

City of Quincy

City Hall

404 West Jefferson Street

Quincy, Florida 32351

www.myquincy.net



Tuesday, November 12, 2019
6:00 PM

City Hall Commission Chambers

City Commission

Mayor Keith Dowdell - District I
Mayor Pro-Tem Ronte Harris - District III
Commissioner Angela Sapp - District II
Commissioner Freida Bass-Prieto - District IV
Commissioner Daniel McMillan - District V

"In the Heart of Florida's Future"



**City of Quincy, Florida
City Commission Meeting**

AGENDA

**November 12, 2019
6:00 P.M.**

City Hall Commission Chambers

Call to Order

Invocation

Pledge of Allegiance

Roll Call

Approval of Agenda

Special Presentations by Mayor or Commission

Approval of the Minutes of the Previous Meetings

1. Approval of Minutes of the 10/22/2019 Regular Meeting
 - Sylvia Hicks, City Clerk
2. Approval of Minutes of the 10/29/2019 Special Meeting
 - Sylvia Hicks, City Clerk

Proclamations

Public Hearings and Ordinances as Scheduled or Agendaed

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

Resolutions

3. Resolution 1398-2019 Road Closure Permit - City of Quincy Christmas Parade
 - Jack L. McLean Jr., City Manager
 - Glenn Sapp, Police Chief
 - DeCody Fagg, Parks and Recreation Director

Reports by Boards and Committees

Reports, Requests and Communications by the City Manager

4. City Attorney's Contract
 - Jack L. McLean Jr., City Manager
 - Ann Sherman, Human Resources Director
5. Employee Retirement Plan Enhancements
 - Jack L. McLean Jr., City Manager
 - Ann Sherman, Human Resources Director
 - William McCloud, Financial Advisor
6. Drainage Improvements to Flagler Street Flooding
 - Jack L. McLean Jr., City Manager
 - Reggie Bell, Public Works Director
7. Phone and Internet Services
 - Jack L. McLean Jr., City Manager
 - David Rittman, Information Technology Administrator
8. Jacobs (OMI) 2019/2020 Contract Amendment
 - Jack L. McLean Jr., City Manager
 - Robin Ryals, Utilities Director
9. Approval of Junior Commission By-Laws
 - Jack L. McLean Jr., City Manager
 - Beverly Nash, Grants Writer
10. Complete List of Re-Roofing Program Applicants
 - Jack L. McLean Jr., City Manager
 - Bernard Piawah, Building and Planning Director

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

11. Florida League of Cities 2019 Legislative Conference
 - Mayor Pro-Tem Ronte Harris, District III

Comments

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

Comments from the Audience

Adjournment

*Items not in Agenda Packet

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

CITY COMMISSION
CITY HALL
QUINCY, FLORIDA

REGULAR MEETING
OCTOBER 22, 2019
6:00 P.M.

The Quincy City Commission met in regular session, Tuesday, October 22, 2019, with Mayor Commissioner Dowdell presiding and the following present:

Commissioner Daniel McMillan
Commissioner Ronte Harris (late)
Commissioner Freida Bass-Prieto
Commissioner Angela G. Sapp

Commissioner Bass-Prieto made a motion to excuse Commissioner Harris. Commissioner Sapp seconded the motion. The motion carried four to zero.

Staff Present:

City Manager, Jack L. McLean Jr.
City Attorney, Gary Roberts
City Clerk, Sylvia Hicks
Police Chief, Glenn Sapp
Planning Director, Dr. Bernard Piawah
Finance Director, Marcia G. Carty
Human Resources & Customer Service Director Ann Sherman
Public Works Director, Reginald Bell
Fire Chief, Curtis Bridges
Parks and Recreation Director, DeCody Fagg
Utilities Director, Robin Ryals
Executive Assistant to the City Manager, Vancheria Perkins
Dewberry Representative, Matt Chester
Grant Writer, Dr. Beverly Nash
Sergeant at Arms, Lieutenant Eugene Monroe

Call to Order:

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

Approval of the Amended Agenda

Commissioner Sapp made a motion to approve the agenda. Commissioner Bass-Prieto seconded the motion. The motion carried four to zero.

Special Presentations by the Mayor or Commission

Approval of the Minutes of the Previous Meetings

Approval of the Minutes of the 10/08/2019 Regular Meeting

Commissioner Sapp made a motion to approve the minutes of the October 08, 2019 regular meeting. Commissioner Bass-Prieto seconded the motion. Commissioner Bass requested that page four should have read there was misuse of the P-Cards. City Manager stated that on page five it should have been 10% plus \$1,000 for emergencies. The motion carried four to zero.

Proclamations

Proclamation Breast Cancer Awareness Month

Mayor Dowdell proclaimed October as Breast Cancer Awareness Month.

Commissioner Harris entered the meeting.

Public Hearing and Ordinances as Scheduled or Agendaed

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

Officer Carlos Hill came before the Commission to request that the Commission consider leasing vehicles for the Police Department. He spoke of several incidents of officers finding themselves in predicaments that impeded them from doing their jobs.

Robert Finley asked if someone would explain Section 286.0014 of the Florida Statutes. The City Manager stated that it allows the public to speak on any given topic on the agenda and is subject to a time limit.

Resolutions

Reports by Boards and Committees

Reports, Request and Communications by the City Manager

Authorization to Lease Police Vehicles

Chief Sapp stated that the Quincy Police Department will continue to explore options to replace older police vehicles which have fallen into despair and are unsafe. Chief Sapp spoke of several incidents of the police vehicles being unreliable and unsafe. Chief Sapp stated that he would like one day to offer a "take home" vehicle program for our officers. Chief Sapp stated that Leon County and Gadsden County Sheriff Departments participate in this type of program to lease vehicles and it is becoming the norm. Chief Sapp is requesting authorization to lease six vehicles, four for patrol and two for CID and Administration at a cost of \$57,198.48 per year for a seven-month lease. Commissioner Harris asked what the ideal

fleet would be. Commissioner Bass-Prieto asked if there was a mileage limit on the vehicles because the contract had that provision. Todd Lukas, representative from Enterprise, stated that there were no mileage limitations on the vehicles. Commissioner Sapp requested the following items: Lease vs Purchase Analysis, Police Department Inventory, Commissioner Bass-Prieto asked the Attorney if he had reviewed the lease and he stated he had. Commissioner Bass-Prieto asked the Attorney if he had seen the same issues i.e. mileage. Mr. Roberts stated that he had contacted the executive at Enterprise as well as the Chief. He stated that this is being done to help the municipalities and that this is a good contract. Commissioner McMillan made a motion to table the item until the next meeting. Commissioner Bass-Prieto seconded the motion. The ayes were Commissioners McMillan, Bass-Prieto, and Sapp. Nays were Commissioners Harris and Dowdell. The motion carried three to two.

Circle Drive Lift Station On-Site Generation

Commissioner McMillan made a motion to authorize the City Manager to sign a work order for the Design of Circle Drive Lift Station Upgrade Project with Hatch Mott MacDonald. Commissioner Sapp seconded the motion. The motion carried five to zero.

Approval of Alternative Streets for Milling and Paving

Public Works Director Reggie Bell and Matt Chester of Dewberry and Associates came before the Commission requesting approval to pave additional alternative streets during the Martin Luther King Jr. Blvd. Paving Project. Mr. Bell and Mr. Chester stated that the Commission has identified streets that are in poor condition and in need of paving. The budgeted amount for milling and paving of the additional alternative streets is \$150,000. Mr. Chester stated that the City requested proposals from C. W. Roberts Contracting, Inc. to pave the additional streets: Kent Street, Station Street, Mainline Drive, and MLK Track Field for \$146,309. Commissioner Sapp made a motion to approve the proposal for \$146,309. Commissioner Harris seconded the motion. Commissioner Bass-Prieto stated the we should make sure that we have the right-of-way on Mainline Drive because of the railroad. Commissioner Bass-Prieto stated she could not support the paving of a track field (it was taken out) or a cemetery while there are roads that need paving all over the City with patches on top of patches. Commissioner McMillan stated he thought that he had some streets in his western district that needed paving. The City Manager stated that he had placed it in the budget but upon passing the final budget, it was not there. Mr. Chester stated that the Commission must approve the additional streets: Cooper Street \$20,650, 9th Street \$32,000, and Sunnyvale Cemetery \$70,000 as alternates, with the amended additional streets 9th, Cooper, and Sunnyvale Cemetery. Commissioner Sapp amended the motion to include Cooper, 9th and Sunnyvale Cemetery. Commissioner Harris amended his second. Commissioner Bass-Prieto stated that there are several streets that need to be paved instead of a cemetery. Commissioner Sapp stated that she is absolutely right, we do need to pave the streets but people use the track field every day and Sunnyvale Cemetery definitely needs paving since it has not been done right since the sixty's. The ayes were Commissioners Harris, Sapp and Dowdell. Nays were Commissioners McMillan and Bass-Prieto. The motion carried three to two.

City Wide Annual Clean-Up in November

Public Works Director, Reggie Bell announced that the City will have its annual cleanup beginning November 12-18 on the south side and November 19-25 on the north side. Commissioner Sapp asked if Mr. Bell still had the flyer from a few years back. Commissioner Harris asked if we could provide door hangers as to why their trash was not picked up.

City's Re-Roofing Program Update

Building and Planning Director, Dr. Piawah, reported that he had received 32 applications of which six roofs have been replaced, fifteen have been approved awaiting contract, and twelve are under review. Commissioner Bass-Prieto asked how many total applications were received and whether some of the applicants were advised to seek assistance from the CRA.

City's Turn Key Project Update

Human Resources Director, Ann Sherman, reported to the Commission that several of the turn key projects are complete. Commissioner McMillan thanked staff for doing a wonderful job in the short period of time. Commissioner Bass-Prieto asked about the three projects for Public Works. Ms. Sherman stated that the reason they are on hold is the possibility of the relocation of Public Works. Commissioner Bass-Prieto asked about the well-field repair of the building. Ms. Sherman stated they would be added to the list.

September Human Resources Report – No Comments

September Police Report

- Monthly Traffic Report- Commissioner Sapp asked if they could get the report in a spreadsheet format.
- Crime Report

September Fire Report – No Comments

- Monthly Activity Report
- District Calls
- Quarterly Fire Report

Mandatory Budget Transfer/Audit – FY 2019

Finance Director, Marcia Carty presented to the Commission the Mandatory Budget Transfer/Audits for FY 2019. Ms. Carty stated that the Finance Department must prepare the final budget transfer and the Amended Budget for the prior year must be approved within 30 days after the fiscal year ends. Ms. Carty stated the primary reason for the movement of funds is due to Hurricane Michael and the \$3,000,000 loan to the Electric Fund. The loans cover the electric grid's Hurricane Michael expenses that were not budgeted. The Electric Fund generated added revenues of \$1,000,000 from various sources during this fiscal year e.g., the Hurricane Michael fee, sales, and reimbursement from Hurricane Irma. Commissioner Harris made a motion to approve the mandatory transfers. Commissioner Sapp seconded the motion. The ayes were unanimous.

Ms. Carty informed the Commission that it is her intent to have the Audit complete by March 31, 2020. Commissioner Sapp thanked Ms. Carty for a job well done. Commissioner Bass-Prieto thanked Ms. Carty for getting the budget in auditable condition. The whole Commission thanked Ms. Carty for a job well done.

**CITY OF QUINCY, FLORIDA
BUDGET TRANSFERS REPORT FOR THE YEAR ENDED 09/30/2019**

Hurricane Micheal Budget Adjustment

403-343-12000	COMMERCIAL SALES	\$	(560,000.00)	
403-343-15000	INTERDEPARTMENTAL SALES	\$	(65,000.00)	
403-343-16500	H-M Michael Surcharge	\$	(140,000.00)	
403-343-17000	FORFEITED DISCOUNTS - PENALTIES	\$	(40,000.00)	
403-343-18500	SPECIAL PROJECT - MATERIAL SALES	\$	(70,000.00)	
403-343-28000	REIMBURSEMENT-HURRICANE IRMA	\$	(125,000.00)	
403-384-01019	H-M MICHAEL REIMBRSBL	\$	3,000,000.00	\$ 2,000,000.00
403-520-531-90991	TRANSFER OF TECH COSTS	\$	(100,000.00)	
403-520-531-92000	ELECT FUND SHARE SMART G DEBT	\$	(178,500.00)	
403-539-531-10120	REGULAR SALARIES WAGES	\$	(166,667.00)	
403-539-531-10140	OVERTIME	\$	(10,000.00)	
403-539-531-10210	FICA TAXES	\$	(12,750.00)	
403-539-531-10220	RETIREMENT CONTRIBUTIONS	\$	(20,000.00)	
403-539-531-10230	LIFE HEALTH INSURANCE	\$	(24,000.00)	
403-539-531-60610	ELECTRIC REBUILD - MUTUAL AID	\$	(618,083.00)	
403-539-531-60640	STORM HARDENING EQUIPMENT	\$	(70,000.00)	
403-539-531-60650	FIBER RESTORATION	\$	(800,000.00)	\$ (2,000,000.00)
	Net impact of Adjustment			<u>\$0.00</u>

End of the Year Budget vs Acutal Variance Adjustment

001-001-519-30465	COPIER PAYMENT	\$	(1,425.00)
001-001-519-30500	LEGAL ADS RECORDINGS	\$	250.00
001-001-519-30512	POSTAGE	\$	675.00
001-110-511-10110	SALARIES WAGES	\$	500.00
001-110-511-30343	PROFESSIONAL SERVICES LOBBYIST	\$	1,650.00
001-110-511-30402	TRAVEL	\$	750.00
001-110-511-30491	OTHER EXPENSES	\$	2,100.00
001-130-519-30343	PROFESSIONAL SERVICES	\$	(180.00)
001-130-519-30500	LEGAL ADS AND RECORDING FEES	\$	180.00
001-160-512-10110	SALARIES WAGES	\$	7,050.00
001-160-512-30341	CONTRACTUAL SERVICES	\$	(8,250.00)
001-160-512-30402	TRAVEL EXPENSE	\$	400.00
001-160-512-30410	TELEPHONE	\$	400.00
001-160-512-30491	OTHER OPERATING EXPENSE	\$	400.00
001-210-521-10120	REGULAR SALARIES WAGES	\$	4,000.00
001-210-521-30341	CONTRACTUAL SERVICES	\$	23,000.00
001-210-521-30403	GAS DIESEL	\$	450.00
001-210-521-30410	TELEPHONE	\$	3,400.00
001-210-521-30430	UTILITIES	\$	1,500.00
001-210-521-30491	OTHER OPERATING EXPENSE	\$	750.00
001-210-521-30511	OFFICE SUPPLIES-GENERAL	\$	260.00
001-210-521-30521	OPERATING MATERIALS SUPPLIES	\$	180.00

001-210-521-30540	PUBLICATIONS, SUBSCRIP. MEMBERSHP	\$	210.00
001-210-522-10150	SPEC PAY-INCENTIVE,HOL,LV BUYBACK	\$	125.00
001-210-522-30410	TELEPHONE	\$	1,600.00
001-210-522-30430	UTILITIES	\$	3,100.00
001-210-522-30461	REPAIR MAINTENANCE-OFFICE EQUIP.	\$	300.00
001-210-522-30463	REPAIR MAINT.-BUILDINGS GROUNDS	\$	200.00
001-210-522-30464	REPAIR MAINTENANCE-RADIO	\$	(2,175.00)
001-210-522-30494	FIRE PREVENTION EDUCATION	\$	1,000.00
001-210-522-60620	Buildings and Other Improvements	\$	(30,000.00)
001-210-522-60641	OFFICE FURNITURE EQUIPMENT	\$	(5,000.00)
001-220-521-10120	REGULAR SALARIES WAGES	\$	39,500.00
001-220-521-10140	OVERTIME	\$	1,500.00
001-220-521-10210	FICA TAXES	\$	1,450.00
001-220-521-10220	RETIREMENT CONTRIBUTIONS	\$	(22,000.00)
001-220-521-10230	LIFE HEALTH INSURANCE	\$	(10,000.00)
001-220-521-30403	GASOLINE DIESEL	\$	4,500.00
001-220-521-30404	OIL GREASE	\$	400.00
001-220-521-30405	TIRES	\$	300.00
001-220-521-30406	VEHICLE PARTS ONLY	\$	3,000.00
001-220-521-30462	REPAIR MAINT.-EQUIPMENT TOOLS	\$	(200.00)
001-220-521-30464	REPAIR MAINTENANCE - RADIOS	\$	(100.00)
001-220-521-30491	OTHER OPERATING EXPENSE	\$	300.00
001-220-521-30499	CANINE EXPENSE	\$	(900.00)
001-220-521-30511	OFFICE SUPPLIES	\$	1,050.00
001-220-521-30521	OPERATING MATERIALS SUPPLIES	\$	300.00
001-220-521-30522	OPERATING SUPPLIES - UNIFORMS	\$	900.00
001-230-522-10120	REGULAR SALARIES WAGES	\$	17,000.00
001-230-522-10140	OVERTIME	\$	2,300.00
001-230-522-10220	RETIREMENT CONTRIBUTIONS	\$	(10,900.00)
001-230-522-10230	LIFE HEALTH INSURANCE	\$	(10,300.00)
001-230-522-30511	OFFICE SUPPLIES	\$	350.00
001-230-522-30521	OPERATING MATERIALS SUPPLIES	\$	150.00
001-230-522-30522	OPERATING SUPPLIES - UNIFORMS	\$	1,400.00
001-260-513-10120	REGULAR SALARIES WAGES	\$	(3,000.00)
001-260-513-30314	PSYCHIATRIC EVALUATIONS	\$	1,950.00
001-260-513-30341	CONTRACTUAL SERVICES	\$	700.00
001-260-513-30410	TELEPHONE	\$	350.00
001-271-513-10230	LIFE HEALTH INSURANCE	\$	(1,460.00)
001-271-513-30461	REPAIR MAINT OFFICE EQUIPMENT	\$	(480.00)
001-271-513-30491	OTHER OPERATING EXPENSE	\$	640.00
001-271-513-30493	TRAINING	\$	1,300.00
001-276-513-10110	EXE SALARY WAGES	\$	450.00
001-284-515-30491	OTHER OPERATING EXPENSE	\$	1,200.00
001-284-515-30493	TRAINING	\$	(1,200.00)
001-310-572-10120	REGULAR SALARIES WAGES	\$	(19,500.00)
001-310-572-30410	TELEPHONE	\$	200.00
001-310-572-30491	OTHER OPERATING EXPENSES	\$	1,200.00
001-310-572-30492	MAINTENANCE OF TANYARD CREEK PARK	\$	800.00
001-310-572-30525	ATHLETIC EQUIPMENT - FOOTBALL	\$	14,500.00
001-310-572-30540	OTHER RECREATIONAL ACTIVITIES	\$	2,800.00
001-410-539-10120	REGULAR SALARIES WAGES	\$	900.00

001-410-539-30410	TELEPHONE	\$	(900.00)
001-410-539-30430	UTILITIES	\$	7,000.00
001-410-539-30440	REPAIR MAINT BUILDING	\$	(250.00)
001-410-539-30522	OPERATING EXPENSE - UNIFORMS	\$	250.00
001-430-541-10120	REGULAR SALARIES WAGES	\$	4,500.00
001-430-541-30403	GASOLINE DIESEL	\$	2,500.00
001-430-541-30530	ROAD MATERIALS SUPPLIES	\$	1,200.00
001-430-541-60632	RESURF SIDEWALKS	\$	(23,050.00)
001-431-542-10120	REGULAR SALARIES WAGES	\$	(20,000.00)
001-440-519-10230	LIFE HEALTH INSURANCE	\$	(600.00)
001-440-519-30341	CONTRACTUAL SERVICES	\$	600.00
001-450-541-10120	REGULAR SALARIES WAGES	\$	(700.00)
001-450-541-10140	OVERTIME	\$	(400.00)
001-450-541-10210	FICA TAXES	\$	(1,200.00)
001-450-541-10220	RETIREMENT CONTRIBUTIONS	\$	(1,580.00)
001-450-541-10230	LIFE HEALTH INSURANCE	\$	(320.00)
001-450-541-30404	OIL GREASE	\$	300.00
001-450-541-30406	VEH PARTS ONLY	\$	1,200.00
001-450-541-30407	VEHICLE REPAIRS	\$	2,700.00
002-250-552-30343	PROFESSIONAL SERVICES	\$	(2,650.00)
002-250-552-30390	CONTINGENCIES - TANYARD CREEK	\$	(3,350.00)
002-250-552-60000	SENIOR ENERGY EFF PROGRAM	\$	6,000.00
400-271-513-10110	EXECUTIVE SALARIES WAGES	\$	(1,300.00)
400-271-513-10210	FICA TAXES	\$	500.00
400-271-513-10220	RETIREMENT CONTRIBUTIONS	\$	800.00
400-274-513-10110	EXE SALARIES WAGES	\$	1,750.00
400-274-513-10120	REGULAR SALARIES WAGES	\$	200.00
400-274-513-10220	RETIREMENT CONTRIBUTION	\$	600.00
400-274-513-10230	LIFE HEALTH INSURANCE	\$	(2,550.00)
400-274-513-30280	Credit Card Processing Charges	\$	(900.00)
400-274-513-30410	TELEPHONE	\$	600.00
400-274-513-30493	TRAINING	\$	300.00
402-520-535-30343	PROFESSIONAL SERVICES	\$	(180.90)
402-520-535-30410	TELEPHONE	\$	700.00
402-520-535-30440	RENTALS LEASES	\$	(220.00)
402-520-535-30491	OTHER OPERATING EXPENSE	\$	100.00
402-520-535-30511	OFFICE SUPPLIES	\$	120.00
402-520-535-92000	ELECT FUND SHARE SMART G DEBT	\$	(11,500.00)
402-531-535-30430	UTILITIES	\$	11,500.00
402-540-535-10120	REGULAR SALARIES WAGES	\$	(500.00)
402-540-535-10140	OVERTIME	\$	500.00
402-540-535-30403	GASOLINE DIESEL	\$	150.00
402-540-535-30404	OIL GREASE	\$	(150.00)
403-502-531-10120	REGULAR SALARIES WAGES	\$	450.00
403-502-531-30430	UTILITIES	\$	(450.00)
403-520-531-30403	GASOLINE DIESEL	\$	2,550.00
403-520-531-30410	TELEPHONE	\$	150.00
403-520-531-30491	OTHER OPERATING EXPENSE	\$	400.00
403-520-531-30512	POSTAGE	\$	(4,700.00)
403-539-531-30469	LINE CLEARING CREWS	\$	10,000.00
403-539-531-70192	H-M LOAN CCB 3M '19 INT	\$	(12,800.00)

403-591-531-10140	OVERTIME	\$	1,000.00	
403-591-531-10220	RETIREMENT CONTRIBUTIONS	\$	600.00	
403-591-531-30403	GASOLINE DIESEL	\$	1,200.00	
403-591-531-30404	OIL GREASE	\$	(1,200.00)	
403-591-531-30469	LINE CLEARING CREW	\$	(400.00)	
403-591-531-30522	OPERATING SUPPLIES - UNIFORMS	\$	400.00	
403-591-531-60635	STREET LIGHTS	\$	13,280.38	
403-591-531-60636	SIGNALIZATION	\$	(11,000.00)	
404-520-533-30410	TELEPHONE	\$	150.00	
404-520-533-30440	RENTALS LEASES	\$	(150.00)	
404-520-533-92000	WATER FUND SHARE SMART G DEBT	\$	(6,500.00)	
404-530-533-30430	UTILITIES	\$	6,500.00	
405-520-532-10120	REGULAR SALARIES WAGES	\$	700.00	
405-520-532-30410	TELEPHONE EXPENSE	\$	300.00	
405-520-532-30493	TRAINING	\$	(3,100.00)	
405-561-532-10120	REGULAR SALARIES WAGES	\$	150.00	
405-561-532-10140	OVERTIME	\$	150.00	
405-561-532-10210	FICA TAXES	\$	250.00	
405-561-532-10220	RETIREMENT CONTRIBUTIONS	\$	100.00	
405-561-532-10230	LIFE HEALTH INSURANCE	\$	(650.01)	
405-561-532-30403	GASOLINE DIESEL	\$	325.00	
405-561-532-30404	OIL GREASE	\$	(325.00)	
405-561-532-30467	MAINT. OF MAINS LINES - GAS	\$	3,100.00	
405-561-532-60644	EQUIPMENT	\$	11,500.53	
406-410-539-30480	LANDFILL TIPPING FEES	\$	(12,500.00)	
407-422-536-10120	REGULAR SALARIES WAGES	\$	(1,000.00)	
407-422-536-10230	LIFE HEALTH INSURANCE	\$	1,000.00	
508-539-539-30341	CONTRACTUAL SERVICES	\$	(4,500.00)	
508-539-539-30491	OTHER OPERATING EXPENSES	\$	1,500.00	
508-539-539-60644	EQUIPMENT	\$	3,000.00	\$0.00

September Finance Reports

- P-Card Statements- Commissioner McMillan stated that a commissioner received an I-pad cover and asked if all the Commissioners would be provided an I-Pad. City Manager McLean stated since 2004 – 2006 we can purchase items if we had a request. Commissioner Sapp stated she requested an I-Pad some weeks ago and her phone was hacked and she decided not to open City emails at her house.
- Allocations Arrearage Report
- Cash Requirement Report
- Financial Report – Commissioner Bass-Prieto stated during the budgeting process, we were going to purchase some transformers. At that time, they were to be purchased from the line item of purchased power that had an extra million dollars in it and now just a little over \$200,000. She then asked where the money was going to come from. Ms. Carty stated there were some funds sitting in the operating accounts. The Manager stated we are not in a position to answer the question but will get back with her. Commissioner Bass-Prieto had a question regarding the radios that were to be purchased this year for the Police and Fire Departments. The City Manager stated he would get that information to her. He suggested to her that when she had detailed questions, it would be very helpful if she could call the Finance Director. Commissioner Bass-Prieto stated she would have to go through the Manager to speak with the Finance Director. She also stated that she e-mailed the Manager and doesn't hear anything back. The Manager stated he would look at his emails and her emails. He said that is not the case as he responds to his emails.
- Mandatory Budget Transfer/Audits – FY 2019

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

City Manager

City Manager McLean reported that at Love and Clark Streets the drainage work is complete, the trash has been picked up at Stewart and Key Streets, the street sweeper is now working and the streets are being swept and cleaned. The downed wires will be researched by the Utilities Departments. If the utility company, whether it's TDS or Comcast, does not repair the downed lines, then we will repair the lines and send them an invoice. City Manager stated that the Building and Planning Director will meet with the Building Official regarding the house on Dezell Street.

City Manager McLean stated that Commissioner Bass-Prieto had trouble with her email. He stated the issue has been resolved.

City Manager McLean stated that the street lights on 7th and 11th Streets are ongoing.

City Manager McLean stated that the P-Card Policy meeting will be Tuesday, October 29th at 5:00pm. Commissioner McMillan stated that is not a good time for him. Commissioner Bass-Prieto also stated that time is not good. Mr. McLean stated he would have Ms. Perkins to send out some suggested dates to the Commission.

City Manager McLean stated he would be hiring some of the summer students to update our data base.

City Manager McLean reported the following:

- Gadsden County High School will have their home coming parade on October 25, 2019
- Trunk a Treat will be October 31, 2019
- Christmas Parade will be December 13, 2019
- Chief Sapp announced that Quincy Law Enforcement Officer of the Year is Michael Copeland
- Utilities Director, Robin Ryals stated per the Public Service Commission, every customer shall receive a natural gas flyer door hanger regarding awareness

City Clerk – No Comments

City Attorney – If he had gotten the lease agreement in a timely manner, he could have identified those changes.

Commission Members

Commissioner McMillan thanked Public Works for the edging along King Street.

Commissioner McMillan thanked DeCody and his staff for having the score board installed.

Commissioner McMillan stated that we hired the Attorney and we don't have a contract. We need the contract brought back to the Commission.

Commissioner McMillan stated the stop sign on King Street is causing a lot of controversy and he was not informed that it was being installed. He stated a traffic study is needed and a meeting of all the citizens should have been done. He stated that from a liability stand point, someone may get injured. Chief Sapp stated that for at least five years, citizens have been complaining about traffic control devices on King Street. Commissioner McMillan stated that a stop sign is not a way to control speeding according to FDOT.

Commissioner Bass-Prieto announced that Shaw Quarters Day will be October 26, 2019, from 10:00am until 4:00pm. She thanked everyone for their donations.

Commissioner Bass-Prieto announced that the Gadsden County Times will have an open house Thursday, October 24, 2019.

Commissioner Bass-Prieto thanked the Police Chief, Captain Mixson, and Officer Garrison for attending her District Meeting.

Commissioner Bass-Prieto stated that her number one complaint since she was elected is speeding on King Street.

Commissioner Bass-Prieto asked why the City Commissions meeting are no longer on face book. The manager stated he would check into the matter.

Commissioner Sapp stated that she would also like to see the City Attorney's Contract.

Commissioner Sapp thanked Public Works for the cleanup un her district.

Commissioner Sapp stated that trash at the Live Oak Center is continually being strewn over the area.

Commissioner Sapp stated that the light at Stewart Street and Crawford is a contention of hers as the light goes from red to green with no caution light.

Commissioner Sapp thanked Matt from Dewberry for the clarification that no additional streets are to be paved.

Commissioner Sapp asked if trash cans could be placed on Key Street to try and keep the area clean.

Commissioner Sapp thanked staff, Mr. Bell, Chief Sapp, and Dr. Piawah for attending her district meeting through the City Manager.

Commissioner Sapp requested an update of properties to be cleaned up.

Commissioner Sapp stated the property owned by Sally Anderson looks good.

Commissioner Sapp thanked the Mayor for proclaiming October as Breast Cancer Awareness month and thanked Ms. Perkins for the pink decorations in the Chambers. She asked that everyone support the American Cancer Society.

Commissioner Harris thanked the Manager for the work on Duval near Arnett Chapel Church and he met with the pastor to finalize some details.

Commissioner Harris stated that on the Davis Street drainage ditch, he had some concerns.

Commissioner Harris asked the status of the tree trimming on US 90. Mr. Ryals stated that local streets are done by our crew and the main streets are done by our contractor.

Commissioner Harris stated that he would like to attend the Florida League of Cities Conference in November and requested travel. He stated they have to have annual ethics training.

Commissioner Sapp asked the status of the Building Inspector. The Manger stated the position is currently being advertised. He stated that the county had requested that we have some dialog with them prior to making final decision.

Comments from the Audience

Robert Finley of 213 West King Street was concerned when he came to a Code Enforcement meeting to find out that the meeting was canceled and no one had informed him. He stated that he was told that there was no stenographer.

Mayor Dowdell stated that tonight's meeting had been interesting and he is trying to maintain himself and does not want to be a dictator.

Mayor Dowdell stated that some of these issues can be taken care prior to the meetings to avoid going back and forth.

Mayor Dowdell stated he wants to start having meetings on the first and third Tuesdays open to the public for any questions or comments they may have. He stated we must start thinking about what is good for the City.

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

APPROVED:

Keith A. Dowdell, Mayor and Presiding Officer
City Commission and
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

SPECIAL MEETING
OCTOBER 29, 2019
6:00 P.M.

The Quincy City Commission met in Special session Tuesday, October 29, 2019, with Mayor Commissioner Keith A. Dowdell presiding and the following were present:

Commissioner Daniel McMillan (absent)
Commissioner Ronte R. Harris
Commissioner Freida Bass-Prieto
Commissioner Angela G. Sapp

Commissioner Bass-Prieto made a motion to excuse Commissioner McMillan. Commissioner Sapp seconded the motion. The motion carried four to zero.

Also Present:

City Manager Jack L. McLean Jr.
City Attorney Gary Roberts
City Clerk Sylvia Hicks
Police Chief Glenn Sapp
Finance Director Marcia Carty
Building & Planning Director Bernard Piawah
Public Works Director Reginald Bell
Administrative Assistant to the City Manager Vancheria Perkins

Mayor Dowdell called the Special meeting to order.

Pursuant to Section 2.51 of the City of Quincy Charter the Quincy City Commission a Special Meeting was held on Tuesday, October 29, 2019 at 6:00 p.m. in the City Commission Chambers to discuss and act on the lease of police vehicles.

City Manager McLean stated that the following items were delivered to the Commission:

- Amendment to Master Lease Agreement
- Master Lease Agreement
- No Excess Mileage Declaration
- Lease vs Purchase Analysis
- Quincy Police Department Inventory

Commissioner Sapp thanked the Manager and Finance Director for providing the requested information.

Commissioners Bass-Prieto asked why the agreement stated the city was responsible for maintenance and if they were under warranty as they were brand new vehicles. Chief Sapp

stated that we are only responsible for oil changes and tire rotation as the cars do have warranties.

Commissioner Sapp made a motion to authorize the City of Quincy to enter into a fleet lease agreement with Enterprise Fleet Management to obtain 6 police vehicles at an annual cost of \$57,198.48 per year. Commissioner Harris seconded the motion. The motion carried four to zero.

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

APPROVED:

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

ATTEST:

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

THE CITY OF QUINCY POLICE DEPARTMENT

121 East Jefferson Street

Quincy, Florida 32351

Phone: (850) 875-7335

Fax: (850) 627-3979

PARADE/EVENT PERMIT

NAME OF ORGANIZATION		PERSON IN CHARGE		DATE	
City of Quincy Florida		Lt. Eugene Monroe Jr		11/05/2019	
ADDRESS OF ORGANIZATION				TELEPHONE NUMBER	
121 E. Jefferson Street, Quincy FL 32351				850-544-2335	
TITLE OF EVENT					
Wild Wild West Christmas					
DATE OF EVENT:	ALTERNATE DATE:	START TIME	DURATION OF EVENT	ENDING TIME	
12/13/2019		4:00pm	5 hours	9:00pm	
EVENT LOCATION OR PARADE ROUTE: (if Permit is for parade, attach map indicating route, starting point and ending point.) :					
The parade will start at Stewart Street and Washington Street and travel East to North Madison Street. The parade will end at North Madison Street and Washington 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.)					
Trash pick up will be conducted by the City of Quincy Public Works Department.					
LIABILITY INSURANCE IN THE AMOUNT OF \$1,000,000.00 LISTING THE CITY OF QUINCY AS AN ADDITIONAL INSURED, WITH A HOLD HARMLESS AGREEMENT, MUST BE OBTAINED AND ATTACHED TO PERMIT.					
Insurance and Agreement Attached: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>					
Parade / Event Permit: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <i>Shirley H. Lopez, Chief of Police</i>					
Parade / Event Permit: <input type="checkbox"/> Approved <input type="checkbox"/> Denied _____					
FDOT Permit: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> N/A					
COMMENTS: <u>The police Dept. will seek permission from FDOT to close N. Madison St., after the commission approval</u>					

TEMPORARY CLOSING OF STATE ROAD PERMIT

Date: 11/04/2019

Permit No. _____

Governmental Entity

Approving Local Government	<u>City of Quincy</u>	Contact Person	<u>Lt. Eugene Monroe Jr</u>
Address	<u>121 E. Jefferson Street, Quincy, FL 32351</u>		
Telephone	<u>8505442335</u>	Email	<u>emonroe@myquincy.net</u>

Organization Requesting Special Event

Name of Organization	<u>City of Quincy</u>	Contact Person	<u>Decody Fagg</u>
Address	<u>404 W. Jefferson Street, Quincy, FL 32351</u>		
Telephone	<u>8505084539</u>	Email	<u>dfagg@myquincy.net</u>

Description of Special Event

Event Title	<u>Wild Wild West Christmas</u>	Date of Event	<u>12/13/2019</u>
Start Time	<u>6:00PM</u>	End Time	<u>8:00PM</u>
Event Route (attach map)	<u>2019 Christmas Parade (see attached map)</u>		
Detour Route (attach map)	<u>2019 Christmas Parade (see attached map)</u>		

Law Enforcement Agency Responsible for Traffic Control

Name of Agency	<u>Quincy Police Department</u>
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US Coast Guard Approval for Controlling Movable Bridge

Not Applicable	<input checked="" type="checkbox"/>
Copy of USCG Approval Letter Attached	<input type="checkbox"/>
Bridge Location	_____

The Permittee will assume all risk of and indemnify, defend and save harmless the State of Florida and the FDOT from and against any and all loss, damage, cost or expense arising in any manner on account of the exercise of this event.

The Permittee shall be responsible to maintain the portion of the state road it occupies for the duration of this event, free of litter and providing a safe environment to the public.

Signatures of Authorization

Event Coordinator	<u>Lt. Eugene Monroe Jr</u>	Signature	<u>[Signature]</u>	Date	<u>11-5-19</u>
Law Enforcement Name/Title	<u>Glenn H. Sapp, Chief</u>	Signature	<u>[Signature]</u>	Date	<u>11/5/19</u>
Government Official Name/Title	_____	Signature	_____	Date	_____

FDOT Special Conditions

FDOT Authorization

Name/Title	_____	Signature	_____	Date	_____
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RESOLUTION No. 1398-2019

A RESOLUTION GRANTING THE REQUEST OF THE CITY OF QUINCY THE TEMPORARY ROAD CLOSING FOR THE 2019 CHRISTMAS PARADE

WHEREAS, the City of Quincy has requested the closing of certain roads for its 2019 Christmas Parade, theme "Wild Wild West Christmas" to be held on Friday, December 13th, 2019; and,

WHEREAS, the City of Quincy has determined that said road closings are necessary in order for the 2019 Christmas Parade to take place as planned and that such use will not interfere with the safe and efficient movement of traffic or cause danger to the public.

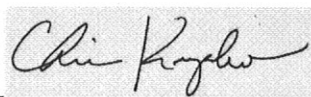
NOW THEREFORE BE IT RESOLVED by the City Commission of the City of Quincy, Florida, in lawful session assembled, that the city of Quincy does hereby authorize and permit the temporary closing of the following State/County and City Roads; North Madison Street between the intersections of Jefferson Street (Hwy 90) and King Street, North Adams Street between the intersections of Jefferson Street (Hwy 90) and King Street, Washington Street between the intersections of North Madison Street and Ward Street, Monroe Street between the intersections of Jefferson Street (Hwy 90) and Franklin Street, Jackson Street between the intersections of Jefferson Street (Hwy 90) and Franklin Street, Calhoun Street between the intersections of Jefferson Street (Hwy 90) and Franklin Street, and Stewart Street between the intersections of Jefferson Street (Hwy 90) and Franklin Street (Hwy 90). This road closure will be from 4:00p.m. until 9:00p.m. on Friday, December 13th, 2019, for its 2019 Christmas Parade.

PASSED in open session of the City Commission of the City of Quincy, Florida
on the ____ day of _____, A.D., 2019

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

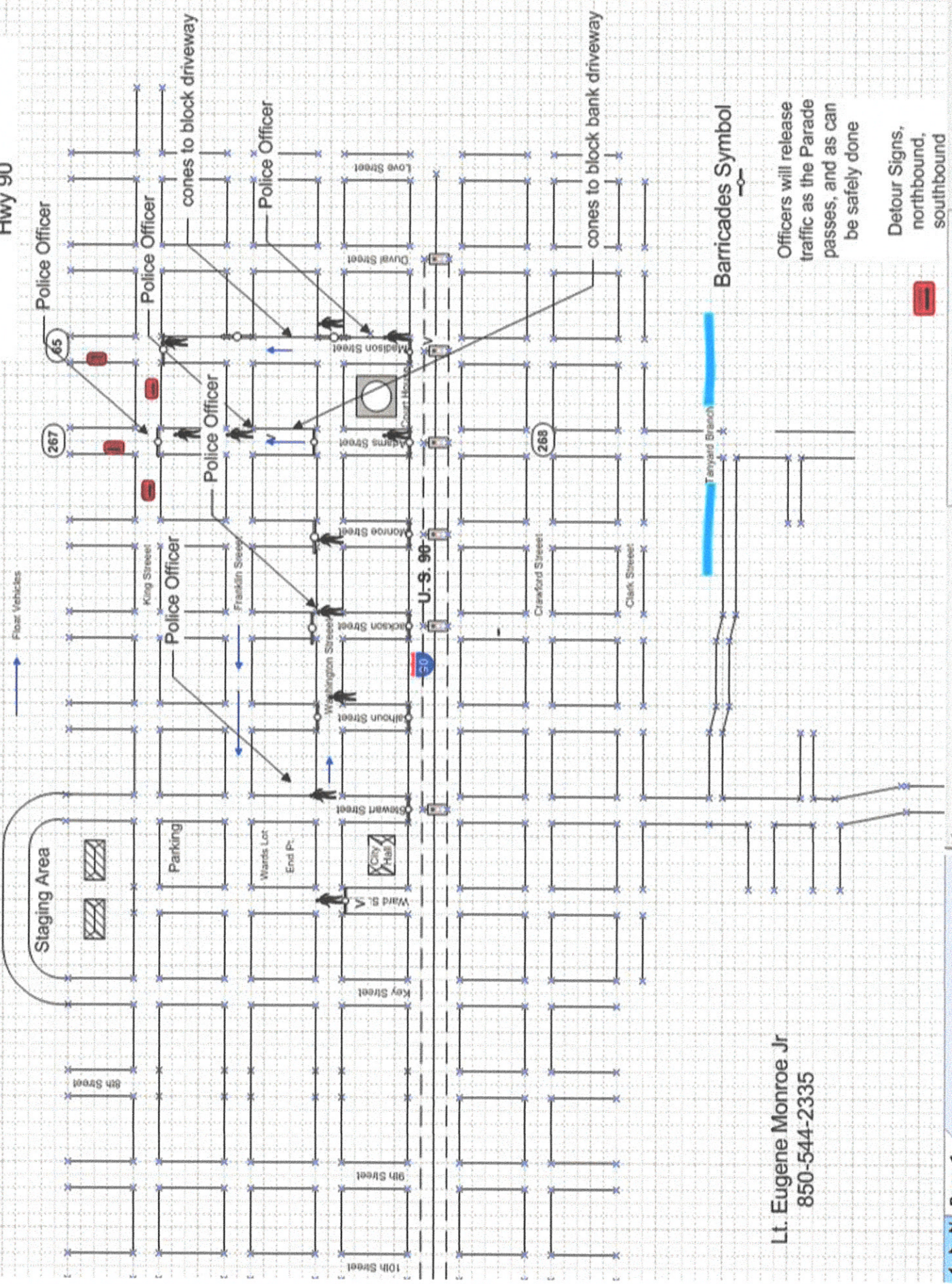
ATTEST:

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

CERTIFICATE OF COVERAGE		
Certificate Holder and Loss Payee Florida Department of Transportation 17 Commerce Boulevard Midway, FL 32343	Administrator Issue Date 11/5/19 Florida League of Cities, Inc. Department of Insurance and Financial Services P.O. Box 530065 Orlando, Florida 32853-0065	
COVERAGES THIS IS TO CERTIFY THAT THE AGREEMENT BELOW HAS BEEN ISSUED TO THE DESIGNATED MEMBER FOR THE COVERAGE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE COVERAGE AFFORDED BY THE AGREEMENT DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH AGREEMENT		
COVERAGE PROVIDED BY: FLORIDA MUNICIPAL INSURANCE TRUST		
AGREEMENT NUMBER: FMIT 0503	COVERAGE PERIOD: FROM 10/1/19	COVERAGE PERIOD: TO 10/1/20 12:01 AM STANDARD TIME
TYPE OF COVERAGE - LIABILITY General Liability <input checked="" type="checkbox"/> Comprehensive General Liability, Bodily Injury, Property Damage, Personal Injury and Advertising Injury <input checked="" type="checkbox"/> Errors and Omissions Liability <input checked="" type="checkbox"/> Employment Practices Liability <input checked="" type="checkbox"/> Employee Benefits Program Administration Liability <input checked="" type="checkbox"/> Medical Attendants'/Medical Directors' Malpractice Liability <input checked="" type="checkbox"/> Broad Form Property Damage <input checked="" type="checkbox"/> Law Enforcement Liability <input checked="" type="checkbox"/> Underground, Explosion & Collapse Hazard Limits of Liability * Combined Single Limit Deductible Stoploss \$10,000 Automobile Liability <input checked="" type="checkbox"/> All owned Autos (Private Passenger) <input checked="" type="checkbox"/> All owned Autos (Other than Private Passenger) <input checked="" type="checkbox"/> Hired Autos <input checked="" type="checkbox"/> Non-Owned Autos Limits of Liability * Combined Single Limit Deductible Stoploss \$10,000	TYPE OF COVERAGE - PROPERTY <input checked="" type="checkbox"/> Buildings <input type="checkbox"/> Basic Form <input checked="" type="checkbox"/> Special Form <input checked="" type="checkbox"/> Personal Property <input type="checkbox"/> Basic Form <input checked="" type="checkbox"/> Special Form <input checked="" type="checkbox"/> Agreed Amount <input checked="" type="checkbox"/> Deductible \$5,000 <input checked="" type="checkbox"/> Coinsurance 100% <input checked="" type="checkbox"/> Blanket <input type="checkbox"/> Specific <input checked="" type="checkbox"/> Replacement Cost <input type="checkbox"/> Actual Cash Value Limits of Liability on File with Administrator	
TYPE OF COVERAGE - WORKERS' COMPENSATION <input checked="" type="checkbox"/> Statutory Workers' Compensation <input checked="" type="checkbox"/> Employers Liability \$1,000,000 Each Accident \$1,000,000 By Disease \$1,000,000 Aggregate By Disease <input type="checkbox"/> Deductible N/A <input type="checkbox"/> SIR Deductible N/A		
Automobile/Equipment - Deductible <input checked="" type="checkbox"/> Physical Damage Per Schedule - Comprehensive - Auto Per Schedule - Collision - Auto Per Schedule - Miscellaneous Equipment		
Other * The limit of liability is \$200,000 Bodily Injury and/or Property Damage per person or \$300,000 Bodily Injury and/or Property Damage per occurrence. These specific limits of liability are increased to \$1,000,000 for General Liability and \$300,000 for Automobile Liability (combined single limit) per occurrence, solely for any liability resulting from entry of a claims bill pursuant to Section 768.28 (5) Florida Statutes or liability/settlement for which no claims bill has been filed or liability imposed pursuant to Federal Law or actions outside the State of Florida.		
Description of Operations/Locations/Vehicles/Special Items RE: Coverage Verification - Christmas Parade on December 13, 2019		
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE AGREEMENT ABOVE.		
Designated Member City of Quincy 404 West Jefferson Street Quincy FL 32351-2328	Cancellations SHOULD ANY PART OF THE ABOVE DESCRIBED AGREEMENT BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 45 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED ABOVE, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE PROGRAM, ITS AGENTS OR REPRESENTATIVES. <div style="text-align: center;">  <hr/> AUTHORIZED REPRESENTATIVE </div>	

2019 Christmas Parade
December 13, 2019
4:00 P.M. until 9:00 P.M.

Detour Signs placed on N.
 Madison St. to East on King St. to
 South on Madison Street to U.S.
 Hwy 90



Lt. Eugene Monroe Jr
 850-544-2335

City of Quincy
CHRISTMAS
PARADE



Theme:
"Wild Wild West Christmas"
A Western Christmas

FRIDAY | DEC. 13TH | 6:00PM

Downtown Quincy

No Entry Fee

Starts at Ward's Lot

Ends at the Courthouse Square



**City of Quincy
City Commission
Agenda Request**

Date of Meeting: November 12, 2019

Date Submitted: November 7, 2019

To: Honorable Mayor and Members of the City Commission

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

Subject: City Attorney Agreement

Statement of Issue:

During the regular scheduled Commission Meeting of October 8, 2019, the Commission by majority vote, appointed Attorney Gary A. Roberts of the Law Offices of Gary A. Roberts & Associates, LLC as the City Attorney. The Commission asked Staff to submit a formal agreement between the City of Quincy and Attorney Roberts for approval.

Background:

Article IX of the City of Quincy Code of Ordinances establishes that the City Commission shall appoint an Attorney. Attorney Gary Roberts has served as Interim City Attorney for the City of Quincy since former Attorney Scott Shirley resigned in February of 2019. On October 8, 2019, Attorney Gary Roberts was appointed as the City Attorney and has presented an agreement for consideration by the Commission. The agreement is similar to the one that the Commission entered into with former Attorney Scott Shirley.

Options:

- Option 1. Vote to approve the proposed agreement between the City of Quincy and Attorney Gary A. Roberts of the Law Offices of Gary A. Roberts & Associates, LLC and authorize the Mayor to sign the agreement.

Option 2: Do not approve the proposed agreement.

Recommendation:

Option 1

CITY ATTORNEY AGREEMENT

THIS AGREEMENT made and entered into this ____ day of _____, 2019, by and between the City of Quincy, a Florida Municipal Corporation (hereinafter referred to as "City"), and Attorney Gary A. Roberts of the Law Offices of Gary A. Roberts & Associates, LLC, (hereinafter referred to as "Counsel"), with its principal place of business located at 130 Salem Court, Tallahassee, Florida, 32301.

WITNESSETH:

WHEREAS, City desires to contract with Counsel for the purposes of providing municipal attorney services to the City;

WHEREAS, Counsel represents that Counsel is fully qualified to handle such legal services; and

WHEREAS, Counsel agrees to provide the specified services in accordance with terms hereof.

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representations herein, the parties hereby agree as follows:

1. Purpose of Agreement. The purpose of this Agreement is to set forth the terms and conditions under which Counsel shall provide municipal legal services to the City relating to the City's legislative, administrative, quasi-judicial, and litigation requirements.
2. Scope of Services. Counsel agrees to perform and conduct services in the following manner:
 - (a) Gary A. Roberts will be lead attorney for Counsel;
 - (b) Utilization of all of the professional staff of Counsel on behalf of the City is authorized, as directed by the lead attorney;
 - (c) Counsel shall perform all necessary and proper local government legal services pursuant to the direction of the City Commission, Mayor, City Manager and City Clerk.
 - (d) Should Counsel determine that additional attorney representation would be advisable, Counsel shall first obtain the authorization of the City Commission or City Manager;
 - (e) Specialists or experts may be needed for unusual or unique legal matters which may require an expertise not possessed by Counsel. Counsel will not

employ or otherwise incur an obligation to pay specialist or experts for services in connection with services herein without prior approval of the City Commission or City Manager.

- (f) No services are provided hereunder to the City of Quincy Community Redevelopment Agency.

3. Compensation. The City agrees to compensate Counsel as follows:

- (a) \$175.00 per hour for attorneys for hourly services including litigation;
- (b) \$75.00 per hour for paralegals and law clerks;
- (c) No fee will be generated by routine consultations with the Mayor, City Commission Members, City Manager, City Clerk and Department Directors, not exceeding fifteen (15) minutes and unrelated to real estate transactions, employment, litigation and which do not require research, document review, or documents preparation;
- (d) Counsel will represent the City on public finance issuances and loans services as local counsel at the rate of .4% of the amount of the issuance through \$10,000,000.00 and .3% of any amount over \$10,000,000.00, with a minimum fee of \$8,000.00, fees contingent upon the closing of the financing issue or loan. For issuances requiring validation, an additional non-contingent hourly fee will be paid for the validation process, including appeals, if any, at the litigation hourly rate provided above; and
- (e) Counsel's general billing policies are as follows: travel time is billable as incurred, except that travel time to and from Counsel's office in Tallahassee to City Hall or other City offices in Quincy shall not be billed; travel expenses will be billed based on the statutorily authorized rates; copy charges are billed at the rate of \$.10 per page; long distance telephone charges are billed as incurred; postage charges are billed as incurred; electronic legal research access charges are billed as incurred, and facsimile transmission and receipt charges are \$.50 per page. Counsel's time records are kept in tenth-hour increments rounded up to the nearest tenth hour. All work assigned to Counsel will be accomplished by attorneys, paralegals or law clerks of Counsel under the direction of Counsel.

4. Term. This Agreement shall continue in full force and effect until terminated upon thirty (30) days notice by either party. The parties will fully cooperate in any future transitional period.

5. Billing. Counsel shall provide monthly invoice with fees and expenses. The City Manager shall have statement payment approval authority for the City.

6. Other Agreements. No prior or present agreements or representations shall be binding upon the City or Counsel unless included in this Agreement. No modification or change to this Agreement shall be binding upon the parties unless in writing and executed by the party or parties to be bound thereby.
7. Severability. Should any part of this Agreement be determined by a court of competent jurisdiction to be contrary to applicable law, the remainder of the Agreement shall remain in full force and effect.
8. Construction. The Parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises, this Agreement shall be construed as if drafted jointly by the Parties and no presumption or burden of proof shall arise favoring or disfavoring any Party by virtue of the authorship of any of the provisions of this Agreement.
9. Governing Law and Venue. The parties intend that this Agreement and the relationship of the Parties shall be governed by the laws of the State of Florida. Venue for any action arising out of this Agreement between the Parties shall be exclusively in Gadsden County, Florida and nowhere else.
10. Binding Effects. This Agreement shall be binding upon the parties hereto. The Agreement may not be assigned.
11. Effective Date. This Agreement shall be effective October 8, 2019.

IN WITNESS WHEREOF, the parties of this Agreement have set their hands and seals on the day and year first above written.

CITY OF QUINCY

By: _____
Keith Dowdell, Mayor

Attest: _____
Sylvia Hicks, City Clerk

GARY A. ROBERTS & ASSOCAITES, LLC

By: _____
Gary A. Roberts, Esq.

**City of Quincy
City Commission
Agenda Request**

Date of Meeting: November 12, 2019
Date Submitted: November 7, 2019
To: Honorable Mayor and Members of the City Commission
From: Jack L. McLean Jr., City Manager
Ann Sherman, Human Resources Director
William McCloud, Financial Advisor
Subject: Employee Retirement Plan Enhancements

Statement of Issue:

The structure of the current American Funds Retirement Plan is limited in terms of available options and offerings for employees.

Background:

The City made changes to the employee retirement plan in 1991 moving from a Defined Benefit Plan to a 401a Defined Contribution Plan. Since the inception of the new plan, there has been one change which now allows an employee to make contributions to their account on a monthly, quarterly or annual basis.

The new enhancements will provide employees with greater benefit options which are being recommended to the current American Funds Platform. These enhancements include adding additional Mutual Fund Company investment options alongside current American Funds choices as well as the complete American Funds Target Date Fund series. These funds are designed to provide a simple investment solution through a portfolio whose asset allocation mix becomes more conservative as the target date approaches.

Additionally, a loan provision is being added to provide employees with limited access to their vested balances to meet unexpected financial needs.

General Loan Provisions:

The maximum amount that an employee may request to borrow is generally 50% of their vested account balance or \$50,000.00, whichever is less.

Loan Administration:

The landscape of options for all 401k's and 457 plan loans must meet the following requirements:

- Each loan must be established under a written loan agreement.
- The plan must set a commercially reasonable interest rate for plan loans.
- A loan cannot exceed the maximum permitted amount.
- A loan must be repaid within a five-year term (unless used for the purchase of a principal residence).
- Loan repayment must be made at least quarterly and in substantially equal payments that include principal and interest.

Conclusion:

In conclusion, adding the loan option opens the door for retention, as employees will no longer need to terminate their employment with the City in order to access their funds in an emergency. It also eliminates the possibility of employees having to secure a loan through a financial institution, by allowing them to borrow from themselves. The interest they pay is to themselves rather than another institution.

Additionally, with the possibility of a larger diversity of fund mix, this too opens the doors of opportunity for greater returns on investments.

Options:

Option 1. Approve recommended enhancements to the City of Quincy current American Funds Retirement Plan.

Option 2: Do not approve recommended enhancements to the City of Quincy current American Funds Retirement Plan.

Staff Recommendation:

Option 1

Attachments:

- American Funds Target Date Retirement Series Flyer
- Investments that Help Your Employees Pursue Your Goals Flyer

Consider the American Funds Target Date Retirement Series.®

Not All Target Date Funds Are Created Equal.

Given the growing popularity of target date funds, the Department of Labor has encouraged plan sponsors to establish an objective process for comparing fund offerings and selecting a target date fund family.

On the pages that follow, you'll learn what distinguishes the **American Funds Target Date Retirement Series** from its peers.

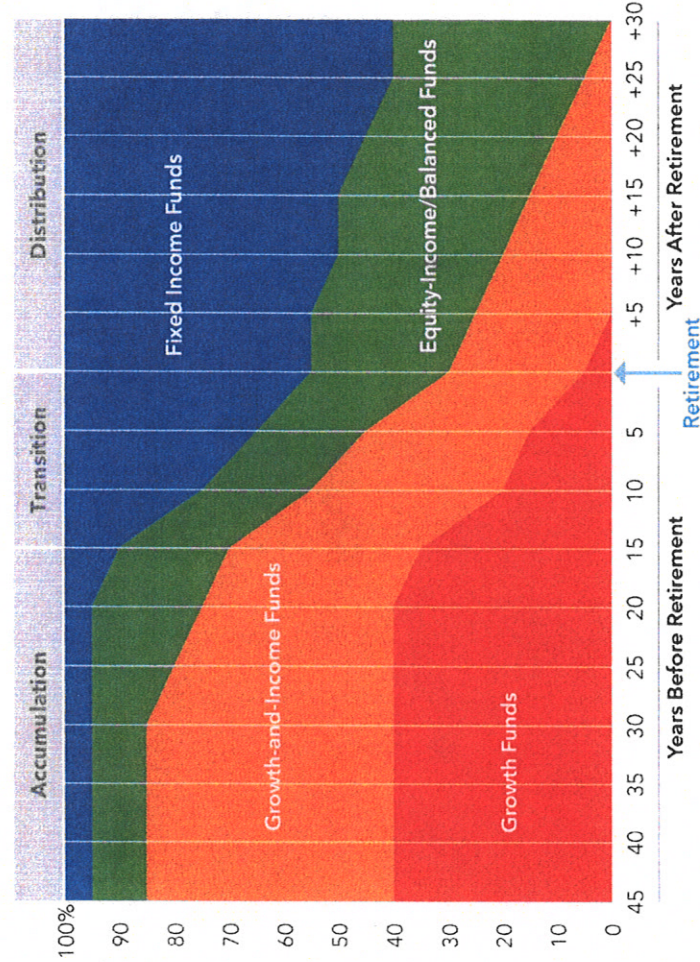
American Funds was selected most often by retirement plan advisors for best-in-class target date solutions.

— Cogent Wealth reports, Retirement Plan Advisor Trends,™ September 2016

An Objective-Based Approach Designed for Investor Success

The funds in the American Funds Target Date Retirement Series are managed 30 years past retirement — so a single fund can serve as a participant's investment for life.

American Funds Target Date Glide Path



Growth Funds

Glide path objective
Assets
Capital appreciation
U.S. and international equity

Growth-and-Income Funds

Glide path objective
Assets
Mix of capital appreciation and income generation
U.S. and international equity

Equity-Income/Balanced Funds

Glide path objective
Assets
Primarily income generation, but also capital appreciation and preservation
U.S. and international equity and fixed income

Fixed Income Funds

Glide path objective
Assets
Capital preservation and income generation
U.S. and international credit, government and securitized

The allocations shown reflect the funds' target allocations as of January 1, 2017. The funds' investment adviser anticipates that the funds will invest their assets within a range that deviates no more than 10% above or below the allocations set forth above. Allocation percentages and underlying funds are subject to the Portfolio Oversight Committee's discretion and will evolve

Choose Investments That Help Your Employees Pursue Their Goals.

Diversify Your Investment Menu.

Your plan offers access to the American Funds and investments from other respected investment managers.*

To get the most flexibility as you develop your plan lineup, you can select a standard conversion to the American Funds Target Date Retirement Series.[®] Otherwise, American Funds will serve as a core manager and certain investment selection requirements will apply.



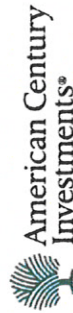
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WESTERN ASSET

**City of Quincy
City Commission
Agenda Request**

Date of Meeting: November 12, 2019
Date Submitted: November 5, 2019
To: Honorable Mayor and Members of the Commission
From: Jack L Mclean Jr, City Manager
Reggie Bell, Public Works Director
Subject: Drainage Improvement for Flagler Street Flooding

Issue:

This agenda item is requesting approval by the Commission for improvements to the drainage on Flagler Street that results in flooding.

Background:

Over the years, the citizens on Flagler Street have been experiencing major flooding in their neighborhood. Recently, Public Works had a contractor to install a storm drain crate top in the South West corner of MLK Blvd and Virginia Street. The crate top prevented about 70% of the water from going through the neighborhood. City staff is continually having to place sandbags around the perimeters of Virginia Street to prevent water from traveling to Flagler Street and causing major flooding. Instead of continuing to set up perimeters on Virginia Street, staff recommendation is to install a curb and gutter at Virginia Street and Flagler Street.

Analysis:

Occasionally it is necessary to make improvements to our city streets in order to maintain a safe environment for our local residents and to avoid spending an excessive amount of funds on repairs. City staff has reached out to several contractors for quotes/proposals to install a curb and gutter at Virginia Street and Flagler Street. Staff received quotes from the following contractors:

- C.W. Robert Contracting, Inc. \$29,600.00
- Peavy & Son Construction Co. \$17,440.00
- Pyramid Excavation Inc. \$17,000.00

Staff recommendation is to accept the quote from Peavy & Son Construction Co. due to the completion of the Scope of Work that was described. Additionally, Peavy and Son Construction Co. gave full details on the cost for completing the project. Although Pyramid Excavation Inc. submitted the lowest quote, the City would still have to make repairs to City streets for an estimated cost (including materials and labor) of \$900.00.

Options:

Option 1: Approve the quote proposal from Peavy & Son Construction Co. for \$17,440.00 and authorize the City Manager to execute the proposal.

Option 2: Provide Direction.

Staff Recommendation:

Option 1: Approve the quote proposal from Peavy & Son Construction Co. for \$17,440.00 and authorize the City Manager to execute the proposal.

Attachment(s):

- Peavy & Son Construction Co.
- C.W Robert Contracting, Inc
- Pyramid Excavation Inc.



PRELIMINARY PROPOSAL FOR SITE WORK

Virginia Street Storm Drain
FOR: Reggie Bell, City of Quincy
By: Peavy & Son Construction Co., Inc.
DATE: Febth, 2019

Item No.	Description	Quantity	Unit	Unit Price	Total
Drainage Repair	Mobilization	1	LS	\$ 1,200.00	\$ 1,200.00
	Maintain traffic	1	LS	\$ 1,500.00	\$ 1,500.00
	Demo	1	LS	\$ 1,000.00	\$ 1,000.00
	Inlet	1	EA	\$ 4,700.00	\$ 4,700.00
	18" ADS pipe	48	LF	\$ 55.00	\$ 2,640.00
	Asphalt	5	TN	\$ 200.00	\$ 1,000.00
	Limerock fill	1	LS	\$ 1,600.00	\$ 1,600.00
	24" RCP	32	LF	\$ 100.00	\$ 3,200.00
	Curb	20	LF	\$ 30.00	\$ 600.00
TOTAL (For Bonding, Add 1%)				Grand total	\$ 17,440.00

Accepted: _____

QUOTE PROPOSAL



C.W. ROBERTS CONTRACTING, INC

3372 Capital Circle NE

Tallahassee, FL 32308

Contact: Evan Dicenso

Phone: 850-385-5060

Fax: 850-385-5420

Quote To: Reggie Bell
City of Quincy

Job Name: Virginia Street Drainage Improvements

FPN:

Date of Plans:

Revision Date:

Phone:

Fax:

Quote Revision:

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
10	MOBILIZATION	1.00	LS	4,400.00	4,400.00
15	CURB & GUTTER REMOVE & REPLACE	80.00	LF	40.00	3,200.00
20	TYPE P-5 INLET	2.00	EA	8,000.00	16,000.00
30	24" RCP	24.00	LF	250.00	6,000.00
GRAND TOTAL					\$29,600.00

NOTES:

- 1.) Bond is not included add 2.5% if needed.
- 2.) The owner indicated that underground utilities where at a sufficient depth not to interfere with the proposed work.
- 3.) Any utility conflicts will be the responsibility of the owner.
- 4.) CWR intends to use a full road closure to perform this work.
- 5.) CWR is not to be held responsible for the design or effectiveness of the proposed work.
- 6.) CWR reserves the right to re-negotiate pricing if there is any alteration in the scope of work or site conditions.
- 7.) CWR proposes to patch the road only in the area of the pipe trench. No additional asphalt is included in this proposal.
- 8.) The structures quoted are for a maximum depth of 6'. If it is determined that a larger box is required than CWR reserves the right to adjust pricing according to the cost of the new structure.
- 9.) Scope of work is to install two curb inlets and one cross drain across Virginia Street just North of the intersection of Virginia and Flagler Street in Quincy, FL.
- 10.) This proposal is valid for fourteen (14) days from the date hereof (10/29/2019); however it may be accepted at any later date at the sole discretion of CWR.



- Commercial & Residential Site Preparation
- Aggregate-Environmental Hauling--Full Service Sand & Clay Facilities

November 1, 2019

RE: Drainage Modification at the Intersection of Flagler and Virginia Street

Mr. Bell:

Pyramid Excavation proposes the following:

1. Install a P-1 Inlet on the Northeast corner of the Virginia/Flagler Intersection
2. Install 18" FDOT approved ADS pipe from New Inlet To the existing Manhole on SE Corner
3. Backfill trench and provide Limerock Base in trench. (paving by others)
4. Provide MOT to close road while work is being performed

Total Cost = \$17,000.00

If the City of Quincy buys the Inlet, Pipe, and Limerock **Total Cost \$10,000.00**

Alternate

Provide a 2 x 2 concrete box on the SE corner of the intersection with a 10" PVC pipe to the existing Manhole.

Additional Cost \$3,000.00

Exclusions

1. Grassing
2. Density Testing
3. Asphalt Paving
4. Striping

Sincerely

James Zaleski

James Zaleski
Pyramid Excavation