

City of Quincy

City Hall

404 West Jefferson Street

Quincy, FL 32351

www.myquincy.net



Meeting Agenda

Tuesday, May 28, 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 28, 2013
6:00 PM
CITY HALL CHAMBERS**

Call to Order

Invocation

Pledge of Allegiance

Roll Call

Approval of Agenda

Approval of Minutes

1. Approval of Minutes of the 5/14/13 Regular Meeting.
(Sylvia Hicks, City Clerk)

Public Hearings, Ordinances and Resolutions

2. Resolution No. 1298-2013 to be Ratified
3. Resolution No. 1299-2013 Street Closing for Anti-Littering Campaign

Presentation(s)

4. Captain Stone's Retirement
5. Sestee Wilson, Seaboard Cemetery Revitalization

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

Consent Agenda

Discussion(s)

6. Resolution No. 1298-2013 Related to Certain State Roads
(Jack L. McLean Jr., City Manager, Earl Banks, Public Works Director)
7. Rehearing of Subscription to Florida Property Assessed Clean Energy Program Request
(Jack L. McLean Jr., City Manager; Bernard Piawah, Planning Director)

8. Small Scale Amendment and Zoning Change
(Jack L. McLean Jr., City Manager, Bernard Piawah, Planning Director)
9. Draft Ordinance to Amend Chapter 42, Article II: Fair Housing to add provisions addressing Landlord's Obligation
(Jack L. McLean Jr., City Manager, Bernard Piawah, Planning Director)
10. Traffic Calming Devices
(Jack L. McLean Jr., City Manager, Walt McNeil, Police Chief)
11. Car Show Policy
(Commission Discussion)
12. Commission Travel Policy
(Commission Discussion)
13. Appointment to Tourist Development Council
(Commission Discussion)

Report(s)/ Information

14. QFD Monthly Report
(Jack L. McLean Jr., City Manager, Scott Haire, Fire Chief)
15. Q-YEP Summer Youth Program Status Report
(Jack L. McLean Jr., City Manager, Bessie Evans, Interim Human Resource Director)

City Manager's Reports

City Attorney's Reports

Commissioners' Reports

Other

Adjournment

*Item Not in Agenda Book

CITY COMMISSION
CITY HALL
QUINCY, FLORIDA

REGULAR MEETING
May 14, 2013
6:00 P.M.

The Quincy City Commission met in regular session Tuesday, May 14, 2013, with Mayor Commissioner Dowdell presiding and the following present:

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

Also Present:

City Manager Jack L. McLean Jr.
City Attorney Larry K. White
City Clerk Sylvia Hicks
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
Acting Human Resources Director Bessie Evans
Sergeant At Arms Assistant Chief Glenn Sapp

Call to Order:

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

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

Approval of Agenda

Commissioner Edwards made a motion to approve the agenda. Commissioner Elias seconded the motion. The ayes were unanimous.

Approval of Minutes:

Commissioner Edwards made a motion to approve the minutes of the April 23, 2013 regular meeting with corrections if necessary. Commissioner Elias seconded the motion. The ayes were unanimous.

Commissioner Edwards made a motion to approve the minutes of the April 30, 2013 Canvassing Board meeting with corrections if necessary. Commissioner Elias seconded the motion. The ayes were unanimous.

Commissioner Edwards made a motion to approve the minutes of the May 3, 2013 Reorganization meeting with corrections if necessary. Commissioner Elias seconded the motion. The ayes were unanimous.

Public Hearings, Ordinances, Resolutions, and Proclamations:

Mayor Dowdell issued a Proclamation for Poppy Week.

Presentations: None

Citizens to be Heard:

Vivian Howard of 805 South Virginia Street came before the Commission and expressed concerns with Mayor Keith Dowdell's travel from last year and car show. She also stated that she would be taking her concerns to the Ethics Commission.

Mr. Steve Slade president of Florida Big Bend Chapter of the Police Benevolent Association (PBA) came before the Commission that an Unfair Labor Practice (ULP) has been filed against the City. Commissioner Elias asked the Attorney why it took so long for us to respond to PBA regarding the negotiations. Attorney White reported it was a misunderstanding.

Consent Agenda:**Discussion(s):**

Subscription to Florida Property Assessed clean Energy Program (PACE)

Mr. Piawah, Director of Building and Planning reported to the Commission that the program is a financing model that citizens to access capital to fund energy efficiency and energy renewable projects. He stated the PACE program offers 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. The funding is repaid in annual installments over a period of years through a special assessment collected on the annual property tax bill or utility bill. Ms. Johnnie Clark of North Stewart Street stated that she would love to use the program if the City approves it. Commissioner Edwards made a motion to table the item regarding Subscription to Florida Property Assessed Clean Energy Program (PACE), until the next

meeting. He wanted to see more research on the program. Commissioner Elias seconded the motion. The ayes were unanimous.

Memorandum of Agreement with Florida Department of Transportation & City of Quincy

Commissioner Edwards made a motion to approve the Memorandum of Agreement with FDOT for maintenance. Commissioner Elias seconded the motion. The ayes were unanimous.

Biosolids Contract Change Order

Commissioner Edwards made a motion to approve the Biosolids Contract Change Order that would save the City approximately \$17,000. Commissioner Elias seconded the motion. The ayes were unanimous.

Installation of Traffic Calming Devices at Tanyard Creek Park

The Commission agreed to table the Installation of the Traffic Calming Devices at Tanyard Creek Park. Commissioner Edwards said he did not intend to bring the program back up.

Request for Grant Funding for the preparation of Master Plan for Quincy Main Street

Mr. Piawah, Director of Building and Planning reported to the Commission that he would like to request approval of the Commission to seek 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. Mr. Piawah stated that the City's Comprehensive Plan states that "the City shall encourage economic stability in the Downtown." The absence of a master plan development hampers economic development. A master plan would: 1) create a large enough downtown footprint; and 2) create a unifying theme and ambiance for the Downtown. Commissioner Edwards made a motion to approve the grant request. Commissioner Brown seconded the motion. The ayes were Commissioners Brown, Edwards and Dowdell. Nay was Commissioner Elias. The motion carried.

Car Show Policy - The City Clerk presented to the Commission the minutes from February 2000 that stated that all for profit organizations will come before the City Commission for approval and all non-profit organizations would need to seek approval from the City Manager. The Clerk stated that this was under Mr. Banks' administration.

Code Codification Up-date – The City Clerk reported to the Commission that we should have our code codified and updated by the first meeting in June.

Commission Travel Policy – The City Clerk reported to the Commission that at the June 12, 2012 Commission meeting the Commission decided that P-Card should not be used for travel.

Report(s)/Information:

Independent Contractors

City Manager McLean presented to the Commission a listing of the independent contractors. Commissioner Edwards asked who are the people that maintain the Parks such as the football field. The Manager stated Public Works. Commissioner Elias asked if the list contains the name of all contractors that work for the City. The Manager replied. Yes.

Collection Status Report (January – March)

City Manager presented to the Commission the Utility Collection Report from January thru March and stated that our collections are averaging 96.6%

Quincy Bus Shuttle

Mr. Piawah, Director of Building and Planning reported to the Commission that the shuttle operates from Monday through Friday 7:30 A.M. to 2:30 P.M.; however, it will make only three (3) rounds per day instead of six (6) 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. He stated that City staff will advertise and promote the shuttle so as to increase ridership and the schedule will be published in both the Havana Herald and the Gadsden County Times.

Smart Grid Report

City Manager reported that the AMI portion is complete and we have not completed installing the gas and water meters. Commissioner Elias asked the Manager if we were paying benefits from the smart-grid funds. The Manager stated yes, we hired a Smart-Grid Analyst.

City Manager's Report(s):

City Manager McLean stated that Howard Smith has agreed to serve on the CRA Advisory Board. Commissioner Edwards made a motion to appoint Howard Smith to the CRA Advisory Board. Commissioner Elias seconded the motion. The ayes were unanimous.

City Manager McLean presented to the Commission a report of the City Parks Inspection report from the Park Ranger that included speeding through Tanyard Creek Park. It was noted that no speeding was observed while on duty.

City Manager McLean reported to the Commission that Public Works will replace approximately 60 to 70 stop signs as well as the regulatory signs around town.

City Manager McLean reported to the Commission that the City will begin an Anti-Littering Campaign on June 1st downtown; we want to keep our City clean and are asking for volunteers.

City Manager McLean announced that all car wash operators that have been operating without approval will have 45 days to come into compliance.

Commissioner Elias asked the City Manager if he would write a letter to Quincy Joist to let them know that we appreciate the business being here in Quincy and if they could remain open just as he did with Bank of America.

City Attorney's Report(s):

City Attorney White requested an Executive Session to discuss the Unfair Labor Practice (ULP) filed by the Police Benevolent Association.

The Commission agreed to hold the Executive Session Tuesday, May 21, 2013 at 6:30 p.m. after the Audit Workshop at 5:30 p.m.

Commissioners' Report(s):

Commissioner Elias told the Attorney that it did not sit well with him to have an ULP filed against us and he did not like the answer "it was just a misunderstanding." Commissioner Elias stated that negotiations don't have to be adversarial.

Commissioner Elias asked the City Manager the status of hiring a Fire Chief and the Human Resources Director. The Manager stated he will soon make his decision on the Fire Chief but he had not made a decision on the Human Resources Director.

Commissioner Elias requested the following items to be placed back on the agenda:

- 1) travel
- 2) Car Show
- 3) Traffic Calming Devices

Commissioner Elias asked the status of the red light camera devices. Commissioner Edwards stated it is dead.

Commissioner Edwards asked the status of the Police Department Grant. Police Chief McNeil stated we will have to wait until the next legislative session.

Commissioner Edwards thanked Commissioner Sapp for her service on the Board.

Commissioner Edwards welcomed Commissioner Brown to the Board.

Commissioner Edwards congratulated Mr. Southerland and his wife on their 54th Wedding Anniversary.

Commissioner Brown – None

Mayor Dowdell asked the Manager about paving of the following streets: North, Jackson and Martin Luther King Jr. Blvd. The Manager stated we will have to address the paving in the upcoming budget.

Mayor Dowdell stated that the Commission will have to make decision on major projects for the budget and will have to tell the Manager upfront what we are looking for, to have in the budget.

Commissioner Elias stated he would like to see a reduction in the budget.

Mayor Dowdell reminded the Commission of the continued CRA meeting scheduled for Thursday, May 16, 2013 at 6:30 p.m.

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

APPROVED:

Keith A Dowdell 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

Resolution No. 1298-2013

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

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

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

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

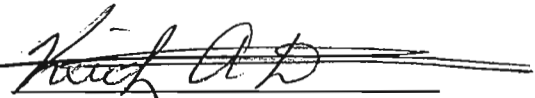
S.R. 12, County Section No. 50020, from S.R. 10 (U.S. 90) (M.P.0.000) to South of Quincy Creek ((M.P.0.973)

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

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

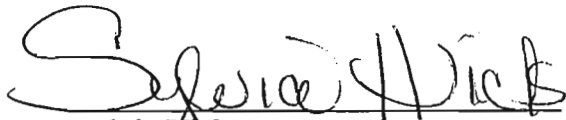
Whereas the City is of the Opinion that said highway facilities that contain roadside areas shall be setting forth the responsibilities of each party and set forth authorization for one (1) additional year. Adopted this 14th day of May 2013.

City of Quincy, Florida



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

ATTEST:



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

RESOLUTION No. 1299-2013

A RESOLUTION GRANTING THE REQUEST OF THE CITY OF QUINCY TEMPORARY ROAD CLOSING FOR THE 2013 ANTI- LITTERING CAMPAIGN EVENT

WHEREAS, The City of Quincy's Public Works Department has requested the closing of certain roads for its 2013 Anti-Littering Campaign Event to be held on Saturday, June 1st, 2013.

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

NOW THEREFORE BE IT RESOLVED by the City Commission of the City of Quincy, Florida, in lawful session assembled, that the city of Quincy does hereby authorize and permit the temporary closing of the following City Road; Washington Street between the intersections of North Adams Street and North Madison Street. This road closure will be from 12:00p.m. until 4:00p.m. on Saturday, June 1st, 2013 for its 2013 Anti-Littering Campaign Event.

PASSED in open session of the City Commission of the City of Quincy, Florida on the ____ day of _____, A.D., 2013

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

ATTEST:

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

THE CITY OF QUINCY POLICE DEPARTMENT

121 East Jefferson Street

Quincy, Florida 32351

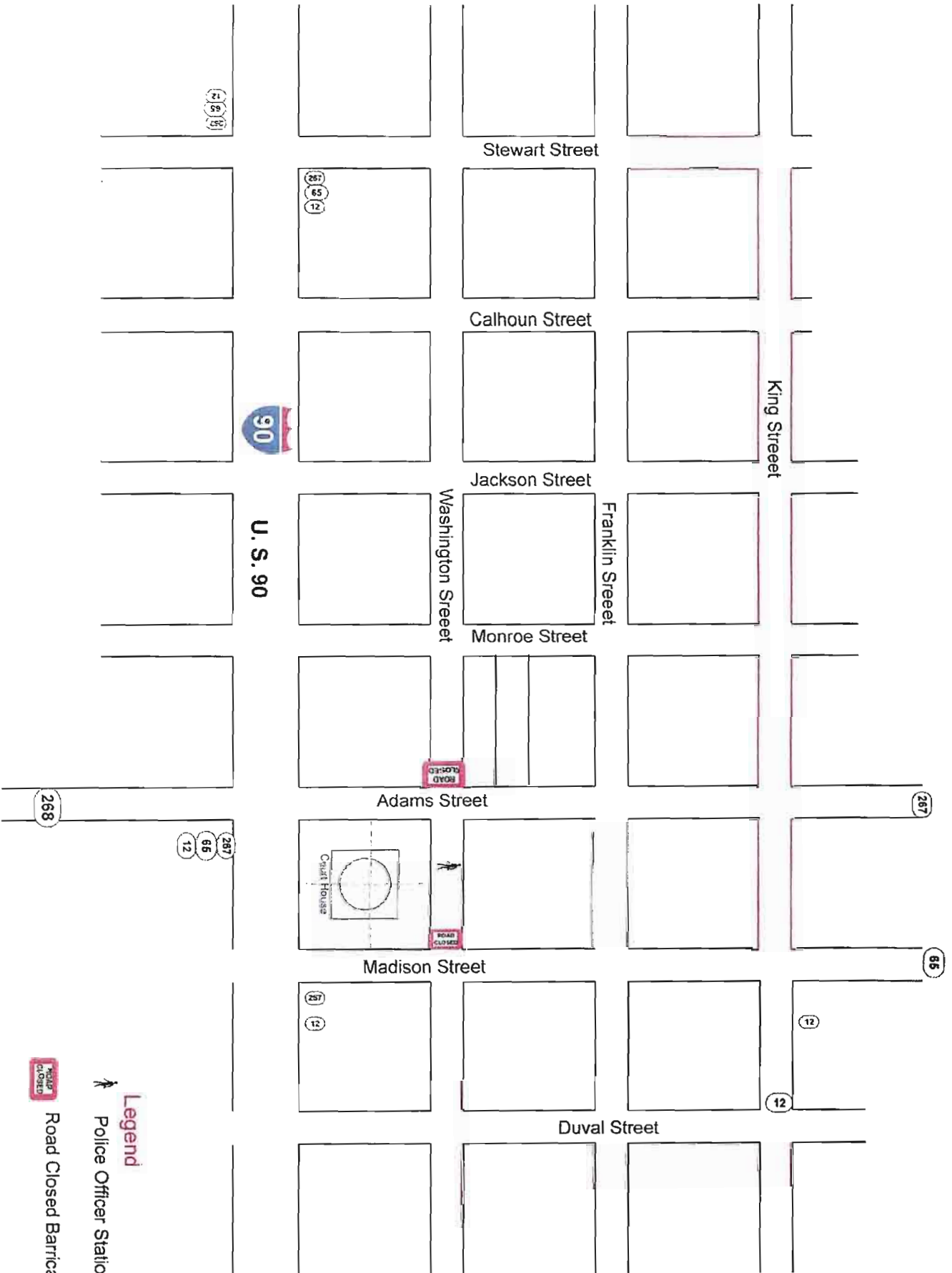
Phone: (850) 875-7335

Fax: (850) 627-3979

PARADE/EVENT PERMIT


NAME OF ORGANIZATION City of Quincy		PERSON IN CHARGE Willie Earl Banks		DATE 05/23/2013	
ADDRESS OF ORGANIZATION 404 W. Jefferson Street Quincy, Florida 32351				TELEPHONE NUMBER (850) 528-8905	
TITLE OF EVENT The Anti-Littering Campaign					
DATE OF EVENT: 06/01/2013	ALTERNATE DATE:	START TIME 12:00 P.M.	DURATION OF EVENT 4 hours	ENDING TIME 4:00 P.M.	
EVENT LOCATION OR PARADE ROUTE: (if Permit is for parade, attach map indicating route, starting point and ending point.) : Washington Street between the intersections of N. Madison Street and N. Adams Street					
SPECIAL CONDITIONS OR NEEDS: (Any applicable rental fees, clean up fees, Utility fees, or other services required must be approved by the City Manager prior to permit approval.)					
LIABILITY INSURANCE IN THE AMOUNT OF \$1000,000.00 LISTING THE CITY OF QUINCY AS AN ADDITIONAL INSURED, WITH A HOLD HARMLESS AGREEMENT, MUST BE OBTAINED AND ATTACHED TO PERMIT. Insurance and Agreement Attached: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>					
Parade / Event Permit: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <i>Asst. Chief Glenn App</i> <div style="text-align: right; margin-right: 100px;">Police Chief</div>					
Parade / Event Permit: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied _____ <div style="text-align: right; margin-right: 100px;">Mayor</div>					
FDOT Permit: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> N/A					
COMMENTS: _____					

2013 Anti-Littering Campaign Event



Legend

 Police Officer Stationed

 Road Closed Barricades

**City of Quincy
City Commission
Agenda Request**

Date of Meeting: May 28, 2013
Date Submitted: May 24, 2013
To: Honorable Mayor and Members of the Commission
From: Jack L. McLean Jr., City Manager
Willie Earl Banks, Public Works Director
Subject: Resolution No: 1298-2013 Related to Certain State Roads

Issue:

The City Commission approved on May 14, 2013, the Memorandum of Agreement (MOA) with Florida Department of Transportation for Public Works to maintain the state roads and authorized the Mayor to sign the MOA. However, the City Commission did not approve Resolution No. 1298-2013, which is required by the State.

Background:

This Memorandum of Agreement (MOA) between the City of Quincy and the Florida Department of Transportation was executed by Mayor Dowdell on May 14, 2013. The State required the City Commission to pass an accompanying resolution which authorized the execution of the MOA. Both documents needed to be submitted to the Florida Department of Transportation.

Analysis: The purpose of this agenda item is to ratify the Mayor's execution of the resolution. After the close of the City Commission meeting, the Clerk and the Public Works Director realized that Resolution No. 1298-2013 was not attached to the May 14, 2013 agenda for approval. It is Staff's recommendation that the City Commission ratify the Mayor's execution of the attached resolution, because his action was consistent with the City Commission's action authorizing the Mayor to execute the MOA.

Recommendation:

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

Attachments:

Attached is the May 14, 2013 Agenda Item

**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 1st 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) or Chad Williams at 1-888-638-0250, extension 1604 (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 _____

Surety _____ (SEAL)

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 1st day of July, 2012 and ending the 30th 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**

MEETING DATE: May 28, 2013

DATE SUBMITTED: May 22, 2013

TO: Honorable Mayor and Members of the City Commission

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

SUBJECT: Rehearing of Subscription to Florida Property Assessed
Clean Energy Program Request

Statement of Issue

This is a rehearing of the request for Subscription to the Florida Property Assessed Clean Energy Program (PACE). The agenda item for the PACE subscription request was presented to the Commission on May 14, 2013, during which the members voted to rehear the matter at the Commission meeting scheduled for May 28, 2013. The Commission also asked if someone from PACE could come to the meeting and make a brief presentation on the program. In response, the City's staff has invited Mr. Jonathan Schaefer, Program Manager, PACE Funding Agency, to make a brief presentation to the City Commission on the program. Some members also wanted to know what the PACE interest rate was compared to commercial banks. According to Mr. Schaefer, the PACE program offers a fixed interest rate of about 6.95 percent while Capital City Bank's online variable equity line of credit is 4.25 percent (the upper limit of the variable rate is not published). Attached to this memorandum is the original agenda item as presented at the meeting of May 14, 2013.

CITY OF QUINCY
CITY COMMISSION AGENDA REQUEST

MEETING DATE: May 14, 2013

DATE OF REQUEST: May 1, 2013

TO: Honorable Mayor and Members of the City Commission

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

SUBJECT: Subscription to Florida Property Assessed Clean Energy Program

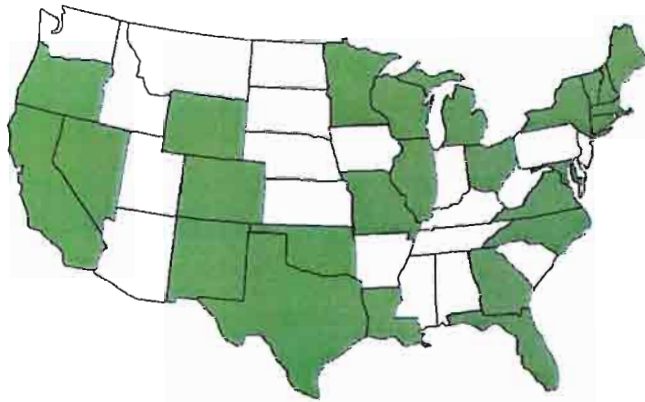
Statement of Issue

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

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. 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 resistance 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 28, 2013
Date Submitted: May 22, 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: Small Scale Amendment and Zoning Change

Statement of Issue:

This agenda item involves two requests: 1) to make small scale amendments to the Future Land Use Map (FLUM) of the City's comprehensive plan involving two parcel; and 2) to make zoning changes to those same parcels. The parcels are as follows:

Parcel A (0.146 acre): This is a privately initiated land use map change on a 0.146-acre parcel owned by Evans Properties LLC., (Parcel No. 3-12-2N-4W-0000-00313-2100) located near the intersection of Live Oak Street and Pat Thomas.

Request: 1) Change the FLUM from Medium Density Residential (MDR) to Commercial; and
2) Change the Zoning Classification from Residential-2 (R-2) to Commercial Heavy (C-2).

Parcel B (1.27 acres): This is a city initiated small scale land use map change on a 1.27-acre parcel owned by the city (Parcel No. 3-12-2N-4W-0000-00313-0200) located at the intersection of Live Oak Street and Pat Thomas PKWY (east of Parcel A above).

Request: 1) Change the FLUM from Medium Density Residential (MDR) to Commercial; and
2) Change the Zoning Classification from Residential-2 (R-2) to Commercial Heavy (C-2).

Reason for the Comprehensive Plan and Zoning Changes: The owner of Parcel A requested the amendment and zoning changes in order to facilitate the location of an office structure on the site. The current FLUM designation of MDR does not allow office use on the site. The City owns Parcel B and is requesting the change because the subject site is ideally suitable for commercial uses and compatible with the surrounding uses. (See Attachments for Location Maps).

Analysis of the Proposed Small Scale Future Land Use Map and Zoning Changes

- 1. Current FLUM and Zoning Designations:** Parcels A and B are currently designated Medium Density on the Future Land Use Map; and Residential-2 (R-2) on the Zoning Map. The two parcels are underdeveloped vacant lots.
- 2. Surrounding FLUM:** Parcel A is surrounded on the FLUM by Commercial on the north and MDR on the south, east (i.e., Parcel B above) and west. Parcel B is surrounded by MDR (Parcel A above) on the west, Commercial on the north and east, and MDR on the south.
- 3. Surrounding Zoning Designations:** Parcel A is surrounded by R-2 on the west, east (Parcel B) and south, and Commercial General (C-2) on the north. Parcel B is surrounded by R-2 on the west (i.e., Parcel A), C-2 and Industrial on the east, and C-2 on the south.
- 4. Existing Uses of the Property:** The two parcels are underdeveloped vacant well maintained lots.
- 5. Surrounding Use:** On the west of Parcel A is a residential unit, on the east and south is a vacant parcel (Parcel B above) and on the north is Super Value Distribution Center. On the north of Parcel B is Super Value Distribution Center, on the south is a warehouse, on the west is residential and on the east is a variety of uses (vacant building formerly used to make T-Shirts, warehousing, and churches).
- 6. Suitability and Compatibility of the Proposed Designations:** Parcels A and B are currently designated MDR. The subject parcels are at the intersection of Pat Thomas and a railroad track and ideally suitable for commercial uses. The proposed designation of Commercial is compatible with the surrounding land uses.
- 7. Reason for Requesting the Change:** The owner of Parcel A requested the amendment in order to facilitate the location of an office structure on the site. The current designation of MDR does not allow office use on the site. The City owns Parcel B and is requesting the change because the subject site (Parcel B) is ideally suitable for commercial uses. The location of these two parcels are the intersection of Live Oak Street and Pat Thomas makes them very attractive for commercial uses and gives them greater economic value. Furthermore, commercial designation is compatible with the surrounding land uses.
- 8. Consistency with the Comprehensive Plan and Development Regulation:** No potential inconsistency of the amendment with the City's comprehensive Plan and Development Code has been identified. The sites are not located in a floodplain, have no wetlands, no natural resources to protect.

9. **Comments from other Departments:** The various City Departments were notified of the amendments and zoning changes and they have not identified any issues with them.
10. **Notice to the Public:** The applications have been fully noticed. It was published in the paper and a notice of development review posted on the site. The adjacent property owners were informed in writing of the amendment. As of the date of this memorandum, the Building and Planning Department has not received any written or verbal objections from anyone to the proposed amendments and zoning changes.

PDRB RECOMMENDATION

On May 20, 2013, the PDRB heard: 1) the small scale amendment requests; and 2) the rezoning requests; and voted to approve the requests. Please see the attached minutes of the PDRB meeting of May 20, 2013.

OPTIONS:

- Option 1: Vote to approve the small scale amendment and zoning changes
- Option 2: Vote to deny the small scale amendment and zoning changes

STAFF RECOMMENDATION:

Option 1

Attachments:

- 1) Minutes of the PDRB Meeting
- 2) Draft adoption Ordinance for Future Land Use Map Changes
- 3) Draft adoption ordinance for Zoning Changes
- 4) Attachments Related to the FLUM and Zoning Changes:

For FLUM Changes:

- a) Map I-4: Future Land Use Map of the City's Comprehensive Plan showing general location of map change.
- b) Attachment 1 showing the specific parcels and their respective existing and proposed Future Land Use Map designations.

For Zoning Changes:

- a) City of Quincy Zoning Map showing the general location of the zoning changes
- b) Attachment 2 showing the specific parcels and their respective existing and proposed Zoning designations.

ATTACHMENT 1

PLANNING AND DEVELOPMENT

REGULAR MEETING

REVIEW BOARD (PDRB)

May 20, 2013

CITY HALL, QUINCY FL

6:00 P.M.

The Planning and Development Review Board (PDRB) met at City Hall in Quincy, Florida on May 20, 2013 at 6:00 P. M. and the following members were present.

Kimberly Williams

Denise Pouncey Hannah

Dan Hooker

Judy Ware

Alvin Young

Staff Present:

Larry White, City Attorney

Bernard Piawah, Building and Planning Director

Jeronda Gilcrease, Administrative Assistant

The meeting was called to order by the Acting chairman Alvin Young.

Denise Pouncey Hannah made a motion to approve the minutes with necessary corrections and Judy Ware seconded the motion; the ayes were unanimous.

New Business:

The PDRB deliberated on two items: 1) a request to change the Future Land Use Map designation of two parcels both located at the intersection of Live Oak Street and Pat Thomas from Medium Density Residential to Commercial and 2) a request to change the zoning classification of the same two parcels from Residential-2 (R-2) to Commercial Heavy (C-2).

Parcel A (0.146 acre): This is a privately initiated small scale amendment request by Evans Properties LLC., property owner, to change the Future Land Use Map designation of a 0.146-acre parcel (Parcel No. 3-12-2N-4W-0000-00313-2100) from Medium Density Residential (MDR) to Commercial; and 2) a separate request to change the zoning classification of the same property from Residential-2 (R-2) to Commercial Heavy (C-2).

Parcel B (1.27 acres): This is a city initiated small scale land use map change on a 1.27-acre parcel owned by the city (Parcel No. 3-12-2N-4W-0000-00313-0200) located at the intersection of Live Oak Street and Pat Thomas PKWY (east of Parcel A above) from Medium Density Residential (MDR) to Commercial; and 2) a separate request to change the zoning classification of the same property from Residential-2 (R-2) to Commercial Heavy (C-2).

Future Land Use Map Change:

Bernard Piawah, Planning Director, introduced the proposal to change the Future Land Use Map designation of a 0.146-acre parcel located at 1211 Live Oak Street. Mr. Maurice Evans, owner of the property spoke to the board about the request to change the FLUM designation and zoning classification of his property (Parcel A). Judy Ware made a motion to approve the proposal to change the Future Land Use Map designation for Parcel A from MDR to Commercial; Kimberly Williams seconded the motion; the ayes were Alvin Young, Kimberly Williams, Judy Ware and Denise Pouncey Hannah, nay was Dan Hooker. The motion carried.

Bernard Piawah, introduced the proposal from the City of Quincy to change the Future Land Use Map designation of a 1.27-acre parcel (Parcel B) located at the intersection of Live Oak Street and Pat Thomas Pkwy (adjacent to Parcel A above) from MDR to Commercial. Denise Pouncey Hannah made a motion to approve the proposal for Parcel B, Kimberly Williams seconded the motion. The ayes were unanimous.

Zoning Change:

Bernard Piawah explained to the board that the two parcels would now have to be approved for a zoning change as requested above. Kimberly Williams made a motion to approve the proposal to change the zoning of Parcel A from R-2 to C-2. Denise Pouncey Hannah seconded

the motion. The ayes were Kimberly Williams, Denise Pouncey Hannah, Judy Ware, and Alvin Young, and the nay was Dan Hooker. The motion carried.

Denise Pouncey Hannah made a motion to approve the proposal to change the zoning of Parcel B from R-2 to C-2; Kimberly Williams seconded the motion. The ayes were unanimous.

The meeting adjourned.

Chairman

Date

ATTACHMENT 2
Draft adoption Ordinance for Future Land Use Map Changes

ORDINANCE NO. -----

AN ORDINANCE AMENDING THE COMPREHENSIVE PLAN OF THE CITY OF QUINCY WHICH IS REFERENCED IN SECTION 46-9 OF THE QUINCY CODE OF ORDINANCES TO ADOPT A SMALL SCALE FUTURE LAND USE MAP AMENDMENT FOR TWO PARCELS LOCATED AT THE INTERSECTION OF LIVE OAK STREET AND PAT THOMAS PKWY (PARCEL A: 0.146 ACRE: PARCEL NUMBER 3-12-2N-4W-0000-00313-2100), and PARCEL B: 1.27 ACRES: PARCEL NUMBER 3-12-2N-4W-0000-00313-0200) FROM MEDIUM DENSITY RESIDENTIAL TO COMMERCIAL.

NOW THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF QUINCY, FLORIDA THAT THE CODE OF ORDINANCES, CITY OF QUINCY SECTION 46-9, COMPREHENSIVE PLAN, IS HEREBY ENACTED TO READ AS FOLLOWS:

SECTION 1. Purpose and Intent

This ordinance is enacted to carry out the purpose and intent of, and exercise the authority set out in the Local Comprehensive Planning and Land Development Act, Sections 163.3161 through 3215, Florida Statute.

SECTION 2. Title of Comprehensive Plan Amendment

This comprehensive plan amendment for the City of Quincy, Florida shall be entitled Small Scale Amendment to the Future Land Use Map designations for two parcels Parcel A: (0.146 acre: Parcel No. 3-12-2N-4W-0000-00313-2100), and Parcel B: (1.27 acres: Parcel No. 3-12-2N-4W-0000-00313-0200)

SECTION 3. Comprehensive Plan Amendment Adopted

The City of Quincy adopted small scale amendment to the Future Land Use Map of the City's comprehensive plan is as follows:

Parcel A: Involving 0.146 acre (Parcel No. 3-12-2N-4W-0000-00313-2100) located near the intersection of Live Oak Street and Pat Thomas changes from Medium Density Residential to Commercial (See Attachments 1 & 2 for location on the FLUM); and

Parcel B: Involving 1.27 acres (Parcel No. 3-12-2N-4W-0000-00313-0200) located at the intersection of Live Oak Street and Pat Thomas PKWY (east of

Parcel A above) changes from Medium Density Residential to Commercial (See Attachments 1 & 2 for location on the FLUM).

SECTION 4. Severability

If any portion of this ordinance is deemed by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then the remaining provisions and portions shall remain in full force and effect.

SECTION 5. Copy on File

A certified copy of the enacting Ordinance as well as certified copies of the City of Quincy Comprehensive Plan Amendment cited in Section 3 above shall be filed with the City Clerk of the City of Quincy.

SECTION 6. Effective Date

This Ordinance shall become effective upon the issuance of a final order by the state following a transmittal of the amendment to the state land planning agency, determining the adopted amendment to be in compliance, or when an administrative Commission issues a final order determining the adopted amendment to be in compliance.

INTRODUCED in open session of the City Commission of the City of Quincy, Florida, on this ___ day of _____, A.D. 2013.

PASSED in open session of the City Commission of the City of Quincy, Florida, on this ___ day of _____, A.D. 2013.

Keith A. Dowdell, 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

ATTACHMENT 3
Draft adoption ordinance for Zoning Changes

ORDINANCE NO. -----

AN ORDINANCE CHANGING THE ZONING CLASSIFICATION OF TWO PARCELS LOCATED AT THE INTERSECTION OF LIVE OAK STREET AND PAT THOMAS PKWY (PARCEL A: 0.146 ACRE: PARCEL NUMBER 3-12-2N-4W-0000-00313-2100), and PARCEL B: 1.27 ACRES: PARCEL NUMBER 3-12-2N-4W-0000-00313-0200) FROM RESIDENTIAL-2 (R-2) TO COMMERCIAL HEAVY (C-2).

NOW THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF QUINCY, FLORIDA

SECTION 1. That the zoning/land use classification of the following described land in the City of Quincy, Florida, to-wit:

Parcel Number: 3-12-2N-4W-0000-00313-2100:

OR 688 P 821 OR 606 P 744 OR 358 P 1354, OR 502 P 1893 COMM AT SWC OF LOT 47 OF ROBERT CITY AND RUN S 89 DEG 32 MIN 46 SEC E 220.40 FT, N 0 7 DEG 42 MIN 20 SEC E 211.68 FT, N 89 DEG 32 MIN 46 SEC W 62.30 FT TO BEGIN AND RUN N 89 DEG 32 MIN 46 SEC W 64 FT, N 00 DEG 40 MIN 45 SEC E 95.16 FT, S 89 DEG 58 MIN 15 SEC E 64 FT, S 00 DEG 40 MIN 45 SEC W 95.64 FT TO THE POB. IN SECTION 12-2N-4W;

which is now classified as Residential-2 (R-2) and the same is hereby changed to Commercial Heavy (C-2) on the City's Official Zoning Map; and

Parcel Number: 3-12-2N-4W-0000-00313-0200

OR 288 P 1052 BEGIN AT SWC OF LOT 47, RUN E 130 FT TO POB. N 70 FT., W 60 FT., N 100 FT., W 15 FT TO SEC OF LOT PREVIOUSLY DEEDED TO LYDA O FALLIS, N 30 FT., W 5 FT., N 100 FT TO N BNDRY LINE OF SAID LOT 47, E 250 FT TO NEC OF LOT 47, S 300 FT TO SEC OF SAID LOT 47, W 170 FT TO POB. LESS PART SOLD. IN SECTION 12-2N-4W;

which is now classified as Residential-2 (R-2) and the same is hereby changed to Commercial Heavy (C-2) on the City's Official Zoning Map.

SECTION 2. This ordinance shall take effect upon its passage and approval as provided by law.

INTRODUCED in open session of the City Commission of the City of Quincy, Florida, on this ___ day of ___, A.D. 2013.

PASSED in open session of the City Commission of the City of Quincy, Florida, on this ___ day of ___, A.D. 2013.

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

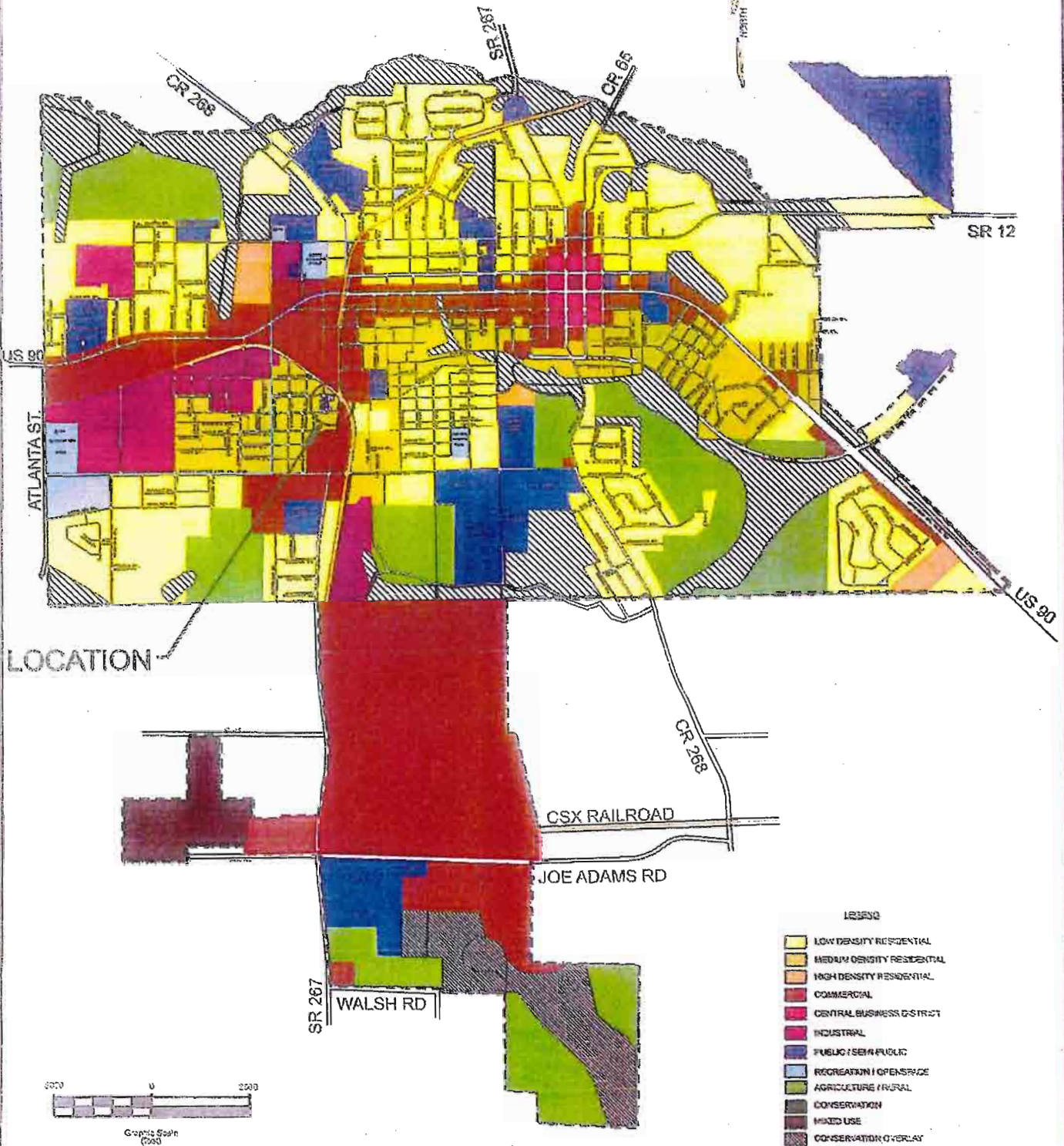
ATTEST:

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

ATTACHMENT 4

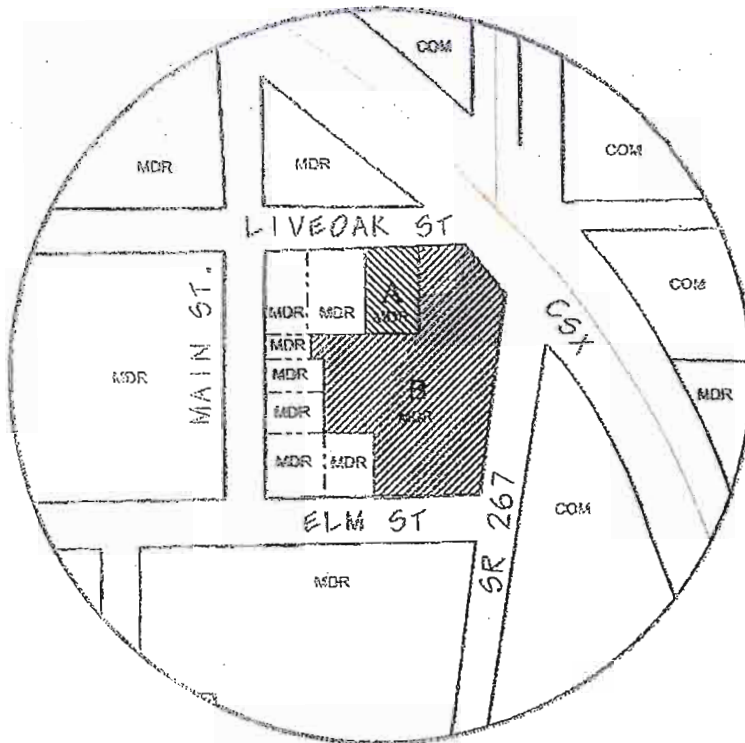
Map Attachments Related to the FLUM and Zoning Changes

City of Quincy

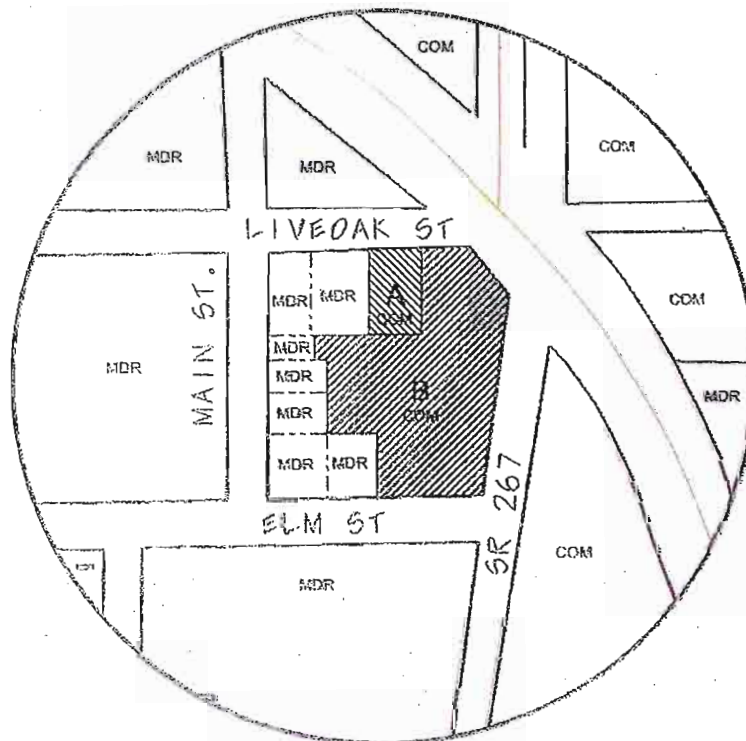


Map I-4: Future Land Use Map

ATTACHMENT 1 PROPOSED FLUM AMENDMENT

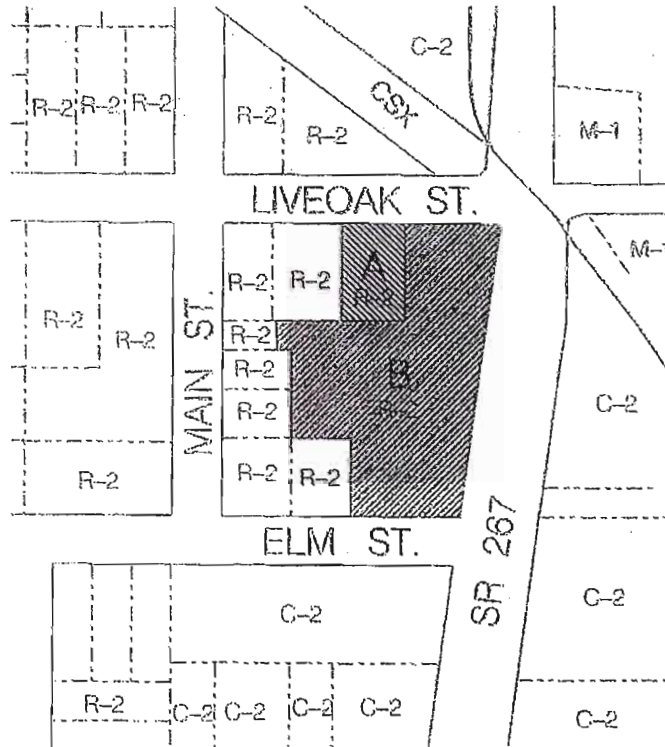


Existing Future Land Use - Medium Density Residential

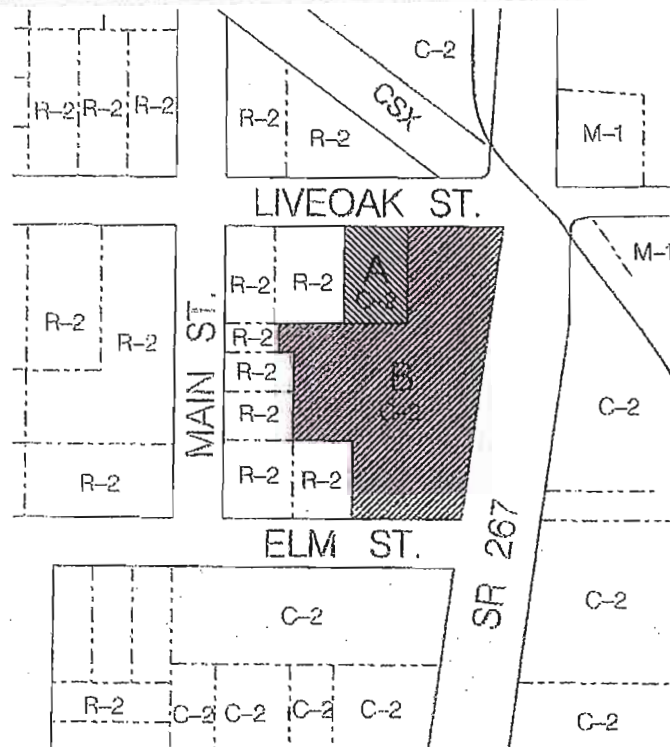


Proposed Future Land Use - Commercial

ATTACHMENT 2 PROPOSED ZONING MAP CHANGE



Existing Zoning Map - Residential-2 (R-2)



Proposed Zoning Map - Commercial General (C-2)

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

Date of Meeting: May 28, 2013

Date Submitted: May 24, 2013

To: Honorable Mayor and Members of the Commission

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

Subject: **Draft Ordinance to Amend Chapter 42, Article II:
Fair Housing, to add provisions addressing
Landlord's Obligation to Maintain Property**

Statement of Issue:

The City Commission has expressed concerns about rental properties not being properly maintained. While state law (Chapter 83-51) requires landlords to maintain their properties, similar provisions are not reflected in the City's code, thereby limiting the City's enforcement capability. To help address this situation, the City's staff is proposing to add to Chapter 42; Article II of the City's code, pertaining to fair housing, a new section that addresses landlord's obligation to maintain their property. Currently the City has 51 houses in the City that are identified as depilated, abandoned or condemned. Attached to this memorandum is a draft ordinance for your consideration. The proposed Ordinance has not been advertised in the newspaper.

Summary of the Proposed Ordinance

The proposed ordinance addresses key aspects of landlord's maintenance responsibilities: 1) exterior and interior structure, and 2) exterior property area.

Exterior and Interior of Property: Under the proposed ordinance, the landlord would be required to maintain the roofs, windows, screens, doors, floors, steps, porches, exterior walls, foundations and all other structural components in good repair and capable of resisting normal forces and loads and the plumbing in working condition. The exterior of a property shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare. The landlord shall also be required to maintain the interior of the building to ensure that it is in good repair, structurally sound and in a sanitary condition.

Exterior Property Area: With respect to the exterior property area, under the proposed ordinance, the landlord shall ensure that the premises are properly graded and maintained to prevent the erosion of soil and to prevent the accumulation of stagnant water; all sidewalks, walkways, stairs, driveways, parking spaces and similar areas are maintained free from hazardous conditions; all premises and exterior property are maintained free from weeds; all structures and exterior property are kept free from rodent harborage and infestation; exhaust vents do not discharge directly upon abutting or adjacent public or private property or that of another tenant; all accessory structures, including detached garages, fences and walls, are maintained; and no inoperative or unlicensed motor vehicles or vehicles in a state of disrepair are parked, kept or stored on any premises.

Conclusion: The City's staff believes that requiring landlords to maintain their property as prescribed by the proposed ordinance would help improve the condition of rental facilities in the City and avoid the City's housing stock for deteriorating to a non-livable state. In the absence of a clear authorizing legislation, it is difficult to carry out certain code enforcement actions that would improve the condition of property and promote the safety, health and welfare of the citizens of Quincy. The proposed ordinance would give the City the additional tool needed to protect the health and safety of citizens.

OPTIONS:

Option 1: Direct Staff to proceed with drafting the Ordinance and advertising it in the newspaper accordingly.

Option 2: Do not direct staff to proceed with drafting the Ordinance.

Staff Recommendation:

Option 1.

Attachment:

Draft Ordinance

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF QUINCY CHAPTER 42: ARTICLE II: FAIR HOUSING; TO ADD SECTION 42-36 TO ADDRESS LANDLORD'S OBLIGATION TO MAINTAIN PROPERTY AND PREMISES; REPEALLING ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR CODIFICATION AND PROVIDING AN EFFECTIVE DATE.

Chapter 42: Article II pertaining to fair housing is proposed to be revised to add the following new section:

Sec. 42-36 – Landlord's Obligation to Maintain Property and Premises.

(1) Exterior and Interior Structure: The landlord shall maintain the structures and exterior of the property at all times. The landlord shall maintain the roofs, windows, screens, doors, floors, steps, porches, exterior walls, foundations and all other structural components in good repair and capable of resisting normal forces and loads and the plumbing in working condition. The exterior of a property shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare. The interior of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition.

(2) Exterior Property Area; The landlord or owner of a property shall ensure that:

a) All premises are graded and maintained to prevent the erosion of soil and to prevent the accumulation of stagnant water thereon, or within any structure located thereon.

b) All sidewalks, walkways, stairs, driveways, parking spaces and similar areas are kept in a proper order of repair and maintained free from hazardous conditions.

c) All premises and exterior property are maintained free from weeds or plant growth in excess of eight (8) inches. All noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants vegetation, other than trees or shrubs provided; however,, this term shall not include cultivated flowers and gardens.

d) All structures and exterior property are kept free from rodent harborage and infestation. Where rodents are found, they shall be promptly exterminated by approved processes which will not be injurious to human health. After pest

elimination, proper precautions shall be taken to eliminate rodent harborage and prevent reinfestation.

e) Exhaust vents, i.e., pipes, ducts, conductors, fans or blowers do not discharge gases, steam, vapor, hot air, grease, smoke, odors or other gaseous or particulate wastes directly upon abutting or adjacent public or private property or that of another tenant.

f) All accessory structures, including detached garages, fences and walls, are maintained sound in good repair.

g) No inoperative or unlicensed motor vehicles are parked, kept or stored on any premises and no vehicle shall at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled. Painting of vehicles is prohibited unless conducted inside an approved spray booth.

Effective Date: This Ordinance shall be in full force and effect from and after its adoption and any publication as may be required by law.

INTRODUCED in open session of the City Commission of the City of Quincy, Florida on the ----- day of-----, A.D. 2013.

PASSED in open session of the City Commission of the City of Quincy, Florida on the --
--- day of -----, A.D. 2013

Keith Dowdell, 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 28, 2013

Date Submitted: May 20, 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

Statement of Issue:

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

Background:

During the May 14, 2013 City Commission meeting, the issue of the use of traffic calming devices was placed on the agenda for discussion and direction. However, the Commission decided to table the issue and give newly elected Commissioner Brown more time to review the issue.

The issue concerning the use of traffic calming devices was initiated on February 26, 2013, when 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 Commission and was not approved for use in Tanyard Creek Park.

Since the initial concern for traffic in Tanyard Creek Park, staff has installed traffic speed signs reducing the speed in the Park to 10 miles an hour, Installed children at play signs and closed the gates on the primary roadway into and out of the Park.

Staff respectfully brings this item back before the City Commission for direction as it relates to resolving any Tanyard Creek Park vehicle safety concerns.

Analysis:

The use of speed humps as traffic calming devices has been effectively used for a number of years in the City of Quincy. The use of speed humps or rumble strips will likely have the similar impacts on slowing down vehicles operating in Tanyard Creek Park. The estimates of the cost of the speed humps vary from as low as \$200.00 per installation to about \$1,000.00 per installation. Historically, speed humps have been installed in neighborhoods at a cost of about \$800.00 to \$1,000.00 per installation.

Options:

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

Recommendation:

None

**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

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:

Please 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 9th 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 McNeil 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

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 12th 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 9th 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: 1st occurrence of misuse or abuse – written reprimand, 2nd occurrence of misuse or abuse – suspension without pay, and 3rd 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 26th 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 9th 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 5th 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 b e 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:

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

QFD Monthly Activity Report
April 2013

	<u>2013</u>	<u>2012</u>
Total Fire Calls	97	203
City	81	154
County	16	49
Total Man Hours	73 hrs 12 mins	104 hrs 28 mins
City	28 hrs 37 mins	39 hrs 1 min
County	45 hrs 15 mins	64 hrs 10 mins
Type Fire Calls - City		
Structure	0	0
Vehicle	4	9
False Alarm	2	0
Hazard	2	0
Rescue	0	1
Wood & Grass	1	0
Other	8	11
Type Fire Calls - County		
Structure	4	5
Vehicle	3	4
False Alarm	0	2
Hazard	0	1
Rescue	0	1
Woods & Grass	1	6
Other	7	5
Fire Causes		
Accidental	5	8
Undetermined	2	5
Suspicious	1	0
Arson	0	0
Average Response Time		
City	2.83 mins	2.40 mins
County	5.85 mins	5.08 mins
Average Firefighters per Call		
City	1.5	1.85
County	2.07	2.36
Average Time Spent per Call		
City	5.20 mins	5.1 mins
County	22.50 mins	16.02 mins

QFD Monthly Activity Report
April 2013

	<u>2013</u>	<u>2012</u>
Responses Out of District	2	0
Mutual Aid Responses *	2	0
Deaths	0	0
Injuries	0	0
Fire Prevention Programs	0	1
Fire Safety Inspection	10	21
Fire Investigation	0	0
Plans Review	2	1
Training Man Hours	114 hrs	340 hrs
Hydrants Serviced/Painted	0	0
Utility Turn Ons	68	161
Smoke Detector Installs	0	0
* House fire 4/3/13 Third St Gretna		
Odor of gas 4/8/13 55 Ed Kenon Ln Midway		

**QFD Monthly District Fire Calls
April 2013**

District	<u>District</u>	<u>Location</u>	<u>Type of Incident</u>
District 1	4/2/2013 4/14/2013	1620 Pat Thomas Pkwy Atlanta & Jefferson St	Grass fire Vehicle accident with injuries
District 2	4/18/2013 4/24/2013	920 W Clark St 1107 W Jefferson St	Enforce code violation Dumpster fire
District 3	04/01/13 4/5/2013 4/15/2013 4/27/2013	221 Earnest St 121 Patton St Duval & Crawford St S Adams @ Collins St	False alarm Odor of gas Arcing powerline Vehicle accident no injuries
District 4	4/7/2013 4/11/2013 1/12/2013	251 E Washington St 20 N Stewart ST 20 N Stewart ST	Lock in BP check BP check
District 5	4/2/2013 4/6/2013 4/8/2013 4/16/2013 4/18/2013	64 N Cleveland St 911 Myrtle Ave 605 Franklin St 815 Hilcrest 64 N Cleveland St	Alarm system malfunction No incident found Vehicle fire Gas leak Alarm system malfunction

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

Date of Meeting: May 28, 2013
Date Submitted: May 22, 2013
To: Honorable Mayor and Members of the Commission
From: Jack L. McLean Jr., City Manager
Bessie Evans, Acting Director, Human Resource & Risk Mgmt.
Subject: Q-YEP Summer Youth Program (Status Report)

The City's youth employment program will begin on Monday, June 17, 2013. Many of the students will work six weeks (QYEP), and the students assigned to the code enforcement program & beautification project will be divided into two (2) groups and will work four (4) weeks each concurrently. Additionally, six (6) to eight (8) students will be employed in the Smart Grid Water Meter Replacement Program. Forty-five (45) students will be given the opportunity to work 20 hours each week at \$8.00 an hour.

Each year, the number of student applications continues to grow and this year, we received over 90 youth employment applications from the following schools.

Partnerships with Schools		
East Gadsden High	James Franks Middle	Tallavana Christian
West Gadsden High	Community Learning Center	Gadsden Technical Institute
Robert F. Munroe Day	Crossroad Academy	

The Counselors and Principals were very involved in facilitating the first phase of screening, based on the criteria set by the City Commissioners:

1. Verification of City residency.
2. Enrolled as a full-time student in 2012-2013.
3. Completed application that is signed by the candidate, parent or guardian.
4. Referral from a school faculty member on behalf of the student.

The following events have been scheduled and/or completed since April

1. First-Phase – schools screen all students based on City Commissioners' criteria.
2. Interview Invitation –selected candidates will be mailed an invitation to come interview on the Youth Career Job Fair Day. All Invitations will be mailed by May 24, 2013.

3. Second Phase – Youth Career Job Fair Day - Interviewing by Department Directors

Date: May 31, 2013
Place: Ferolito Recreation Center
Time: 3:30PM – 5:30PM

4. Final Phase – after the job interview, final candidates will be sent an offer letter, identifying the job assignment and start date of work.

All City programs will start on June 17, 2013.

- I. Code Enforcement and Beautification Project (20 students)
 - a. Youth workers were identified and chosen by each Commissioner (4 in each district)
 - b. Two separate groups will be hired for four-week periods. Group I begins June 17, 2013. Group II begins July 15, 2013.
- II. Quincy Youth Employment Program (15 students)
 - a. Prior to selection, Q-YEP applicants were evaluated according to the criteria set by the City Commissioners.
 - b. Interviews – Youth Career Job Fair
 - c. Program begins – June 17, 2013 for six weeks.
- III. Smart Grid Water Meter Replacement Program
 - a. The students will be selected from the applicant-pool of 90 student who applied for the Q-YEP program
 - b. Interviews – Youth Career Job Fair
 - c. Program begins – June 17, 2013 for six weeks.
- IV. Gadsden County BOCC Summer Youth Training Program (10 - 15)
 - a. Six-week program for participants between the ages of 14 to 18. The City of Quincy will be allowed to select (10-15) applicants who will be placed in positions within City government.
 - b. BOCC had a total of over 250 students to apply and was approved to hire 80 students for the 2013 year.

Orientation will be coordinated by Human Resources and students will be welcomed by the City Manager and all department heads on their first day of work. We are excited and look forward to working with our youth and being a part of their career growth. If there are any questions, please contact Bessie M. Evans (bevans@myquincy.net) at (850) 618-0030, ext. 6680.