

City of Quincy

City Hall

404 West Jefferson Street

Quincy, FL 32351

www.myquincy.net



Meeting Agenda

Tuesday, October 8, 2013

6:00 PM

City Hall Commission Chambers

City Commission

Keith Dowdell, Mayor (Commissioner District One)

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

Micah Brown (Commissioner District Two)

Derrick Elias (Commissioner District Three)

Andy Gay (Commissioner District Four)

**AGENDA FOR THE REGULAR MEETING OF
THE CITY COMMISSION OF
QUINCY, FLORIDA
Tuesday
October 8, 2013
6:00 PM
CITY HALL CHAMBERS**

Call to Order

Invocation

Pledge of Allegiance

Roll Call

Agenda Approval

Approval of Minutes

Public Hearings, Ordinances, Resolutions and Proclamations

1. Ordinance No. 1058-2013 Second Reading of City of Quincy Rules of Order and Procedure
2. Proclamation for Domestic Violence Awareness
3. Proclamation for National Breast Cancer Awareness Month

Presentation(s)

4. Computer Aid Dispatch (CAD) Demonstration- Police Department

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

Consent Agenda

Discussion(s)

5. Request for Authorization to engage IFAS and the Adjacent Property Owners around the I-10 Intersection for Annexation
(Jack L. McLean Jr., City Manager, Bernard Piawah, Building and Planning Director)

Report(s)/ Information

6. Wastewater Treatment Plant Permit Update
(Jack L. McLean Jr., City Manager, Mike Wade, Utilities Director)

City Manager's Report(s)

City Attorney's Report(s)

Commissioners' Reports

Other

Adjournment

*Item Not in Agenda Book

ORDINANCE NO: 1058-2013

AN ORDINANCE OF THE CITY OF QUINCY, FLORIDA RELATING TO CITY COMMISSION RULES OF ORDER AND PROCEDURE; PROVIDING FOR AUTHORITY; REPEAL OF ARTICLE 2, CITY COMMISSION, DIVISION 2, RULES OF ORDER AND PROCEDURE OF THE CITY CODE; ADOPTION OF ARTICLE 2, CITY COMMISSION, DIVISION 2, RULES OF ORDER AND PROCEDURE OF THE CITY CODE; FOR SEVERABILITY; AND AN EFFECTIVE DATE

Be it enacted by the City Commission of the City of Quincy, Florida;

Section 1. Authority: The authority for this ordinance is the City Charter, Section 166.021 and Sec. 286.0114, Florida Statutes.

Section 2. Repeal of City Code article 2 City Commission, division 2 Rules of Order and Procedure: City Code article 2 City Commission, division 2 Rules of Order and Procedure, a copy of which is attached hereto and made a part hereof by reference is hereby repealed.

Section 3. Adoption of City Code article 2 City Commission, division 2 Rules of Order and Procedure: City Code article 2 City Commission, division 2 Rules or Order and Procedure are hereby created to read as follows:

DIVISION 2. RULES OF ORDER AND PROCEDURE

Sec. 2-46 Rules Established.

The following set of rules shall be in effect upon their adoption by the Commission and until such time as they are amended or new rules adopted. *Roberts Rules of Order Revised* is a guide to the proceedings of the Commission to the extent they are not in conflict with these rules.

Sec. 2-47 Meetings to be Public.

All meetings of the Commission shall be open to the public, except for such meetings as are exempt by general law.

Sec. 2-48 Quorum.

A majority of the full membership of the Commission, free of voting conflict, shall constitute a quorum and be necessary for the transaction of business. An affirmative vote of a majority of a quorum is necessary to enact any ordinance or adopt any resolution or take other official action of the commission, except that a vote of four members of the commission is required to enact an emergency ordinance as provided in this division. . A number less than a quorum may adjourn the commission from day to day or until a certain time. The Commission may compel the attendance of absent Commission Members.

Sec. 2-49 Duties of Presiding Officer.

The Mayor shall preside at all meetings of the Commission, and he shall have a voice and a vote in the proceedings of the Commission but no veto power. In the absence or inability of the Mayor, the powers of that office shall devolve upon the Mayor Pro Tem. In the absence of both the Mayor and the

Mayor Pro Tem, a majority of the commissioners present and representing a quorum shall select a Presiding Officer for such meeting. The Presiding Officer shall call the Commission to order. The Presiding Officer shall preserve order and decorum; prevent attacks on personalities or the impugning of Commission Members or motives, and confine Commission Members in debate to the question under discussion. The presiding officer shall state every question coming before the Commission, call for the vote thereon with him or her having the privilege to vote last, announce the decision of the Commission on all subjects, and decide all questions of order, subject, however, to an appeal to the Commission, in which event a majority vote of the Commission present shall govern and conclusively determine such questions of order. The Presiding Officer shall sign all ordinances and resolutions adopted by the Commission. The Mayor, as Presiding Officer, shall report to the Commission all proclamations previously issued or to be issued by him or her as necessary or appropriate in the performance of his or her duties as Mayor.

Sec. 2-50 Regular meetings.

The Commission shall hold two regular meetings per month. Such meetings shall be at 6:00 p.m. on the second and fourth Tuesdays of each month. The time and date of holding such regular meetings may be changed, but only by resolution of a majority of the Commission. Regular meetings of the Commission that fall on a legal holiday shall be held on the following business day, unless otherwise determined by the Commission. All regular meetings shall be held at City Hall, or elsewhere within the City as determined by the Commission. The Commission may also determine, during a regular or special meeting, that it is not necessary that a scheduled regular meeting be held.

Sec. 2-51 Special meetings.

- (a) The Mayor, three members of the Commission or the City Manager may call a special meeting of the Commission whenever in their opinion the public business may require it. The request for such special meeting shall be communicated to the City Manager or, in his absence, to an employee of the city designated by the City Manager for such purpose. Written notice of such special meeting shall thereafter be promptly served upon all members of the Commission, either in person or at their place of residence or business.
- (b) No special meeting shall be called pursuant to this section unless twenty four hours' notice is given in advance of such meeting; provided, however, emergency special meetings may be called and held by the Commission at an earlier time if the circumstances requiring the emergency are documented in the minutes thereof.
- (c) The city manager or his designee shall as soon as possible affix a copy of the written notice calling for the special meeting upon the public bulletin board, front door, or other visible portion of the City Hall. Reasonable notice of such special meeting shall also be given to the local news media. The notice shall state the date, hour and place of the meeting and the purpose for which such meeting is being called. No business shall be transacted at the special meeting except such as is stated in the notice. Special meetings may be called without written notice if publicly announced during the course of a regular meeting of the Commission.

Sec. 2-52 Emergency Meetings.

Emergency meetings may be held on the call of the Mayor or any three (3) Commission Members whenever there is a public emergency and whenever practicable, upon no less than one (1) hour notice to each Commission Member and the local news media.

Sec. 2-53 Workshop Meetings.

The Commission may meet informally in workshop meetings, at the call of the Mayor or of any three (3) Commission Members. No ordinances, resolutions or other actions may be adopted at such meeting provided that the Commission may direct staff to take actions that do not entail the expenditure of City funds.

Sec. 2-54 Consent Agenda.

The Consent Agenda may be used to handle routine matters on the agenda expeditiously. There is no separate discussion of these items unless the Mayor, a Commission Member, or member of the public requests an item be removed for consideration in its normal sequence on the agenda. The approval of the Consent Agenda is usually handled in one motion from the Commission table, "I move that the Consent Agenda, (item numbers may be included) be approved; or if items are to be removed, "for good cause" or "discussion", a typical motion might be, "I move that we approve the Consent Agenda items through ___ with the exception of item ___."

Sec. 2-55 Adjourned Meetings.

Any meeting of the Commission may be adjourned to a later date and time.

Sec. 2-56 Agenda.

The City Manager shall prepare an agenda for each Commission meeting. Any matter to be placed on the agenda shall be submitted to the City Manager no later than 12:00 noon of the Thursday preceding the regular commission meeting on the following Tuesday. The City Manager or any member of the commission may be allowed to add items to such agenda at the beginning of any regular commission meeting in the discretion of the Presiding Officer. Emergency items may be added to an agenda at any time, provided that the circumstances surrounding the emergency are documented in the minutes of the meeting.

Sec. 2-57 Order of business.

- (a) Promptly at the hour and date provided in this division, the business of the Commission shall be taken up for consideration and disposition in the following order:
 - (1) Call to Order
 - (2) Roll call.
 - (3) Pledge of allegiance to the flag.
 - (4) Invocation (optional).
 - (5) Special Presentations by Mayor or Commission
 - (6) Approval of the minutes of the previous meetings.
 - (7) Public hearings as scheduled or agendaed.
 - (8) 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.)

- (9) Resolutions.
 - (10) Reports, request and communications by City Manager, City Attorney, City Clerk, Boards and Committees.
(Ordinance readings not requiring public hearing will usually appear under this item.)
 - (11) Matters requested by Commission Members.
 - (12) Comments from Commission Members, City Manager, City Clerk and City Attorney.
 - (13) Comments from the audience.
 - (14) Adjournment.
- (b) Management matters shall be referred to the City Manager for further investigation, appropriate action and subsequent report to the Commission as necessary.
 - (c) The order of business may be suspended at any meeting of the Commission by a majority of the Commission members present.

Sec. 2-58 Roll call.

Before proceeding with the business of any meeting, the City Clerk shall call the roll of the members, and the names of the commission members present or absent shall be entered on the minutes. If an absent member is excused by the Commission, the minutes of the meeting shall so state.

Sec. 2-59 Reading of the minutes.

Unless the reading of the minutes of a Commission meeting is requested by a majority of the Commission present, such minutes may be approved as distributed without reading. Corrections, if any, to such minutes shall be made at the time of and prior to such approval.

Sec. 2-60 Rules of debate.

- (a) *Presiding officer's role.* The Presiding Officer of the Commission may debate from the chair and without relinquishing the chair may move and second. He or she shall not be deprived of any of the rights and privileges of a Commission member because of his or her acting as the Presiding Officer.
- (b) *Obtaining the floor.* Every person desiring to speak shall address the chair and, upon recognition by the Presiding Officer, shall confine himself or herself to the question under debate, avoiding all personalities and indecorous language.
- (c) *Interruptions.* A Commission member or the public, once recognized, shall not be interrupted when speaking unless it is to call him or her to order or as otherwise provided in this section.
- (d) *Motion to limit debate.* A motion to limit debate shall take precedence over all motions, except a motion to adjourn, a point of order or a motion to table. None of such motions shall be debatable, and they shall require an affirmative vote of at least three Commission members in order to carry.
- (e) *Order of recognition.* The Commission members, the Mayor and city officials shall be recognized first on any matter under discussion before any member of the public shall be allowed to address the

commission, except as otherwise agendaed. If a public hearing is scheduled or agendaed, the hearing may be introduced by a brief presentation or report on the particular matter by the City Manager or his designee or some other city official, as the Presiding Officer shall deem appropriate. Thereafter, members of the public in favor of the specific matter or proposal may be recognized and heard first, then those opposed to such matter or proposal shall be recognized and heard, then a brief rebuttal may be allowed in the discretion of the chair.

Sec 2-61 Motion to Reconsider.

An action of the Commission may be reconsidered only at the same meeting at which the action was taken. A motion to reconsider may be made only by a Commission Member who voted on the prevailing side of the question and must be concurred in by a majority of those present at the meeting. Adoption of a motion to reconsider shall rescind the action reconsidered.

Sec. 2-62 Motion to Rescind.

- (a) An action of the Commission taken at a previous meeting (the "previous action") may be rescinded at a subsequent meeting.
- (b) A Commission Member seeking rescission of a previous action shall place a Motion to Consider Rescission on the agenda of a regular Commission meeting. If a majority of the full membership of the Commission approves the Motion to Consider Rescission, the Motion to Rescind shall be placed on the agenda of the next regular Commission meeting. If less than a majority of the full membership vote in favor of the Motion to Consider Rescission, no Motion to Rescind the previous action shall be considered by the Commission.
- (c) Approval of a Motion to Rescind requires the affirmative vote of a majority of the full membership of the Commission.
- (d) If a Motion to Rescind is approved, the Commission shall, at the same meeting, either consider the previous action or set a date certain for its consideration.
- (e) Notwithstanding anything stated above, a Motion to Rescind initiated by a Commission Member who voted on the losing side in connection with the previous action shall not be in order unless the Commission determines:
 - (1) Subsequent information has become known that (i) would have been material to the Commission's decision on the previous action and (ii) would have militated for a different result; or
 - (2) A rescission of the previous action is imperative to avoid a material cost, risk, harm, or other jeopardy to the City or its citizens, and the material cost, risk, harm, or other jeopardy could not have been known at the time of the Commission's previous action.
- (f) For purposes of the Motion to Rescind, a Commission Member who was absent for a vote on the motion in connection with the previous action is deemed to have been on the prevailing side of the vote.

Sec. 2-63 Tie Vote.

In the event of a tie vote on any motion, the motion shall be considered lost.

Sec. 2-64 Vote Change.

Any Commission Member may change his or her vote, before the next item is called for consideration on or before a recess or adjournment is called, whichever occurs first, but not thereafter,

without the unanimous consent of the Commission Members present and eligible to vote.

Sec. 2-65 Privilege of Closing Debate.

Any Commission Member may move to close debate and call the question on the motion being considered which shall not be debatable. The Commission Member moving the adoption of an ordinance, resolution or motion shall have the privilege of closing the debate.

Sec. 2-66 Citizens Presentations.

1. Presentation by Public on Proposition before the Commission: The agenda shall provide times when the public is given a reasonable opportunity to be heard on a proposition before the Commission. The opportunity to be heard may not occur at the same meeting in which the Commission takes official action on the proposition, provided the opportunity has been extended within sixty (60) days before the meeting at which the Commission takes the official action. Public opportunity hereunder does not extend to:

- (a) An official act that must be taken to deal with an emergency situation affecting the public health, welfare, or safety, if compliance with the requirements would cause an unreasonable delay in the ability of the Commission to act;
- (b) An official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations;
- (c) A meeting that is exempt from Sec. 286.011 Florida Statutes; or
- (d) A meeting during which the Commission is acting in a quasi-judicial capacity.

This paragraph does not affect the right of a person to be heard as otherwise provided by law.

2. Addressing the Commission – Scheduled Presentations: Any person desiring to address the Commission by oral communication on any subject not already on the Commission meeting agenda shall first secure the permission of the Presiding Officer and will be recognized under “Scheduled Presentation from the Public.” Only those persons who have completed a speaker’s form and who have notified the City Clerk by 12:00 noon of the Wednesday immediately preceding the regular meeting will have their name placed on the Agenda and be recognized under the heading “Scheduled Presentations from the Public.”

3. Addressing the Commission -- Public Opportunity on Commission Propositions: Any person desiring to address the Commission by oral communication regarding agendaed Commission propositions shall complete and deliver a Speaker Request Card to the City Clerk then secure the permission of the Presiding Officer and will be recognized under Public Participation on Commission Propositions where that item occurs on the agenda.

4. Addressing the Commission – Comments from Audience: Any person desiring to address the Commission by oral communication shall complete and deliver a Speaker Request Card to the City Clerk then secure the permission of the Presiding officer and will be recognized under “Comments from the Audience” where that item occurs on the agenda.

5. Addressing the Commission – Public Opportunity on Public Hearings: Any person desiring to address the Commission regarding Agendaed Public Hearings by oral communication shall secure the permission of the Presiding Officer and will be recognized under “Public Hearings” where that item occurs on the Agenda.

6. Manner of Addressing the Commission – Time Limit: Each person addressing the Commission shall approach the microphone, shall give his or her name and address and the organization or group they represent if any, in an audible tone of voice for the record and, unless further time is granted by the Commission, shall limit their address to three minutes. All remarks shall pertain to City business

and shall be addressed to the Commission as a body, and not to any Commission Member thereof. No person, other than Commission Members or the Mayor, and the persons having the floor, shall be permitted to enter into any discussion, either directly or through the members of the Commission. No questions shall be asked the Commission Members or staff, except through the Presiding Officer.

7. Personal and Slanderous Remarks: Any person making personal, impertinent or slanderous remarks, or who shall become boisterous or use offensive language, while addressing the Commission, may be requested to leave the meeting. No reference by name to any individual present or absent, including Commission Members and staff, shall be used in a negative manner by any person addressing the Commission. All participants and speakers shall refrain from belittling or insulting remarks or making personal attacks.

8. Reading of Protests: Interested persons, or their authorized representatives, may address the Commission for the reading of protests, petitions, or communications relating to any matter over which the Commission has control when the item is under consideration by the Commission.

9. Written Communications: Interested parties, or their authorized representatives, may address the Commission by written communication on any matter of business. However, in order to preserve the public record as well as comply with Florida's Public Records Law, an exact copy of said written communication must be provided to the City Clerk.

10. Presentations by Representatives of Groups or Factions: At meetings, in which four (4) or more individuals of a group or faction wish to be heard, a representative of a group or faction may address the Commission rather than all members of the group or faction and in such instances shall limit their address to twenty (20) minutes

Sec. 2-67 Decorum; disturbing meeting.

While the Commission is in session, the members thereof and the public present in the commission chambers shall not, by conversation or otherwise, delay or interrupt the proceeding nor the peace of the commission. It shall be unlawful for any person to disturb or disrupt a meeting of the city commission or to refuse to obey the orders of the Presiding Officer in the conduct of the meeting. Such person may be summarily ejected from the meeting, subject to an appeal to the commission which may overrule the chair. Any person found guilty of a violation of this section shall be punished as provided in City Code Sec. 1-6.

Sec. 2-68 Sergeant at Arms.

The Chief of Police or such member of the Department of Public Safety as he shall designate shall attend all commission meetings and be the sergeant at arms for the purpose of maintaining order and decorum at such meetings. He shall act under the direction and control of the presiding officer.

Sec. 2-69 City Attorney.

The City Attorney or his or her designee is expected to attend all meetings of the Commission and provide guidance and opinions, on questions of law and shall act as the Commission's parliamentarian by advising the Presiding Officer regarding matters of procedure.

Sec. 2-70 Ordinances and resolutions.

All ordinances and resolutions shall be prepared or reviewed by the city attorney. No ordinance shall be submitted to the Commission for consideration unless ordered by a majority vote of the commission or

requested in writing by at least three commissioners. The provisions of F.S. § 166.041, as now or hereafter amended are adopted by reference.

Sec. 2-71 Suspension of rules of order and procedure.

The rules of order and procedure set forth in this division, except as required by general law, may be temporarily suspended at any time by the consent of a majority of the members of the city commission present at any meeting and eligible to vote.

Sec. 2-72 Action Savings.

No action taken by the Commission shall be deemed void or invalid because of the failure to adhere to Robert's Rules of Order or the provisions of these rules of order and procedure, except as may otherwise be provided by general law.

Sec. 2-73 Compensation and expenses.

- (a) Members of the city commission shall receive as compensation for their services the sum of \$1166.67 each per month, and the mayor shall receive an additional \$100.00 per month.
- (b) In addition, the city commission shall approve the payment of actual and necessary expenses incurred by city commissioners in the performance of their duties in office. Such approval may be authorized in advance or made by reimbursement. Unless and until otherwise directed by the commission, the form currently used by the city to advance or reimburse employees for job-related expenses incurred by them, as such form may be amended from time to time, shall be adopted and used by the city commission to advance or reimburse commissioners for their expenses incurred in office.

Section 4. Severability: If any section, subsection, sentence, clause, phrase of this ordinance or the particular application thereof shall be held invalid by any court, administrative agency, or other body with appropriate jurisdiction, the remaining sections, subsections, sentences, clauses or phrases application shall not be affected thereby.

Section 5. Effective Date: This ordinance shall be effective upon its adoption.

SO DONE THIS THE ____ DAY OF OCTOBER, 2013.

APPROVED:

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

ATTEST:

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

Quincy, Florida, Code of Ordinances >> PART II - CODE OF ORDINANCES >> Chapter 2 - ADMINISTRATION >> ARTICLE II. - CITY COMMISSION >>
 DIVISION 2. RULES OF ORDER AND PROCEDURE >>

DIVISION 2. RULES OF ORDER AND PROCEDURE

Sec. 2-46, Suspension of rules of order and procedure.
Sec. 2-47, Regular meetings.
Sec. 2-48, Special meetings.
Sec. 2-49, Agenda.
Sec. 2-50, Duties of presiding officer.
Sec. 2-51, Roll call.
Sec. 2-52, Quorum.
Sec. 2-53, Voting; conflicts of interest.
Sec. 2-54, Order of business.
Sec. 2-55, Reading of the minutes.
Sec. 2-56, Rules of debate.
Sec. 2-57, Decorum; disturbing meeting.
Sec. 2-58, Sergeant at arms.
Sec. 2-59, Ordinances and resolutions.
Sec. 2-60, Rules of order.
Sec. 2-61, Compensation and expenses.
Secs. 2-82--2-80, Reserved.

Sec. 2-46. Suspension of rules of order and procedure.

The rules of order and procedure set forth in this division, except as they pertain to the procedures for the enactment of ordinances, may be temporarily suspended at any time by the consent of a majority of the members of the city commission present at any meeting. No action taken by the commission shall be deemed void or invalid because of the failure to adhere to the provisions of these rules of order and procedure, except as provided in this division or as may otherwise be provided by law.

(Code 1988, § 2-46)

Sec. 2-47. Regular meetings.

The city commission shall hold two regular meetings per month. Such meetings shall be at 6:30 p.m. on the second and fourth Tuesdays of each month. The time and date of holding such regular meetings may be changed, but only by resolution of a majority of the commission. Regular meetings of the commission that fall on a legal holiday shall be held on the following business day, unless otherwise determined by the commission. All regular meetings shall be held at city hall, unless otherwise determined by the commission. The commission may also determine that it is not necessary that a scheduled regular meeting be held.

(Code 1988, § 2-51)

Sec. 2-48. Special meetings.

- (a) The mayor, three members of the commission or the city manager may call a special meeting of the commission whenever in their opinion the public business may require it. The request for such special meeting shall be communicated to the city manager or, in his absence, to an employee of the city designated by the city manager for such purpose. Written notice of such special meeting shall thereafter be promptly served upon all members of the city commission, either in person or at their place of residence or business.
- (b) No special meeting shall be called pursuant to this section unless six hours' notice is given in advance of such meeting; provided, however, emergency special meetings may be called and held by the commission at an earlier time if the circumstances requiring the emergency are documented in the minutes thereof.
- (c) The city manager or his designee shall as soon as possible affix a copy of the written notice calling for the special meeting upon the public bulletin board, front door, or other visible portion of the city hall. Reasonable notice of such special meeting shall also be given to the local news media. The notice shall state the date, hour and place of the meeting and the purpose for which such meeting is being called. No business shall be transacted at the special meeting except such as is stated in the notice. Special meetings may be called without written notice if publicly announced during the course of a regular meeting of the city commission.

(Code 1958, § 2-52)

Sec. 2-49. Agenda.

The city manager shall prepare an agenda for each city commission meeting. Any matter to be placed on the agenda shall be submitted to the city manager no later than 12:00 noon of the Thursday preceding the regular commission meeting on the following Tuesday. The city manager or any member of the city commission may be allowed to add items to such agenda at the beginning of any regular commission meeting in the discretion of the presiding officer. Emergency items may be added to an agenda at any time, provided that the circumstances surrounding the emergency are documented in the minutes of the meeting.

(Code 1958, § 2-53)

Sec. 2-50. Duties of presiding officer.

The mayor shall preside at all meetings of the city commission, and he shall have a voice and a vote in the proceedings of the commission but no veto power. In the absence or inability of the mayor, the powers of that office shall devolve upon the mayor pro tem. In the absence of both

the mayor and the mayor pro tem, a majority of the commissioners present and representing a quorum shall select a presiding officer for such meeting. The presiding officer shall state every question coming before the commission, call for the vote thereon, announce the decision of the commission on all subjects, and decide all questions of order, subject, however, to an appeal to the commission, in which event a majority vote of the commission present shall govern and conclusively determine such questions of order. The presiding officer shall vote on all questions called for a vote, his name being called last, and he shall sign all ordinances and resolutions adopted by the commission. The mayor, as presiding officer, shall report to the commission all proclamations previously issued or to be issued by him as necessary or appropriate in the performance of his duties as mayor.

(Code 1958, § 2-54)

Sec. 2-51. Roll call.

Before proceeding with the business of any meeting, the city clerk shall call the roll of the members, and the names of the members of the commission present or absent shall be entered on the minutes. If an absent member is excused by the commission, the minutes of the meeting shall so state.

(Code 1958, § 2-55)

Sec. 2-52. Quorum.

A majority of the members of the commission shall constitute a quorum. An affirmative vote of a majority of a quorum is necessary to enact any ordinance or adopt any resolution or take other official action of the commission, except that a vote of four members of the commission is required to enact an emergency ordinance as provided in this division. A number less than a quorum may adjourn the commission from day to day or until a certain time.

(Code 1958, § 2-56)

Sec. 2-53. Voting; conflicts of interest.

The vote of each member of the commission shall be taken by yeas and nays and shall be entered on the official record of the meeting; provided, however, no commission member shall vote in his official capacity upon any measure which inures to his special private gain or shall knowingly vote in his official capacity upon any measure which inures to the special gain of any principal by whom he is employed. Such commission member shall, prior to the vote being taken, publicly state to the assembly the nature of his interest in the matter from which he is abstaining from voting. Within 15 days after the vote occurs, the commission member shall disclose the nature of his interest as a public record in a memorandum filed with the city clerk who shall incorporate the memorandum in the minutes of the meeting.

(Code 1958, § 2-57)

Sec. 2-54. Order of business.

- (a) Promptly at the hour and date provided in this division, the business of the city commission shall be taken up for consideration and disposition in the following order:
- (1) Roll call.
 - (2) Pledge of allegiance to the flag.
 - (3) Invocation (optional).
 - (4) Approval of the minutes of the previous meetings.
 - (5) Public hearings as scheduled or agendaed.
 - (6) Consideration of ordinances, resolutions and proclamations.
 - (7) Reports by boards and committees.
 - (8) Reports, requests and communications by the city manager.
 - (9) Other items requested to be agendaed by commission members, the city manager and other city officials.
- (b) Matters of an administrative nature, rather than of a legislative or policy nature, shall be referred to the city manager for further investigation, appropriate action and subsequent report to the commission as necessary.
- (c) The order of business may be suspended at any meeting of the commission by oral motion carried by an affirmative vote of a majority of the commission members present.

(Code 1958, § 2-58)

Sec. 2-55. Reading of the minutes.

Unless the reading of the minutes of a city commission meeting is requested by a majority of the commission present, such minutes may be approved as distributed without reading. Corrections, if any, to such minutes shall be made at the time of and prior to such approval.

(Code 1958, § 2-59)

Sec. 2-56. Rules of debate.

- (a) *Presiding officer's role.* The presiding officer of the city commission may debate from the chair and without relinquishing the chair may move and second. He shall not be deprived of any of the rights and privileges of a commissioner because of his acting as the presiding officer.
- (b) *Obtaining the floor.* Every person desiring to speak shall address the chair and, upon recognition by the presiding officer, shall confine himself to the question under debate, avoiding all personalities and indecorous language.
- (c) *Interruptions.* A member of the commission or of the public, once recognized, shall not be interrupted when speaking unless it is to call him to order or as otherwise provided in this section.
- (d)

Motion to limit debate. A motion to limit debate shall take precedence over all motions, except a motion to adjourn, a point of order or a motion to table. None of such motions shall be debatable, and they shall require an affirmative vote of at least three members of the commission in order to carry.

- (e) *Order of recognition.* The members of the commission, the mayor and city officials shall be recognized first on any matter under discussion before any member of the public shall be allowed to address the commission, unless a public hearing has been scheduled or agendaed on a specific matter. If a public hearing is scheduled or agendaed, the hearing may be introduced by a brief presentation or report on the particular matter by the city manager or his designee or some other city official, as the presiding officer shall deem appropriate. Thereafter, members of the public in favor of the specific matter or proposal shall be recognized and heard first, then those opposed to such matter or proposal shall be recognized and heard, then a brief rebuttal may be allowed in the discretion of the chair.

(Code 1958, § 2-60)

Sec. 2-57. Decorum; disturbing meeting.

While the city commission is in session, the members thereof and the public present in the commission chambers shall not, by conversation or otherwise, delay or interrupt the proceeding nor the peace of the commission. It shall be unlawful for any person to disturb or disrupt a meeting of the city commission or to refuse to obey the orders of the presiding officer in the conduct of the meeting. Such person may be summarily ejected from the meeting, subject to an appeal to the commission which may overrule the chair. Any person found guilty of a violation of this section shall be punished as provided in section 1-8.

(Code 1958, § 2-51)

Sec. 2-58. Sergeant at arms.

The chief of police or such member of the department of public safety as he shall designate shall attend all commission meetings and be the sergeant at arms for the purpose of maintaining order and decorum at such meetings. He shall act under the direction and control of the presiding officer.

(Code 1958, § 2-62)

Sec. 2-59. Ordinances and resolutions.

All ordinances and resolutions shall be prepared or reviewed by the city attorney. No ordinance shall be submitted to the city commission for consideration unless ordered by a majority vote of the commission or requested in writing by at least three commissioners. The provisions of F.S. § 188.041, as now or hereafter amended are adopted by reference.

(Code 1958, § 2-63)

Sec. 2-60. Rules of order.

Robert's Rules of Order, Newly Revised, shall govern the deliberations of the city commission, except when in conflict with the terms and provisions of this division and applicable state law.

(Code 1958, § 2-64)

Sec. 2-61. Compensation and expenses.

- (a) Members of the city commission shall receive as compensation for their services the sum of \$1166.67 each per month, and the mayor shall receive an additional \$100.00 per month.
- (b) In addition, the city commission shall approve the payment of actual and necessary expenses incurred by city commissioners in the performance of their duties in office. Such approval may be authorized in advance or made by reimbursement. Unless and until otherwise directed by the commission, the form currently used by the city to advance or reimburse employees for job-related expenses incurred by them, as such form may be amended from time to time, shall be adopted and used by the city commission to advance or reimburse commissioners for their expenses incurred in office.

(Code 1958, § 2-65; Ord. No. 858, § 1, 9-24-98; Ord. No. 893, § 1, 10-27-98)

State law reference— Travel expenses, F.S. § 112.061.

Secs. 2-62—2-80. Reserved.

The Florida Senate
BILL ANALYSIS AND FISCAL IMPACT STATEMENT
 (This document is based on the provisions contained in the legislation as of the latest date listed below.)

Prepared By: The Professional Staff of the Committee on Governmental Oversight and Accountability

BILL: CS/SB 50

INTRODUCER: Governmental Oversight and Accountability Committee and Senator Negron

SUBJECT: Public Meetings

DATE: February 7, 2013 REVISED: _____

	ANALYST	STAFF DIRECTOR	REFERENCE	ACTION
1.	Naf	McVaney	GO	Fav/CS
2.	_____	_____	AP	_____
3.	_____	_____	RC	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____

Please see Section VIII. for Additional Information:

A. COMMITTEE SUBSTITUTE..... Statement of Substantial Changes

B. AMENDMENTS..... Technical amendments were recommended

Amendments were recommended

Significant amendments were recommended

I. Summary:

CS/SB 50 requires members of the public to be given a reasonable opportunity to be heard on a proposition before a state or local government board or commission. Such opportunity does not have to occur at the same meeting at which the board or commission takes official action if certain requirements are met. The bill excludes specified meetings and acts from the "right to speak" requirement.

The bill specifies that the section does not prohibit a board or commission from maintaining orderly conduct or proper decorum in a public meeting. It authorizes a board or commission to adopt certain reasonable rules or policies governing the opportunity to be heard. If a board or commission adopts such rules or policies and thereafter complies with them, it is deemed to be acting in compliance with the section.

The bill authorizes a circuit court to issue injunctions for the purpose of enforcing the section upon the filing of an application for such injunction by any citizen of Florida. If an action is filed against a board or commission to enforce the provisions of the section and the court determines that the board or commission violated the section, the bill requires the court to assess reasonable attorney fees against the appropriate state agency or authority. The bill also authorizes the court

to assess reasonable attorney fees against the individual filing the action if the court finds that the action was filed in bad faith or was frivolous. The bill excludes specified public officers from its attorney fee provisions. The bill requires a court to assess reasonable attorney fees if a board or commission appeals a court order finding that such board or commission violated the section and the order is affirmed.

The bill provides that any action taken by a board or commission that is found to be in violation of the section is not void as a result of such violation.

This bill creates section 286.0114 of the Florida Statutes.

II. Present Situation:

Florida Constitution: Public Meetings

The Florida Constitution requires all meetings of any collegial public body of the executive branch of state government or of any collegial public body of a county, municipality, school district, or special district, at which official acts are to be taken or at which public business of such body is to be transacted or discussed, to be open and noticed to the public.¹

Government in the Sunshine Law

Access to government meetings is also governed by the Florida Statutes. Section 286.011, F.S., also known as the "Government in the Sunshine Law" or "Sunshine Law," requires all meetings of any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation, or political subdivision, at which official acts are to be taken to be open to the public at all times. The board or commission must provide reasonable notice of all public meetings. Public meetings may not be held in certain locations that discriminate on the basis of sex, age, race, creed, color, origin, or economic status or which operates in a manner that unreasonably restricts the public's access to the facility.² Minutes of a meeting of any such board or commission of any such state agency or authority shall be promptly recorded and be open to public inspection.³

Right to Speak at Public Meetings

The Florida Constitution and the Florida Statutes are silent concerning whether citizens have a right to be heard at a public meeting. To date, Florida courts have heard two cases concerning whether a member of the public has a right to be heard at a meeting when he or she is not a party to the proceedings.

In *Keesler v. Community Maritime Park Associates, Inc.*,⁴ the plaintiffs alleged that the Community Maritime Park Associates, Inc. (CMPA)⁵ violated the Sunshine Law by not

¹ Article I, s. 24(b) of the Florida Constitution.

² Section 286.011(6), F.S.

³ Section 286.011(2), F.S.

⁴ 32 So.3d 659 (Fla. 1st DCA 2010).

⁵ The CMPA is a not-for-profit corporation charged by the City of Pensacola with overseeing the development of a parcel of public waterfront property. The CMPA did not dispute that it was subject to the requirements of the Sunshine Law. *Id.* at 660.

providing them the opportunity to speak at a public meeting concerning the development of certain waterfront property. The plaintiffs argued that the Sunshine Law phrase "open to the public" grants citizens the right to speak at public meetings. The First District Court of Appeal held that no such right exists:

Relying on the language in *Marston*⁶, the trial court determined that, although the Sunshine Law requires that meetings be open to the public, the law does not give the public the right to speak at the meetings. Appellants have failed to point to any case construing the phrase "open to the public" to grant the public the right to speak, and in light of the clear and unambiguous language in *Marston* (albeit dicta), we are not inclined to broadly construe the phrase as granting such a right here.⁷

In the second case, *Kennedy v. St. Johns Water Management District*, the plaintiffs alleged, in part, that the St. Johns Water Management District (the district) violated the Sunshine Law by preventing certain people from speaking at a public meeting concerning the proposed approval of a water use permit.⁸ The trial court held that, "Because, as clearly articulated in *Keesler*, the Sunshine Law does not require the public be allowed to speak, plaintiffs' claim ... fails as a matter of law."⁹ The Fifth District Court of Appeal affirmed the trial court's ruling.¹⁰

III. Effect of Proposed Changes:

The bill creates s. 286.0114, F.S., providing that members of the public must be given a reasonable opportunity to be heard on a proposition before a board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation, or political subdivision. The opportunity to be heard does not have to occur at the same meeting at which the board or commission takes official action on the proposition if such opportunity:

- Occurs at a meeting that meets the same notice requirements as the meeting at which the board or commission takes official action on the item;
- Occurs at a meeting that is during the decision-making process; and
- Is within reasonable proximity in time before the meeting at which the board or commission takes the official action.

A private entity is generally subject to public records and open meetings laws when 1) there has been a delegation of the public agency's governmental functions; or 2) the private entity plays an integral part in the decision-making process of the public agency or has a significant level of involvement with the public agency's performance of its duties. *See* Ops. Att'y Gen. Fla. 92-53 (1992) (direct support organization created for purpose of assisting public museum subject to s. 286.011, F.S.); 83-95 (1983) (where county accepted services of nongovernmental committee to recodify and amend county's zoning laws, committee subject to Sunshine Law).

⁶ In *Wood v. Marston*, the Florida Supreme Court held that the University of Florida improperly closed meetings of a committee charged with soliciting and screening applicants for the deanship of the university's college of law. However, the *Marston* court noted "nothing in this decision gives the public the right to be more than spectators. The public has no authority to participate in or to interfere with the decision-making process." *Wood v. Marston*, 442 So.2d 934, 941 (Fla. 1983).

⁷ *Keesler*, *supra* note 3, at 660-61.

⁸ The trial court was the Circuit Court of the Seventh Judicial Circuit, in and for Putnam County, Florida. *See* the trial court's "Order Granting Motion for Summary Judgment," September 28, 2010, at 1-3 (on file with the Governmental Oversight and Accountability Committee).

⁹ *Id.* at 6.

¹⁰ 2011 WL 5124949 (Fla. 5th DCA 2011).

The opportunity to be heard is not required for meetings that are exempt from open meetings requirements or for meetings in which the board or commission is acting in a quasi-judicial capacity. The bill specifies that such exclusion does not affect the right of a person to be heard as otherwise provided by law.

In addition, the opportunity to be heard is not required when a board or commission is considering:

- An official act that must be taken to deal with an emergency situation affecting the public health, welfare, or safety, when compliance with the requirements would cause an unreasonable delay in the ability of the board or commission to act; or
- An official act involving no more than a ministerial act.

The bill specifies that the section does not prohibit a board or commission from maintaining orderly conduct or proper decorum in a public meeting.

The bill authorizes a board or commission to adopt reasonable rules or polices governing the opportunity to be heard.¹¹ Such rules or policies must be limited to those that:

- Provide guidelines regarding the time an individual has to address the board or commission;
- Prescribe procedures for allowing representatives of groups or factions on a proposition to address the board or commission, rather than all members of such groups or factions, at meetings in which a large number of individuals wish to be heard;
- Prescribe procedures or forms for an individual to use in order to inform the board or commission of a desire to be heard, to indicate his or her support, opposition, or neutrality on a proposition, and to indicate his or her designation of a representative to speak for him or her or his or her group on a proposition if he or she so chooses; or
- Designate a specified period of time for public comment.

The bill provides that the board or commission is deemed to be acting in compliance with the section if the board or commission adopts rules or policies in compliance with the section and follows such rules or policies when providing an opportunity to be heard.

The bill authorizes a circuit court to issue injunctions for the purpose of enforcing this section upon the filing of an application for such injunction by any citizen of Florida.

Whenever an action is filed against a board or commission to enforce the provisions of this section, the bill requires the court to assess reasonable attorney fees against the appropriate state agency or authority if the court determines that the defendant to such action acted in violation of the section. The bill also authorizes the court to assess reasonable attorney fees against the individual filing such an action if the court finds that the action was filed in bad faith or was frivolous. These attorney fee provisions do not apply to a state attorney, to his or her duly authorized assistants, or to an officer charged with enforcing the provisions of the act. The bill

¹¹ Executive branch agencies that are subject to the Florida Administrative Procedure Act (ch. 120, F.S.) must adopt through the rulemaking process (s. 120.54, F.S.) any agency statement defined as a rule by s. 120.52, F.S. Section 120.52(16), F.S., defines "rule" to mean each agency statement of general applicability that implements, interprets, or prescribes law or policy or describes the procedure or practice requirements of an agency and includes any form which imposes any requirement or solicits any information not specifically required by statute or by an existing rule.

also requires a court to assess reasonable appellate attorney fees if a board or commission appeals any court order which has found such board or commission to have violated the section and the order is affirmed.

The bill specifies that any action taken by a board or commission that is found to be in violation of the section is not void as a result of such violation.

The bill's effective date is October 1, 2013.

IV. Constitutional Issues:

A. Municipality/County Mandates Restrictions:

The county/municipality mandates provision of s. 18, Art. VII of the Florida Constitution may apply because this bill could cause counties and municipalities to incur additional expenses associated with longer meetings or increased meetings due to the new requirement that the public be provided with the opportunity to speak at such meetings.¹² An exemption may apply, however, if the bill has an insignificant fiscal impact. If an exemption does not apply, an exception may still apply if the bill articulates a finding of serving an important state interest and applies to all persons similarly situated. The bill contains a legislative finding of important state interest and applies to boards and commissions of all state agencies and authorities and all agencies and authorities of counties, municipal corporations, and political subdivisions; therefore, it appears to apply to all persons similarly situated.

B. Public Records/Open Meetings Issues:

None.

C. Trust Funds Restrictions:

None.

¹² Article VII, s. 18(a) of the Florida Constitution provides that no county or municipality may be bound by any general law that mandates it to spend funds or take an action requiring the expenditure of funds unless the Legislature determines that such law fulfills an important state interest *and* one of specified other requirements are met. The other specified requirements are:

- Funds have been appropriated that have been estimated at the time of enactment to be sufficient to fund such expenditure;
- The Legislature authorizes or has authorized a county or municipality to enact a funding source not available for such county or municipality on February 1, 1989, that can be used to generate the amount of funds estimated to be sufficient to fund such expenditure by a simple majority vote of the governing body of each such county or municipality;
- The law requiring such expenditure is approved by two-thirds of the membership in each house of the Legislature;
- The expenditure is required to comply with a law that applies to all persons similarly situated, including the state and local governments; *or*
- The law is required to either comply with a federal requirement or required for eligibility for a federal entitlement, which federal requirement specifically contemplates actions by counties or municipalities for compliance. *Id.*

V. Fiscal Impact Statement:**A. Tax/Fee Issues:**

None.

B. Private Sector Impact:

None.

C. Government Sector Impact:

Governmental entities may incur additional meeting related expenses because longer meetings may be required when considering items of great public interest. The amount of those potential expenses is indeterminate and will vary depending on the magnitude of each issue and the specific associated meeting requirements.

VI. Technical Deficiencies:

None.

VII. Related Issues:**Rulemaking**

The constitutional separation of powers doctrine¹³ prevents the Legislature from delegating its constitutional duties.¹⁴ Because legislative power involves the exercise of policy-related discretion over the content of law,¹⁵ any discretion given an executive branch agency to implement a law must be "pursuant to some minimal standards and guidelines ascertainable by reference to the enactment establishing the program."¹⁶ Although the bill authorizes, but does not require, boards and commissions to adopt certain rules or policies, executive branch agencies are required to adopt as a rule a statement of general applicability that implements law or policy and that imposes a requirement not specifically required by statutes or existing rule.¹⁷ The bill prescribes the items that such rules or policies may address.

Boards and commissions subject to the state Administrative Procedure Act¹⁸ must comply with the rulemaking procedures set forth in that chapter. Generally, rulemaking pursuant to those procedures takes a minimum of 90 days.¹⁹

Other Comments

¹³ Article II, s. 3 of the Florida Constitution.

¹⁴ See *Florida State Bd. of Architecture v. Wasserman*, 377 So.2d 653 (Fla. 1979).

¹⁵ See *State ex rel. Taylor v. City of Tallahassee*, 177 So. 719 (Fla. 1937).

¹⁶ See *Askew v. Cross Key Waterways*, 372 So.2d 913 (Fla. 1978).

¹⁷ See note 11.

¹⁸ Chapter 120, F.S. The chapter applies to any "agency" as defined in s. 120.52(1), F.S.

¹⁹ See s. 120.54, F.S.

The bill does not define the terms "proposition," "reasonable proximity," "ministerial act," "factions," and "groups."

The bill does not specify what is considered an "unreasonable delay" when deciding if the public's opportunity to be heard should be usurped.

It is unclear whether a state board's or commission's denial of someone's right to speak may constitute an agency action challengeable under the Administrative Procedure Act. In cases in which an administrative remedy is available, a plaintiff may be required to exhaust all administrative remedies before pursuing a civil remedy.²⁰

As currently drafted, each state or local board or commission is authorized to create its own rules or policies governing the right to speak. Allowing each state board or commission to create its own rules allows it to tailor its rules to its needs, but may not provide as much ease of use by the public as would uniform rules created by an entity such as the Administration Commission.

The bill specifies that a circuit court may issue injunctions to enforce the provisions of the act. It is unclear whether this could be interpreted to exclude civil remedies other than injunctions and the attorney fees also explicitly authorized by the bill.

VIII. Additional Information:

A. Committee Substitute – Statement of Substantial Changes: (Summarizing differences between the Committee Substitute and the prior version of the bill.)

CS by Governmental Oversight and Accountability on February 6, 2013:

The CS differs from the original bill in that it:

- Creates a definition for "board or commission" for drafting clarity. The substance of the definition is pulled from the original bill.
- Clarifies that an opportunity to speak must occur at a meeting that is within reasonable proximity *in time* to the meeting at which the board or commission takes official action on the proposition.
- Specifies that the section does not prohibit a board or commission from maintaining orderly conduct or proper decorum in a public meeting.
- Changes the term "item" to "proposition" throughout the bill for conformity.
- Deletes the phrase "with respect to the rights or interests of a person" from (3)(d) to prevent confusion over whom or what constitutes a "person."
- Clarifies that the restrictions on rules and policies apply only to those governing the opportunity to be heard.
- Rephrases (4)(a), relating to specifying *a limit* on the time an individual has to address a board or commission, to provide more flexibility by instead specifying that a board or commission may provide *guidelines* relating to the time an individual may speak.
- Rephrases (4)(b), relating to *requiring* a selection of a representative of a group or faction, to provide more flexibility by instead specifying that a board or commission

²⁰ See, for example, *Orange County, Fla. v. Game and Fresh Water Fish Commission*, 397 So.2d 411 (Fla. 5th DCA 1981).

may *prescribe procedures* for allowing representatives of a group or faction to address the board or commission.

- Replaces the phrase "it is presumed that" in (5) with "is deemed to be" to prevent confusion about whether the subsection is creating a rebuttable legal presumption.
- Relocates the authorization of a circuit court to issue injunctions before the attorney fee provisions for drafting clarity.
- Replaces the authorization of *the* circuit courts to issue injunctions with *a* circuit court for drafting clarity.
- Authorizes attorney fees at the appellate level in addition to at the circuit court level if a board or commission is found to have violated the section.
- Replaces references within the bill to "the act" with "the section" for clarity.
- Adds a finding of important state interest.
- Changes the bill's effective date to from July 1, 2013 to October 1, 2013 to allow boards and commissions subject to ch. 120, F.S., to promulgate rules.

B. Amendments:

None.

PROCLAMATION

DOMESTIC VIOLENCE AWARENESS

WHEREAS, women and children have a fundamental right to safety in their homes; and

WHEREAS, a woman is battered every nine seconds and domestic violence is the leading cause of injury to women; and

WHEREAS, domestic violence plays a key role in other contemporary social problems, including homelessness among women and children, poor pregnancy outcomes, and child abuse; and

WHEREAS, meeting the needs of the children of battered women is our best hope for breaking the inter-generational cycle of family violence; and

WHEREAS, the most dangerous time for a battered woman is when she is taking steps to leave the abusive situation; and

WHEREAS, the provision of emergency shelter is one of the most important lifesaving services a community can provide for battered women and their children; and

WHEREAS, coordination between law enforcement, civil and criminal courts, health care providers, batterer's treatment programs, and domestic violence centers has proven to be the best way to provide for safety of victims.

NOW THEREFORE, BE IT RESOLVED THAT I, KEITH A. DOWDELL, AS MAYOR OF THE CITY OF QUINCY, FLORIDA do hereby proclaim the month of October 2013 as

DOMESTIC VIOLENCE AWARENESS MONTH

in the City of Quincy and urge our citizens to become aware of the important issue of domestic violence and work with agencies and individuals to provide women and children the safety they have every right to expect.

Executed this 8th day of October 2013

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

ATTEST:

SYLVIA HICKS
Clerk of the City of Quincy and
Clerk of the City Commission thereof

Proclamation

National Breast Cancer Awareness Month

WHEREAS October is National Breast Cancer Awareness Month; and

WHEREAS October 21st is National Mammography Day; and

WHEREAS, breast cancer is the most common cancer among women except for non-Melanoma skin cancers; and

WHEREAS, breast cancer is the second leading cause of cancer death in women, exceeded only by lung cancer; and

WHEREAS, almost 192,370 new cases of female invasive breast cancer will be diagnosed in 2013; and

WHEREAS, an estimated 1,910 cases of male breast cancer will be diagnosed in 2013; and

WHEREAS, death rates from breast cancer have been declining, and this change is believed To be the result of earlier detection and improved treatment; and

WHEREAS, mammography, an “x ray of the breast”, is recognized as the single most Effective method of detecting breast changes that may be cancer long before physical Symptoms can be seen or felt: _

NOW, THEREFORE, BE IT RESOLVED that I, Mayor Keith A. Dowdell, do hereby declare **October 2013 as Breast Cancer Awareness Month** and **October 21st as Mammography Day** in the City of Quincy

IN WITNESS WHEREOF I have hereunto set my hand this 8th day of October, 2013.

Keith A. Dowdell, Mayor

Sylvia Hicks, City Clerk

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

Date of Meeting: October 8, 2013

Date Submitted: October 4, 2013

To: Honorable Mayor and Members of the City Commission

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

Subject: Request for Authorization to engage IFAS and the Adjacent Property Owners around the I-10 Intersection for Annexation

Statement of Issue:

A few weeks ago, a representative of the Shaw property located immediately south of the Highway 267/I-10 Intersection approached the City for voluntary annexation of their property into the City. Separating the Shaw property from the City's southern jurisdictional boundary is the IFAS facility owned by the University of Florida. The IFAS facility on Pat Thomas Parkway (State Road 267) directly abuts the City's southern boundary on Wash Road and occupies most of the land that lies between the City's boundary and the Interstate 10 intersection and abuts the Shaw property located south of the Interstate. The Director of the IFAS facility is receptive to the City's request for voluntary annexation of their property and agreed to initiate the University of Florida's approval process for the annexation. The entire proposed annexation area includes a total of approximately 1,706 acres. This agenda item is a request for authorization from the Commission for the City's staff to initiate the application for a comprehensive plan amendment and rezoning application and an ordinance for the I-10 annexation to bring the Shaw property, IFAS property, and the owners of the adjacent properties near the I-10 intersection into the City. Upon completion of the discussions with property owners, staff will prepare a formal annexation ordinance and initiate a comprehensive plan amendment and rezoning application to be approved by the Commission¹. See Table 1 below and the attached map.

¹ There are two parcels of the City's Business Park that were not annexed into the City. These two parcels will become part of the I-10 proposed annexation.

Why is the Annexation Necessary?

Cities grow through annexation in order to stay abreast of the demands for land to support its growing population as well as the economic vitality of the City. The proposed annexation area will expand the City's boundary by 37% with the inclusion of approximately 2.67 square miles and put the I-10 interchange into the City thereby providing the City with greater opportunities for growth and development. The City's comprehensive plan identifies, in 2000, this area as the highest priority as for annexation into the City is concerned. Thus, the proposed annexation would enable the City to accomplish its highest annexation priority.

**Table 1
Proposed Annexation Land Area**

No.	Property Owner	Size (acres)	Condition of Property
1	UF IFAS	883	Used for Ag. Education and Research
2	Shaw Property	774	Vacant undeveloped land
3	Adjacent Property	49	Vacant undeveloped land
Total		1,706	

Future Economic Development:

Interstate 10 is a major transportation corridor and the backbone of economic development in North Florida. At the moment, the City of Gretna and Greensboro on our west have extended its boundaries to I-10 and beyond. Similarly, the City of Midway on our east has extended its boundaries to incorporate the I-10 interchange. It is only the City of Quincy, located less than a mile from the I-10 interchange, and Chattahoochee whose boundaries do not include a portion of the I-10 corridor. The City, in its economic development plan, identifies Pat Thomas Parkway as the major corridor along which the future growth of the City will occur. At the moment, some of the major businesses in our community are located along Pat Thomas Parkway; for example, Super Value Distribution Center, and Walmart, Inc. The City's Business Park on Joe Adams Road is also located in this area. Thus, it is proper to expect major economic development coming to the City in the future to locate along this corridor and around the I-10/Pat Thomas Interchange.

IFAS's visiting students, researchers and vendors provide a significant number of hotel stays for the three hotels at the I-10 interchange. The hotels also provide accommodations for the traveling public on I-10 and regional visitors attending events and sporting games at the Florida State University and Florida A & M University. The hotels have identified a need for a restaurant at the interchange to meet their guests dining needs. One of the difficulties in marketing the interchange is that the lands at the interchange are not properly zoned to attract the attention of major restaurant brands.

The proposed I-10 annexation and comprehensive plan and commercial rezoning application would make the interchange more attractive to potential restaurants owners.

Infrastructure Plan for the Area:

The County in its utility studies, identifies the City as the major provider of water and sewer to the area south of the I-10 intersection. The City currently provides water and sewer services to the area through a 2-inch line that extends from the junction of Joe Adams Road and Pat Thomas Parkway to the IFAS facilities. The City's use of the 2-inch line was strategic; the City initially planned to install a 6-inch line but there was no growth demand to utilize it at the time. The City plans to replace the 2-inch line with a 4 or 6-inch line in the near future depending on the demand for growth in the area. At the moment, the only demand that the City has in the area is from IFAS and the current 2-inch line is more than adequate to serve that demand. In addition, the City is currently serving the sewer needs of the hotels located at the intersection through a force main located in the vicinity of Hampton Inn. Thus, the City already has some public facility infrastructure in place to serve the immediate needs of development in this area².

Impact of Annexation on IFAS Facility Activities:

The University of Florida's IFAS facility is a highly regarded state government asset in our area which has contributed immensely to the economy of Gadsden County. The City's proposed annexation of its property will not alter the activities of the IFAS facility. The City will ensure, through comprehensive plan and zoning provisions, that all the research and related activities that are currently conducted at the facility are not impeded by new regulations.

Comprehensive Plan Amendment and Zoning Changes:

At the moment, these properties are governed by the County's comprehensive plan. Subsequent to the annexation, the City staff, if given authorization, will initiate a comprehensive plan amendment with the State changing the land use designation on the annexed properties from the County's designation to the City's designation. Soon after that, the appropriate City zoning categories will be assigned to the annexed properties.

Conclusion:

The City's staff believes that the proposed annexation is in the best interest of Quincy and is needed to support the growth of the City. It was the City's priority and long held aspiration to extend its boundary to the I-10 intersection; the annexation proposal presented in this agenda item would enable the City to implement this objective. Quincy is one of two Cities in the County that has not reached the I-10 interchange. Furthermore, in the absence of this annexation, the City will not gain access to the

² The Shaw property owner was receptive to the City's inquiry regarding locating a waste water facility on a portion of the property.

valuable land surrounding the I-10 intersection and thereby be deprived of the economic advantages that pertain thereto. In view of that, the City's staff is asking the City Commission for authorization to the appropriate time to file a comprehensive plan and rezoning application for the identified properties and other property around the I-10 interchange.

Options:

Option 1: Authorize the City's staff to file a comprehensive plan and rezoning application and initiate an annexation ordinance for the identified property owners and other property owners around I-10 intersection.

Option 2: Do not authorize the City's staff to file a comprehensive plan and rezoning application and initiate an annexation ordinance for the identified property owners and other property owners around I-10 intersection.

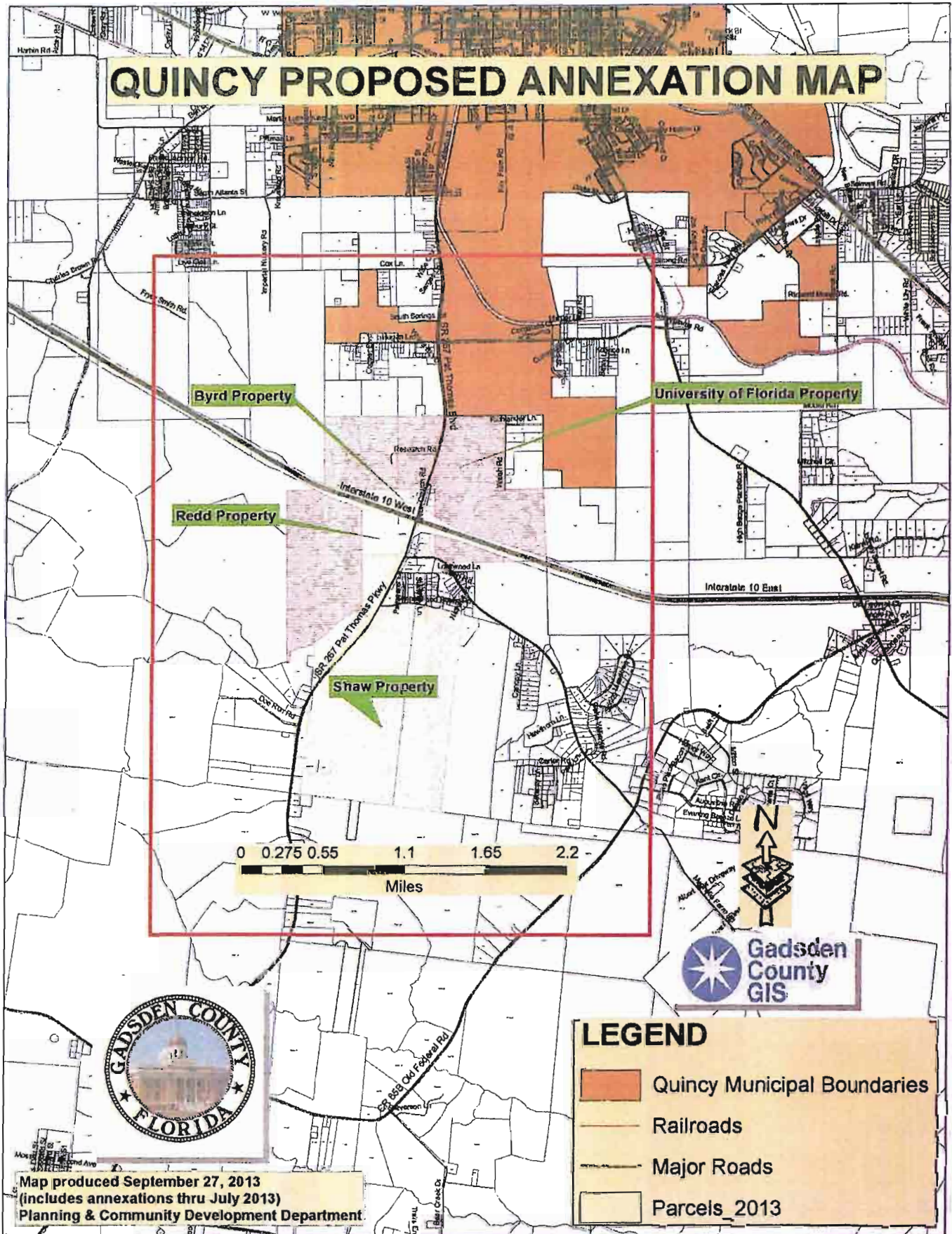
Staff Recommendation:

Option 1

Attachment:





Annexation Map

QUINCY PROPOSED ANNEXATION MAP



Map produced September 27, 2013
(includes annexations thru July 2013)
Planning & Community Development Department

LEGEND

-  Quincy Municipal Boundaries
-  Railroads
-  Major Roads
-  Parcels_2013

**City of Quincy
City Commission
Agenda Request**

Date of Meeting: October 8, 2013

Date Submitted: October 3, 2013

To: Honorable Mayor and Members of the Commission

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

Subject: Wastewater Treatment Plant Permit Update

Statement of Issue:

An application for a permit to operate the City of Quincy's Wastewater Treatment Plant (WWTP) was filed with the Florida Department of Environmental Protection (FDEP) on February 19, 2013. The permit authorizes continued operation of the City of Quincy's WWTP with discharge to Quincy Creek.

Background:

FDEP has determined that a Wastewater Permit is required for the City of Quincy's Wastewater Treatment Plant (WWTP). The WWTP has an existing 1.50 million gallon per day (MGD) monthly average daily flow (MADF) permitted capacity and discharges the treated effluent into Quincy Creek, a Class III water. FDEP has permitting jurisdiction under Chapter 403, Florida Statutes, and applicable rules of the Florida Administrative Code. The previous permit was issued for a period of five years. The permit was issued on August 20, 2008 with an expiration date of August 19, 2013. Notable changes from the previous permit were: 1) copper monitoring was reduced from monthly sampling to quarterly sampling. The monitoring was reduced because a review of the last three years of monthly data showed that copper met the hardness based Water Quality Standards, 2) zinc monitoring requirement was eliminated. Zinc monitoring was eliminated because a review of data showed that zinc consistently met the hardness based Water Quality Standard, 3) mercury testing was added. The mercury test requirement was a result of expanded effluent analysis that indicated two of three samples taken exceeded Class III Freshwater water quality standards (WQS) of 0.012 ug/L for Mercury Quality. The mercury concentrations for the three tests were 0.0126,

0.0081, and 0.0345 ug/L. A subsequent follow-up test indicated a concentration of .00635 ug/L, well below the required standard. Staff successfully negotiated with FDEP to reduce the requirement for mercury testing in the original preliminary draft permit from 12 tests per year for 3 years (36 tests) to 4 tests over the next year (4 tests). At the end of the sampling period, the permittee will provide a report to FDEP summarizing the results and an evaluation for achieving the Mercury water quality criteria. The permit maybe reopened to establish an effluent Mercury limit based on the sampling results.

The Department intends to issue the permit as filed on September 26, 2013, unless as a result of public comment appropriate changes are made.

Attachments:

Draft Permit

Attachments:

Notice for Draft Permit for Newspaper Publication
Draft Permit FL0029033-008-DW1P/NR
Fact Sheet FL0029033-008-DW1P/NR

FILING AND ACKNOWLEDGMENT

FILED, on this date, under Section 120.52, F.S., with the designated deputy clerk, receipt of which is hereby acknowledged.

CERTIFICATE OF SERVICE

The undersigned hereby certifies that this NOTICE OF DRAFT PERMIT and all copies were sent electronically.


Name

September 26, 2013
Date

c:

Catalina Weaver, P.E., Hatch Mott MacDonald, Inc. (catalina.weaver@hatchmott.com)
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National Marine Fisheries Service - St. Petersburg (Attn: Eric Hawk) (eric.hawk@noaa.gov)
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(CompliancePermits@DOS.MyFlorida.com)
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Environmental Health Director, Gadsden County (Addie_Brooks@doh.state.fl.us)
DEP NW District, Tallahassee Office

STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
NOTICE OF DRAFT PERMIT

The Department of Environmental Protection gives notice of its preparation of a draft permit to City of Quincy, Jack McLean Jr, City Manager, 404 W Jefferson St, Quincy, Florida 32351 for the Quincy WWTP. The permit authorizes continued operation of City of Quincy WWTP, an existing 1.50 MGD monthly average daily flow (MADF) domestic advanced wastewater treatment (AWT) plant with discharge to Quincy Creek, Class III fresh waters. The point of discharge is located approximately at latitude 30°35' 4" N, longitude 84°33' 8" W on 300 N G.F.& A Drive, Quincy, Florida 32351 in Gadsden County.

Any interested person may submit written comments on the Department's draft permit or may submit a written request for a public meeting to Tariq Mian, 160 W. Government Street, Suite 308, Pensacola, Florida 32502-5740, in accordance with Rule 62-620.555, Florida Administrative Code. The comments or request for a public meeting must contain the information set forth below and must be received in the Department's Northwest District Office within 30 days of publication of this notice. Failure to submit comments or request a public meeting within this time period shall constitute a waiver of any right such person may have to submit comments or request a public meeting under Rule 62-620.555, Florida Administrative Code.

The comments or request for a public meeting must contain the following information:

- (a) The commenter's name, address, and telephone number; the applicant's name and address; the Department permit file number; and the county in which the project is proposed;
- (b) A statement of how and when notice of the Department's action or proposed action was received;
- (c) A statement of the facts the Department should consider in making the final decision;
- (d) A statement of which rules or statutes require reversal or modification of the Department's action or proposed action; and
- (e) If desired, a request that a public meeting be scheduled including a statement of the nature of the issues proposed to be raised at the meeting.

If a public meeting is scheduled, the public comment period is extended until the close of the public meeting. However, the Department may not always grant a request for a public meeting. Therefore, written comments should be submitted within 30 days of publication of this notice, even if a public meeting is requested.

If a public meeting is held, any person may submit oral or written statements and data at the public meeting on the Department's proposed action. As a result of significant public comment, the Department's final action may be different from the position taken by it in this draft permit.

The permit application file and supporting data are available for public inspection during normal business hours, 8:00 a.m. to 5:00 p.m., Monday through Friday, except legal holidays, at the Department's Northwest District Office, 160 W. Government Street, Suite 308, Pensacola, Florida 32502-5740, at phone number (850)595-8300.

**STATE OF FLORIDA
DOMESTIC WASTEWATER FACILITY PERMIT**

PERMITTEE:
City of Quincy

PERMIT NUMBER: FL0029033 (Major)
FILE NUMBER: FL0029033-008-DW1P/NR
ISSUANCE DATE:
EXPIRATION DATE: 5 Years

RESPONSIBLE OFFICIAL:
Mr. Jack L. McLean, Jr.
City Manager
404 W Jefferson Street
Quincy, Florida 32351-2328
(850) 618-0020

FACILITY:

City of Quincy WWTP
300 North G.F.& A Drive
Quincy, FL 32351
Gadsden County
Latitude: 30°35' 2.28" N Longitude: 84°33' 14.14" W

This permit is issued under the provisions of Chapter 403, Florida Statutes (F.S.), and applicable rules of the Florida Administrative Code (F.A.C.) and constitutes authorization to discharge to waters of the state under the National Pollutant Discharge Elimination System. This permit does not constitute authorization to discharge wastewater other than as expressly stated in this permit. The above named permittee is hereby authorized to operate the facilities in accordance with the documents attached hereto and specifically described as follows:

WASTEWATER TREATMENT:

An existing 1.5 MGD monthly average daily flow (MADF) permitted capacity, biological nutrient removal four-stage Bardenpho type activated sludge process, advanced wastewater treatment (AWT) plant. Pretreatment includes bar screening and grit removal followed by flow equalization. The biological treatment and nutrient removal process includes fermentation followed by a four-stage Bardenpho nitrogen removal process (anoxic tank 1, aeration tank, anoxic tank 2, re-aeration tank) and secondary clarification; return waste activated sludge is reintroduced at the fermentation tank. Secondary clarification is followed by filtration, basic disinfection by chlorination, dechlorination and re-aeration. Biosolids treatment includes an aerobic sludge digester and dewatering by a biosolids screw press with backup drying beds.

REUSE OR DISPOSAL:

Surface Water Discharge D-001: An existing 1.5 MGD MADF discharge to Quincy Creek, Class III fresh waters (WBID 1303A), which is approximately 20 feet in length and discharges at a depth of approximately 1 foot. The point of discharge is in wetlands of Quincy Creek located approximately at latitude 30°35' 4" N, longitude 84°33' 8" W.

Industrial Reuse: An existing industrial reuse system for reuse of reclaimed water on-site for WWTP for wash down, or other uses at the wastewater treatment plant averaging 0.001 MGD.

IN ACCORDANCE WITH: The limitations, monitoring requirements, and other conditions set forth in this cover sheet and Part I through Part IX on pages 1 through 18 of this permit.

I. RECLAIMED WATER AND EFFLUENT LIMITATIONS AND MONITORING REQUIREMENTS

A. Surface Water Discharges

1. During the period beginning on the issuance date and lasting through the expiration date of this permit, the permittee is authorized to discharge effluent from Outfall D-001 to Quincy Creek. Such discharge shall be limited and monitored by the permittee as specified below and reported in accordance with Permit Condition I.B.6.:

Parameter	Units	Effluent Limitations			Monitoring Requirements			Notes
		Max/Min	Limit	Statistical Basis	Frequency of Analysis	Sample Type	Monitoring Site Number	
Flow	MGD	Max Max	1.5 Report	Monthly Average Quarterly Average	Continuous	Recording Flow Meter with Totalizer	FLW-01	See I.A.4
Flow	MGD	Max	Report	Monthly Average	Continuous	Meter	FLW-02	
BOD, Carbonaceous 5 day, 20C	mg/L	Max Max Max Max	5.0 6.25 7.5 10.0	Annual Average Monthly Average Weekly Average Single Sample	Weekly	16-hr FPC	EFF-01	
Solids, Total Suspended	mg/L	Max Max Max Max	5.0 6.25 7.5 10.0	Annual Average Monthly Average Weekly Average Single Sample	Weekly	16-hr TPC	EFF-01	
Nitrogen, Total	mg/L	Max Max Max Max	3.0 3.75 4.5 6.0	Annual Average Monthly Average Weekly Average Single Sample	Weekly	16-hr FPC	EFF-01	
Phosphorus, Total (as P)	mg/L	Max Max Max Max	1.0 1.25 1.5 2.0	Annual Average Monthly Average Weekly Average Single Sample	Weekly	16-hr FPC	EFF-01	
Coliform, Fecal	#/100mL	Max Max Max	200 200 800	Annual Average Mo. Geo. Mean Single Sample	Weekly	Grab	EFF-01	See I.A.5
pH	s.u.	Min Max	6.0 8.5	Single Sample Single Sample	Continuous	Meter	EFF-01	See I.A.3
Chlorine, Total Residual (For Disinfection)	mg/L	Min	0.5	Single Sample	Continuous	Meter	EFA-01	See I.A.3 and I.A.6
Chlorine, Total Residual (For Dechlorination)	mg/L	Max	0.01	Single Sample	Daily	Grab	EFD-01	
Oxygen, Dissolved (DO)	mg/L	Min	5.0	Single Sample	Daily	Grab	EFF-01	
Hardness, Total (as CaCO ₃)	mg/L	Max	Report	Single Sample	Quarterly	16-hr FPC	EFF-01	
Copper, Total Recoverable	ug/L	Max	-	Single Sample	Quarterly	16-hr FPC	EFF-01	See I.A.7
Chronic Whole Effluent Toxicity, 7-Day IC25 (Ceriodaphnia dubia)	percent	Min	100	Single Sample	Semi-Annually	24-hr FPC	EFF-01	See I.A.8
Chronic Whole Effluent Toxicity, 7-Day IC25 (Pimephales promelas)	percent	Min	100	Single Sample	Semi-Annually	24-hr FPC	EFF-01	See I.A.8

2. Effluent samples shall be taken at the monitoring site locations listed in Permit Condition I.A.1. and as described below:

Monitoring Site Number	Description of Monitoring Site
FLW-01	Ultrasonic flowmeter at Parshall Flume after Reaeration Tank #2
FLW-02	Flow meter after the on-site reuse storage tank
EFF-01	Composite sampler at head of Parshall Flume after Reaeration Tank #2
EFA-01	End of chlorine contact chamber
EFD-01	Head of Parshall Flume after Reaeration Tank #2

3. Hourly measurement of pH and total residual chlorine for disinfection during the period of required operator attendance may be substituted for continuous measurement. [Chapter 62-601, Figure 2]
4. A recording flow meter with totalizer shall be utilized to measure flow and calibrated at least once every 12 months. [62-601.200(17) and .500(6)]
5. The effluent limitation for the monthly geometric mean for fecal coliform is only applicable if 10 or more values are reported. If fewer than 10 values are reported, the monthly geometric mean shall be calculated and reported on the Discharge Monitoring Report. [62-600.440(4)(c)]
6. Total residual chlorine must be maintained for a minimum contact time of 15 minutes based on peak hourly flow. [62-600.440(4)(b), (5)(b), and (6)(b)]
7. The limit for "Copper, Total Recoverable" shall be calculated using the following equation(s):

$$Cu \leq e^{(0.8545[\ln H]-1.702)}$$

Total hardness shall be measured at the time of the effluent sample. The "ln H" means the natural logarithm of total hardness expressed as mg/L of CaCO₃. For metals criteria involving equations with hardness, the hardness shall be set at 25 mg/L if actual hardness is <25 mg/L and set at 400 mg/L if actual hardness is >400 mg/L.

The measured effluent value shall be recorded on the DMR in the parameter row for "Copper, Total Recoverable (effluent)." The calculated effluent limit shall be recorded on the DMR in the parameter row for "Copper, Total Recoverable (calculated limit)." Compliance with the effluent limitation is determined by calculating the difference between the measured effluent value and the calculated. The compliance value shall be recorded on the DMR in the parameter row for "Copper, Total Recoverable (effluent minus calculated limit)." The compliance value shall not exceed 0.00. [62-302.530(23) and 62-302.530(70)]

8. The permittee shall comply with the following requirements to evaluate chronic whole effluent toxicity of the discharge from outfall D-001.
 - a. Effluent Limitation
 - (1) In any routine or additional follow-up test for chronic whole effluent toxicity, the 25 percent inhibition concentration (IC25) shall not be less than 100% effluent. [Rules 62-302.530(61) and 62-4.241(1)(b), F.A.C.]
 - (2) For acute whole effluent toxicity, the 96-hour LC50 shall not be less than 100% effluent in any test. [Rule 62-302.500(1)(a)4. and 62-4.241(1)(a), F.A.C.]
 - b. Monitoring Frequency
 - (1) Routine toxicity tests shall be conducted once every six months, the first starting six months from the last test date and lasting for the duration of this permit.
 - c. Sampling Requirements
 - (1) For each routine test or additional follow-up test conducted, a total of three flow proportional 24-hr composite samples of final effluent shall be collected and used in accordance with the sampling protocol discussed in EPA-821-R-02-013, Section 8.
 - (2) The first sample shall be used to initiate the test. The remaining two samples shall be collected according to the protocol and used as renewal solutions on Day 3 (48 hours) and Day 5 (96 hours) of the test.
 - (3) Samples for routine and additional follow-up tests shall not be collected on the same day.
 - d. Test Requirements
 - (1) Routine Tests: All routine tests shall be conducted using a control (0% effluent) and a minimum of five test dilutions: 100%, 50%, 25%, 12.5%, and 6.25% final effluent.
 - (2) The permittee shall conduct a daphnid, *Ceriodaphnia dubia*, Survival and Reproduction Test and a fathead minnow, *Pimephales promelas*, Larval Survival and Growth Test, concurrently.
 - (3) All test species, procedures and quality assurance criteria used shall be in accordance with Short-term Methods for Estimating the Chronic Toxicity of Effluents and Receiving Waters to Freshwater Organisms, 4th Edition, EPA-821-R-02-013. Any deviation of the bioassay procedures outlined herein shall be submitted in writing to the Department for review and approval prior to use. In the event the above method is revised, the permittee shall conduct chronic toxicity testing in accordance with the revised method.

- (4) The control water and dilution water shall be moderately hard water as described in EPA-821-R-02-013, Section 7.2.3.

e. Quality Assurance Requirements

- (1) A standard reference toxicant (SRT) quality assurance (QA) chronic toxicity test shall be conducted with each species used in the required toxicity tests either concurrently or initiated no more than 30 days before the date of each routine or additional follow-up test conducted. Additionally, the SRT test must be conducted concurrently if the test organisms are obtained from outside the test laboratory unless the test organism supplier provides control chart data from at least the last five monthly chronic toxicity tests using the same reference toxicant and test conditions. If the organism supplier provides the required SRT data, the organism supplier's SRT data and the test laboratory's monthly SRT-QA data shall be included in the reports for each companion routine or additional follow-up test required.
- (2) If the mortality in the control (0% effluent) exceeds 20% for either species in any test or does not meet "test acceptability criteria", the test for that species (including the control) shall be invalidated and the test repeated. Test acceptability criteria for each species are defined in EPA-821-R-02-013, Section 13.12 (*Ceriodaphnia dubia*) and Section 11.11 (*Pimephales promelas*). The repeat test shall begin within 21 days after the last day of the invalid test.
- (3) If 100% mortality occurs in all effluent concentrations for either test species prior to the end of any test and the control mortality is less than 20% at that time, the test (including the control) for that species shall be terminated with the conclusion that the test fails and constitutes non-compliance.
- (4) Routine and additional follow-up tests shall be evaluated for acceptability based on the observed dose-response relationship as required by EPA-821-R-02-013, Section 10.2.6., and the evaluation shall be included with the bioassay laboratory reports.

f. Reporting Requirements

- (1) Results from all required tests shall be reported on the Discharge Monitoring Report (DMR) as follows:
 - (a) Routine and Additional Follow-up Test Results: The calculated IC25 for each test species shall be entered on the DMR.
- (2) A bioassay laboratory report for each routine test shall be prepared according to EPA-821-R-02-013, Section 10, Report Preparation and Test Review, and mailed to the Department at the address below within 30 days after the last day of the test.
- (3) For additional follow-up tests, a single bioassay laboratory report shall be prepared according to EPA-821-R-02-013, Section 10, and mailed within 30 days after the last day of the second valid additional follow-up test.
- (4) Data for invalid tests shall be included in the bioassay laboratory report for the repeat test.
- (5) The same bioassay data shall not be reported as the results of more than one test.
- (6) All bioassay laboratory reports shall be sent to:
Florida Department of Environmental Protection
Northwest District Office
160 W. Government Street, Suite 308
Pensacola, Florida 32502-5740

g. Test Failures

- (1) A test fails when the test results do not meet the limits in 8.a.(1).
- (2) Additional Follow-up Tests:
 - (a) If a routine test does not meet the chronic toxicity limitation in 8.a.(1) above, the permittee shall notify the Department at the address above within 21 days after the last day of the failed routine test and conduct two additional follow-up tests on each species that failed the test in accordance with 8.d.
 - (b) The first test shall be initiated within 28 days after the last day of the failed routine test. The remaining additional follow-up tests shall be conducted weekly thereafter until a total of two valid additional follow-up tests are completed.



- (c) The first additional follow-up test shall be conducted using a control (0% effluent) and a minimum of five dilutions: 100%, 50%, 25%, 12.5%, and 6.25% effluent. The permittee may modify the dilution series in the second additional follow-up test to more accurately bracket the toxicity such that at least two dilutions above and two dilutions below the target concentration and a control (0% effluent) are run. All test results shall be analyzed according to the procedures in EPA-821-R-02-013.
- (3) In the event of three valid test failures (whether routine or additional follow-up tests) within a 12-month period, the permittee shall notify the Department within 21 days after the last day of the third test failure.
 - (a) The permittee shall submit a plan for correction of the effluent toxicity within 60 days after the last day of the third test failure.
 - (b) The Department shall review and approve the plan before initiation.
 - (c) The plan shall be initiated within 30 days following the Department's written approval of the plan.
 - (d) Progress reports shall be submitted quarterly to the Department at the address above.
 - (e) During the implementation of the plan, the permittee shall conduct quarterly routine whole effluent toxicity tests in accordance with 8.d. Additional follow-up tests are not required while the plan is in progress. Following completion or termination of the plan, the frequency of monitoring for routine and additional follow-up tests shall return to the schedule established in 8.b.(1). If a routine test is invalid according to the acceptance criteria in EPA-821-R-02-013, a repeat test shall be initiated within 21 days after the last day of the invalid routine test.
 - (f) Upon completion of four consecutive quarterly valid routine tests that demonstrate compliance with the effluent limitation in 8.a.(1) above, the permittee may submit a written request to the Department to terminate the plan. The plan shall be terminated upon written verification by the Department that the facility has passed at least four consecutive quarterly valid routine whole effluent toxicity tests. If a test within the sequence of the four is deemed invalid, but is replaced by a repeat valid test initiated within 21 days after the last day of the invalid test, the invalid test will not be counted against the requirement for four consecutive quarterly valid routine tests for the purpose of terminating the plan.
- (4) If chronic toxicity test results indicate greater than 50% mortality within 96 hours in an effluent concentration equal to or less than the effluent concentration specified as the acute toxicity limit in 8.a.(2), the Department may revise this permit to require acute definitive whole effluent toxicity testing.
- (5) The additional follow-up testing and the plan do not preclude the Department taking enforcement action for acute or chronic whole effluent toxicity failures.

[62-4.241, 62-620.620(3)]

- 9. The effluent at EFF-01 shall be monitored by grab samples for Mercury with the samples analyzed on a quarterly basis for three quarters. The results of the analysis shall be submitted to the address listed in condition I.B.8. within 30 days of each sampling event. A final report of the three quarters of Mercury analytical data and an evaluation for achieving the Mercury water quality criteria shall be submitted, as above, in compliance with the schedule in permit condition VI.1. Depending upon results of the samples analyzed, the permit may be reopened. [62-620.910(2)]



B. Other Limitations and Monitoring and Reporting Requirements

1. During the period beginning on the issuance date and lasting through the expiration date of this permit, the treatment facility shall be limited and monitored by the permittee as specified below and reported in accordance with condition I.B.6.:

Parameter	Units	Max/Min	Limitations		Monitoring Requirements			Notes
			Limit	Statistical Basis	Frequency of Analysis	Sample Type	Monitoring Site Number	
BOD, Carbonaceous 5 day, 20C (Influent)	mg/L	Max	Report	Monthly Average	Weekly	16-hr FPC	INF-01	See I.B.3
Solids, Total Suspended (Influent)	mg/L	Max	Report	Monthly Average	Weekly	16-hr FPC	INF-01	See I.B.3
Percent Capacity, (TMADF/Permitted Capacity) x 100	percent	Max	Report	Monthly Average	Monthly	Calculated	CAL-01	

2. Samples shall be taken at the monitoring site locations listed in Permit Condition I.C.1. and as described below:

Monitoring Site Number	Description of Monitoring Site
INF-01	Composite sampler at headworks between bar screens and grit chamber
CAL-01	Calculated Value

3. Influent samples shall be collected so that they do not contain digester supernatant or return activated sludge, or any other plant process recycled waters. [62-601.500(4)]
4. The sample collection, analytical test methods and method detection limits (MDLs) applicable to this permit shall be conducted using a sufficiently sensitive method to ensure compliance with applicable water quality standards and effluent limitations and shall be in accordance with Rule 62-4.246, Chapters 62-160 and 62-601, F.A.C., and 40 CFR 136, as appropriate. The list of Department established analytical methods, and corresponding MDLs (method detection limits) and PQLs (practical quantitation limits), which is titled "FAC 62-4 MDL/PQL Table (April 26, 2006)" is available at <http://www.dep.state.fl.us/labs/library/index.htm>. The MDLs and PQLs as described in this list shall constitute the minimum acceptable MDL/PQL values and the Department shall not accept results for which the laboratory's MDLs or PQLs are greater than those described above unless alternate MDLs and/or PQLs have been specifically approved by the Department for this permit. Any method included in the list may be used for reporting as long as it meets the following requirements:
 - a. The laboratory's reported MDL and PQL values for the particular method must be equal or less than the corresponding method values specified in the Department's approved MDL and PQL list;
 - b. The laboratory reported MDL for the specific parameter is less than or equal to the permit limit or the applicable water quality criteria, if any, stated in Chapter 62-302, F.A.C. Parameters that are listed as "report only" in the permit shall use methods that provide an MDL, which is equal to or less than the applicable water quality criteria stated in 62-302, F.A.C.; and
 - c. If the MDLs for all methods available in the approved list are above the stated permit limit or applicable water quality criteria for that parameter, then the method with the lowest stated MDL shall be used.

When the analytical results are below method detection or practical quantitation limits, the permittee shall report the actual laboratory MDL and/or PQL values for the analyses that were performed following the instructions on the applicable discharge monitoring report.

Where necessary, the permittee may request approval of alternate methods or for alternative MDLs or PQLs for any approved analytical method. Approval of alternate laboratory MDLs or PQLs are not necessary if the laboratory reported MDLs and PQLs are less than or equal to the permit limit or the applicable water quality criteria, if any, stated in Chapter 62-302, F.A.C. Approval of an analytical method not included in the above-referenced list is not necessary if the analytical method is approved in accordance with 40 CFR 136 or deemed acceptable by the Department. [62-4.246, 62-160]



5. The permittee shall provide safe access points for obtaining representative influent, reclaimed water, and effluent samples which are required by this permit. [62-601.500(5)]
6. Monitoring requirements under this permit are effective on the first day of the second month following permit issuance. Until such time, the permittee shall continue to monitor and report in accordance with previously effective permit requirements, if any. During the period of operation authorized by this permit, the permittee shall complete and submit to the Department Discharge Monitoring Reports (DMRs) in accordance with the frequencies specified by the REPORT type (i.e. monthly, toxicity, quarterly, semiannual, annual, etc.) indicated on the DMR forms attached to this permit. Unless specified otherwise in this permit, monitoring results for each monitoring period shall be submitted in accordance with the associated DMR due dates below. DMRs shall be submitted for each required monitoring period including periods of no discharge.

REPORT Type on DMR	Monitoring Period	Mail or Electronically Submit by
Monthly or Toxicity	first day of month - last day of month	28 th day of following month
Quarterly	January 1 - March 31 April 1 - June 30 July 1 - September 30 October 1 - December 31	April 28 July 28 October 28 January 28
Semiannual	January 1 - June 30 July 1 - December 30	July 28 January 28
Annual	January 1 - December 31	January 28

The permittee may submit either paper or electronic DMR forms. If submitting paper DMR forms, the permittee shall make copies of the attached DMR forms, without altering the original format or content unless approved by the Department, and shall mail the completed DMR forms to the Department by the twenty-eighth (28th) of the month following the month of operation at the address specified below:

Florida Department of Environmental Protection
 Wastewater Compliance Evaluation Section, Mail Station 3551
 Bob Martinez Center
 2600 Blair Stone Road
 Tallahassee, Florida 32399-2400

If submitting electronic DMR forms, the permittee shall use the electronic DMR system(s) approved in writing by the Department and shall electronically submit the completed DMR forms to the Department by the twenty-eighth (28th) of the month following the month of operation. Data submitted in electronic format is equivalent to data submitted on signed and certified paper DMR forms.

[62-620.610(18)][62-601.300(1), (2), and (3)]

7. During the period of operation authorized by this permit, reclaimed water or effluent shall be monitored annually for the primary and secondary drinking water standards contained in Chapter 62-550, F.A.C., (except for asbestos, color, odor, and corrosivity). These monitoring results shall be reported to the Department annually on the DMR. During years when a permit is not renewed, a certification stating that no new non-domestic wastewater dischargers have been added to the collection system since the last reclaimed water or effluent analysis was conducted may be submitted in lieu of the report. The annual reclaimed water or effluent analysis report or the certification shall be completed and submitted in a timely manner so as to be received by the Department at the address identified on the DMR by June 28 of each year. Approved analytical methods identified in Rule 62-620.100(3)(j), F.A.C., shall be used for the analysis. If no method is included for a parameter, methods specified in Chapter 62-550, F.A.C., shall be used. [62-601.300(4)][62-601.500(3)][62-610.300(4)]



8. Unless specified otherwise in this permit, all reports and other information required by this permit, including 24-hour notifications, shall be submitted to or reported to, as appropriate, the Department's Northwest District Office at the address specified below:

Florida Department of Environmental Protection Northwest District Office
 160 W. Government Street, Suite 308
 Pensacola, Florida 32502-5740

 Phone Number - (850)595-8300
 FAX Number - (850)595-8393
 (All FAX copies and e-mails shall be followed by original copies.)

[62-620.305]

9. All reports and other information shall be signed in accordance with the requirements of Rule 62-620.305, F.A.C. [62-620.305]

II. BIOSOLIDS MANAGEMENT REQUIREMENTS

1. Biosolids generated by this facility may be land applied and transferred to T.P. Smith WRF or disposed of in a Class I solid waste landfill. Transferring biosolids to an alternative biosolids treatment facility does not require a permit modification. However, use of an alternative biosolids treatment facility requires submittal of a copy of the agreement pursuant to Rule 62-640.880(1)(c), F.A.C., along with a written notification to the Department at least 30 days before transport of the biosolids. [62-620.320(6), 62-640.880(1)]
2. The permittee shall monitor and keep records of the quantities of biosolids generated, received from source facilities, treated, distributed and marketed, land applied, used as a biofuel or for bioenergy, transferred to another facility, or landfilled. These records shall be kept for a minimum of five years. [62-640.650(4)(a)]
3. Biosolids quantities shall be monitored by the permittee as specified below. Results shall be reported on the permittee's Discharge Monitoring Report in accordance with Condition I.B.6.

Parameter	Units	Max/Min	Biosolids Limitations		Monitoring Requirements		
			Limit	Statistical Basis	Frequency of Analysis	Sample Type	Monitoring Site Number
Biosolids Quantity (Land-Applied)	ton (d)	Max	Report	Monthly Total	Monthly	Calculated	RMP-2
Biosolids Quantity (Transferred)	ton (d)	Max	Report	Monthly Total	Monthly	Calculated	RMP-3
Biosolids Quantity (Landfilled)	ton (d)	Max	Report	Monthly Total	Monthly	Calculated	RMP-4

[62-640.650(5)(a)1]

4. Biosolids quantities shall be calculated as listed in Permit Condition II.33. and as described below:

Monitoring Site Number	Description of Monitoring Site Calculations
RMP-2	Biosolids land applied at permitted sites
RMP-3	Biosolids transferred to BTF
RMP-4	Biosolids hauled to disposal at Class I landfill

5. The treatment, management, transportation, use, land application, or disposal of biosolids shall not cause a violation of the odor prohibition in subsection 62-296.320(2), F.A.C. [62-640.400(6)]
6. Storage of biosolids or other solids at this facility shall be in accordance with the Facility Biosolids Storage Plan. [62-640.300(4)]
7. Biosolids shall not be spilled from or tracked off the treatment facility site by the hauling vehicle. [62-640.400(9)]
8. The permittee is authorized to produce Class B biosolids.

9. The permittee shall achieve Class B pathogen reduction by meeting the pathogen reduction requirements in section 503.32(b)(3) (Use of PSRP (Processes to Significantly Reduce Pathogens)-Lime Stabilization) of Title 40 CFR Part 503. [62-640.600(1)(b)]
10. The permittee shall achieve vector attraction reduction for Class A or B biosolids by meeting the vector attraction reduction requirements in section 503.33(b)(6) (Add alkaline materials to raise the pH under specified conditions) of Title 40 CFR Part 503. [62-640.600(2)(a)]
11. pH and time shall be routinely monitored to demonstrate compliance with pathogen reduction requirements specified in Rule 62-640.600, F.A.C. [62-640.650(3)(a)2]
12. pH and time shall be routinely monitored to demonstrate compliance with vector attraction reduction requirements specified in Rule 62-640.600, F.A.C. [62-640.650(3)(a)2]
13. Treatment of liquid biosolids or septage for the purpose of meeting the pathogen reduction or vector attraction reduction requirements set forth in Rule 62-640.600, F.A.C., shall not be conducted in the tank of a hauling vehicle. Treatment of biosolids or septage for the purpose of meeting pathogen reduction or vector attraction reduction requirements shall take place at the permitted facility. [62-640.400(7)]
14. Class B biosolids shall comply with the limits and be monitored by the permittee as specified below. Results shall be reported on the permittee's Discharge Monitoring Report in accordance with Permit Condition I.B.6. Biosolids shall not be land applied if a single sample result for any parameter exceeds the following:

Parameter	Units	Max/Min	Biosolids Limitations		Monitoring Requirements		
			Limit	Statistical Basis	Frequency of Analysis	Sample Type	Monitoring Site Number
Nitrogen, Sludge, Tot, Dry Wt (as N)	percent	Max	Report	Single Sample	Quarterly	Composite	RMP-B
Phosphorus, Sludge, Tot, Dry Wt (as P)	percent	Max	Report	Single Sample	Quarterly	Composite	RMP-B
Potassium, Sludge, Tot, Dry Wt (as K)	percent	Max	Report	Single Sample	Quarterly	Composite	RMP-B
Arsenic Total, Dry Weight, Sludge	mg/kg	Max	75.0	Single Sample	Quarterly	Composite	RMP-B
Cadmium, Sludge, Tot, Dry Weight (as Cd)	mg/kg	Max	85.0	Single Sample	Quarterly	Composite	RMP-B
Copper, Sludge, Tot, Dry Wt. (as Cu)	mg/kg	Max	4300.0	Single Sample	Quarterly	Composite	RMP-B
Lead, Dry Weight, Sludge	mg/kg	Max	840.0	Single Sample	Quarterly	Composite	RMP-B
Mercury, Dry Weight, Sludge	mg/kg	Max	57.0	Single Sample	Quarterly	Composite	RMP-B
Molybdenum, Dry Weight, Sludge	mg/kg	Max	75.0	Single Sample	Quarterly	Composite	RMP-B
Nickel, Dry Weight, Sludge	mg/kg	Max	420.0	Single Sample	Quarterly	Composite	RMP-B
Selenium Sludge Solid	mg/kg	Max	100.0	Single Sample	Quarterly	Composite	RMP-B
Zinc, Dry Weight, Sludge	mg/kg	Max	7500.0	Single Sample	Quarterly	Composite	RMP-B
pH	s.u.	Max	Report	Single Sample	Quarterly	Grab	RMP-B
Solids, Total, Sludge, Percent	percent	Max	Report	Single Sample	Quarterly	Composite	RMP-B
Calcium Carbonate Equivalent	percent	Max	Report	Single Sample	Quarterly	Composite	RMP-B

[62-640.650(3)(a)3 and 62-640.700(5)(a)]

15. Sampling and analysis shall be conducted in accordance with 40 CFR Part 503.8 and the U.S. Environmental Protection Agency publication - POTW Sludge Sampling and Analysis Guidance Document, August 1989. In cases where conflicts exist between 40 CFR 503.8 and the POTW Sludge Sampling and Analysis Guidance Document, the requirements in 40 CFR Part 503.8 will apply. [62-640.650(3)(a)1]



- 16. All samples shall be representative and shall be taken after final treatment of the biosolids but before land application or distribution and marketing. *[62-640.650(3)(a)5]*
- 17. Biosolids samples shall be taken at the monitoring site locations listed in Permit Condition II.14. and as described below:

Monitoring Site Number	Description of Monitoring Site
RMP-B	Biosolids screw press

- 18. After an application site is permitted, land application of biosolids at the site shall be in accordance with the site permit, the Nutrient Management Plan, and the requirements of Chapter 62-640, F.A.C., as amended on August 29, 2010. *[62-640]*
- 19. The biosolids from this facility shall only be land applied at sites identified on the Treatment Facility Biosolids Plan, Form 62-640.210(2)(a), submitted with the permit application or revised in accordance with condition II.20 below, which is incorporated as part of this permit. *[62-640.300(2)]*
- 20. The permittee shall notify the Department at least 24 hours before beginning biosolids application at a site not listed in the Treatment Facility Biosolids Plan Form 62-640.210(2)(a). The facility's Treatment Facility Biosolids Plan shall be revised to include the new site and submitted to the Department within 30 days of using the site. The revised Treatment Facility Biosolids Plan shall become part of the treatment facility permit. *[62-640.300(2)(c) & 62-640.650(6)(a)]*
- 21. Land application of "other solids" as defined in Chapter 62-640, F.A.C., is only allowed if specifically addressed in the Nutrient Management Plan(s) approved for the site where the other solids will be applied. *[62-640.860]*
- 22. The permittee shall maintain hauling records to track the transport of biosolids between the treatment facility and the application site. The hauling records for each party shall contain the following information:

Treatment Facility Permittee	Site Permittee
1. Date and time shipped and shipment ID	1. Date and time received and shipment ID
2. Amount of biosolids shipped	2. Name and ID number of treatment facility from which biosolids are received
3. Concentration of parameters & date of analysis	3. Signature of hauler
4. Name and ID number of permitted application site	4. Signature of site manager
5. Class of biosolids shipped	
6. Signature of certified operator or designee	
7. Signature of hauler and name of hauling firm	

A copy of the treatment facility hauling records for each shipment shall be provided upon delivery of the biosolids to the biosolids site manager. The permittee shall report to the Department within 24 hours of discovery of any discrepancy in the delivery of biosolids leaving the treatment facility and arriving at the permitted application site. Treatment facility permittees shall notify the Department, site manager, and site permittee within 24 hours of discovery of sending biosolids that did not meet the requirements of Rule 62-640.600, F.A.C., or subsection 62-640.700(5), F.A.C., to a land application site. *[62-640.650(4) & (5)]*

- 23. The permittee shall maintain copies of the Biosolids Application Site Annual Summaries, received from site permittees in accordance with 62-640.650(5)(e), F.A.C., indefinitely. *[62-640.650(4)(d)]*
- 24. The permittee shall submit a Treatment Facility Biosolids Annual Summary to the Department's Northwest District Office on Department Form 62-640.210(2)(b). The summary shall include all biosolids shipped during the period January 1 through December 31 and shall be submitted to the Department by February 19 of the year following the year of application. *[62-640.650(5)(c)]*
- 25. Disposal of biosolids, septage, and "other solids" in a solid waste disposal facility, or disposal by placement on land for purposes other than soil conditioning or fertilization, such as at a monofill, surface impoundment, waste pile, or dedicated site, shall be in accordance with Chapter 62-701, F.A.C. *[62-640.100(6)(b) & (c)]*
- 26. The permittee shall not be held responsible for treatment and management violations that occur after its biosolids have been accepted by a permitted biosolids treatment facility with which the source facility has an agreement in accordance with subsection 62-640.880(1)(c), F.A.C., for further treatment, management, or disposal. *[62-640.880(1)(b)]*



27. The permittee shall keep hauling records to track the transport of biosolids between the facilities. The hauling records shall contain the following information:

Source Facility	Biosolids Treatment Facility or Treatment Facility
1. Date and time shipped	1. Date and time received
2. Amount of biosolids shipped	2. Amount of biosolids received
3. Degree of treatment (if applicable)	3. Name and ID number of source facility
4. Name and ID Number of treatment facility	4. Signature of hauler
5. Signature of responsible party at source facility	5. Signature of responsible party at treatment facility
6. Signature of hauler and name of hauling firm	

A copy of the source facility hauling records for each shipment shall be provided upon delivery of the biosolids to the biosolids treatment facility or treatment facility. The treatment facility permittee shall report to the Department within 24 hours of discovery any discrepancy in the quantity of biosolids leaving the source facility and arriving at the biosolids treatment facility or treatment facility. [62-640.880(4)]

28. If the permittee intends to accept biosolids from other facilities, a permit revision is required pursuant to paragraph 62-640.880(2)(d), F.A.C. [62-640.880(2)(d)]

III. GROUND WATER REQUIREMENTS

1. Section III is not applicable to this facility.

IV. ADDITIONAL REUSE AND LAND APPLICATION REQUIREMENTS

A. Part VII Industrial Uses of Reclaimed Water

1. Advisory signs shall be posted around the portions of the industrial site in which reclaimed water is used and at the main entrances to the industrial site to notify employees at the industrial site and the public of the nature of the reclaimed water use. [62-610.658]
2. Cross-connections to the potable water system are prohibited. [62-610.660(1)]
3. There shall be readily identifiable "non-potable" or "do not drink" notices, marking, or coding on application/distribution facilities and appurtenances. [62-610.660(2)]

V. OPERATION AND MAINTENANCE REQUIREMENTS

A. Staffing Requirements

1. During the period of operation authorized by this permit, the wastewater facilities shall be operated under the supervision of a(n) operator(s) certified in accordance with Chapter 62-602, F.A.C. In accordance with Chapter 62-699, F.A.C., this facility is a Category I, Class B facility and, at a minimum, operators with appropriate certification must be on the site as follows:

A Class C or higher operator 16 hours/day for 7 days/week. The lead/chief operator must be a Class B operator, or higher.

2. An operator meeting the lead/chief operator class for the plant shall be available during all periods of plant operation. "Available" means able to be contacted as needed to initiate the appropriate action in a timely manner. [62-699.311(1)]

B. Capacity Analysis Report and Operation and Maintenance Performance Report Requirements

1. The application to renew this permit shall include an updated capacity analysis report prepared in accordance with Rule 62-600.405, F.A.C. [62-600.405(5)]
2. The application to renew this permit shall include a detailed operation and maintenance performance report prepared in accordance with Rule 62-600.735, F.A.C. [62-600.735(1)]

C. Recordkeeping Requirements

1. The permittee shall maintain the following records and make them available for inspection on the site of the permitted facility.

- a. Records of all compliance monitoring information, including all calibration and maintenance records and all original strip chart recordings for continuous monitoring instrumentation, including, if applicable, a copy of the laboratory certification showing the certification number of the laboratory, for at least three years from the date the sample or measurement was taken;
- b. Copies of all reports required by the permit for at least three years from the date the report was prepared;
- c. Records of all data, including reports and documents, used to complete the application for the permit for at least three years from the date the application was filed;
- d. Monitoring information, including a copy of the laboratory certification showing the laboratory certification number, related to the residuals use and disposal activities for the time period set forth in Chapter 62-640, F.A.C., for at least three years from the date of sampling or measurement;
- e. A copy of the current permit;
- f. A copy of the current operation and maintenance manual as required by Chapter 62-600, F.A.C.;
- g. A copy of any required record drawings;
- h. Copies of the licenses of the current certified operators;
- i. Copies of the logs and schedules showing plant operations and equipment maintenance for three years from the date of the logs or schedules. The logs shall, at a minimum, include identification of the plant; the signature and license number of the operator(s) and the signature of the person(s) making any entries; date and time in and out; specific operation and maintenance activities, including any preventive maintenance or repairs made or requested; results of tests performed and samples taken, unless documented on a laboratory sheet; and notation of any notification or reporting completed in accordance with Rule 62-602.650(3), F.A.C. The logs shall be maintained on-site in a location accessible to 24-hour inspection, protected from weather damage, and current to the last operation and maintenance performed; and
- j. Records of biosolids quantities, treatment, monitoring, and hauling for at least five years.

[62-620.350, 62-602.650, 62-640.650(4)]

VI. SCHEDULES

1. The following improvement actions shall be completed according to the following schedule:

Improvement Action	Completion Date
a. Start sampling for Mercury pursuant to Condition I. A.9. on quarterly basis.	2nd quarter 2014
b. Submit to DEP report summarizing three quarters of sampling information for Mercury as required by Condition I.A.9.	March 31, 2015

[62-620.320(6)]

2. The permittee is not authorized to discharge to waters of the state after the expiration date of this permit, unless:
- a. The permittee has applied for renewal of this permit at least 180 days before the expiration date of this permit using the appropriate forms listed in Rule 62-620.910, F.A.C., and in the manner established in the Department of Environmental Protection Guide to Permitting Wastewater Facilities or Activities Under Chapter 62-620, F.A.C., including submittal of the appropriate processing fee set forth in Rule 62-4.050, F.A.C.; or the permittee has made complete the application for renewal of this permit before the permit expiration date.
 - b. Please note, effluent testing shall be conducted for each outfall in accordance with the instructions provided in Sections 3.A.12., 13., and 14. of the application form. A minimum of three samples shall be taken within four and one-half years prior to the date of the permit application and must be representative of the seasonal variation in the discharge from each outfall. [62-620.335(1) - (4)]
 - c. Pursuant to permit condition I.A.9. submit the final report of the three quarters of sampling of Mercury analytical data and an evaluation for achieving the water quality criteria for Mercury not later than March 31, 2015.

VII. INDUSTRIAL PRETREATMENT PROGRAM REQUIREMENTS

1. This facility is not required to have a pretreatment program at this time. *[62-625.500]*

VIII. OTHER SPECIFIC CONDITIONS

1. In the event that the treatment facilities or equipment no longer function as intended, are no longer safe in terms of public health and safety, or odor, noise, aerosol drift, or lighting adversely affects neighboring developed areas at the levels prohibited by Rule 62-600.400(2)(a), F.A.C., corrective action (which may include additional maintenance or modifications of the permitted facilities) shall be taken by the permittee. Other corrective action may be required to ensure compliance with rules of the Department. Additionally, the treatment, management, use or land application of residuals shall not cause a violation of the odor prohibition in Rule 62-296.320(2), F.A.C. *[62-600.410(8) and 62-640.400(6)]*
2. The deliberate introduction of stormwater in any amount into collection/transmission systems designed solely for the introduction (and conveyance) of domestic/industrial wastewater; or the deliberate introduction of stormwater into collection/transmission systems designed for the introduction or conveyance of combinations of storm and domestic/industrial wastewater in amounts which may reduce the efficiency of pollutant removal by the treatment plant is prohibited, except as provided by Rule 62-610.472, F.A.C. *[62-604.130(3)]*
3. Collection/transmission system overflows shall be reported to the Department in accordance with Permit Condition IX. 20. *[62-604.550] [62-620.610(20)]*
4. The operating authority of a collection/transmission system and the permittee of a treatment plant are prohibited from accepting connections of wastewater discharges which have not received necessary pretreatment or which contain materials or pollutants (other than normal domestic wastewater constituents):
 - a. Which may cause fire or explosion hazards; or
 - b. Which may cause excessive corrosion or other deterioration of wastewater facilities due to chemical action or pH levels; or
 - c. Which are solid or viscous and obstruct flow or otherwise interfere with wastewater facility operations or treatment; or
 - d. Which result in the wastewater temperature at the introduction of the treatment plant exceeding 40°C or otherwise inhibiting treatment; or
 - e. Which result in the presence of toxic gases, vapors, or fumes that may cause worker health and safety problems.*[62-604.130(5)]*
5. The treatment facility, storage ponds for Part II systems, rapid infiltration basins, and/or infiltration trenches shall be enclosed with a fence or otherwise provided with features to discourage the entry of animals and unauthorized persons. *[62-600.400(2)(b)]*
6. Screenings and grit removed from the wastewater facilities shall be collected in suitable containers and hauled to a Department approved Class I landfill or to a landfill approved by the Department for receipt/disposal of screenings and grit. *[62-701.300(1)(a)]*
7. Where required by Chapter 471 or Chapter 492, F.S., applicable portions of reports that must be submitted under this permit shall be signed and sealed by a professional engineer or a professional geologist, as appropriate. *[62-620.310(4)]*
8. The permittee shall provide verbal notice to the Department's Northwest District Office as soon as practical after discovery of a sinkhole or other karst feature within an area for the management or application of wastewater, wastewater residuals (sludges), or reclaimed water. The permittee shall immediately implement measures appropriate to control the entry of contaminants, and shall detail these measures to the Department's Northwest District Office in a written report within 7 days of the sinkhole discovery. *[62-620.320(6)]*
9. The permittee shall provide adequate notice to the Department of the following:
 - a. Any new introduction of pollutants into the facility from an industrial discharger which would be subject to Chapter 403, F.S., and the requirements of Chapter 62-620, F.A.C., if it were directly discharging those pollutants; and



- b. Any substantial change in the volume or character of pollutants being introduced into that facility by a source which was identified in the permit application and known to be discharging at the time the permit was issued.

Adequate notice shall include information on the quality and quantity of effluent introduced into the facility and any anticipated impact of the change on the quantity or quality of effluent or reclaimed water to be discharged from the facility.

[62-620.625(2)]

IX. GENERAL CONDITIONS

1. The terms, conditions, requirements, limitations, and restrictions set forth in this permit are binding and enforceable pursuant to Chapter 403, Florida Statutes. Any permit noncompliance constitutes a violation of Chapter 403, Florida Statutes, and is grounds for enforcement action, permit termination, permit revocation and reissuance, or permit revision. [62-620.610(1)]
2. This permit is valid only for the specific processes and operations applied for and indicated in the approved drawings or exhibits. Any unauthorized deviations from the approved drawings, exhibits, specifications, or conditions of this permit constitutes grounds for revocation and enforcement action by the Department. [62-620.610(2)]
3. As provided in subsection 403.087(7), F.S., the issuance of this permit does not convey any vested rights or any exclusive privileges. Neither does it authorize any injury to public or private property or any invasion of personal rights, nor authorize any infringement of federal, state, or local laws or regulations. This permit is not a waiver of or approval of any other Department permit or authorization that may be required for other aspects of the total project which are not addressed in this permit. [62-620.610(3)]
4. This permit conveys no title to land or water, does not constitute state recognition or acknowledgment of title, and does not constitute authority for the use of submerged lands unless herein provided and the necessary title or leasehold interests have been obtained from the State. Only the Trustees of the Internal Improvement Trust Fund may express State opinion as to title. [62-620.610(4)]
5. This permit does not relieve the permittee from liability and penalties for harm or injury to human health or welfare, animal or plant life, or property caused by the construction or operation of this permitted source; nor does it allow the permittee to cause pollution in contravention of Florida Statutes and Department rules, unless specifically authorized by an order from the Department. The permittee shall take all reasonable steps to minimize or prevent any discharge, reuse of reclaimed water, or residuals use or disposal in violation of this permit which has a reasonable likelihood of adversely affecting human health or the environment. It shall not be a defense for a permittee in an enforcement action that it would have been necessary to halt or reduce the permitted activity in order to maintain compliance with the conditions of this permit. [62-620.610(5)]
6. If the permittee wishes to continue an activity regulated by this permit after its expiration date, the permittee shall apply for and obtain a new permit. [62-620.610(6)]
7. The permittee shall at all times properly operate and maintain the facility and systems of treatment and control, and related appurtenances, that are installed and used by the permittee to achieve compliance with the conditions of this permit. This provision includes the operation of backup or auxiliary facilities or similar systems when necessary to maintain or achieve compliance with the conditions of the permit. [62-620.610(7)]
8. This permit may be modified, revoked and reissued, or terminated for cause. The filing of a request by the permittee for a permit revision, revocation and reissuance, or termination, or a notification of planned changes or anticipated noncompliance does not stay any permit condition. [62-620.610(8)]
9. The permittee, by accepting this permit, specifically agrees to allow authorized Department personnel, including an authorized representative of the Department and authorized EPA personnel, when applicable, upon presentation of credentials or other documents as may be required by law, and at reasonable times, depending upon the nature of the concern being investigated, to:
 - a. Enter upon the permittee's premises where a regulated facility, system, or activity is located or conducted, or where records shall be kept under the conditions of this permit;
 - b. Have access to and copy any records that shall be kept under the conditions of this permit;



- c. Inspect the facilities, equipment, practices, or operations regulated or required under this permit; and
- d. Sample or monitor any substances or parameters at any location necessary to assure compliance with this permit or Department rules.

[62-620.610(9)]

- 10. In accepting this permit, the permittee understands and agrees that all records, notes, monitoring data, and other information relating to the construction or operation of this permitted source which are submitted to the Department may be used by the Department as evidence in any enforcement case involving the permitted source arising under the Florida Statutes or Department rules, except as such use is proscribed by Section 403.111, F.S., or Rule 62-620.302, F.A.C. Such evidence shall only be used to the extent that it is consistent with the Florida Rules of Civil Procedure and applicable evidentiary rules. [62-620.610(10)]
- 11. When requested by the Department, the permittee shall within a reasonable time provide any information required by law which is needed to determine whether there is cause for revising, revoking and reissuing, or terminating this permit, or to determine compliance with the permit. The permittee shall also provide to the Department upon request copies of records required by this permit to be kept. If the permittee becomes aware of relevant facts that were not submitted or were incorrect in the permit application or in any report to the Department, such facts or information shall be promptly submitted or corrections promptly reported to the Department. [62-620.610(11)]
- 12. Unless specifically stated otherwise in Department rules, the permittee, in accepting this permit, agrees to comply with changes in Department rules and Florida Statutes after a reasonable time for compliance; provided, however, the permittee does not waive any other rights granted by Florida Statutes or Department rules. A reasonable time for compliance with a new or amended surface water quality standard, other than those standards addressed in Rule 62-302.500, F.A.C., shall include a reasonable time to obtain or be denied a mixing zone for the new or amended standard. [62-620.610(12)]
- 13. The permittee, in accepting this permit, agrees to pay the applicable regulatory program and surveillance fee in accordance with Rule 62-4.052, F.A.C. [62-620.610(13)]
- 14. This permit is transferable only upon Department approval in accordance with Rule 62-620.340, F.A.C. The permittee shall be liable for any noncompliance of the permitted activity until the transfer is approved by the Department. [62-620.610(14)]
- 15. The permittee shall give the Department written notice at least 60 days before inactivation or abandonment of a wastewater facility or activity and shall specify what steps will be taken to safeguard public health and safety during and following inactivation or abandonment. [62-620.610(15)]
- 16. The permittee shall apply for a revision to the Department permit in accordance with Rules 62-620.300, F.A.C., and the Department of Environmental Protection Guide to Permitting Wastewater Facilities or Activities Under Chapter 62-620, F.A.C., at least 90 days before construction of any planned substantial modifications to the permitted facility is to commence or with Rule 62-620.325(2), F.A.C., for minor modifications to the permitted facility. A revised permit shall be obtained before construction begins except as provided in Rule 62-620.300, F.A.C. [62-620.610(16)]
- 17. The permittee shall give advance notice to the Department of any planned changes in the permitted facility or activity which may result in noncompliance with permit requirements. The permittee shall be responsible for any and all damages which may result from the changes and may be subject to enforcement action by the Department for penalties or revocation of this permit. The notice shall include the following information:
 - a. A description of the anticipated noncompliance;
 - b. The period of the anticipated noncompliance, including dates and times; and
 - c. Steps being taken to prevent future occurrence of the noncompliance.

[62-620.610(17)]



18. Sampling and monitoring data shall be collected and analyzed in accordance with Rule 62-4.246 and Chapters 62-160, 62-601, and 62-610, F.A.C., and 40 CFR 136, as appropriate.
 - a. Monitoring results shall be reported at the intervals specified elsewhere in this permit and shall be reported on a Discharge Monitoring Report (DMR), DEP Form 62-620.910(10), or as specified elsewhere in the permit.
 - b. If the permittee monitors any contaminant more frequently than required by the permit, using Department approved test procedures, the results of this monitoring shall be included in the calculation and reporting of the data submitted in the DMR.
 - c. Calculations for all limitations which require averaging of measurements shall use an arithmetic mean unless otherwise specified in this permit.
 - d. Except as specifically provided in Rule 62-160.300, F.A.C., any laboratory test required by this permit shall be performed by a laboratory that has been certified by the Department of Health Environmental Laboratory Certification Program (DOH ELCP). Such certification shall be for the matrix, test method and analyte(s) being measured to comply with this permit. For domestic wastewater facilities, testing for parameters listed in Rule 62-160.300(4), F.A.C., shall be conducted under the direction of a certified operator.
 - e. Field activities including on-site tests and sample collection shall follow the applicable standard operating procedures described in DEP-SOP-001/01 adopted by reference in Chapter 62-160, F.A.C.
 - f. Alternate field procedures and laboratory methods may be used where they have been approved in accordance with Rules 62-160.220, and 62-160.330, F.A.C.

[62-620.610(18)]

19. Reports of compliance or noncompliance with, or any progress reports on, interim and final requirements contained in any compliance schedule detailed elsewhere in this permit shall be submitted no later than 14 days following each schedule date. [62-620.610(19)]
20. The permittee shall report to the Department's Northwest District Office any noncompliance which may endanger health or the environment. Any information shall be provided orally within 24 hours from the time the permittee becomes aware of the circumstances. A written submission shall also be provided within five days of the time the permittee becomes aware of the circumstances. The written submission shall contain: a description of the noncompliance and its cause; the period of noncompliance including exact dates and time, and if the noncompliance has not been corrected, the anticipated time it is expected to continue; and steps taken or planned to reduce, eliminate, and prevent recurrence of the noncompliance.
 - a. The following shall be included as information which must be reported within 24 hours under this condition:
 - (1) Any unanticipated bypass which causes any reclaimed water or effluent to exceed any permit limitation or results in an unpermitted discharge,
 - (2) Any upset which causes any reclaimed water or the effluent to exceed any limitation in the permit,
 - (3) Violation of a maximum daily discharge limitation for any of the pollutants specifically listed in the permit for such notice, and
 - (4) Any unauthorized discharge to surface or ground waters.
 - b. Oral reports as required by this subsection shall be provided as follows:
 - (1) For unauthorized releases or spills of treated or untreated wastewater reported pursuant to subparagraph (a)4. that are in excess of 1,000 gallons per incident, or where information indicates that public health or the environment will be endangered, oral reports shall be provided to the STATE WARNING POINT TOLL FREE NUMBER (800) 320-0519, as soon as practical, but no later than 24 hours from the time the permittee becomes aware of the discharge. The permittee, to the extent known, shall provide the following information to the State Warning Point:
 - (a) Name, address, and telephone number of person reporting;
 - (b) Name, address, and telephone number of permittee or responsible person for the discharge;
 - (c) Date and time of the discharge and status of discharge (ongoing or ceased);
 - (d) Characteristics of the wastewater spilled or released (untreated or treated, industrial or domestic wastewater);
 - (e) Estimated amount of the discharge;

- (f) Location or address of the discharge;
 - (g) Source and cause of the discharge;
 - (h) Whether the discharge was contained on-site, and cleanup actions taken to date;
 - (i) Description of area affected by the discharge, including name of water body affected, if any; and
 - (j) Other persons or agencies contacted.
- (2) Oral reports, not otherwise required to be provided pursuant to subparagraph b.1 above, shall be provided to the Department's Northwest District Office within 24 hours from the time the permittee becomes aware of the circumstances.

- c. If the oral report has been received within 24 hours, the noncompliance has been corrected, and the noncompliance did not endanger health or the environment, the Department's Northwest District Office shall waive the written report.

[62-620.610(20)]

21. The permittee shall report all instances of noncompliance not reported under Permit Conditions IX.17., IX.18., or IX.19. of this permit at the time monitoring reports are submitted. This report shall contain the same information required by Permit Condition IX.20. of this permit. *[62-620.610(21)]*

22. Bypass Provisions.

- a. "Bypass" means the intentional diversion of waste streams from any portion of a treatment works.
- b. Bypass is prohibited, and the Department may take enforcement action against a permittee for bypass, unless the permittee affirmatively demonstrates that:
 - (1) Bypass was unavoidable to prevent loss of life, personal injury, or severe property damage; and
 - (2) There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate back-up equipment should have been installed in the exercise of reasonable engineering judgment to prevent a bypass which occurred during normal periods of equipment downtime or preventive maintenance; and
 - (3) The permittee submitted notices as required under Permit Condition IX.22.c. of this permit.
- c. If the permittee knows in advance of the need for a bypass, it shall submit prior notice to the Department, if possible at least 10 days before the date of the bypass. The permittee shall submit notice of an unanticipated bypass within 24 hours of learning about the bypass as required in Permit Condition IX.20. of this permit. A notice shall include a description of the bypass and its cause; the period of the bypass, including exact dates and times; if the bypass has not been corrected, the anticipated time it is expected to continue; and the steps taken or planned to reduce, eliminate, and prevent recurrence of the bypass.
- d. The Department shall approve an anticipated bypass, after considering its adverse effect, if the permittee demonstrates that it will meet the three conditions listed in Permit Condition IX.22.b.(1) through (3) of this permit.
- e. A permittee may allow any bypass to occur which does not cause reclaimed water or effluent limitations to be exceeded if it is for essential maintenance to assure efficient operation. These bypasses are not subject to the provisions of Permit Condition IX.22.b. through d. of this permit.

[62-620.610(22)]

23. Upset Provisions.

- a. "Upset" means an exceptional incident in which there is unintentional and temporary noncompliance with technology-based effluent limitations because of factors beyond the reasonable control of the permittee.
 - (1) An upset does not include noncompliance caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventive maintenance, careless or improper operation.
 - (2) An upset constitutes an affirmative defense to an action brought for noncompliance with technology based permit effluent limitations if the requirements of upset provisions of Rule 62-620.610, F.A.C., are met.

PERMITTEE: City of Quincy
FACILITY: Quincy WWTP

PERMIT NUMBER: FL0029033 (Major)
Page 18 of 18

- b. A permittee who wishes to establish the affirmative defense of upset shall demonstrate, through properly signed contemporaneous operating logs, or other relevant evidence that:
 - (1) An upset occurred and that the permittee can identify the cause(s) of the upset;
 - (2) The permitted facility was at the time being properly operated;
 - (3) The permittee submitted notice of the upset as required in Permit Condition IX.20. of this permit; and
 - (4) The permittee complied with any remedial measures required under Permit Condition IX.5. of this permit.
- c. In any enforcement proceeding, the burden of proof for establishing the occurrence of an upset rests with the permittee.
- d. Before an enforcement proceeding is instituted, no representation made during the Department review of a claim that noncompliance was caused by an upset is final agency action subject to judicial review.

[62-620.610(23)]

Executed in Pensacola, Florida.

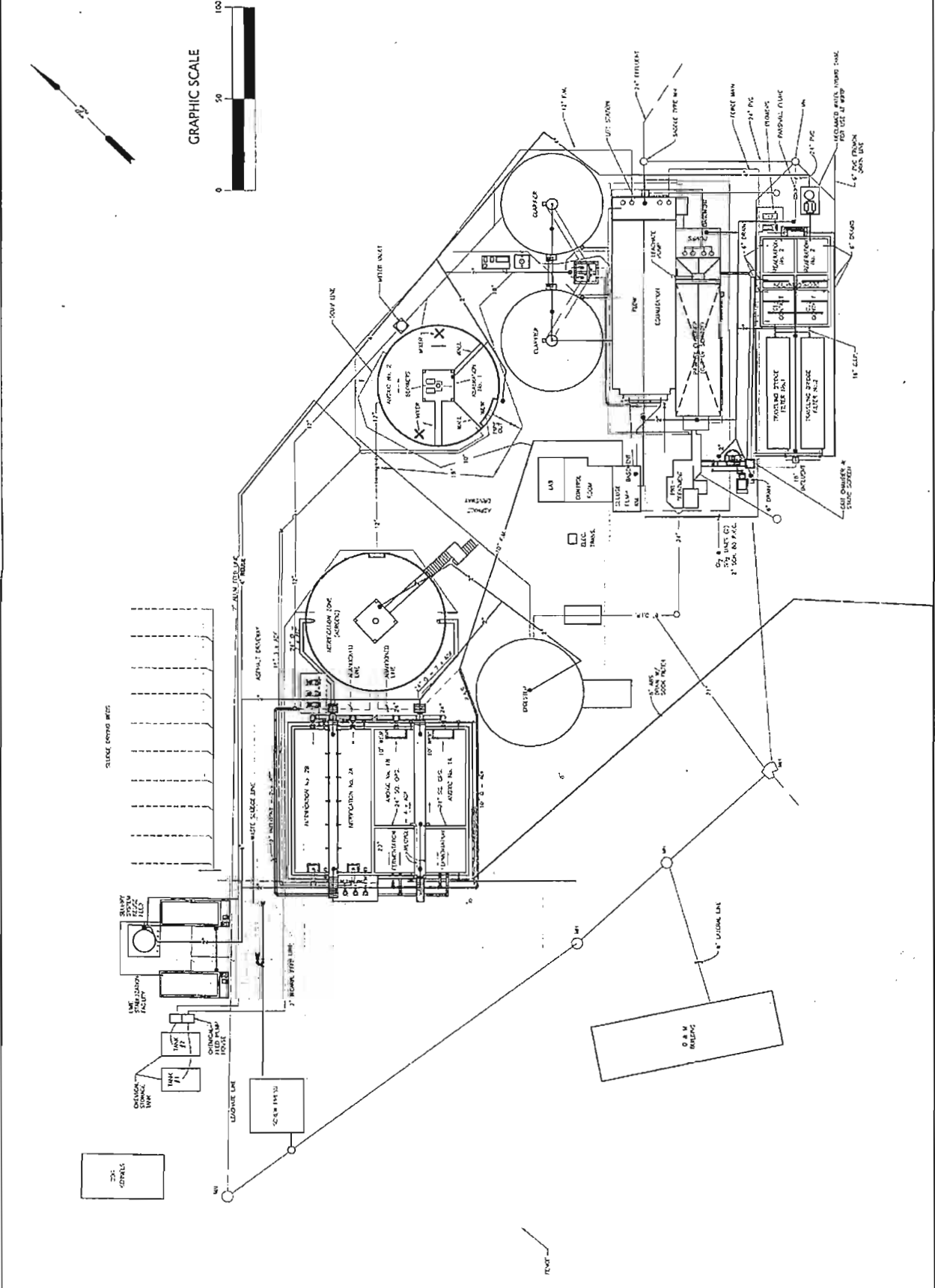
STATE OF FLORIDA DEPARTMENT
OF ENVIRONMENTAL PROTECTION

Emile D. Hamilton
District Director

DATE:

- Attachments:
- Site Plan
 - Process Flow Diagram
 - DMR Part A D-001 Monthly
 - DMR Part A D-001 Quarterly
 - DMR Part B - Daily Sampling Results
 - DMR Part A Toxicity
 - DMR Part A RMP-B Class B Biosolids
 - DMR Part A RMP-Q Biosolids Quantity
 - Instructions for Completing DMR

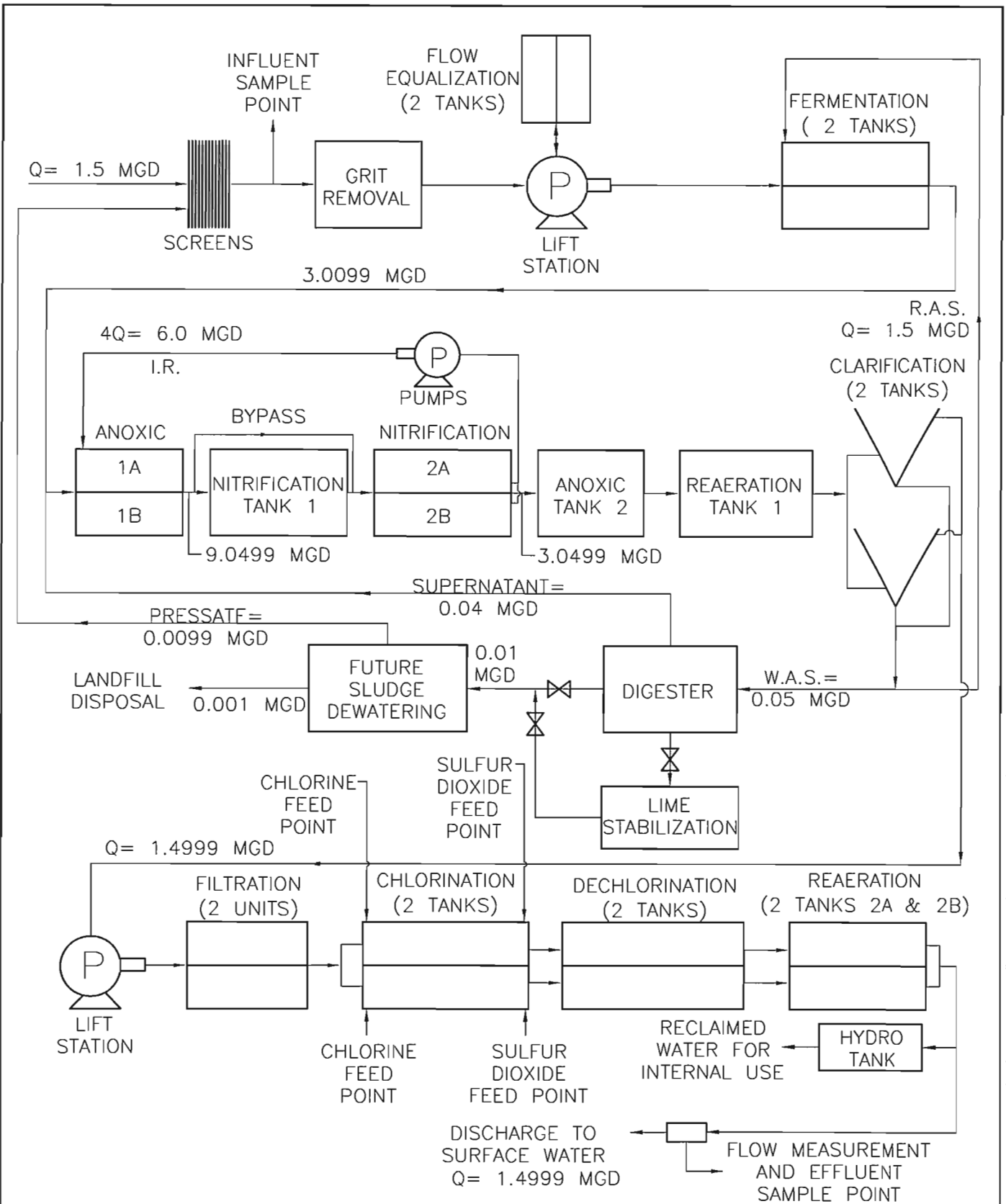




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 Hatch Mott MacDonald Florida, LLC
 Architects Engineers Surveyors
 1545 Parkway Drive, Suite 200
 Tallahassee, Florida 32308
 Telephone: (850) 222-0314 • Fax: (850) 551-0235

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Architects Engineers Surveyors
AA - C0000035 EB - 0000155 LB - 0006783
1545 Raymond Diehl Road, Suite 200
Tallahassee, Florida 32308
Telephone: (850) 222-0334 • Fax: (850) 561-0205

PROJECT:
QUINCY WWTF PERMIT RENEWAL
CITY OF QUINCY

SHEET TITLE:
PROCESS FLOW DIAGRAM

PROJECT #:
312709
DATE:
AUG 2013
FIGURE:
FORM 2A-2

DEPARTMENT OF ENVIRONMENTAL PROTECTION DISCHARGE MONITORING REPORT - PART A

When Completed mail this report to: Department of Environmental Protection, Wastewater Compliance Evaluation Section, MS 3551, 2600 Blair Stone Road, Tallahassee, FL 32399-2400

PERMITTEE NAME: City of Quincy
MAILING ADDRESS: 404 W Jefferson St
 Quincy, Florida 32351-2328

PERMIT NUMBER: FL0029033-008-DW1P/NR

LIMIT: Final
CLASS SIZE: MA
MONITORING GROUP NUMBER: D-001
MONITORING GROUP DESCRIPTION: Surface water discharge to Quincy Creek, with Influent

REPORT FREQUENCY: Monthly
PROGRAM: Domestic

FACILITY: Quincy WWTP
LOCATION: 300 N G.F. & A Drive
 Quincy, FL 32351-

RE-SUBMITTED DMR:
NO DISCHARGE FROM SITE:
MONITORING PERIOD From: _____ To: _____

COUNTY: Gadsden
OFFICE: Northwest District Branch (Tallahassee)

Parameter	Quantity or Loading	Units	Quality or Concentration	Units	No. Ex.	Frequency of Analysis	Sample Type
Flow	Sample Measurement						
PARAM Code 50050 I Mon. Site No. FLW-01	Permit Requirement	1.5 (Mo. Avg.)	Report (Qt. Avg.)	MGD		Continuous	Flow Totalizer
Flow (Industrial Reuse at WWTP)	Sample Measurement						
PARAM Code 50050 Q Mon. Site No. FLW-02	Permit Requirement	Report (Mo. Avg.)		MGD		Continuous	Meter
BOD, Carbonaceous 5 day, 20C	Sample Measurement						
PARAM Code 80082 Y Mon. Site No. EFF-01	Permit Requirement		5.0 (An. Avg.)			Weekly	16-hr FPC
BOD, Carbonaceous 5 day, 20C	Sample Measurement						
PARAM Code 80082 I Mon. Site No. EFF-01	Permit Requirement	10.0 (Max.)	7.5 (Wk. Avg.)	6.25 (Mo. Avg.)		Weekly	16-hr FPC
Solids, Total Suspended	Sample Measurement						
PARAM Code 00530 Y Mon. Site No. EFF-01	Permit Requirement		5.0 (An. Avg.)			Weekly	16-hr FPC
Solids, Total Suspended	Sample Measurement						
PARAM Code 00530 I Mon. Site No. EFF-01	Permit Requirement	10.0 (Max.)	7.5 (Wk. Avg.)	6.25 (Mo. Avg.)		Weekly	16-hr FPC

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

NAME/TITLE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	TELEPHONE NO	DATE (mm/dd/yyyy)

COMMENT AND EXPLANATION OF ANY VIOLATIONS (Reference all attachments here):

D R R A F T

DISCHARGE MONITORING REPORT - PART A (Continued)

FACILITY: Quincy WWTP

MONITORING GROUP NUMBER: D-001

PERMIT NUMBER: FL0029033-008-DW1P/NR

From: _____ To: _____

Parameter	Sample Measurement Permit Requirement	Quantity or Loading	Units	Quality or Concentration		Units	No. Ex.	Frequency of Analysis	Sample Type
Nitrogen, Total	Sample Measurement Permit Requirement								
PARM Code 00600 Y Mon. Site No. EFF-01				3.0 (An. Avg.)		mg/L		Weekly	16-hr FPC
Nitrogen, Total	Sample Measurement Permit Requirement								
PARM Code 00600 I Mon. Site No. EFF-01				6.0 (Max.)	4.5 (Wk. Avg.)	mg/L		Weekly	16-hr FPC
Phosphorus, Total (as P)	Sample Measurement Permit Requirement								
PARM Code 00665 Y Mon. Site No. EFF-01					1.0 (An. Avg.)	mg/L		Weekly	16-hr FPC
Phosphorus, Total (as P)	Sample Measurement Permit Requirement								
PARM Code 00665 I Mon. Site No. EFF-01				2.0 (Max.)	1.5 (Wk. Avg.)	mg/L		Weekly	16-hr FPC
Coliform, Fecal	Sample Measurement Permit Requirement								
PARM Code 74055 Y Mon. Site No. EFF-01					200 (An. Avg.)	#/100mL		Weekly	Grab
Coliform, Fecal	Sample Measurement Permit Requirement								
PARM Code 74055 I Mon. Site No. EFF-01					Report (Mo. Geo. Mean.)	#/100mL		Weekly	Grab
pH	Sample Measurement Permit Requirement								
PARM Code 00400 I Mon. Site No. EFF-01				6.0 (Min.)		s.u.		Continuous	Meter
Chlorine, Total Residual (For Disinfection)	Sample Measurement Permit Requirement								
PARM Code 50060 A Mon. Site No. BFA-01				0.5 (Min.)		mg/L		Continuous	Meter
Chlorine, Total Residual (For Dechlorination)	Sample Measurement Permit Requirement								
PARM Code 50060 Q Mon. Site No. EFD-01					0.01 (Max.)	mg/L		Daily; 24 hours	Grab
Oxygen, Dissolved (DO)	Sample Measurement Permit Requirement								
PARM Code 00300 I Mon. Site No. EFF-01				5.0 (Min.)		mg/L		Daily; 24 hours	Grab



DEPARTMENT OF ENVIRONMENTAL PROTECTION DISCHARGE MONITORING REPORT - PART A

When Completed mail this report to: Department of Environmental Protection, Wastewater Compliance Evaluation Section, MS 3551, 2600 Blair Stone Road, Tallahassee, FL 32399-2400

PERMITTEE NAME: City of Quincy
404 W Jefferson St
Quincy, Florida 32351-2328

PERMIT NUMBER: FL0029033-008-DW1P/NR

LIMIT: Final
CLASS SIZE: MA
MONITORING GROUP NUMBER: D-001
MONITORING GROUP DESCRIPTION: Surface water discharge to Quincy Creek
RE-SUBMITTED DMR:
NO DISCHARGE FROM SITE:
MONITORING PERIOD: From: _____ To: _____

REPORT FREQUENCY: Quarterly
PROGRAM: Domestic

FACILITY: Quincy WWTP
LOCATION: 300 N.G.F. & A Drive
Quincy, FL 32351-

COUNTY: Gadsden
OFFICE: Northwest District Branch (Tallahassee)

Parameter	Quantity of Loading	Units	Quality or Concentration	Units	No. Ex.	Frequency of Analysis	Sample Type
Copper, Total Recoverable (effluent)	Sample Measurement						
PARM Code 01119 1	Permit Requirement					Quarterly	
Mon. Site No. EFF-01			Report (Max.)	ug/L			16-hr FPC
Copper, Total Recoverable (calculated limit)	Sample Measurement						
PARM Code 01119 Q	Permit Requirement					Quarterly	
Mon. Site No. EFF-01			Report (Max.)	ug/L			Calculated
Copper, Total Recoverable (effluent minus calculated limit)	Sample Measurement						
PARM Code 01119 R	Permit Requirement					Quarterly	
Mon. Site No. EFF-01			0.0 (Max.)	ug/L			Calculated
Hardness, Total (as CaCO3)	Sample Measurement						
PARM Code 00900 1	Permit Requirement					Quarterly	
Mon. Site No. EFF-01			Report (Max.)	mg/L			16-hr FPC

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

NAME/TITLE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	TELEPHONE NO	DATE (mm/dd/yyyy)

COMMENT AND EXPLANATION OF ANY VIOLATIONS (Reference all attachments here):

D R R A F T

DAILY SAMPLE RESULTS - PART B

Permit Number: FL0029033-008-DW1P/NR
 Monitoring Period From: _____ To: _____

Facility: Quincy WWTP

Code	Chlorine, Total Residual (For Disinfection) mg/L	Chlorine, Total Residual (For Dechlorination) mg/L	BOD, Carbonaceous 5 day, 20C mg/L	Coliform, Fecal #/100mL	Nitrogen, Total mg/L	Oxygen, Dissolved (DO) mg/L	Phosphorus, Total (as P) mg/L	Solids, Total Suspended mg/L	pH s.u. (Min)	pH s.u. (Max)
Mon. Site	EFA-01	EFD-01	EFF-01	EFF-01	EFF-01	EFF-01	EFF-01	EFF-01	EFF-01	EFF-01
1										
2										
3										
4										
5										
6										
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25										
26										
27										
28										
29										
30										
31										
Total										
Mo. vg.	A									

PLANT STAFFING:

Day Shift Operator Class: _____ Certificate No: _____ Name: _____

Evening Shift Operator Class: _____ Certificate No: _____ Name: _____

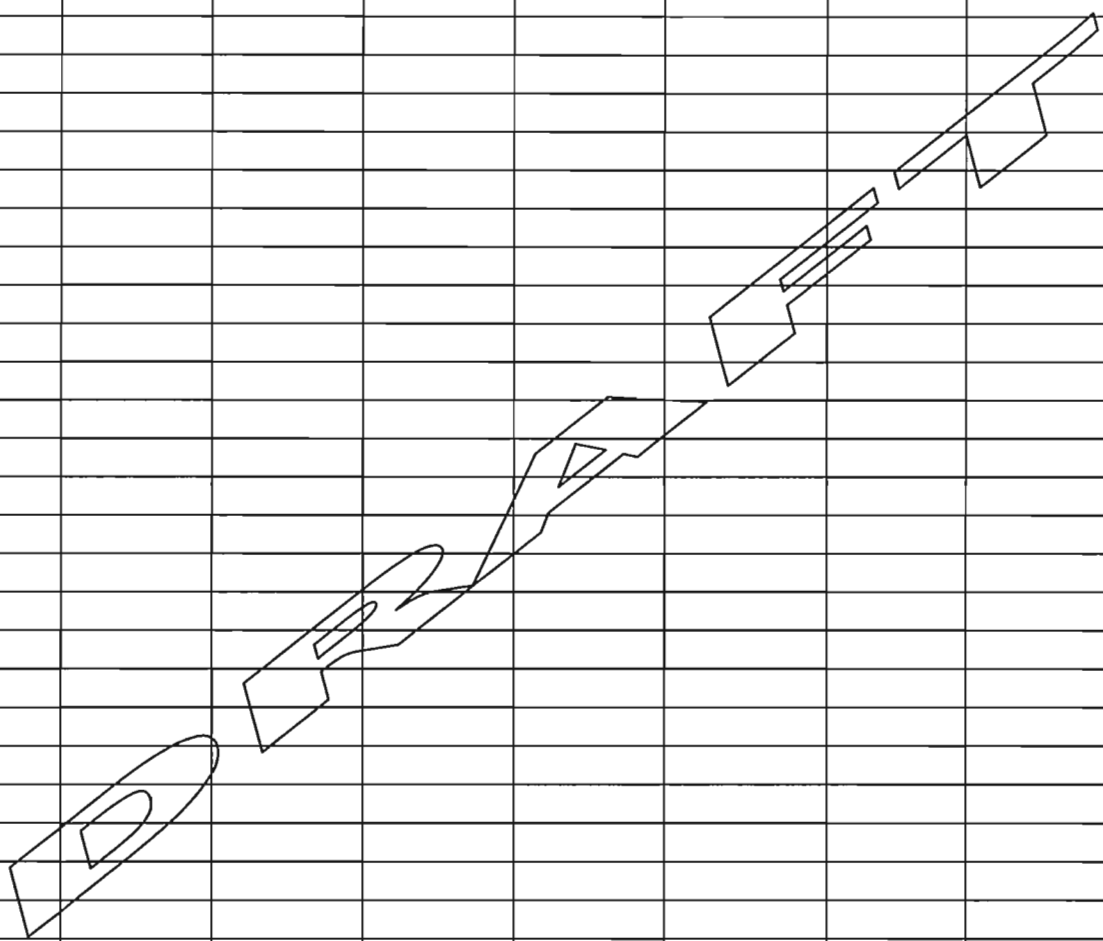
Night Shift Operator Class: _____ Certificate No: _____ Name: _____

Lead Operator Class: _____ Certificate No: _____ Name: _____

DAILY SAMPLE RESULTS - PART B

Permit Number: FL0029033-008-DW1P/NR Facility: Quincy WWTP
 Monitoring Period From: _____ To: _____

Code	Flow MGD	Flow MGD (Industrial Reuse at WWTP)	BOD, Carbonaceous 5 day, 20C (Influent) mg/L	Solids, Total Suspended (Influent) mg/L				
50050	50050	50050	80082	00530				
Mon. Site	FLW-01	FLW-02	INF-01	INF-01				
1								
2								
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4								
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Total								
Mo. Avg.								



PLANT STAFFING:
 Day Shift Operator Class: _____ Certificate No: _____ Name: _____
 Evening Shift Operator Class: _____ Certificate No: _____ Name: _____
 Night Shift Operator Class: _____ Certificate No: _____ Name: _____
 Lead Operator Class: _____ Certificate No: _____ Name: _____

DEPARTMENT OF ENVIRONMENTAL PROTECTION DISCHARGE MONITORING REPORT - PART A

When Completed mail this report to: Department of Environmental Protection, Wastewater Compliance Evaluation Section, MS 3551, 2600 Blair Stone Road, Tallahassee, FL 32399-2400

PERMITTEE NAME: City of Quincy
MAILING ADDRESS: 404 W Jefferson St
 Quincy, Florida 32351-2328

PERMIT NUMBER: FL0029033-008-DW1P/NR

LIMIT: Final
CLASS SIZE: MA
MONITORING GROUP NUMBER: D-001
MONITORING GROUP DESCRIPTION: Surface water discharge to Quincy Creek
RE-SUBMITTED DMR:
NO DISCHARGE FROM SITE:
MONITORING NOT REQUIRED:
MONITORING PERIOD From: _____ To: _____

REPORT FREQUENCY: Toxicity
PROGRAM: Domestic

FACILITY: Quincy WWTP
LOCATION: 300 N.G.F. & A Drive
 Quincy, Florida 32351-

COUNTY: Gadsden
OFFICE: Northwest District Branch (Tallahassee)

Parameter	Quantity or Loading	Units	Quality of Concentration	Units	No. Ex.	Frequency of Analysis	Sample Type
7-DAY CHRONIC STATRE Ceriodaphnia dubia (Routine) PARM Code TRP3B P Mon. Site No. EFF-01	Sample Measurement Permit Requirement		100 (Min.)	percent		Semi-Annually; twice per year	24-hr FPC
7-DAY CHRONIC STATRE Ceriodaphnia dubia (Additional) PARM Code TRP3B Q Mon. Site No. EFF-01	Sample Measurement Permit Requirement		100 (Min.)	percent		As needed	As required by the permit
7-DAY CHRONIC STATRE Ceriodaphnia dubia (Additional) PARM Code TRP3B R Mon. Site No. EFF-01	Sample Measurement Permit Requirement		100 (Min.)	percent		As needed	As required by the permit
7-DAY CHRONIC STATRE Pimephales promelas (Routine) PARM Code TRP6C P Mon. Site No. EFF-01	Sample Measurement Permit Requirement		100 (Min.)	percent		Semi-Annually; twice per year	24-hr FPC
7-DAY CHRONIC STATRE Pimephales promelas (Additional) PARM Code TRP6C Q Mon. Site No. EFF-01	Sample Measurement Permit Requirement		100 (Min.)	percent		As needed	As required by the permit
7-DAY CHRONIC STATRE Pimephales promelas (Additional) PARM Code TRP6C R Mon. Site No. EFF-01	Sample Measurement Permit Requirement		100 (Min.)	percent		As needed	As required by the permit

*ENTER "MNR" IN THE RESULTS COLUMN FOR EACH TEST THAT IS NOT REQUIRED.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

NAME/TITLE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	TELEPHONE NO	DATE (mm/dd/yyyy)

COMMENT AND EXPLANATION OF ANY VIOLATIONS (Reference all attachments here):

D R R A F T

DEPARTMENT OF ENVIRONMENTAL PROTECTION DISCHARGE MONITORING REPORT - PART A

When Completed mail this report to: Department of Environmental Protection, Wastewater Compliance Evaluation Section, MS 3551, 2600 Blair Stone Road, Tallahassee, FL 32399-2400

PERMITTEE NAME: City of Quincy
MAILING ADDRESS: 404 W Jefferson St
 Quincy, Florida 32351-2328

PERMIT NUMBER: FL0029033-008-DWIP/NR

LIMIT: Final
CLASS SIZE: MA
MONITORING GROUP NUMBER: RMP-B
MONITORING GROUP DESCRIPTION: Class B Biosolids
RE-SUBMITTED DMR:
NO DISCHARGE FROM SITE:
MONITORING PERIOD From: _____ To: _____

REPORT FREQUENCY: Quarterly
PROGRAM: Domestic

FACILITY: Quincy WWTP
LOCATION: 300 N G.F. & A Drive
 Quincy, FL 32351-

COUNTY: Gadsden
OFFICE: Northwest District Branch (Tallahassee)

Parameter	Quantity or Loading	Units	Quality or Concentration	Units	No. Ex.	Frequency of Analysis	Sample Type
Nitrogen, Sludge, Tot, Dry Wt (as N)	Sample Measurement						
PARAM Code 78470 + Mon. Site No. RMP-B	Report (Max.)	percent				Quarterly	Composite
Phosphorus, Sludge, Tot, Dry Wt (as P)	Sample Measurement						
PARAM Code 78478 + Mon. Site No. RMP-B	Report (Max.)	percent				Quarterly	Composite
Potassium, Sludge, Tot, Dry Wt (as K)	Sample Measurement						
PARAM Code 78472 + Mon. Site No. RMP-B	Report (Max.)	percent				Quarterly	Composite
Arsenic Total, Dry Weight, Sludge	Sample Measurement						
PARAM Code 49565 + Mon. Site No. RMP-B	Report (Max.)			75.0 (Max.)		Quarterly	Composite
Cadmium, Sludge, Tot, Dry Weight (as Cd)	Sample Measurement						
PARAM Code 78476 + Mon. Site No. RMP-B	Report (Max.)			85.0 (Max.)		Quarterly	Composite
Copper, Sludge, Tot, Dry Wt (as Cu)	Sample Measurement						
PARAM Code 78475 + Mon. Site No. RMP-B	Report (Max.)			4300.0 (Max.)		Quarterly	Composite

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

NAME/TITLE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	TELEPHONE NO	DATE (mm/dd/yyyy)

COMMENT AND EXPLANATION OF ANY VIOLATIONS (Reference all attachments here):

D R R A F T

DISCHARGE MONITORING REPORT - PART A (Continued)

FACILITY: Quincy WWTP

MONITORING GROUP NUMBER:
MONITORING PERIOD

PERMIT NUMBER: FL0029033-008-DW/PNR

RMP-B

From: _____ To: _____

Parameter	Sample Measurement	Quantity or Loading	Units	Quality or Concentration	Units	No. Ex.	Frequency of Analysis	Sample Type
Lead, Dry Weight, Sludge	Sample Measurement							
PARM Code 78468 + Mon. Site No. RMP-B	Permit Requirement			840.0 (Max.)	mg/kg		Quarterly	Composite
Mercury, Dry Weight, Sludge	Sample Measurement							
PARM Code 78471 + Mon. Site No. RMP-B	Permit Requirement			57.0 (Max.)	mg/kg		Quarterly	Composite
Molybdenum, Dry Weight, Sludge	Sample Measurement							
PARM Code 78465 + Mon. Site No. RMP-B	Permit Requirement			75.0 (Max.)	mg/kg		Quarterly	Composite
Nickel, Dry Weight, Sludge	Sample Measurement							
PARM Code 78469 + Mon. Site No. RMP-B	Permit Requirement			420.0 (Max.)	mg/kg		Quarterly	Composite
Selenium Sludge Solid	Sample Measurement							
PARM Code 61518 + Mon. Site No. RMP-B	Permit Requirement			100.0 (Max.)	mg/kg		Quarterly	Composite
Zinc, Dry Weight, Sludge	Sample Measurement							
PARM Code 78467 + Mon. Site No. RMP-B	Permit Requirement			7500.0 (Max.)	mg/kg		Quarterly	Composite
pH	Sample Measurement							
PARM Code 00400 + Mon. Site No. RMP-B	Permit Requirement			Report (Max.)	s.u.		Quarterly	Grab
Solids, Total, Sludge, Percent	Sample Measurement							
PARM Code 61553 + Mon. Site No. RMP-B	Permit Requirement			Report (Max.)	percent		Quarterly	Composite
Calcium Carbonate Equivalent	Sample Measurement							
PARM Code B0010 + Mon. Site No. RMP-B	Permit Requirement			Report (Max.)	percent		Quarterly	Composite



DEPARTMENT OF ENVIRONMENTAL PROTECTION DISCHARGE MONITORING REPORT - PART A

When Completed mail this report to: Department of Environmental Protection, Wastewater Compliance Evaluation Section, MS 3551, 2600 Blair Stone Road, Tallahassee, FL 32399-2400

PERMITTEE NAME: City of Quincy
 404 W Jefferson St
 Quincy, Florida 32351-2328

PERMIT NUMBER: FL0029033-008-DW/IP/NR

REPORT FREQUENCY: Monthly
 PROGRAM: Domestic

FACILITY: Quincy WWTP
 LOCATION: 300 N G.F. & A Drive
 Quincy, FL 32351-

LIMIT: Final
 CLASS SIZE: MA
 MONITORING GROUP NUMBER: RMP-Q
 MONITORING GROUP DESCRIPTION: Biosolids Quantity
 RE-SUBMITTED DMR:
 NO DISCHARGE FROM SITE:
 MONITORING PERIOD From: _____ To: _____

COUNTY: Gadsden
 OFFICE: Northwest District Branch (Tallahassee)

Parameter	Quantity or Loading	Units	Quality or Concentration	Units	No. Ex.	Frequency of Analysis	Sample Type
Biosolids Quantity (Land-Applied)							
PARM Code B0006 + Mon. Site No. RMP-2	Report (Mo. Total)	ton (d)				Monthly	Calculated
Biosolids Quantity (Transferred)							
PARM Code B0007 + Mon. Site No. RMP-3	Report (Mo. Total)	ton (d)				Monthly	Calculated
Biosolids Quantity (Landfilled)							
PARM Code B0008 + Mon. Site No. RMP-4	Report (Mo. Total)	ton (d)				Monthly	Calculated

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

NAME/TITLE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	TELEPHONE NO	DATE (mm/dd/yyyy)

COMMENT AND EXPLANATION OF ANY VIOLATIONS (Reference all attachments here):



INSTRUCTIONS FOR COMPLETING THE WASTEWATER DISCHARGE MONITORING REPORT

Read these instructions before completing the DMR. Hard copies and/or electronic copies of the required parts of the DMR were provided with the permit. All required information shall be completed in full and typed or printed in ink. A signed, original DMR shall be mailed to the address printed on the DMR by the 28th of the month following the monitoring period. The DMR shall not be submitted before the end of the monitoring period.

The DMR consists of three parts--A, B, and D--all of which may or may not be applicable to every facility. Facilities may have one or more Part A's for reporting effluent or reclaimed water data. All domestic wastewater facilities will have a Part B for reporting daily sample results. Part D is used for reporting ground water monitoring well data.

When results are not available, the following codes should be used on parts A and D of the DMR and an explanation provided where appropriate. Note: Codes used on Part B for raw data are different.

CODE	DESCRIPTION/INSTRUCTIONS	CODE	DESCRIPTION/INSTRUCTIONS
ANC	Analysis not conducted.	NOD	No discharges from/to site.
DRY	Dry Well	OPS	Operations were shutdown so no sample could be taken.
FLD	Flood disaster.	OTH	Other. Please enter an explanation of why monitoring data were not available.
IFS	Insufficient flow for sampling.	SEF	Sampling equipment failure.
LS	Lost sample.		
MNR	Monitoring not required this period.		

When reporting analytical results that fall below a laboratory's reported method detection limits or practical quantification limits, the following instructions should be used:

1. Results greater than or equal to the PQL shall be reported as the measured quantity.
2. Results less than the PQL and greater than or equal to the MDL shall be reported as the laboratory's MDL value. These values shall be deemed equal to the MDL when necessary to calculate an average for that parameter and when determining compliance with permit limits.
3. Results less than the MDL shall be reported by entering a less than sign (" $<$ ") followed by the laboratory's MDL value, e.g. < 0.001 . A value of one-half the MDL or one-half the effluent limit, whichever is lower, shall be used for that sample when necessary to calculate an average for that parameter. Values less than the MDL are considered to demonstrate compliance with an effluent limitation.

PART A -DISCHARGE MONITORING REPORT (DMR)

Part A of the DMR is comprised of one or more sections, each having its own header information. Facility information is preprinted in the header as well as the monitoring group number, whether the limits and monitoring requirements are interim or final, and the required submittal frequency (e.g. monthly, annually, quarterly, etc.). Submit Part A based on the required reporting frequency in the header and the instructions shown in the permit. The following should be completed by the permittee or authorized representative:

Resubmitted DMR: Check this box if this DMR is being re-submitted because there was information missing from or information that needed correction on a previously submitted DMR. The information that is being revised should be clearly noted on the re-submitted DMR (e.g. highlight, circle, etc.)

No Discharge From Site: Check this box if no discharge occurs and, as a result, there are no data or codes to be entered for all of the parameters on the DMR for the entire monitoring group number; however, if the monitoring group includes other monitoring locations (e.g., influent sampling), the "NOD" code should be used to individually denote those parameters for which there was no discharge.

Monitoring Period: Enter the month, day, and year for the first and last day of the monitoring period (i.e. the month, the quarter, the year, etc.) during which the data on this report were collected and analyzed.

Sample Measurement: Before filling in sample measurements in the table, check to see that the data collected correspond to the limit indicated on the DMR (i.e. interim or final) and that the data correspond to the monitoring group number in the header. Enter the data or calculated results for each parameter on this row in the non-shaded area above the limit. Be sure the result being entered corresponds to the appropriate statistical base code (e.g. annual average, monthly average, single sample maximum, etc.) and units.

No. Ex.: Enter the number of sample measurements during the monitoring period that exceeded the permit limit for each parameter in the non-shaded area. If none, enter zero.
Frequency of Analysis: The shaded areas in this column contain the minimum number of times the measurement is required to be made according to the permit. Enter the actual number of times the measurement was made in the space above the shaded area.

Sample Type: The shaded areas in this column contain the type of sample (e.g. grab, composite, continuous) required by the permit. Enter the actual sample type that was taken in the space above the shaded area.

Signature: This report must be signed in accordance with Rule 62-620.305, F.A.C. Type or print the name and title of the signing official. Include the telephone number where the official may be reached in the event there are questions concerning this report. Enter the date when the report is signed.

Comment and Explanation of Any Violations: Use this area to explain any exceedances, any upset or by-pass events, or other items which require explanation. If more space is needed, reference all attachments in this area.

PART B - DAILY SAMPLE RESULTS

Monitoring Period: Enter the month, day, and year for the first and last day of the monitoring period (i.e. the month, the quarter, the year, etc.) during which the data on this report were collected and analyzed.
Daily Monitoring Results: Transfer all analytical data from your facility's laboratory or a contract laboratory's data sheets for all day(s) that samples were collected. Record the data in the units indicated. Table I in Chapter 62-160, F.A.C., contains a complete list of all the data qualifier codes that your laboratory may use when reporting analytical results. However, when transferring numerical results onto Part B of the DMR, only the following data qualifier codes should be used and an explanation provided where appropriate.

CODE	DESCRIPTION/INSTRUCTIONS
<	The compound was analyzed for but not detected.
A	Value reported is the mean (average) of two or more determinations.
J	Estimated value, value not accurate.
Q	Sample held beyond the actual holding time.
Y	Laboratory analysis was from an unpreserved or improperly preserved sample.

To calculate the monthly average, add each reported value to get a total. For flow, divide this total by the number of days in the month. For all other parameters, divide the total by the number of observations.
Plant Staffing: List the name, certificate number, and class of all state certified operators operating the facility during the monitoring period. Use additional sheets as necessary.

PART D - GROUND WATER MONITORING REPORT

Monitoring Period: Enter the month, day, and year for the first and last day of the monitoring period (i.e. the month, the quarter, the year, etc.) during which the data on this report were collected and analyzed.
Date Sample Obtained: Enter the date the sample was taken. Also, check whether or not the well was purged before sampling.

Time Sample Obtained: Enter the time the sample was taken.
Sample Measurement: Record the results of the analysis. If the result was below the minimum detection limit, indicate that.

Detection Limits: Record the detection limits of the analytical methods used.

Analysis Method: Indicate the analytical method used. Record the method number from Chapter 62-160 or Chapter 62-601, F.A.C., or from other sources.

Sampling Equipment Used: Indicate the procedure used to collect the sample (e.g. airlift, bucket/bailer, centrifugal pump, etc.)

Samples Filtered: Indicate whether the sample obtained was filtered by laboratory (L), filtered in field (F), or unfiltered (N).

Signature: This report must be signed in accordance with Rule 62-620.305, F.A.C. Type or print the name and title of the signing official. Include the telephone number where the official may be reached in the event there are questions concerning this report. Enter the date when the report is signed.

Comments and Explanation: Use this space to make any comments on or explanations of results that are unexpected. If more space is needed, reference all attachments in this area.

SPECIAL INSTRUCTIONS FOR LIMITED WET WEATHER DISCHARGES

Flow (Limited Wet Weather Discharge): Enter the measured average flow rate during the period of discharge or divide gallons discharged by duration of discharge (converted into days). Record in million gallons per day (MGD).

Flow (Upstream): Enter the average flow rate in the receiving stream upstream from the point of discharge for the period of discharge. The average flow rate can be calculated based on two measurements; one made at the start and one made at the end of the discharge period. Measurements are to be made at the upstream gauging station described in the permit.

Actual Stream Dilution Ratio: To calculate the Actual Stream Dilution Ratio, divide the average upstream flow rate by the average discharge flow rate. Enter the Actual Stream Dilution Ratio accurate to the nearest 0.1.

No. of Days the SDF > Stream Dilution Ratio: For each day of discharge, compare the minimum Stream Dilution Factor (SDF) from the permit to the calculated Stream Dilution Ratio. On Part B of the DMR, enter an asterisk (*) if the SDF is greater than the Stream Dilution Ratio on any day of discharge. On Part A of the DMR, add up the days with an "*" and record the total number of days the Stream Dilution Factor was greater than the Stream Dilution Ratio.

CBOD₅: Enter the average CBOD₅ of the reclaimed water discharged during the period shown in duration of discharge.

TKN: Enter the average TKN of the reclaimed water discharged during the period shown in duration of discharge.

Actual Rainfall: Enter the actual rainfall for each day on Part B. Enter the actual cumulative rainfall to date for this calendar year and the actual total monthly rainfall on Part A. The cumulative rainfall to date for this calendar year is the total amount of rain, in inches, that has been recorded since January 1 of the current year through the month for which this DMR contains data.

Rainfall During Average Rainfall Year: On Part A, enter the total monthly rainfall during the average rainfall year and the cumulative rainfall for the average rainfall year. The cumulative rainfall for the average rainfall year is the amount of rain, in inches, which fell during the average rainfall year from January through the month for which this DMR contains data.

No. of Days LWWD Activated During Calendar Year: Enter the cumulative number of days that the limited wet weather discharge was activated since January 1 of the current year.

Reason for Discharge: Attach to the DMR a brief explanation of the factors contributing to the need to activate the limited wet weather discharge.

**FACT SHEET
FOR
STATE OF FLORIDA DOMESTIC WASTEWATER FACILITY PERMIT**

PERMIT NUMBER: FL0029033 (Major)
FACILITY NAME: Quincy WWTP
FACILITY LOCATION: 300 N G.F.& A Drive, Quincy, FL 32351
Gadsden County

NAME OF PERMITTEE: City of Quincy

PERMIT WRITER: Tariq Mian

1. SUMMARY OF APPLICATION

a. Chronology of Application

Application Number: FL0029033-008-DW1P/NR
Application Submittal Date: February 20, 2013, Additional info on March 21, May 29, and Aug, 2013

b. Type of Facility

Domestic Wastewater Treatment Plant
Ownership Type: Municipal
SIC Code: 4952

c. Facility Capacity

Existing Permitted Capacity: 1.5 MGD Monthly Average Daily Flow (MADF)
Proposed Increase in Permitted Capacity: 0.0 MGD MADF
Proposed Total Permitted Capacity: 1.5 MGD MADF

d. Description of Wastewater Treatment

An existing 1.5 MGD monthly average daily flow (MADF) permitted capacity, biological nutrient removal four-stage Bardenpho type activated sludge process, advanced wastewater treatment (AWT) plant. Pretreatment includes bar screening and grit removal followed by flow equalization. The biological treatment and nutrient removal process includes fermentation followed by a four-stage Bardenpho nitrogen removal process (anoxic tank 1, aeration tank, anoxic tank 2, reaeration tank) and secondary clarification; return waste activated sludge is reintroduced at the fermentation tank. Secondary clarification is followed by filtration, basic disinfection by chlorination, dechlorination and reaeration. Biosolids treatment includes an aerobic sludge digester and dewatering by a biosolids screw press with backup drying beds.

e. Description of Effluent Disposal and Land Application Sites (as reported by applicant)

D-001: An existing 1.5 MGD MADF discharge to Quincy Creek, Class III fresh waters, which is approximately 20 feet in length and discharges at a depth of approximately 1 feet. The point of discharge is located approximately at latitude 30°35' 4" N, longitude 84°33' 8" W.

The reclaimed water is used for industrial reuse system for reuse of reclaimed water on-site for wash down, or other onsite uses at the wastewater treatment plant. There is no permitted capacity of the system that averages 0.001 MGD.

2. SUMMARY OF SURFACE WATER DISCHARGE

This facility does not have a new or expanded discharge to surface waters.

The Department does not anticipate adverse impacts on threatened or endangered species as a result of permit issuance.

3. BASIS FOR PERMIT LIMITATIONS AND MONITORING REQUIREMENTS

This facility is authorized to discharge effluent from Outfall D-001 to Quincy Creek based on the following:

Parameter	Units	Max/Min	Limit	Statistical Basis	Rationale
Flow	MGD	Max	1.5	Monthly Average	62-600.400(3)(b) & 62-601.300(6) FAC
		Max	Report	Quarterly Average	62-600.400(3)(b) FAC
Flow (Industrial Reuse at WWTP)	MGD	Max	Report	Monthly Average	62-600.400(3)(b) & 62-601.300(6) FAC
BOD, Carbonaceous 5 day, 20C	mg/L	Max	5.0	Annual Average	62-600.510 & 62-600.740(1)(b)2.a. FAC
		Max	6.25	Monthly Average	62-600.740(1)(b)2.b. FAC
		Max	7.5	Weekly Average	62-600.740(1)(b)2.c. FAC
		Max	10.0	Single Sample	62-600.740(1)(b)2.d. FAC
Solids, Total Suspended	mg/L	Max	5.0	Annual Average	62-600.510 & 62-600.740(1)(b)2.a. FAC
		Max	6.25	Monthly Average	62-600.740(1)(b)2.b. FAC
		Max	7.5	Weekly Average	62-600.740(1)(b)2.c. FAC
		Max	10.0	Single Sample	62-600.740(1)(b)2.d. FAC
Nitrogen, Total	mg/L	Max	3.0	Annual Average	62-600.740(1)(b)2.a. FAC
		Max	3.75	Monthly Average	62-600.740(1)(b)2.b. FAC
		Max	4.5	Weekly Average	62-600.740(1)(b)2.c. FAC
		Max	6.0	Single Sample	62-600.740(1)(b)2.d. FAC
Phosphorus, Total (as P)	mg/L	Max	1.0	Annual Average	62-601.300(6) FAC
		Max	1.25	Monthly Average	62-600.740(1)(b)2.b. FAC
		Max	1.5	Weekly Average	62-600.740(1)(b)2.c. FAC
		Max	2.0	Single Sample	62-600.740(1)(b)2.d. FAC
Coliform, Fecal	#/100 mL	Max	200	Annual Average	62-600.440(4)(c)1. FAC
		Max	200	Monthly Geometric Mean	62-600.440(4)(c)2. FAC
		Max	800	Single Sample	62-600.440(4)(c)4. FAC
pH	s.u.	Min	6.0	Single Sample	62-600.445 FAC
		Max	8.5	Single Sample	62-600.445 FAC
Chlorine, Total Residual (For Disinfection)	mg/L	Min	0.5	Single Sample	62-600.440(4)(b) FAC
Chlorine, Total Residual (For Dechlorination)	mg/L	Max	0.01	Single Sample	62-600.440(2) & 62-302.530(18) FAC
Oxygen, Dissolved (DO)	mg/L	Min	5.0	Single Sample	62-302.530(30) FAC
Hardness, Total (as CaCO3)	mg/L	Max	Report	Single Sample	62-302.530 FAC
Copper, Total Recoverable	ug/L	Max	See below	Single Sample	62-302.530(23)
Chronic Whole Effluent Toxicity, 7-Day IC25 (Ceriodaphnia dubia)	percent	Min	100	Single Sample	62-302.530(20) & (61) FAC and 62-4.241(1)(b)
Chronic Whole Effluent Toxicity, 7-Day IC25 (Pimephales promelas)	percent	Min	100	Single Sample	62-302.530(20) & (61) FAC and 62-4.241(1)(b)

PERCENT REMOVAL REQUIREMENTS: The percent removal requirements for CBOD and TSS are unnecessary since the facility is implementing advanced wastewater treatment for CBOD and TSS, and the low level concentrations of CBOD and TSS in the treated effluent are lower than could be achieved by the percent removal requirement.

QBEL: Effluent limitations are based on a Level I QBEL that is attached. The permittee has provided reasonable assurance that the discharge will not adversely affect the designated use of the receiving water. DEP's Biological Assessment of Quincy WWTP, report dated August 2012, as well as all other available data, have been evaluated in accordance with the Department's reasonable assurance procedures to ensure that no limits other than those included in this permit are needed to maintain Florida water quality standards.

TOTAL RECOVERABLE COPPER: The limit shall be calculated using the following equation: $Cu \leq e^{(0.8545[\ln H]-1.702)}$ ug/L. Total hardness shall be measured at the time of the effluent sample. The "ln H" means the natural logarithm of total hardness expressed as mg/L of CaCO₃. For metals criteria involving equations with hardness, the hardness shall be set at 25 mg/L if actual hardness is <25 mg/L and set at 400 mg/L if actual hardness is >400 mg/L.
 [62-302.530(23), 62-302.530(70)]

This facility has provided reasonable assurance that the discharge will not adversely affect the designated use of the receiving water. DEP's Biological Assessment of Quincy WWTP, report dated August 2012, as well as all other available data, have been evaluated in accordance with the Department's reasonable assurance procedures to ensure that no limits other than those included in this permit are needed to maintain Florida water quality standards. See attached Level I QBEL.

The receiving water body for this facility is not listed on the 303D list.

Other Limitations and Monitoring Requirements:

Parameter	Units	Max/Min	Limit	Statistical Basis	Rationale
Percent Capacity, (TMADF/Permitted Capacity) x 100	percent	Max	Report	Monthly Average	62-600.405(4) FAC
BOD, Carbonaceous 5 day, 20C (Influent)	mg/L	Max	Report	Monthly Average	62-601.300(1) FAC
Solids, Total Suspended (Influent)	mg/L	Max	Report	Monthly Average	62-601.300(1) FAC
Monitoring Frequencies and Sample Types	-	-	-	All Parameters	62-601 FAC & 62-699 FAC and/or BPJ of permit writer
Sampling Locations	-	-	-	All Parameters	62-601, 62-610.412, 62-610.463(1), 62-610.568, 62-610.613 FAC and/or BPJ of permit writer

4. DISCUSSION OF CHANGES TO PERMIT

The following changes are being made to the permit:

Mercury: The expanded effluent analyses data indicates that two of the three samples exceeded Class III Freshwater water quality standards (WQS) of 0.012 ug/L for Mercury. The three samples mercury concentrations were 0.0126, 0.0081 and 0.0345 ug/L. The permittee provided an additional sample collected on September 17, 2013 that showed mercury concentration to be 0.00635 mg/L. The permit has a condition, I.A.9 requiring the permittee to collect and report mercury samples concentration on quarterly basis for three quarters. The permittee shall provide a report summarizing the results and an evaluation for achieving the Mercury water quality criteria by March 31, 2015. The permit may be reopened to establish an effluent Mercury limit based on the sampling results.

Copper: A review of the monthly data for last three years showed that with the exception of two samples copper met the hardness based WQS. Therefore copper monitoring requirement is reduced from monthly to quarterly.

Zinc: A review of data showed that zinc consistently met the hardness based WQS. Therefore zinc monitoring requirement is being eliminated.

Toxicity: A review of the quarterly data for three years showed that all samples passed chronic whole effluent toxicity. Therefore toxicity testing is reduced from quarterly to once every six months.

No limits, other than those included in this permit are needed to maintain Florida water quality standards.

5. BIOSOLIDS MANAGEMENT REQUIREMENTS

Biosolids generated by this facility may be transferred to T.P. Smith WRF and land applied or disposed of in a Class I solid waste landfill.

See the table below for the rationale for the Class B biosolids limits and monitoring requirements.

Parameter	Units	Max/Min	Limit	Statistical Basis	Rationale
Nitrogen, Sludge, Tot, Dry Wt (as N)	percent	Max	Report	Single Sample	62-640.650(3)(a)3. FAC
Phosphorus, Sludge, Tot, Dry Wt (as P)	percent	Max	Report	Single Sample	62-640.650(3)(a)3. FAC
Potassium, Sludge, Tot, Dry Wt (as K)	percent	Max	Report	Single Sample	62-640.650(3)(a)3. FAC
Arsenic Total, Dry Weight, Sludge	mg/kg	Max	75.0	Single Sample	62-640.650(3)(a)3. & 700(5)(a) FAC
Cadmium, Sludge, Tot, Dry Weight (as Cd)	mg/kg	Max	85.0	Single Sample	62-640.650(3)(a)3. & 700(5)(a) FAC
Copper, Sludge, Tot, Dry Wt. (as Cu)	mg/kg	Max	4300.0	Single Sample	62-640.650(3)(a)3. & 700(5)(a) FAC
Lead, Dry Weight, Sludge	mg/kg	Max	840.0	Single Sample	62-640.650(3)(a)3. & 700(5)(a) FAC
Mercury, Dry Weight, Sludge	mg/kg	Max	57.0	Single Sample	62-640.650(3)(a)3. & 700(5)(a) FAC
Molybdenum, Dry Weight, Sludge	mg/kg	Max	75.0	Single Sample	62-640.650(3)(a)3. & 700(5)(a) FAC
Nickel, Dry Weight, Sludge	mg/kg	Max	420.0	Single Sample	62-640.650(3)(a)3. & 700(5)(a) FAC
Selenium Sludge Solid	mg/kg	Max	100.0	Single Sample	62-640.650(3)(a)3. & 700(5)(a) FAC
Zinc, Dry Weight, Sludge	mg/kg	Max	7500.0	Single Sample	62-640.650(3)(a)3. & 700(5)(a) FAC
pH	s.u.	Max	Report	Single Sample	62-640.650(3)(a)3. FAC
Solids, Total, Sludge, Percent	percent	Max	Report	Single Sample	62-640.650(3)(a)3. FAC
Calcium Carbonate Equivalent	percent	Max	Report	Single Sample	62-640.650(3)(a)3. FAC
Monitoring Frequency	All Parameters				62-640.650(3)(a)4. FAC
Pathogen and vector attraction reduction monitoring	All Parameters				62-640.600 & 650(3)(a)1. FAC

See the table below for the rationale for the biosolids quantities monitoring requirements.

Parameter	Units	Max/Min	Limit	Statistical Basis	Rationale
Biosolids Quantity (Land-Applied)	ton (d)	Max	Report	Monthly Total	62-640.650(5)(a)1. FAC
Biosolids Quantity (Transferred)	ton (d)	Max	Report	Monthly Total	62-640.650(5)(a)1. FAC

Parameter	Units	Max/ Min	Limit	Statistical Basis	Rationale
Biosolids Quantity (Landfilled)	ton (d)	Max	Report	Monthly Total	62-640.650(5)(a)1. FAC
Monitoring Frequency	All Parameters				62-640.650(5)(a) FAC

6. GROUND WATER MONITORING REQUIREMENTS

This section is not applicable to this facility.

7. PERMIT SCHEDULES

A schedule is not included in the wastewater permit.

8. INDUSTRIAL PRETREATMENT REQUIREMENTS

At this time, the facility is not required to develop an approved industrial pretreatment program. However, the Department reserves the right to require an approved program if future conditions warrant.

9. ADMINISTRATIVE ORDERS (AO) AND CONSENT ORDERS (CO)

This permit is not accompanied by an AO and has not entered into a CO with the Department.

10. REQUESTED VARIANCES OR ALTERNATIVES TO REQUIRED STANDARDS

No variances were requested for this facility.

11. THE ADMINISTRATIVE RECORD

The administrative record including application, draft permit, fact sheet, public notice (after release), comments received and additional information is available for public inspection during normal business hours at the location specified in item 13. Copies will be provided at a minimal charge per page.

12. PROPOSED SCHEDULE FOR PERMIT ISSUANCE

Draft Permit and Public Notice to Applicant and EPA	September 27, 2013
Public Comment Period	Beginning: September 27, 2013 Ending: November 11, 2013
Notice of Permit Issuance	November 18, 2013

13. DEP CONTACT

Additional information concerning the permit and proposed schedule for permit issuance may be obtained during normal business hours from:

Tariq Mian
 Permitting Engineer
 Northwest District Office
 160 W. Government Street, Suite 308
 Pensacola, FL 32502-5740
 Telephone No.: (850) 595-0618

Memorandum

Florida Department of Environmental Protection

Date: September 26, 2013
From: Tariq Mian
To: DEP File No. FL0029033-008-DW1P/NR
Via: Bill Evans, P.E.

Subject: LEVEL I QWBEL, City of Quincy WWTP

The Level I QWBEL process applies to the renewal of existing permits when data are sufficient to determine that the receiving waters currently meet standards and are expected to continue to meet standards with the discharge [Rule 62-650.400(1)].

Quincy WWTP effluent is discharged at D-001 into Quincy Creek, (WBID 1303A) which is a wetland at the point of discharge located approximately 3.2 miles west of the confluence of Quincy Creek with the Little River. Quincy Creek at this point is classified as a Class III Freshwater and is listed on the 303(d) list as impaired for fecal coliform. The Little River is on the 303(d) list also impaired for fecal coliform as an "Impacted Water Segment", WBID #424, of the Ochlocknee River system. See link to Florida's 303(d) Master Verified List:
<http://www.dep.state.fl.us/water/watersheds/assessment/docs/303d/Master-Verified-List-2013.xls>

Fecal Coliform: This facility has an existing discharge to a water body that does not meet the water quality criteria for fecal coliform that is listed as low priority for TMDL development. The permit includes appropriate limits for residual chlorine (for disinfection) and fecal coliform. The Department is allowing this discharge to impaired waters because the facility has provided reasonable assurance that the discharge will not cause or contribute to violations of water quality standards.

DEP's Biological Assessment of Quincy WWTP, report dated August 2012 was based upon samples April 22-27, 2012. <ftp://ftp.dep.state.fl.us/pub/labs/labs/reports/12521.pdf>

The report concluded:

1. No organic constituents were detected in the effluent.
2. Effluent metals were detected at levels that complied with Class III Freshwater Quality Criteria (62-302.530, F.A.C.) and effluent permit limits.
3. All metals for the Outfall Pond were either undetected or detected at levels that complied with Class III Freshwater Quality Criteria (62-302.530, F.A.C.).
4. Control Site iron (1,610 µg/L) and Test Site iron (2,110 µg/L) exceeded Class III Freshwater Quality Criteria (62-302.530(38), F.A.C.).
5. All other metals for the Control and Test Site were either undetected or detected at levels that complied with Class III Freshwater Quality Criteria (62-302.530, F. A. C.).
6. The effluent sample was not toxic to the water flea, *Ceriodaphnia dubia*, during the acute definitive bioassays and therefore, complied with effluent permit limits. The effluent sample IC25 for the fish, *Pimephales promelas*, during the 7-day chronic definitive bioassay was > 100% and therefore, complied with effluent permit limits.

7. Fecal coliforms were not detected in the effluent and were detected at both the Control and Test Sites at levels which complied with Class III Freshwater Quality Criterion (62-302.530(6), F.A.C.).
8. Control and Test Site iron exceeded the Class III Freshwater Quality Criteria (62-302.530(38), F.A.C.). Dissolved oxygen of the Outfall Pond was below the minimum limit for Class III Freshwater Quality Criteria (62-302.530(30), F.A.C.). The Outfall Pond is located within a wetland before Quincy Creek reforms into a stream. The high AGP values at the effluent and Outfall Pond and the slightly elevated AGP value at the Test Site indicated the potential for nutrient enrichment due to the effluent beyond what may be occurring in Quincy Creek from other sources. The periphyton communities at both the Control and Test Sites were similar and did not appear to be adversely affected by the effluent. The qualitative macroinvertebrate samples indicate that the communities at the Control and Test Site were different. Despite the differences in community composition between the Control and Test Sites, the SCI scores were similar at both sites. Any adverse effects on the macroinvertebrate community at the Test Site were more likely attributable to the low habitat availability and/or the different types of habitat available than to the effluent.

METALS:

Mercury: Sufficient data is not available to determine whether the facility has quantifiable concentrations of mercury, but the limited data available as a result of expanded effluent analyses indicate that two of the three samples exceeded Class III Freshwater water quality standards (WQS) of 0.012 ug/L for Mercury Quality. The mercury concentrations were 0.0126, 0.0081, 0.0345 and 0.00635 ug/L. Therefore, the permittee is required to collect and report mercury samples concentration on quarterly basis for three quarters. At the end of the three quarter sampling period, the permittee shall provide a report summarizing the results and an evaluation for achieving the Mercury water quality criteria. The report will be provided not later than 15 months after date of permit issuance. The permit maybe reopened to establish an effluent Mercury limit based on the sampling results.

DEP revised draft Mercury TMDL for the State of Florida, October 29, 2012, <http://www.dep.state.fl.us/water/tmdl/docs/tmdls/mercury/florida-merc-tmdl-draft-110812.pdf>, states that *"Florida has determined that the mercury contribution from NPDES-permitted point source discharges are minor relative to the loads being deposited on Florida's land and waters (fresh and marine) from atmospheric deposition."*

Copper: A review of last three years of monthly data showed that with the exception of two samples, copper met the hardness based WQS. Therefore copper monitoring is reduced from monthly to quarterly.

Zinc: A review of data showed that zinc consistently met the hardness based WQS. Therefore zinc monitoring requirement is eliminated.

No limits, other than those included in this permit are needed to maintain Florida water quality standards.