of Quincy will support the efforts of the Gadsden County Black Heritage, Culture and Education Organization and thank the descendants of William A. "Buster" Powell, Jr. and Ella Dora Austin Powell, for their hard work in organizing the Annual event. This 26<sup>th</sup> day of March 2013.

At a public hearing, Commissioner Dowdell made a motion to read Ordinance No. 1051 (Amending Chapter 10 Animals) by title only. Commissioner Gay seconded the motion. Upon roll call by the Clerk, the ayes were Commissioners Dowdell, Elias, Gay, and Sapp. The Clerk read the title as follows:

**AN ORDINANCE AMENDING CHAPTER 10 OF THE QUINCY CODE OF ORDINANCES TO ADD A NEW INTRODUCTORY LANGUAGE TO DEFINITIONS SECTION; TO NUMBER THE EXISTING DEFINITIONS 1 THROUGH 18 AND TO ADD NEW DEFINITIONS NUMBERED 19 THROUGH 24; TO ADD SECTION 10-5.5 ESTABLISHING REQUIREMENT FOR THE PROPER REMOVAL AND DISPOSAL OF ANIMAL WASTE IN THE CITY OF QUINCY; TO PRESCRIBE PENALTIES FOR FAILURE TO COMPLY; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR CODIFICATION AND PROVIDING AN EFFECTIVE DATE.**

There were no comments from the audience. Commissioner Dowdell made a motion to approve Ordinance No. 1051 on second reading. Commissioner Gay seconded the motion. Upon roll call by the Clerk, the ayes were Commissioners Dowdell, Elias, Gay, and Sapp. The ayes were unanimous.

**Presentation(s):**

Chief McNeil announced that Officer Curtis Bridges Jr. was nominated and voted Police Officer of the Year by his peers.

**Citizens to be Heard:**

Ms. Denise P. Hannah of 714 South 9<sup>th</sup> Street came before the Commission and thanked them for taking care of the issue.

Ms. Hannah suggested that the funds we give the Community Action along with the federal dollars they receive could be earmarked to correct some deficiencies in homes found as a result of an energy audit.

**Discussion(s):**

*Purchasing Card Policy*

The Manager presented to the Commission the following addendum to the Purchasing Card Policy.

Types of Discipline

An employee/cardholder shall not make disallowable cost in any amount and when a violation occurs; the employee/cardholder will be discipline as follow:

- Misuse or Abuse less than or equal to \$40.00 – Reimbursement for the purchase of disallowed item and written reprimand for violation of City Policy. Cardholder will surrender card and no longer have privilege to use the card.
- Misuse or Abuse greater than \$40.00 – Reimbursement for purchase of disallowed item and termination.

An employee may avoid automatic termination for Misuse or Abuse greater than \$40.00 for one time only if:

- The employee self-report the violation immediately;
- The employee reports the violation report to the employee's supervisor and the Finance Department within 36 hours of the violation or within 36 hours of when the violation first becomes known to the employee; and
- The employee immediately reimburse the City at the time of the violation is self-reported.

Commissioner Gay made a motion to approve option one (1) – Approve changes to Section 7 Type of Discipline. Commissioner Dowdell seconded the motion, upon roll call by the Clerk the ayes were Commissioners Dowdell, Gay, and Sapp. Nay was Commissioner Elias. The motion carried. Mayor Sapp stated we all need to be more careful when using the card.

*Biosolids Dewatering Facility Bid Award*

Mike Wade Utilities Director is requesting approval and award of a bid, pending Florida Department of Environmental Protection (FDEP) approval, for a Biosolids Dewatering Facility at the Quincy Waste Water Treatment Plant. He reported that the bids were received and opened on March 6, 2013 at City Hall. Six submittals were opened with North Florida Construction, Inc from Clarksville, Florida submitting the low bid of \$498,138.00. Mr. Wade stated that funding for this project will be provided through a low interest construction loan from FDEP's state revolving loan fund. The total loan request is \$564,488.00 which includes design, construction, and services during construction cost plus contingencies at an annual interest rate of 1.25%. He stated the annual loan repayment amounts amortized over twenty years will be approximately \$36,981.00 per year. The Commission asked what is included in the contingencies. Mr. Wade stated a building was omitted and should have been added to cover the

dewatering facility, electrical work, geotechnical work, surveying, and site work. Commissioner Dowdell stated he don't want the contractor to come back with any change orders. Commissioner Gay made a motion to approve option 1: Authorize the award of bid pending FDEP approval and authorize the Manager to execute a loan agreement with FDEP in the amount of \$564,488.00 subject to review of terms by the City Attorney. Commissioner Elias seconded the motion. Upon roll call by the Clerk the ayes were: Commissioners Dowdell, Gay, Elias, and Sapp. The ayes were unanimous.

### ***Speed Calming Devices***

Commissioner Elias made a motion to install speed calming devices in Tanyard Creek Park. Commissioner Gay seconded the motion. He stated there were no signs in the park regarding speed or children at play. Upon roll call by the Clerk the ayes were Commissioners Elias and Gay. Nays were Commissioners Dowdell and Sapp. The motion did not carry.

### **Report(s)/Information:**

Audit Report – Finance Director reported to the Commission that by April 5<sup>th</sup> all of the pre-audit items would be sent to the Auditors. Ms. Geri LaZarre of TCBA Watson Rice LLP came and informed the Manager and Commissioner that the IT audit materials she presented to the Finance Department was for discussion purposes only and was not to be for the public and requested that it be removed from the internet and the public.

### ***Quincy Fire Department Monthly Report***

Acting Fire Chief Haire reported to the Commission that an error was on the response time it should have been 2.63 for the month of February.

### ***Financial Report/P-Card***

Commissioner Gay stated he noticed the overtime line item in the Fire Department and Police Department is out of line and how the Manager is going to manage the overtime in both departments. The Manager stated it is a staffing issue in the Fire Department due to injuries, and personnel being out on sick leave. The Manager indicated that we have hired a new firefighter and that should relieve some of the overtime. He stated in the Police Department it is an operational issue due to increased activities. Commissioner Gay stated he noticed that the professional line item in the City Attorney's budget is over the budgeted amount. The Attorney stated that this cost relates to the Eaton litigation and the trial is set of early April.

### **City Manager's Report(s):**

City Manager McLean reported to the Commission that the City is gearing up Get Going Gadsden and the cities would be competing against each other.

City Manager McLean informed the Commission of a meeting in Tallahassee regarding Historic Preservation funding and approximately twenty (20) employees and other

citizens attended. He thanked Ms. Regina Davis for writing the grant to renovate the "Old Post Office" Police Department.

City Manager McLean advised the citizens to listen to the instant alert before calling the City. He also stated there will be a form on our web page to fill out and we need to update our data base. Customer Service needs e-mail addresses, mailing addresses, and telephone numbers. Citizens will be given an option to opt out of being on the instant alert notice.

**City Attorney's Report(s):** None

**Commissioners' Report:**

Commissioner Elias asked the status of the All-Tech property. City Attorney White reported that it is in litigation.

Commissioner Elias asked if we had a policy that Waste Pro was no longer accepting cash at the landfill. The Manager stated he would have to check on that matter. Commissioner Elias asked if they were charging a \$5.00 minimum at the transfer station for one (1) bag of trash. The City Manager stated yes as a result of the budget that was passed.

Commissioner Elias asked if it would be more feasible for someone to opt in and will there an educational section with the instant alert. The Manager stated we only have about 60% of our account holders. We have had a few people to call us because they don't want us to send them an instant alert. We need 100% of the information on our account holders. He stated that point and pay is doing extremely well since we did the educational program. He asked can we target a certain neighborhood. The Manager replied yes.

Commissioner Gay asked what the next step on the code enforcement issue regarding utility hook-up. The Clerk stated it is being advertised and will have first reading at the next meeting. Commissioner Elias asked if the Code Enforcement still meet because his appointee informed him that he did not know the last time he attended a Code Enforcement Board meeting. The Manager stated they rarely meet, we use the Magistrate but we will be using them to review the code.

Commissioner Gay asked the Manager to give them a status report on the red light camera and internet cafés as to what is going on in the legislature.

Commissioner Gay reported that he received complaints from a vendor that the customer service he received from Finance was terrible when he called to ask about a payment we owe him. He stated we should treat everyone with respect. He also stated he had discussed this issue with the Manager back during the budgeting process with respect to Customer Service Department.

Commissioner Dowdell reported that there will be an old fashioned Easter egg hunt at the Complex on Sunday beginning at 3:00 p.m.

Mayor Sapp stated that it is the beginning of the month and the street sweeper should be in her district soon. The Manager stated that the sweeper takes a month to sweep the entire City.

Mayor Sapp reported that Superintendent Reginald James and the Gadsden County School will have a building dedication ceremony of the School District's Transportation Facilities in honor of Dr. Robert H. Bryant on Thursday, April 4, 2013 at 6:00 p.m. located at 720 South Stewart Street.

Commissioner Gay made a motion to adjourn the meeting. Commissioner Dowdell seconded the motion, the meeting was adjourned.

APPROVED:

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Angela G. Sapp Mayor and Presiding  
Officer of the City Commission and of  
City of Quincy, Florida

ATTEST:

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

**CITY OF QUINCY  
CITY COMMISSION  
AGENDA REQUEST**

Date of Meeting: May 14, 2013

Date Submitted: May 7, 2013

T0: Honorable Mayor and Members of the City Commission

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

Subject: Request for Grant Funding for the preparation of a Master Plan for Quincy Main Street/Downtown

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**Statement of Issue:**

The City is seeking grant funding from the Division of Community Planning to fund a master plan for Downtown Quincy. The project will enable the City leverage of the \$10 million Quincy By-Pass which is currently under construction (to be completed next year). The Quincy By-Pass was funded by FDOT specifically to divert large trucks from the heart of Downtown Quincy. The By-Pass now enables truck traffic coming from State Road 12 to access U.S. 90 without interfering with pedestrian and automobile traffic within the Downtown north of U.S. 90. If the City does not create a master plan for the Downtown and implement it accordingly, the full economic benefit of the By-Pass to the people of Quincy may not be realized. Please see the attached letter to be sent to the Division of Community Planning requesting for a \$50,000.00 grant to fund the master plan.

**Recommendation:**

Staff recommends approval.

May 14, 2013

Mr. William B. Killingsworth  
Director, Division of Community Planning  
Division of Community Development/ Community Planning  
107 East Madison Street  
Caldwell Building, MSC 160  
Tallahassee, Florida 32399

Re: Request for Grant Funding for the preparation of a Master Plan for Quincy Main Street/Downtown

Dear Mr. Killingsworth:

The City of Quincy, Florida would like to request for grant funding from the Division of Community Development in order to complete some tasks that the City considers vital to the economic vitality of the City. The amount requested is \$50,000.00.

**Background:** Quincy, Florida, is a small City located about 20 miles west of Tallahassee, Florida capital. It encompasses 4,876 acres, approximately seven and one-half square miles. The City lies at about one mile south of Interstate 10, the major east-west highway that connects the eastern part of Florida with the western part of the United States. With a population of over 8,000 people, it is the largest city in Gadsden County and the County seat. The City is working diligently to promote development and redevelopment activities in order to foster job creation and improve the economic status of its citizens. To this end, the City engaged in various initiatives including the Main Street program, the designation of a Community Redevelopment area (which includes the Main Street/Downtown), and the acquisition of land for a Business Park.

While the downturn in the economy hit the State of Florida very hard; it was especially brutal to small cities like Quincy leading to the loss of businesses including Quincy Printing House, one of the City's major employers. The City's Main Street/Downtown, which is at the heart of the Quincy Historic District, a tourist attraction, suffered the loss of businesses. Today, the City is trying to revive the Main Street and as well, attract businesses to the Downtown/Main Street, the Business Park and the rest of Quincy. However, it has been difficult to promote business location or relocation to the Quincy Downtown, particularly in the current highly



competitive economic environment, because there is no master plan in place that provides the blueprint for implementation and the ambiance to be achieved in the Downtown. The grant funding that the City is seeking will enable the City hire consultant services that will help address certain planning issues that have hindered the effective implementation of the comprehensive plan to achieve economic vitalization in Downtown Quincy.

**Statement of Planning Issue:** The Quincy Downtown lacks a distinctive appeal that separates it from the adjacent communities. This is because there is no formal master plan for the downtown that properly ties it to the historical residential district on the north, and to the other art, cultural, historical and park/recreational assets that exist in the vicinity of the Downtown in a manner that promotes pedestrian traffic between these assets, multimodal transportation alternatives (such as bikes), so as to generate the volume of pedestrian friendly traffic that will support economic development in the Downtown. While Objective 1.6 of the City's Comprehensive plan states that "the City shall encourage economic stability in the Downtown", the absence of a master development plan that: 1) creates a large enough Downtown footprint; and 2) creates a unifying theme and ambiance for the Downtown, makes the achievement of economic stability in the Downtown difficult.

**Products to be rendered:**

- 1) A conceptual drawing for the Downtown that includes the following features;
  - A clearly defined and identifiable footprint for the downtown that will provide for an economically viable Downtown;
  - A plan that creates a distinctive boundary and look for the Downtown;
  - A pedestrian plan that aesthetically links Downtown Quincy with the historic residential districts on the north in a manner that will enhance tourist attraction for our historic residential district;
  - A pedestrian plan that makes Downtown Quincy pedestrian friendly;
  - A pedestrian plan that properly links the Downtown with Tanyard Creek Park on the south in a recognizably distinctive and appealing manner; and
  - A bicycle path plan that links Downtown Quincy with Tanyard Creek Park and with the Quincy Havana Bike Trail on State Road 12.

Mr. William B. Killingsworth  
May 14, 2013  
Page Three

- 2) Identification of the measures to be undertaken to provide, if needed, greater parking opportunities, plazas, and open spaces within the footprint of the Downtown.
- 3) Identification of the infrastructure needed to support Downtown development and redevelopment.

**Project Duration:** It is anticipated that the project will be completed within one year.

**Amount Requested:** The City is requesting a sum of \$50,000.00.

**Project of Special Merit:** The City believes that this project should be considered as a project of special merit that deserves a funding amount of up to \$50,000.00. This is because the project will enable the City to leverage the \$10 million Quincy By-Pass which is currently under construction (to be completed next year). The Quincy By-Pass was funded by FDOT specifically to divert large trucks from the heart of Downtown Quincy, because over the years the large trucks created conflicts with pedestrian and other automobile users, polluted the Downtown with obnoxious fumes and hampered the economic vitality of the Downtown. The By-Pass now enables truck traffic coming from State Road 12 to access U.S. 90 without interfering with pedestrian and automobile traffic within the Downtown north of U.S. 90. If the City does not create a master plan for the Downtown the full economic benefit of the By-Pass to the people of Quincy may not be realized.

We appreciate your assistance. If you have any question regarding this request for funding, please call Bernard O. Piawah, Director, Building and Planning, at 850-618-0030, ext. 6677 or email him at [bpiawah@myquincy.net](mailto:bpiawah@myquincy.net).

Sincerely,

Jack L. McLean, Jr.  
City Manager

**City of Quincy  
City Commission  
Agenda Request**

Date of Meeting: May 14, 2013  
 Date of Submittal: May 9, 2013  
 To: Honorable Mayor and Members of the Commission  
 From: Jack L. McLean Jr., City Manager  
 Bessie Evans, Acting Human Resources & Risk Mgmt. Director  
 Subject: Report – “Independent Contractor”

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**Overview**

The chart below identifies all the City Contractors by Department, Name, Contract Date and Status. The contractors provide services which help support the overall operational objectives for the City.

**The City of Quincy – Independent Contractors**

	Name	ID#	DOC	ICA
<b>Utilities</b>				
	Cox, Marvin W.	C	2/11/2013	Month-To-Month
	Sadler, Nancy	C		
<b>IT</b>				
	Helms, Thomas	C	10/1/2012	Month-To-Month
	Johnson, Anthony	C	10/1/2012	Month-To-Month
	McGarl, Michael	C	7/6/2010	Month-To-Month
<b>Public Works</b>				
	Cox, Dylon	C		
	Moore, Colisha	C	2/4/13-5/30/13	
	Parks, Jerry	C	2/4/13-5/30/13	
	Russ, Leon	C	4/20/13-9/30/13	
	Stephens, Authur Lynn	C		
	Jackson, Derrick	C	4/23/2010	Month-To-Month
<b>Beautification Program</b>				
	Bowers, Nehemiah	C	Weekends	Student
	Neal, Travon	C	Weekends	Student
	Tobias, Edgar	C	Weekends	Student
	Woods, Torens	C	Weekends	Student

**Customer Service**

Campbell, Edmond G.	C	10/11/11-12/23/11
Patterson, David	C	4/23/12 - 8/31/13
Young, Deborah	C	2/8/12 - 8/31/12

**Human Resources**

Norwood, Shanita L.	C	2/11/2013	Month-To-Month
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**No Action Required.**

**City of Quincy  
City Commission  
Agenda Request**

Date of Meeting: May 14, 2013  
Date Submitted: May 9, 2013  
To: Honorable Mayor and Members of the Commission  
From: Jack L. McLean Jr., City Manager  
Ann Sherman, Director Customer Service  
Subject: Collections Status Report (January-March)

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**Statement of Issue:**

Below is the collection report for utilites.

**Status:**

Staff has generated reports which depict collections for the past three months, representing Cycle 1 and Cycle II from January through March 2013. These reports also summarize the window in which funds are collected in Customer Service. As the reports reflect, our collections are averaging 96.6%.

**Cycle II-Billed on 27<sup>th</sup> - Due on 7<sup>th</sup> - Cut-off on the 13<sup>th</sup>**

**Cycle I Billed on the 12<sup>th</sup> -Due on the 22<sup>nd</sup> - Cut-off on the 28<sup>th</sup>**

**December 2012 Billed Amount (January Collections)**

**Cycle II Billed----- \$540,582.86**

*Collected* ----- \$356,825.46 = 66% *Collected by due date*

*Collected*----- \$463,542.76 = 85%% *Collected by Cut-off date*

Collected----- \$503,800.26 = 93% Collected 10 days after Cut-off date

Collected----- \$519,917.01 = 96% Collected 20 days after Cut-off date

Collected-----\$525,506.67 = 97% Collected 30 days after Cut-off date

**Cycle I Billed** -----**\$1,258,531.66**

Collected -----\$778,088.83 = 61%% Collected by Due Date

Collected ----- \$982,264.80 = 78%Collected by Cut-off date

Collected ----- \$1,093,368.93 = 86%Collected10 days after Cut-off date

Collected ----- \$1,178,605.45 = 93% Collected 20 days after Cut-off date

Collected-----\$1,236,946.62 = 98% Collected 30 days after Cut-off date

**Total Billed** -----**\$1,799,114.52**

**Total Collected** -----**\$1,762,453.29**

**Total % Collected**-----**97%**

**January 2013 Billed Amount (February Collections)**

**Cycle II Billed** -----**\$592,345.69**

Collected -----\$342,192.90 = 57 % Collected by Due Date

Collected -----\$489,511.69 = 82% Collected by Cut-off Date

Collected ----- \$559,268.98 = 94% Collected 10days after Cut-off date

Collected ----- \$571.109.03 = 96% Collected 20 days after Cut-off date

Collected ----- \$580,810.67 = 98% 30 days after Cut-off date

**Cycle I Billed ----- \$1,299,948.97**

Collected ----- \$775,917.29 = 59% Collected by Due Date

Collected ----- \$994,794.86 = 76% Collected by Cut-off date

Collected ----- \$1,069,996.06 = 82% Collected 10days after Cut-off date

Collected ----- \$1,175,910.05 = 90% Collected 20 days after Cut-off date

Collected ----- \$1,265,850.78 = 97% Collected 30days after Cut-off date

**Total Billed ----- \$1,892,294.66**

**Total Collected ----- \$1,846,661.45**

**Total % Collected ----- 97%**

**February 2013 Billed Amount (March Collections)**

**Cycle II Billed ----- \$642,063.24**

Collected ----- \$381,689.35 = 59% Collected by due Date

Collected ----- \$535,993.16 = 83% Collected by due-off date

Collected ----- \$602,568.87 = 93% Collected 10days after cut-off date

Collected ----- \$612,924.89 = 95% Collected 20days after cut-off date

Collected ----- \$624,819.10 = 97% Collected 30days after cut-off date

***Cycle I Billed*** ————— **\$1,307,601.12**

*Collected* ----- \$830,610.36 = 63% *Collected by due date*

*Collected* ----- \$986,921.38 = 75% *Collected by cut-off date*

*Collected* ----- \$1,136,597.09 = 86% *Collected 10 days after cut-off date*

*Collected* ----- \$1,220,382.12 = 93% *Collected 20 days after cut-off date*

*Collected* ----- \$1,260,382.12 = 96% *Collected 30days after cut-off date*

***Total Billed*** ————— **\$1,949,664.36**

***Total Collected*** ————— **\$1,885,211.22**

***Total % Collected*** ————— **96%**



**CITY OF QUINCY  
CITY COMMISSION  
AGENDA REQUEST**

Date of Meeting: May 14, 2013

Date Submitted: May 7, 2013

To: Honorable Mayor and Members of the City Commission

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

Subject: **Quincy Bus Shuttle: Special Report on the implementation of a new Route, Schedule and Fare**

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**Statement of Issue:**

This report is intended to brief the Commissioners of the status of the Quincy Bus Shuttle with respect to the new route, schedule and fare. On May 1, 2013, Big Bend, Inc. began implementing a new route and schedule for the Quincy Bus shuttle. The schedule adds Gretna and Havana to the planned stops. As before, the shuttle will operate from Monday through Friday 7:30 A.M. to 2:30 P.M; however, it will make only three rounds per day instead of six rounds per day as previously operated. The reduction to three rounds per day is done in order to accommodate the addition of Gretna and Havana to the loop. The fare is now \$1.75 per one-way trip (previously \$2.50 per one-way trip); only exact change is accepted. The first planned pick up is at 7:30 A.M. in front of Gretna City Hall. (Please see the attached new schedule).

The City's staff will advertise and promote the shuttle so as to increase ridership. The Gadsden County Times has agreed to produce a press release about the shuttle. Similar assistance will be sought from the Havana Herald. In addition, the new schedule will be published in the Gadsden County Times and Havana Herald. The City's staff will also produce pamphlets about the shuttle and distribute them to churches at Gretna, Quincy and Havana and post them at strategic locations in these three cities.

## ATTACHMENT 1

### QUINCY BUS SHUTTLE SCHEDULE

#### THE SHUTTLE

Quincy/Gadsden Transit Service

(May 01, 2013)

Operates Monday through Friday 7:30 AM Until 2:30 PM

One-Way Fare, \$1.75 (exact fare is required- Driver carries no change)

#### Depart/Arrival Time

Depart BBT: 7:15AM

Gretna City Hall	07:30AM	10:03AM	12:25PM
Piggly Wiggly	07:40AM	10:10AM	12:35PM
Parkview Garden Apts.	07:42AM	10:12AM	12:37PM
Parkview Manor Apts.	07:44AM	10:14AM	12:39PM
M.L. King @ Pat Thomas	07:46AM	10:16AM	12:41PM
Library	07:48AM	10:18AM	12:43PM
Post Office	07:51AM	10:21AM	12:46PM
Wal-Mart	07:54AM	10:24AM	12:49PM
Pat Thomas @ M.L. King	07:57AM	10:27AM	12:50PM
Gadsden Vo. Tech.	08:00AM	10:30AM	12:52PM
Gadsden Arms Apts.	08:02AM	10:32AM	12:53PM
Monroe St @ Crawford St	08:05AM	10:33AM	12:54PM
W. Clark @ S. Adams	08:07AM	10:34AM	12:55PM
E.EFG&A@ S. Adams	08:09AM	10:35AM	12:56PM
E.EFG&A@ S. Love	08:11AM	10:36AM	12:57PM
B.K Roberts @ S. Love	08:13AM	10:37AM	12:58PM
B.K. Roberts @ S. Malcolm	08:15AM	10:38AM	12:59PM
S. Malcolm @ E. Jefferson	08:18AM	10:41AM	01:02PM
Social Security Office	08:21AM	10:44AM	01:05PM
Strong Road @ E. Jefferson	08:23AM	10:46AM	01:07PM
Greenwood Terrace Apts.	08:25AM	10:47AM	01:08PM
River Chase Care Ctr.	08:26AM	10:48AM	01:10PM
Crossroad Academy	08:28AM	10:50AM	01:12PM
Triple Oak/ Gambro Health	08:30AM	10:51AM	01:13PM
Green Meadows Apts.	08:32AM	10:52AM	01:15PM
Senior Citizens Ctr.	08:34AM	10:54AM	01:17PM
Apalachee Ctr., Inc	08:36AM	10:55AM	01:19PM

<b>Gadsden Health Dept</b>	<b>08:38AM</b>	<b>10:57AM</b>	<b>01:21PM</b>
<b>Gad. Community Hospital</b>	<b>08:40AM</b>	<b>10:59AM</b>	<b>01:23PM</b>
<b>Havana City Hall</b>	<b>09:10AM</b>	<b>11:31AM</b>	<b>01:50PM</b>
<b>County Courthouse</b>	<b>09:40AM</b>	<b>12:01PM</b>	<b>02:17PM</b>
<b>City Hall</b>	<b>09:42AM</b>	<b>12:03PM</b>	<b>02:19PM</b>
<b>Dept. of Child &amp; Family</b>	<b>09:44AM</b>	<b>12:05PM</b>	<b>02:21PM</b>
<b>Family Dollar</b>	<b>09:46AM</b>	<b>12:07PM</b>	<b>02:23PM</b>
<b>Big Bend Workforce Ctr.</b>	<b>09:49AM</b>	<b>12:11PM</b>	<b>02:25PM</b>
<b>IGA</b>	<b>09:51AM</b>	<b>12:13PM</b>	<b>02:27PM</b>
<b>Quincy Plaza (Winn Dixie)</b>	<b>09:53AM</b>	<b>12:15PM</b>	<b>02:30PM</b>

**When safety permits, "The Shuttle" will also Pick-up/Drop-off at the nearside of most intersections.**

**For information call (850)627-9958**