

**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  
David Rittman, Telecommunications Administrator

Subject: City of Quincy Internal Phones and Internet Services

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**Issue:**

This agenda item is requesting approval to improve phone and internet services for the City of Quincy Internal Network.

**Background:**

For the last couple of years, the City of Quincy has had continuous issues with TDS phone and internet services. TDS response time for their phone and/or internet outages has been unacceptable and is frequently hindering the City of Quincy Management and Staff with the ability to provide quality services to customers.

Currently Staff has no access to state websites with the circuit that TDS provided to the City of Quincy. The state website issue has been going on for more than 6 months and is a very critical need for the Police, Fire, Human Resources and Finance Departments. The Information Technology Administrator has reached out to TDS continuously on this issue but they have not been able to resolve the matter or offer a solution to this issue.

**Analysis:**

Information Technology Administrator received several quotes/proposals from telecommunication suppliers on providing reliable phone and internet services to the City of Quincy. Quotes were received from the following service providers:

- Century Link           \$6,938.71 per month       (Phone/Internet)
- Comcast                \$4,656.80 per month       (Phone/Internet)
- My Florida Network   \$4,226.31 per month       (Broadband only)

Staff recommendation is to accept the quote from Comcast.

**Options:**

Option 1: Approve the quote/proposal from Comcast for \$4,656.80 per month and authorize the City Manager to execute the proposal.

Option 2: Provide Direction.

**Staff Recommendation:**

Option 1: Approve the quote/proposal from Comcast for \$4,656.80 per month and authorize the City Manager to execute the proposal.

**Attachment(s):**

- Century Link
- Comcast
- My Florida Network (MFN)

**Customer Information and Contract Specifications**

**Customer Name:** City of Quincy  
**Account Number:** 1-52KYUR

**Currency:** USD  
**Monthly Recurring Charges (MRC):** \$3,329.76  
**Non Recurring Charges (NRC):** \$700.00

**Service Order**

Service Address	Description	Order Type	Term (Months)	Qty	Unit MRC	Unit NRC	Total MRC	Total NRC
650 INDUSTRIAL DR QUINCY FLORIDA 32351 4700 UNITED STATES	<b>Dedicated Internet Access</b>	New	36	1				
	<b>Access - Off Net</b>			1	\$1,169.76	\$0.00	\$1,169.76	\$0.00
	- Bandwidth = GigE - Access Sub Bandwidth=1000 Mbps - Inside Wiring=Standard Delivery - To the MPoE (Customer Provided)							
	<b>IP Logical</b>			1	\$2,160.00	\$0.00	\$2,160.00	\$0.00
	- Billing Method=Flat Rate - Peak Data Rate in Mbps=1000 - Committed Data Rate in Mbps=1000							
	<b>IP Port</b>			1	\$0.00	\$700.00	\$0.00	\$700.00
	<b>Subtotal</b>						<b>\$3,329.76</b>	<b>\$700.00</b>
	<b>Totals</b>						<b>\$3,329.76</b>	<b>\$700.00</b>

**Terms and Conditions Governing This Order**

1. This confidential Order may not be disclosed to third parties and is non-binding until accepted by CenturyLink, as set forth in section 4. Customer places this Order by signing (including electronically or digitally) or otherwise acknowledging (in a manner acceptable to CenturyLink) this document and returning it to CenturyLink. Pricing is valid for 90 calendar days from the date indicated unless otherwise specified.

2. Prior to installation, CenturyLink may notify Customer in writing (including by e-mail) of price increases due to off-net vendors. Customer has 2 business days following notice to terminate this Order without liability; or otherwise, Customer is deemed to accept the increase.

3. Unless otherwise agreed by the Parties in writing the demarcation point for on-net services will be CenturyLink's Minimum Point of Entry (MPOE) at such location (as determined by CenturyLink). Off-net demarcation points will be the off-net vendor's MPOE. If this Order identifies aspects of services that are procured by Customer directly from third parties, CenturyLink is not liable for such services.

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4. The Service identified in this Order is subject to the CenturyLink Master Service Agreement(s) and applicable Service Schedule(s) between CenturyLink Communications, LLC and Customer (or its affiliate if expressly provided for under such affiliate Master Service Agreement). If Customer has not executed a CenturyLink Master Services Agreement with CenturyLink Communications, LLC but has executed a services agreement for applicable services with an affiliate of CenturyLink ("Affiliate Agreement"), then the terms of the most recent Affiliate Agreement will apply to the Service (to the extent not inconsistent with this Order); in such cases, the current standard Service Schedule applicable to the Services will apply. If CenturyLink and Customer have not executed a CenturyLink Master Service Agreement and/or applicable Service Schedule(s) governing the Service and have not executed an Affiliate Agreement, CenturyLink's current standard Master Service Agreement/Service Schedule(s) will govern, a copy of which are available upon request. The CenturyLink invoicing entity is the entity providing Services.

Notwithstanding anything in any Affiliate Agreement to the contrary, CenturyLink will notify Customer of acceptance of requested Service in this Order by delivering (in writing or electronically) the date by which CenturyLink will install Service (the "Customer Commit Date"), by delivering the Service, or by the manner described in a Service Schedule. CenturyLink will deliver a written or electronic notice that the Service is installed (a "Connection Notice"), at which time billing will commence. At the expiration of the Service Term, Service will continue month-to-month, and rates are subject to change upon 30 days' notice from CenturyLink. If the Affiliate Agreement governs and does not include early termination charges and if Customer cancels or terminates Service for any reason other than CenturyLink's uncured default or if CenturyLink terminates due to Customer's uncured default, then Customer will pay CenturyLink's standard early termination liability charges as identified in CenturyLink's ancillary charge summary, a copy of which is available upon request. "Affiliate Agreement" for CenturyLink Communications, LLC or any companies that were affiliates of CenturyLink Communications, LLC before the merger between CenturyLink and Level 3 Communications ("Merger") means only an applicable Interexchange Carrier (IXC) network agreement, e.g. CenturyLink Total Advantage Agreement, CenturyLink Total Advantage Express Agreement, or CenturyLink Wholesale Services Agreement, for non-government customers (each, a CenturyLink Affiliate Agreement). Affiliate Agreement also includes an Agreement between Customer and any entity that was an affiliate of Level 3 Communications before the Merger.

5. Neither party will be liable for any damages for lost profits, lost revenues, loss of goodwill, loss of anticipated savings, loss of data or cost of purchasing replacement service, or any indirect, incidental, special, consequential, exemplary or punitive damages arising out of the performance or failure to perform under this Order. Customer's sole remedies for any nonperformance, outages, failures to deliver or defects in Service are contained in the service levels applicable to the affected Service.

6. All transport services ordered from CenturyLink will be treated as interstate for regulatory purposes. Customer may certify transport service as being intrastate (for regulatory purposes only) in a format as required by CenturyLink, but only where the transport services are sold on a stand-alone basis, the end points for the service are located in the same state and neither end point is a CenturyLink provided IP port ("Intrastate Services"). Where Customer requests that services be designated as Intrastate Services, Customer certifies to CenturyLink that not more than 10% of Customer's traffic utilizing the Intrastate Services will be originated or terminated outside of the state in which the Intrastate Services are provided. Such election will apply prospectively only and will apply to all Intrastate Services stated in this Order.

7. Charges for certain Services are subject to (a) a monthly property tax surcharge and (b) a monthly cost recovery fee per month to reimburse CenturyLink for various governmental taxes and surcharges. Such charges are subject to change by CenturyLink and will be applied regardless of whether Customer has delivered a valid tax exemption certificate. For additional details on taxes and surcharges that are assessed, visit [www.centurylink.com/taxes](http://www.centurylink.com/taxes).

8. Customer will pay CenturyLink's standard: (a) expedite charges (added to the NRC) if Customer requests a delivery date inside CenturyLink's standard interval duration (available upon request or at <https://MyLevel3.net>) and (b) ancillary charges for additional activities, features or options as set forth in CenturyLink's ancillary charge summary, a copy of which is available upon request. If CenturyLink cannot complete installation due to Customer delay or inaction, CenturyLink may begin charging Customer and Customer will pay such charges.

9. Equipment provided by CenturyLink to be located in Customer's premises ("CPE") is subject to the terms of the Customer Premise Equipment Addendum, a copy of which is available upon request. For colocation, data center and/or hosting services, pre-arranged escorted access may be required at certain locations, and cross connect services are subject to whether facilities are available at the particular location to complete the connection.

10. For Level 3 Internet Services provided in certain countries in the Asia-Pacific region where CenturyLink does not currently hold a license to provide such Services, Customer consents to CenturyLink providing Service by procuring services of third-party carriers as Customer's agent, and Customer appoints CenturyLink as its agent to the extent necessary to obtain such Service. CenturyLink's affiliate is licensed in Hong Kong, Japan, Singapore and Australia.

v. September, 2019

### **Additional Order Terms**

#### Invoices

Single prices shown above for bundled Services, or for Services provided at multiple locations, will be allocated among the individual services for the purpose of applying Taxes and regulatory fees and also may be divided on the Customer's invoice by location served.

#### Activation Support

If requested by Customer, and for an additional charge assistance with activating and/or configuring equipment on Customer's side of the Demarcation Point may be provided ("Activation Support").

### **Signature Block**

<b>Customer: City of Quincy</b>
<b>Total MRC: \$3,329.76</b> <b>Total NRC: \$700.00</b>
Signature:
Name:
Title:
Date:

Customer and the individual signing above represent that such individual has the authority to bind Customer to this Agreement.

**Document Generation Date: 09-16-2019**



Customer Name: **City of Quincy**  
 Order #: **Q-00879345**  
 Order Generation Date: **10/31/2019 12:41:40 PM**  
 Cutoff/Expiration Date: **12/15/2019**  
 Currency: **USD**

Customer Information	Account Information	Prepared By
<b>Name:</b> City of Quincy <b>Primary Contact:</b> David Rittman <b>Primary Contact Phone:</b> 8506277649 <b>Primary Contact Email:</b> drittman@myquincy.net <b>Billing Contact:</b> <b>Billing Contact Phone:</b> <b>Billing Contact Email:</b>	<b>BPID:</b> 3357714 <b>Billing Account:</b> <b>Billing Address:</b> 404 W JEFFERSON ST QUINCY, FL 32351-2328 <b>Contract ID#:</b> New (Internal Use Only)	<b>Name:</b> Pakeania Steele <b>Phone:</b> <b>Email:</b> pakeania.steele@centurylink.com

**Order**

**Pricing Table**

Product	Qty	Service Address	Service Details	Service Attributes	Term (Months)	MRC	NRC	Waived NRC
Hosted VoIP	1	650 INDUSTRIAL DR QUINCY FL 32351		Months credited: 1 Month Total Seat Band: 1-50 Seats	36 Months	\$0.00	\$0.00	
	57		Seat Type : Standard	Polycom VVX 411	36 Months	\$1,539.00	\$1,653.00	\$1,653.00
	7		Seat Type : Premium	Polycom VVX 411	36 Months	\$203.00	\$203.00	\$203.00
	8		Adtran 1534P		36 Months	\$920.00	\$0.00	
	1		Basic White Page Listing		36 Months	\$1.95	\$0.00	
	5		Seat Type : Receptionist	Polycom VVX 401 w/ 1 Sidecar	36 Months	\$245.00	\$145.00	\$145.00
<b>Service Sub Total:</b>						<b>\$2,908.95</b>	<b>\$0.00</b>	

Date: 10/29/2019 MSA ID#: FL-10972727-Wperk SO ID#: FL-10972727-Wperk-14858709 Account Name: City of Quincy Customer Desired Date: 10/31/2019 Service Term: 36 Months

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Line	Request Type	Action	Service(s)	Description	Service Location	Monthly Recurring Charge for Service*	Monthly Recurring Charge for Equipment	Standard Installation Fees*
001	New	EDI-500		500 Mbps	404 W. Jefferson, Quincy, FL 32351	\$965.00	\$29.95	\$0.00
002	New	IPV4 Static Address Block /27		30 Usable IPs	404 W. Jefferson, Quincy, FL 32351	\$50.00	\$0.00	\$0.00
003								
004	New	ActiveCore Equipment - Medium (Qty. 1)			404 W. Jefferson, Quincy, FL 32351	\$30.00	\$0.00	\$0.00
005	New	ActiveCore Installation Fee (Qty. 1)			404 W. Jefferson, Quincy, FL 32351	\$0.00	\$0.00	\$550.00
006	New	SD-Router (Qty. 1)			404 W. Jefferson, Quincy, FL 32351	\$60.00	\$0.00	\$0.00
007	New	SD-Router Activation Fee (Qty. 1)			404 W. Jefferson, Quincy, FL 32351	\$0.00	\$0.00	\$0.00
008	New	Mid Mkt Mgd Svcs - Mgd Router (Qty. 1)			404 W. Jefferson, Quincy, FL 32351	\$45.00	\$0.00	\$0.00
009	New	Mid Mkt Mgd Svcs - Mgd Router Config Fee (Qty. 1)			404 W. Jefferson, Quincy, FL 32351	\$0.00	\$0.00	\$0.00
010								
011								
012								
013								
<b>TOTAL CHARGES**:</b>						<b>\$1,150.00</b>	<b>\$29.95</b>	<b>\$550.00</b>

\*Pricing for On-Net Service Locations in buildings with no consideration by Comcast. Service is provided monthly. Recurring Charges provided only for Service Equipment and Static IP. Applicable federal, state, and local taxes, surcharges and fees may apply.

Description: 1 Gig EDI on 36 month agreement with /27 Static IP block and Managed Route  
 of Service: Promotion Code: Promotion Description:

This Comcast Enterprise Services Sales Order form ("Sales Order" or "SO") is subject to and made a part of the Comcast Enterprise Services Master Services Agreement entered between Comcast and the undersigned Customer ("Agreement"), and is also subject to the Product-Specific Attachment for the Service(s) ordered herein, located at <http://business.comcast.com/terms-conditions-ent> (or successor URL). This Sales Order modifies the Agreement only to the extent contained herein and is not intended to replace the Agreement in its entirety. Unless otherwise indicated herein, any capitalized words contained herein shall have the same meaning as in the Agreement. This Sales Order shall be effective upon acceptance by Comcast. Comcast will assign a SO ID# following execution and submission of the Sales Order by Customer, and will provide the SO ID# to Customer prior to the first invoice.

**E911 ACKNOWLEDGEMENT**

Comcast Business Class Voice and Trunking Service ("Voice Services") may have the E911 limitations specified below:

- Customer is solely responsible for informing Comcast of initial Registered Service Locations for each telephone number and extension and of all changes to Registered Service Locations for the Voice Services, including subsequent moves, additions or deletions of stations. Customer is also responsible for programming its PBX system to reflect these Registered Service Locations. Customer will inform Comcast of changes to any Registered Service Location for each telephone number and extension by calling Comcast at 1-855-368-0600 or by opening a trouble ticket in the Comcast Care Center Portal. The contact number or method for making such updates are subject to change from time to time.
- The Voice Services use electrical power in the Customer's premises, as well as the Customer's underlying broadband service. If there is an electrical power outage or underlying broadband service outage, 911 calling may be interrupted. Similarly, calls using the Voice Services, including calls to 911, may not be completed if there is a problem with network facilities, including network congestion, network/equipment failure, or another technical problem.
- If the Registered Service Location provided in conjunction with the use of Comcast Equipment is deemed to be in an area that is not supported for 911 calls, Customer will not have direct access to either basic 911 or E911. In this case, Customer 911 calls will be sent to an emergency call center. A trained agent at the emergency call center will ask for the caller's name, telephone number and location, and then will contact the local emergency authority for that area in order to send help.

Directory Listing  
 DL Number  
 DL Display Name  
 DA/DL Header Text Information

Caller ID Display  
 (15 Character Limit)  
 Caller ID  
 (Yes/No)  
 Customer requests  
 International Dialing?

ACCOUNT REPRESENTATIVE  
 SALES ENGINEER  
 Theodore Schwalb  
 Patrick Jones

CUSTOMER NAME  
 SIGNATURE  
 PRINTED NAME  
 TITLE  
 DATE

**CUSTOMER INFORMATION**

Account Name: <u>City of Quincy</u>	Email: _____
Primary Contact: <u>David Ritman</u>	Address1: <u>404 W. Jefferson</u>
Title: <u>IT Manager</u>	Address2: _____
Phone: _____	City: <u>Quincy</u>
Cell: _____	State: <u>Fl</u>
Fax: _____	Zip Code: <u>32351</u>

**SUMMARY OF CHARGES**

Service Term( Months): 36

Site Name	Monthly Recurring Charges	Standard Installation Fees	Activation Fees
City Hall	\$513.65	\$49.00	\$688.85
City of Quincy - Utilitiies	\$141.35	\$49.00	\$179.70
City of Quincy - Rec Center	\$99.50	\$49.00	\$119.80
City of Quincy - Sub station	\$31.85	\$49.00	\$29.95
City of Quincy - FD #2	\$53.75	\$49.00	\$59.90
City of Quincy - FD #1	\$119.45	\$49.00	\$149.75
City of Quincy Police Department	\$660.40	\$49.00	\$1,108.15
City of Quincy - Utility Warehouse	\$53.75	\$49.00	\$59.90
City of Quincy - Public Works	\$75.65	\$49.00	\$89.85
<b>SUMMARY OF TOTAL CHARGES*</b>	<b>\$1,749.35</b>	<b>\$441.00</b>	<b>\$2,485.85</b>

\* Applicable federal, state and local taxes and fees may apply; usage fees not included. For Specific information, see service location detail pages, attached hereto and incorporated here in reference. Additional orders (adding or deleting seats) may change the "per seat" pricing.

**GENERAL COMMENTS**

**AGREEMENT**

1. This Comcast Enterprise Services Sales Order Form ("Sales Order") shall be effective upon acceptance by Comcast. This Sales Order is made a part of the Comcast Enterprise Services Master Services Agreement, entered between Comcast and the undersigned and is subject to the Product Specific Attachment for the Service(s) ordered herein, located at <https://business.comcast.com/terms-conditions-ent/>, (the "Agreement") . Unless otherwise indicated herein, capitalized words shall have the same meaning as in the Agreement.
2. Customer must execute a Comcast Letter or Authorization ("LOA") and submit it to Comcast, or Comcast's third party order entry integrator, as directed by Comcast.
3. New telephone numbers are subject to change prior to the install. Customers should not print their new number on stationery or cards until after the installation is complete.
4. Notwithstanding the notice provision in the Enterprise Services General Terms and Conditions, all legal notices will be sent to the Primary Contact listed above and/or to the Primary Contact identified on the SOA for each Service location as applicable.
5. Modifications: All modifications to the Agreement, if any, must be captured in a written Amendment, executed by an authorized Comcast Senior Vice President and the Customer. All other attempts to modify the Agreement shall be void and non-binding on Comcast. Customer by signing below, agrees and accepts the terms and conditions of this Agreement.



**From:** Powell, Marvin <[marvin.powell@dms.myflorida.com](mailto:marvin.powell@dms.myflorida.com)>  
**Sent:** Tuesday, October 29, 2019 10:54 AM  
**To:** [drittman@myquincy.net](mailto:drittman@myquincy.net)  
**Cc:** Williams, Matthew  
**Subject:** RE: City of Quincy - MFN-2 pricing

David,

Here are prices for 3 speeds (MFN2) per your request. Includes internet, router, and management:

WAN Access 100 Mbps	CPE - 4331-Base-50-100Mbps	WAN Core Port 100 Mbps	WAN Internet 100 Mbps	<b>\$3,118.63</b>
WAN Access 500 Mbps	CPE - 4431-Base-200-500Mbps	WAN Core Port 500 Mbps	WAN Internet 500 Mbps	<b>\$4,226.31</b>
WAN Access 1000 Mbps	CPE - 4451-Base-500-1000Mbps	WAN Core Port 1000 Mbps	WAN Internet 1000 Mbps	<b>\$5,342.95</b>

As I mentioned, there are stringent SLA's guaranteeing service, along with DDOS protection and redundancy.

I have CC'd Matthew Williams since I will be taking a new position beginning Friday,

Regards,

**Marvin Powell** | Customer Consultant  
*Division of State Technology*  
850-413-7906 (office) | 904-710-6475 (cell)  
Florida Department of Management Services  
[We Serve Those Who Serve Florida](#)

**CITY OF QUINCY  
CITY COMMISSION  
AGENDA REQUEST**

**MEETING DATE:** November 12, 2019

**DATE OF REQUEST:** November 5, 2019

**TO:** Honorable Mayor and Members of the City Commission

**FROM:** Jack McLean Jr., City Manager  
Robin Ryals, Utilities Director

**SUBJECT:** Jacobs (OMI) 2019/2020 Contract Amendment #12

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**Statement of Issue:**

The information provided herein concerns the approval of the Annual Contract Amendment with Jacobs for the operations of the City of Quincy Wastewater Facility and the Potable Drinking Water Production for the City of Quincy.

**Background:**

Per the contract with Jacobs the contract is to be amended yearly based on either an agreed upon increase or based on the base fee adjustment in the contract. The base fee adjustment is based upon the Consumer Price Index (CPI) and Employment Cost Index (ECI). The amendment for 2019/2020 is for an increase of 2.35% or \$24,075. This brings the cost of contract for 2019/2020 to \$1,078,543. The base fee increase, in the contract (CPI+ECI/2) for the was 2.35% or \$24,075 for the ending of the first quarter, as spelled out in the contract. The funds for this increase are already approved in the City's 2019/2020 budget passed in September 2019.

**Staff Recommendation:**

Staff hereby requests approval from the City Commission to amendment from Jacobs for the sum of \$1,078,543.00. Also, staff requests Commission approval for the Mayor to sign the amendment hereby submitted for your review.

**Options:**

- 1) The City Commission votes to approve the above mentioned with Jacobs and authorize the Mayor to sign said amendment.
- 2) The City Commission votes to give staff further direction as how to proceed with the project.

**ATTACHMENTS:**

- 1) Jacobs CY12 Amendment
- 2) Jacobs 2019/2020 contract amendment renewal letter.

**Appendix G**  
**BASE FEE ADJUSTMENT FORMULA**

$$ABF = BF \times AF$$

Where:

- BF = Base Fee specified in Section 5.1  
ABF = Adjusted Base Fee  
AF = Adjustment Factor as determined by the formula:

$$AF = [((ECI) .50 + ((CPI).50)]$$

- ECI = The twelve month percent change (from the first quarter of the prior year to the first quarter in the current year) in the Employment Cost Index for Total Compensation for All Civilian Workers, and All Workers, Not Seasonally Adjusted as published by U. S. Department of Labor, Bureau of Labor Statistics in the Detailed Report Series ID: CIU1010000000000I (B,C).
- CPI = The twelve month percent change (from March of the prior year to March of the current year) in the Consumer Price Index for the U.S. City Average, All Items, Not Seasonally Adjusted as published by U.S. Department of Labor, Bureau of Labor Statistics in the CPI Detailed Report Series Id: CUUR000SA0.

*Clarification: The above Base Fee Adjustment Formula does not include the annual Repairs Limit (Section 5.4) in the calculation.*



**AMENDMENT NO. 12  
to the  
AGREEMENT  
for  
OPERATIONS, MAINTENANCE AND  
MANAGEMENT SERVICES  
for the  
CITY OF QUINCY, FLORIDA**

THIS AMENDMENT NO. 12 (the "Amendment") is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and between the City of Quincy (hereinafter "Owner") and Operations Management International, Inc. (hereinafter "CH2M HILL OMI"), each a "Party" and collectively the "Parties".

WHEREAS, the Parties entered into that certain Agreement for Operations, Maintenance and Management Services for the City of Quincy, Florida on October 1, 2007 (the "Agreement"); and

WHEREAS, for good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the Parties now wish to further modify the Agreement as set forth herein.

NOW THEREFORE, effective October 1, 2019, ("Effective Date") Owner and CH2M HILL OMI agree that the Agreement shall be and is hereby amended and modified in the following manner:

1. Article 5.1 is hereby deleted in its entirety and replaced as follows:
  - 5.1 Owner shall pay to CH2M HILL OMI as compensation for services performed under this Agreement a Base Fee as follows:

YEAR 13 (2019-2020)	\$1,078,543.00
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This Amendment No. 12, together with all previous amendments and the Agreement constitutes the entire agreement between the Parties and supersedes all prior oral and written understandings with respect to the subject matter set forth herein. Unless specifically stated all other terms and conditions of the Agreement shall remain in full force and effect. Neither this Amendment nor the Agreement may be modified except in writing signed by an authorized representative of the Parties.

Both Parties indicate their approval of this Amendment No. 12 by their signature below.

Authorized Signature:

Authorized Signature:

**OPERATIONS MANAGEMENT  
INTERNATIONAL, INC.**

**CITY OF QUINCY, FLORIDA**

\_\_\_\_\_  
Name: Jon Mantay  
Title: Manager of Projects  
Date:

\_\_\_\_\_  
Name: Keith Dowdell  
Title: Mayor  
Date:

**CITY OF QUINCY  
CITY COMMISSION  
AGENDA REQUEST**

**MEETING DATE:** November 12, 2019

**DATE OF REQUEST:** November 4, 2019

**TO:** Honorable Mayor and Members of the City Commission

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

**SUBJECT:** Approval of City of Quincy Junior Commission By-Laws

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**Statement of Issue:**

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

The mission of the Junior Commission is to prepare young people to be future civic leaders. Its focus is on four areas: leadership, creativity, entrepreneurship and community service. It consists of local youth who are high school students and live in the City of Quincy's utility service area. The outcome is to promote and encourage the young people to become effective, civic engaged servant leaders in our communities by helping shape the future of the City of Quincy.

The process for approval of the By-Laws:

- The By-Laws proposal was submitted to Junior Commission for changes, corrections, recommendations, and/or conflicts with other By-Law statements.
- The By-Laws are then send as a recommendation to the City of Quincy Commission for review and approval.
- The City of Quincy City Commission then votes to approve the By-Laws, and if approved the By-Laws are sent back to the Junior Commission for implementation.

Change in implementation of Junior Commission: Because of the challenges of recruitment and demands on the student's time, the Junior Commission reduced its representation from 17 to 13 members.

**Options:**

Option 1: Vote to approve the City of Quincy Junior Commission's By-Laws.

Option 2: Vote to deny the City of Quincy Junior Commission's By-Laws.

**Staff Recommendation:**

Option 1

**ATTACHMENTS:**

**Exhibit A: City of Quincy Junior Commission By-Laws**

**Exhibit B: Agenda for Special Meeting (Junior Commission) held October 24, 2019 (for information only)**

**Exhibit C: Status Update (for information only)**



CITY OF QUINCY JUNIOR COMMISSION BY-LAWS

ARTICLE I: MEMBERSHIP

Section 1 – Representation

No more than thirteen (13) members will serve on the City of Quincy Junior Commission. The Junior Commission shall seek its membership from a diverse representation reflecting the community.

Section 2 – Membership Qualifications

All members must live within the City’s utility service area and must be between the grades of 9 to 12. Members shall have at least a 2.25 GPA.

Section 3 – Term Limits

Terms shall be for one year or until the student transfers or graduates from high school. Members may re-apply every year provided they maintain the membership qualifications.

Section 4 – Application Process

Members of the City of Quincy Junior Commission shall be chosen through an application process. The Junior Commission shall review the application, interview and select members.

Section 5 – Conduct

Each member of the City of Quincy Junior Commission shall behave in a positive, friendly and law-abiding manner at all times. There will be no smoking, drinking alcoholic beverages or using illegal drugs by any member. Such behavior will not be tolerated and is grounds for dismissal from the Junior Commission.

ARTICLE II: OFFICERS

Section 1 – Officers

The City of Quincy Junior Commission shall elect its officers as: Chair, Vice-Chair, and Secretary.

Section 2 – Duties

The duties of the officers shall be as follows:

- a. The Chair shall preside at the meetings and shall be in charge of the administrative affairs of the Junior Commission with the assistance of the City Manager’s Office.
b. The Vice-Chair shall perform the duties and exercise the power of the Chair during the absence of the Chair.



- c. The Secretary shall determine a quorum for the meeting; conduct the roll call at the beginning of the meeting, and record the minutes of the meeting.

**Section 3 – Election of the Officers**

The officers shall be elected annually. The officers shall be elected by a simple majority vote of the voting members present.

**Section 4 – Term of Office**

**The term of all officers shall be for one year;** however, an officer may continue to hold the office until their successor is elected. Officers shall be elected at the first Junior Commission meeting held in October of each calendar year.

**Section 5 – Vacancies of Office**

Should a vacancy office in an office occur by resignation, removal or by some other reason, the office shall be filled by an election for the vacant office at the next regular meeting of the Junior Commission.

**ARTICLE III: MEETINGS**

**Section 1 – Regular Meetings**

Official regular meetings of the City of Quincy Junior Commission shall be held once every other month on the first Thursday of the month, between the hours of 6:00 pm and 8:00 pm. *Robert's Rules of Order* shall govern the proceedings of the Junior Commission.

The office of the City Manager shall give public notice of the meeting in accordance with the requirements of the Florida Open Meeting Law. This notice shall also include posting on the City of Quincy's official website.

**Section 2 – Special Meetings**

Special meetings may be called upon the request of the Chair. A request for a special meeting shall be sent via electronic mail or by telephone to the office of the City Manager at least 48 hours before the time of the meeting. The said special meetings shall be called for a specific purpose or purposes, and shall not take the place of an official regular Junior Commission meeting unless so determined at a prior regular meeting.

**Section 3 – Quorum**

The presence of a simple majority of the existing membership of the City of Quincy Junior Commission shall constitute a quorum for a meeting of the Junior Commission. A quorum is necessary to transact official business at any meeting.

**Section 4 – Voting**

The affirmative vote of a majority of the members present shall be necessary to adopt a recommendation to be forwarded to the City of Quincy Commission for review and/or possible action.

**Section 5 – Order of Business**

The Chair of the Junior Commission shall call the meeting to order. Before proceeding to business, the roll of the membership shall be called and the names of those present and absent entered into the minutes. If a quorum is present, the order of business shall be:

- a. Pledge of Allegiance
- b. Approval of the Minutes of the Previous Meeting
- c. Business or Matters of Consideration for the Junior Commission
- d. Announcements
- e. Adjournment

### **Section 6 – Recording of the Meeting**

The Secretary shall record the proceedings of the Junior Commission. Records shall be preserved in accordance with the record retention schedule established by the Office of the City Clerk.

### **Section 7 – Attendance**

Attendance at regular meetings is expected from all members. If a member cannot attend due to sickness or for a duly authorized reason, the member shall notify the Office of the City Manager. Any member who fails to appear and/or answer to their name when the roll is called shall be recorded as absent (excused or unexcused). The Junior Commission may remove any member who is absent without excuse for three (3) consecutive meetings. An excused absence shall be defined as an absence due to one or more of the following: illness, family emergency leave, pre-planned family trip, school event or holiday, religious holiday, major academic exams or personal emergency.

## **ARTICLE IV – REPORTS**

### **Section 1 – Annual Report to the City of Quincy Commission**

The Chair or designee shall make a report to the City of Quincy Commission of activities and business of the Junior Commission at least once each calendar year.

## **ARTICLE V – ROLE OF THE CITY OF QUINCY COMMISSION**

### **Section 1 – Role of the City Commission**

The City of Quincy Commission shall receive recommendations from the Junior Commission. The City Commission shall provide support staff to the Junior Commission to assist them in carrying out their duties. The City Commission shall communicate upcoming issues to the Junior Commission so they may respond accordingly.

## **ARTICLE VI – BY-LAWS AND AMENDMENTS**

### **Section 1 – By-Laws and Amendments**

The By-Laws of the Junior Commission shall be reviewed once each calendar year. The By-Laws may be amended at a regular meeting provided two-thirds of the members of the Junior Commission approve the amendment in a roll call vote. The amendment must be a part of the agenda for the meeting and the membership must have been notified in writing and/or electronic email. By-Laws and amendments must be approved by the City of Quincy Commission.

**APPROVED:**

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

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Approval Date

**ATTEST:**

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

**City of Quincy Junior Commission Meeting  
Thursday, October 24, 2019  
6:00 pm – 7:30 pm  
City Hall, City Manager's Conference Room**



**Agenda for Special Meeting**

Call to Order

Invocation

Pledge of Allegiance

Roll Call

Approval of the Agenda

Reports:

Update on Membership Applications

Recruitment Strategies/Approach

By-Laws

Orientation and training for Commission/New fiscal year. . .

Recommended Projects (Suggestions from City Manager)

Adjournment

**Next Official Regular Meeting: Thursday, November 7, 2019, 6:00 pm, City Hall, City Manager's Conference Room**

Announcement:

February 11-12, 2020 (Tuesday and Wednesday)

Youth Council Legislative Action Days Program

Tallahassee, Florida

Florida League of Cities, Inc.

2019-2020

# City of Quincy Junior Commission

# Plan of Action

## Status Update November 12, 2019



The City of Quincy, Florida  
404 WEST JEFFERSON STREET, QUINCY, FLORIDA 32351



**Status Update**

<b>Action/Activity</b>	<b>Status</b>
<b>Outreach</b>	
<p>Receive and screen applications/recommendations from principals and Key Club sponsors.</p> <ul style="list-style-type: none"> <li>High School Students only (grades 9<sup>th</sup> -12<sup>th</sup> ) from Gadsden County High School and Robert F. Munroe Day School Key Clubs, sponsored by the Kiwanis International, Quincy Chapter (to form the organizing committee).</li> </ul>	<p>Initial organizing committee of four students identified and interviewed. The committee consisted of two students from Gadsden County High School and two students from Robert F. Munroe Day School.</p> <p>Students have had several meetings:                      August 8, 2019 (Special Meeting)                      October 3, 2019 (Regular Meeting)                      October 24, 2019 (Special Meeting)                      November 7, 2019 (Regular Meeting)</p>
<p>Solicit and recruit adult mentors and chaperones to serve throughout school year.</p> <ul style="list-style-type: none"> <li>Development an adult volunteer application.</li> <li>Develop orientation and training manual/class/meeting for mentors and chaperones.</li> <li>Conduct background checks per outlined by the City of Quincy Recreation Department.</li> </ul>	<p>The adult volunteer application has been developed and made available. In addition, the volunteer youth worker job description has been developed (see attachment).</p> <p>Several applications have been received.</p>
<p>Plan an orientation meeting for organizing committee.</p>	<p>Held Thursday, August 8, 2019, City Hall.</p>
<p>Plan first trip: The 2019 93<sup>rd</sup> Annual Conference, Florida League of Cities Youth Council Program to be held at the Orlando World Center Marriott in Orlando, FL on Saturday, August 17<sup>th</sup>, 8:30 a.m. - 4:30 p.m. (Leave: Friday, August 16, 2019; Return: Sunday, August 18, 2019).</p> <ul style="list-style-type: none"> <li>Obtain permission sheets from parents/guardians and arrange with schools, including all other necessary paperwork.</li> </ul>	<p>Four students, one adult volunteer and one City of Quincy employee attended conference.</p> <p>Worked with schools and parents regarding permission and travel arrangements.</p> <p>Thank you to the City Commission provided at the August 27, 2019 regular meeting. Organizing committee members attended.</p>

<b>Action/Activity</b>	<b>Status</b>
<p>Continue recruitment and screening process in order to reach total membership of thirteen (13). Acceptance of applications end for school year 2019-2020: <b><u>September 6, 2019.</u></b></p>	<p>Application distribution process in place and recruitment timeframe changed - extended to December 2019.</p> <p>Presentation regarding the Junior Commission provided to Leadership Class from Gadsden County High School on September 10, 2019.</p>
<p>Distribute application packet to high schools and principals.</p>	<p>Face-to-face meetings with the following schools and principals:</p> <p>Ms. Myra Grant-Whaley, Assistant Principal – Carter Parramore Academy</p> <p>Mr. Elijah Key, Assistant Principal – Gadsden County High School</p> <p>Dr. Kevin Forehand, Principal – Crossroad Academy of Business</p> <p>Membership applications were provided.</p>
<p>Publish and/or advertise the recruitment and location of the application for participation in the <u>Gadsden County Times newspaper</u>. Applications may be school nominations, student self-nominations, city staff, or city commission nominations.</p>	<p>Application and recruitment information appeared in Gadsden County Times for two weeks during the month of August 2019.</p> <p>Regrouped on recruitment strategies and approaches. For example, Robert F. Munroe’s Dr. Adam Gaffey, Head of School did a mass email to all parents regarding the Junior Commission with attachment of membership application. Students from organizing committee made posters and displayed around the school campus. In addition, during general announcements at school, information was shared with the students. At Gadsden County High School, a Junior Commission table was set-up during HBCU College Recruitment Day, September 5, 2019. Organizing Committee shared information about The members of the organizing committee have shared information on and with their social media and Facebook friends/pages.</p>
<p>Receive and screen application.</p> <ul style="list-style-type: none"> <li>• Organize and establish selection committee.</li> <li>• Began the interview and selection process (competitive).</li> <li>• Conduct second orientation meeting for junior commission applicants.</li> </ul>	<p>Talked and interacted with schools and principals in the recommendation of students. Encouraged school leaders to advertise information on campuses.</p> <p>Regrouped and extended to December 2019.</p>

<b>Action/Activity</b>	<b>Status</b>
Coordination meeting with key leadership and identify opportunities. <ul style="list-style-type: none"> <li>• Discuss roles and responsibilities.</li> <li>• Establish a memorandum of understanding (community partner).</li> </ul>	Solicitation of corporate sponsorship – for example, Direct Auto Exchange. Meeting with Gadsden County School District Superintendent to be scheduled.
<b>Operational Management</b>	
Development and approval of By-Laws.	Submitted to the City of Quincy City Commission on November 12, 2019 for review and approval.
Announce and/or publish the City of Quincy’s Junior Commission members. <ul style="list-style-type: none"> <li>• Send and/or mail-out acceptance letters and/or make congratulatory phone calls.</li> <li>• Send and/or mail-out letters to all applicants not selected, encouraging them to apply in the future.</li> </ul> Approval of the Junior Commissioners by the City Commission. <ul style="list-style-type: none"> <li>• Swearing in of members of the City of Quincy’s Junior Commission.</li> <li>• Share information via social media tools.</li> </ul>	Recommended timeframe: January 2020
Creation of a program calendar. <ul style="list-style-type: none"> <li>• Identity and plan for training and workshops, i.e., public speaking, conflict resolution, leadership skills and priorities, empowerment, confidence and being me, home rule, getting your ideas across – communication, money matters/budgeting, health &amp; well-being, cultural awareness, organizing and hosting a youth summit, etc.</li> </ul>	Discussions have begun on program calendar, community service hours and project(s).  Upcoming – Youth Council Legislative Action Days at the Capitol, February 11-12, 2020 sponsored by the Florida League of Cities.
Creation and approval of the 2019-2020 budget.	2019-2020 budget submitted and approved.
Additional News.	Dontreal Hall, member of the organizing committee was selected as Mr. Blue and Maroon for Gadsden County High School’s Homecoming Parade Activities. Congratulations!

Attachments:

Job description: Volunteer Youth Worker



Article: Gadsden County Times – “Quincy Junior Commission Gets Its Start”  
Corporate Solicitation Letter: Direct Auto Exchange

Submitted by: Dr. Beverly A. Nash  
November 12, 2019

**City of Quincy Junior Commission**

**JOB DESCRIPTION**

**Volunteer Title: Volunteer Youth Worker**



**Major Objective:**

To enable young people to experience and contribute to the City's decision-making process by addressing youth issues, promoting positive youth programming and civic engagement so that young people can become effective servant leaders in our communities, while in a fun, safe, social and educational environment.

**Volunteer Responsibilities:**

- To assist in the operations and/or mechanics of the Junior Commission which will have up to 13 (thirteen) high school young people.
- To communicate with the coordinator and other volunteers about programs/projects and activities.
- To supervise young people and ensure general health, safety and rules of conduct.
- To build a rapport with young people and listen to their concerns.
- To facilitate and participate in activities, events and discussions with young people.
- To assist with necessary program set-up and clean-up.
- To undertake required record keeping procedures including reporting verbally to coordinator and completing any relevant program forms.

**Training:**

- To participate in support/information meetings and one-to-one supervision meetings.
- Attend relevant training orientation/courses/workshops.

**Time Commitment:** From two to forty-five hours per month.

**Supervision:** The coordinator will provide direct supervision.

**What is in it for you?**

- Becoming part of a friendly and dedicated team.
- Enjoying new experiences and learning something new.
- Gaining practical experience working with young people and the local community.
- Development of team and leadership skills.

- Mentorship and acting as an advocate.
- Accessing training to further personal development.

**This role will suit people whom . . .**

- Enjoy working as part of a team.
- Are enthusiastic about the civic engagement.
- Enjoy working with high school young people.
- Ideally have some experiences of working with young people in youth clubs, groups or projects to achieve positive outcomes.

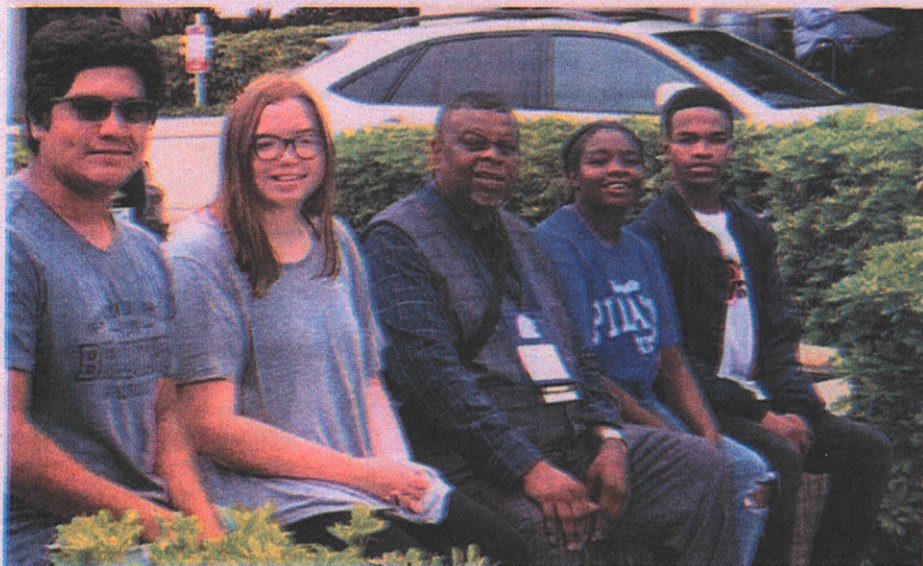
Application and background check are mandatory.

For more information, contact Dr. Beverly A. Nash, City of Quincy at 850-618-1888 or email address: [bnash@myquincy.net](mailto:bnash@myquincy.net) or Kandace Horne, Building and Planning at 850-618-1887 or email address: [khorne@myquincy.net](mailto:khorne@myquincy.net).

# QUINCY JUNIOR COMMISSION GETS ITS START



Submitted photos



The city of Quincy's first-ever Junior Commission organizing committee visited the Florida League of Cities Convention in Orlando to learn more about running a junior commission. The four students were greeted by Quincy Mayor Keith Dowdell and Commissioner Ronte Harris, who were attending the convention. The students were chaperoned by grant writer Beverly Nash and volunteer Stephen Britt.

## City Commission

404 West Jefferson Street



## Junior Commission

Quincy, Florida 32351

August 23, 2019

**TO:** Mr. Tyrone Davis, CEO and Sales Manager  
Direct Auto Exchange  
2168-1 West Tennessee Street  
Tallahassee, Florida 32304

**FROM:** Dr. Beverly A. Nash  
City of Quincy  
404 W. Jefferson Street  
Quincy, Florida 32351

**Subject:** City of Quincy Junior Commission



The City of Quincy is proud to announce the formulation and start-up of the City's Junior Commission. It is the first and only advisory youth group to a governmental municipality in Gadsden and Leon Counties. Its mission is to provide young people with the opportunity to participate in the City's decision-making process by addressing youth issues, promoting positive youth programs and engagement so that our young people can become effective servant leaders in our communities and help shape the future of the City of Quincy.

I am writing this letter to invite you to be a Corporate Sponsor or Supporter of this group! As a leader in the community, your involvement with us is an opportunity for your business to join other individuals, organizations, and coalitions in our community to educate our young people about the importance of civic engagement and strengthen community-youth-adult partnerships. The focus will be on the following areas: leadership, entrepreneurship, creativity and community service. We want stronger, happier communities, today and tomorrow.

You can provide support in the following ways:

- Be a Corporate Sponsor or Event Supporter through a monetary donation. Your company logo will be placed in the quarterly/annual report(s).
- Mentorship of the students/young people.
- Volunteer at the events or activities.
- Attend planning meetings/activities for projects and issues.
- Sponsor or host an event at your facility.

We look forward to hearing from you. For more information, contact me at 850-618-1888 or [bnash@myquincy.net](mailto:bnash@myquincy.net). On behalf of the City of Quincy, we thank you for your support.

**QUINCY ROOFING PROGRAM: COMPLETE LIST OF APPLICANTS**

No.	ADDRESS	Comment
1	1311 Florida Avenue	
2	1510 Live Oak Street	
3	526 Camilla Avenue	
4	703 Hardin Street	
5	600 Syndicate Avenue	
6	1721 Inlet Street	
8	208 Cheeseborough Ave	
9	219 Clay Street	
10	2028 Flagler Street	
11	1923 Flagler Street	
12	218 S Lowe Street	
13	1736 MLK Blvd.	
14	1833 Flagler Street	
15	831 Arlington Circle	
16	215 Dupont Avenue	
17	910 W. Clark Street	
18	817 W. Jefferson Street	
19	304 E GF& A Drive	
20	1113 Brumby Street	
21	1931 Hamilton Street	
22	541 S Cleveland Street	
23	714 7 <sup>th</sup> Street	
24	1630 Elm Street	
25	814 MLK Blvd.	
26	1214 W Franklin Street	
27	854 Arlington Circle	
28	420 S Cleveland Street	
29	2034 Flagler Street	
30	236 Ivey Drive	
31	657 S Shelfer Street	
32	438 Lincoln Street	
33	438 Thomas Alley	
34	241 Lowe Street N	
35	721 GF & A Drive	
36	20 Patton Street, S	
37	213 Carver Street	RENTAL Prop (renting to own, may be reviewed)
	<b>Applicants Not Under Consideration</b>	
38	917 MLK	RENTAL Prop (the owner resides in the County)
39	252 Geneva Circle	The property is In the County
40	711 Circle Drive	Insurance will pay
41	935 Crawford Street	Owner said No damage. but wants someone to check the roof for her.
42	1943 Hamilton Street	The roof was fixed by Tallahassee Roofing in November 2018; but she said she needs assistance to repay Tallahassee Roofing.
43	117 S Shadow Street	The roof was recently replaced by CRA.



*Join us in Orlando for the...*

**59<sup>th</sup>**  
**ANNUAL**  
**LEGISLATIVE CONFERENCE**

Embassy Suites Orlando - Lake Buena Vista South  
**November 13-15, 2019**

# TENTATIVE PROGRAM\*

We are planning a variety of workshops to help you prepare for the 2020 legislative session. More details will be posted to our website and social media as soon as they are available, so check for updates!

## Wednesday, November 13

8:30 a.m. - 1:00 p.m.

### **Research Symposium**

*Hosted by the League's Center for Municipal Research*

*Additional registration required. Contact Liane Giroux at [lgiroux@flcities.com](mailto:lgiroux@flcities.com).*

5:15 p.m. - 6:15 p.m.

### **Local/Regional League Officers Meeting**

*For local/regional league presidents, vice presidents and executive directors*

## Thursday, November 14

7:30 a.m.

### **Coffee Service**

7:30 a.m. - 5:00 p.m.

### **Registration Desk Open**

8:00 a.m. - 8:30 a.m.

### **First-Time Attendees' Orientation**

8:45 a.m. - 9:45 a.m.

### **Federal Action Strike Team (FAST) Meeting**

8:45 a.m. - 9:45 a.m.

### **Workshop**

10:00 a.m. - 11:30 a.m.

### **Policy Committee Strategy Meeting**

*Open to all conference attendees.*

11:45 a.m. - 1:00 p.m.

### **Opening Luncheon**

*Keynote presentation by **Steve Vancore**, President of VancoreJones Communications*

Steve Vancore is a seasoned communications professional, recognized pollster and sought-after lecturer on Florida's politics and political research. Join us as he applies the League's recent research to help us better communicate about Home Rule and our legislative priorities. We understand



their importance. Vancore will present effective strategies for city officials to convey that message to state lawmakers.

1:15 p.m. - 2:45 p.m.

**Workshop:**

**Public Comment at Meetings:  
Managing the Unmanageable**

The public has a right to be heard at the meetings of municipal councils. Most members of the public who exercise this right do so with sincere interest in their community and reasonable respect for the process. But there are a few who use periods of public comment not for constructive engagement, but to create conflict and publicity. What can we do when confronted with public comment that seems destructive to the process and offensive to officials, staff and residents alike? Learn the limits and some tactics, then watch as some of our members put them into practice.

Speaker: **Scott C. Paine**, Ph.D., Director, Leadership Development and Education, Florida League of Cities

3:00 p.m. - 4:30 p.m.

**Media Training Workshop**

4:45 p.m. - 6:00 p.m.

**FLC Board of Directors Meeting**

6:00 p.m. - 7:00 p.m.

**Networking Event**

**Friday, November 15**

8:00 a.m.

**Coffee Service**

8:00 a.m. - 11:00 a.m.

**Registration Desk Open**

8:30 a.m. - 9:45 a.m.

**Census 2020 Workshop**

8:45 a.m. - 9:45 a.m.

**Advocacy Committee Meeting**

10:00 a.m. - 11:30 a.m.

**General Session**

1:00 p.m. - 5:00 p.m.

**Continuing Education in Ethics: Have You Completed Your Hours?**

Florida's municipal elected officers are required to take four specific hours of continuing education in ethics per year. If you haven't completed your hours yet, this is your opportunity! The four hours include two hours on the Florida Ethics Law (Chapter 112, Florida Statutes), one hour of public meetings (Chapter 286, Florida Statutes) and one hour of public records (Chapter 119, Florida Statutes). If your hours are completed, this is a good refresher class.

**NOTE: This class will be offered on a first-come, first-served basis. No pre-registration will be accepted, and the room will be filled in order of arrival.**

*\*Program Subject to Change*

## BE PART OF THE LEAGUE'S LEGISLATIVE PROCESS!

The 59th Annual Legislative Conference will be held **November 13-15, 2019**, at the **Embassy Suites Orlando - Lake Buena Vista South**. Florida League of Cities President Isaac Salver, council member from the Town of Bay Harbor Islands, will preside over the conference, where he will rally the FLC membership in support of the League's 2020 Legislative Action Agenda.

The second of the League's annual meetings, this important conference sets the stage for the 2020 legislative session, which begins January 14. Over the course of the two-day meeting, city officials will attend workshops and a special legislative policy committee strategy meeting to learn messaging and other tools to be prepared and effective during session.

You are essential to the League's legislative success. Join your municipal colleagues to discuss the latest on the state's top issues and the status of the FLC legislative priorities, and to share ideas on ways to urge legislators to support Home Rule! We look forward to seeing you there!

### REGISTRATION FEES

The registration fee for this conference is **\$250** per person. This fee covers admission to all conference sessions, continental breakfasts, refreshment breaks and Thursday's luncheon and networking event. No official activities are scheduled for guests or spouses.

### MAIL REGISTRATION

To register in advance, fill out the enclosed registration form, attach a check for \$250, and mail it to the League office by **Friday, November 1, 2019**. Your name badge and other information can be picked up at the conference registration desk.

### ONLINE REGISTRATION

Visit the League website, **[www.flcities.com](http://www.flcities.com)**, to access online registration.

If you register online there are two payment options. You can send your registration fees by check to the Florida League of Cities. **(Note: You are not registered until we receive your payment and you will not receive your housing information until your registration is paid.)** Or, you can simply pay online with your Visa, MasterCard or American Express. Registrations

submitted and paid online via credit card will automatically be marked as paid and you will receive your conference confirmation immediately via email. Conference confirmations include your registration information, totals and registration number for your reference. Please check your confirmation carefully to verify that all information is correct. Please inform the League immediately of any errors. **Please note that payments via credit card may only be made online.**

**Questions?** Contact Meetings Manager Melanie G. Howe, CAE, CMP, with any questions at [mhowe@flcities.com](mailto:mhowe@flcities.com) or via phone at (850) 222-9684.

## HOTEL ACCOMMODATIONS

The **Embassy Suites Orlando - Lake Buena Vista South** (4955 Kyngs Heath Road in Kissimmee) is the location for the 2019 Legislative Conference. The reservation cut-off date is **October 22, 2019**, and the rate is \$149/night, plus \$10 self-parking. Each reservation includes a complimentary cooked-to-order breakfast and an evening reception.

To protect our room block for conference registrants, it is our policy

that no one will receive housing instructions **until we have received your PAID registration**. Once your registration is paid, you will be sent housing instructions via email. **Note:** If you register online but choose to mail in your check, you will not receive your housing information until your registration is **paid**. Remember that we are unable to guarantee reservations for anyone, nor the exact date on which the hotel will sell out, **so please register early!**

## DIRECTIONS

### **1-4 Westbound (From Daytona Beach, Downtown Orlando, Colonial Drive)**

Take exit #68 and turn left onto S.R. 535 (S. Apopka/Vineland Road). Travel approximately 3.5 miles then turn right onto Kyngs Heath Road. The hotel is on the right and visible from S.R. 535.

### **I-4 Eastbound (Coming from Tampa, Clearwater)**

Take exit #68 and travel south on S.R. 535 (S. Apopka/Vineland Road). Travel approximately 3.5 miles then turn right onto Kyngs Heath Road. The hotel is on the right and visible from S.R. 535.



# 2019 LEGISLATIVE CONFERENCE REGISTRATION FORM

Return completed form via mail to Florida League of Cities, P.O. Box 1757, Tallahassee, FL 32302-1757; or visit the League website, [www.flcities.com](http://www.flcities.com), to access online registration.

Please type or print information requested.

**Fill out a separate form for each registrant.**

Name: \_\_\_\_\_  
*first middle last*

First Name or Nickname: \_\_\_\_\_  
*(as you wish it to appear on badge)*

Title: \_\_\_\_\_ Affiliation: \_\_\_\_\_  
*(city, county or company)*

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Office Contact Person: \_\_\_\_\_

## REMINDERS

**Registration fee: \$250.** Covers admission to all conference sessions, continental breakfasts, refreshment breaks and Thursday's luncheon and networking event.

Make checks payable to the **Florida League of Cities.**

**The advance registration deadline is November 1.** After that date, please register on-site.

Complete a separate Conference Registration Form for each delegate. Duplicate this form as needed. Full payment must accompany each registration.

Cancellations must be received and confirmed in writing by **5:00 p.m., Friday, November 1** to receive a refund of registration fees. Refunds will not be issued until after the conference. No refunds will be issued for early departure.

**Note: An administrative fee of \$25.00 will be deducted from all refunds.**

**Special Needs:** If you are physically challenged and require special services, or if you have special dietary needs, please attach a written description of those needs to your registration form.