

City of Quincy

City Hall

404 West Jefferson Street

Quincy, Florida 32351

www.myquincy.net



Tuesday, September 8, 2020
6:00 PM

City Hall
Commission Chambers
Via Zoom

City Commission

Mayor Ronte R. Harris ~ District III
Mayor Pro-Tem Angela G. Sapp ~ District II
Commissioner Keith A. Dowdell ~ District I
Commissioner Freida Bass-Prieto ~ District IV
Commissioner Anessa A. Canidate ~ District V

"An All American City in the Heart of Florida's Future"



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

AGENDA

**September 8, 2020
6:00 P.M.**

City Hall Commission Chambers Via Zoom

Call to Order

Invocation

Pledge of Allegiance

Roll Call

Approval of Agenda

Items for Consent by the Commission

1. Approval of Minutes of the August 25, 2020 Regular Meeting
 - Janice Shackelford, City Clerk
2. Fire Monthly Reports
Monthly Activity Report | District Calls
 - Jack L. McLean Jr., City Manager
 - Curtis Bridges, Fire Chief
3. City of Quincy Budget Hearing Schedule
 - Jack L. McLean, City Manager
 - Marcia Carty, Finance Director

Presentations

4. Presentation by R2P2
 - Jack L. McLean Jr., City Manager
 - Dr. Beverly Nash, Grant Writer

Public Hearings and Ordinances as Scheduled or Agendaed

5. Ordinance 1116-2020 – Changing Election Dates and Extending City Commission Term on First Reading
 - Jack L. McLean Jr., City Manager
 - Gary Roberts, City Attorney

6. Ordinance 1117-2020 – Filling of Vacancies on the City Commission on First Reading
 - Jack L. McLean Jr., City Manager
 - Gary Roberts, City Attorney

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

Resolutions

Reports by Boards and Committees

Reports, Requests and Communications by the City Manager

7. Truelieve Request to Redevelop 130 N. Virginia Street Site to Locate a Grow House
 - Jack L. McLean Jr., City Manager
 - Bernard Piawah, Building and Planning Director
8. Rostan Solutions Agreement
 - Jack L. McLean Jr., City Manager
 - Dr. Beverly Nash, Grant Writer
9. Coronavirus Relief Initiative
 - Jack L. McLean Jr., City Manager
 - Ann Sherman, Customer Service Director

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

10. Commissioners' Appointments to the Planning and Development Review Board
 - Jack L. McLean, City Manager
 - Bernard Piawah, Building and Planning Director

Comments

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

Comments from the Audience

Adjournment

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

CITY COMMISSION
Tuesday, August 25, 2020
6:07 P.M. (Eastern)

VIRTUAL REGULAR MEETING
QUINCY, FLORIDA 32351

CITY COMMISSION VIRTUAL REGULAR MEETING MINUTES

The City of Quincy City Commission met in a regular virtual session via Zoom Communication and Video Conferencing, Tuesday, August 25, 2020, with **Mayor Ronte Harris** presiding and the following Commissioners present:

Mayor Pro-Tem Angela G. Sapp
Commissioner Anessa A. Canidate
Commissioner Keith A. Dowdell (tardy)
Commissioner Freida Bass-Prieto

City Staff and Guest:

Jack L. McLean Jr., City Manager
Gary Roberts, City Attorney
Janice Shackelford, City Clerk
Glenn Sapp, Police Chief and Sergeant-at-Arms
Bernard Piawah, Building and Planning Director
DeCody Fagg, Parks and Receptions Director
Reggie Bell, Public Works Director
Curtis Bridges, Fire Chief
Ann Sherman, Human Resources Director
Dr. Beverly Nash, Grants
Vancheria Perkins, Executive Assistant to the City Manager
Robin Ryals, Utilities Director
Marcia Carty, Finance Director
David Rittman, IT Administrator
Rob Nixon, CRA Manager
Jim Southerland Sr., WQTN-13 Administrator
Robert F. Monroe Day School
North Florida Educational Development Corporation (NFEDC)

The regular virtual meeting was recorded, televised, and transmitted by way of the City of Quincy's Facebook page, TV Channel (WQTN-13), and Zoom Communication and Video Conferencing. (Please note: digital formatted documents/media are public records.)

1. Called to Order:

Mayor Harris called the regular virtual meeting to order at 6:07 pm. Rev. Robin Ryals provided the invocation. Mayor Harris led out in reciting the Pledge of Allegiance Roll call requested by Mayor Harris.

Mayor Harris offered a motion to excuse Commissioner Dowdell until he arrives. Mayor Pro-Tem Sapp accepted and made the motion to excuse Commissioner Dowdell from the meeting until he comes. Commissioner Bass-Prieto seconded the motion.

The Motion carried 4 to 0

Mayor Harris reminded the Commissioners that the amended agenda beforehand is lengthy and that the goal as Commissioners is to make decisions.

Mayor Harris stated at the request of Mayor Pro Tem Sapp in reviewing other Commission meetings, questions to staff have prolonged Commission meetings.

Mayor Harris stated that any questions beyond 2-3 minutes to staff, Commissioners should schedule an appointment to meet with staff to get those questions answered.

Mayor Harris stated that he would enforce the 2-3 minute timeframe, and that staff was present at the request of the City Manager, and to be considerate of their time.

Mayor Harris stated that doing so will ensure the meeting runs smoothly and end in a timely fashion.

2. Approval of Agenda

Mayor Harris offered a motion to approve the amended agenda. Mayor Pro Tem Sapp accepted and made the motion to approve the amended agenda as printed. Mayor Harris seconded the motion.

The Motion carried 4 to 0.

3. Pulled Consent Agenda Items

- City Clerk Contract
Jack L. McLean Jr., City Manager, Gary A. Roberts, City Attorney, and Ann Sherman, Human Resources Director
- Financial Monthly Reports: P-Card Statements |P-Card Allocations
|Arrearage Report |Cash Requirements| Financial Reports| Budget Transfers
Jack L. McLean Jr., and Marcia Carty, Finance Director
- Approval of Minutes of the August 11, 2020, Regular Meeting
Janice Shackelford, City Clerk

Mayor Harris offered a motion to approve remaining items under consent #2, #3, and #4, the Minutes of August 19, 2020, Human Resources Monthly Report, and Police Monthly Reports.

Mayor Pro Tem Sapp accepted and made a motion to approve items #2, #3, and #4, the Minutes of August 19, 2020, Human Resources Monthly Report, and Police Monthly Reports. Commissioner Bass Prieto seconded the motion.

Summary of Discussions by Commissioners

Mayor Pro Tem Sapp stated that August 11, 2020, minutes on page 2 of 8, should be corrected to read approval of July 22, 2020, and July 28, 2020, minutes.

Mayor Prop Tem Sapp stated that August 11, 2020, minutes on page 6 of 8, reflects the misspelling of the word Scott and that the correct spelling is Scop.

With no further discussion, Mayor Harris offered a motion to approve the August 11, 2020 minutes with corrections.

Pro Tem Mayor Sapp accepted and made a motion to approve the August 11, 2020 minutes. Commissioner Canidate seconded the motion.

The Motion carried 4 to 0.

Summary of Discussion by Commissioners

Commissioner Bass Prieto stated that her biggest concern is the failure to follow procedures outlined in the City of Quincy Employee Handbook of being an Equal Opportunity Employer.

Commissioner Bass Prieto stated that she had no problems with the clerk's contract.

Commissioner Bass Prieto stated that the employee handbook is the set standard of how the City employs.

Commissioner Bass Prieto confirmed Mayor Harris's question that the HR department utilizes the employee handbook.

Commissioner Bass Prieto stated that Commissioners need to follow the same guidelines offered in the employee handbook.

Commissioner Bass Prieto stated that how can we hire a clerk without an interview.

Commissioner Bass Prieto stated that she is appalled that a veteran applicant did not receive an interview for the job.

Commissioner Bass Prieto stated that this the third time, we have failed to be fair and equitable to everyone, and should follow the rules offered in the employee handbook.

Commissioner Bass Prieto stated that she'd received phone calls.

Commissioner Dowdell enters the meeting at 6:16 pm.

Commissioner Dowdell stated that he, too, had received phone calls, and Commissioner Bass Prieto must deal with her constituents as other Commissioners do.

Commissioner Dowdell stated that the Commissioners did not interview Mike Wade when hired, and he did not apply for the job.

Commissioner Dowdell stated nowhere is there written where Commissioners must follow an order of procedures when making appointments.

Commissioner Dowdell stated that appointments made are at the will and pleasure of the majority.

Commissioner Bass Prieto reiterated that it is not about the choice, but rather the process.

Commissioner Bass Prieto stated that everyone deserves a fair and equal opportunity.

Mayor Pro Tem Sapp stated that she is the daughter of a veteran and respects everyone's opinion, and believes the Commission acted appropriately.

Mayor Pro Tem Sapp stated that nothing underhandedly occurred in the process, and moving forward; there will be more transparency.

Mayor Harris stated that the HR handbook is a staff-level handbook, utilized to hire at staff level.

Mayor Harris stated that the Commission could hire three individuals at the will and pleasure of the Commission, the City Manager, City Attorney, and the City Clerk.

Mayor Harris stated that he reviewed the charter and found that there weren't any mistakes made during the process.

Mayor Harris stated that the charter does not specify that interviews by the Commission are required.

Mayor Harris confirmed that Commissioners voted to advertise the position, but did not vote to interview.

Mayor Harris stated that the Commission complied by the law, in making a selection in an open meeting.

Mayor Harris stated that the HR dept has not communicated that there was an error in the process of selection.

Mayor Harris offered a motion to approve the clerk's contract.

Commissioner Dowdell accepted and made a motion to approve the clerk's contract, and Mayor Harris seconded the motion.

Mayor Harris asked City Manager Jack L. McLean Jr. did HR follow proper procedures in conducting the background check.

City Manager Jack L. McLean Jr. confirmed to Mayor Harris's question and stated that once the Commission selected the individual, HR conducted a background check a part of standard procedure.

With no further discussion, Mayor Harris called for the question to approve the City Clerk's contract.

The Motion carried 4 to 1.

Summary of Discussion by Commissioners

Commissioner Bass Prieto questioned the FEMA monies in the general fund.

Commissioner Bass Prieto asked about the allocation of these funds.

Finance Director Marcia Carty responded to Commissioner Bass Prieto's question by stating any funds received budgeted is moved to the rate stabilization account set aside as reserved.

Finance Director Marcia Carty confirmed Commissioner Bass Prieto's comment that the \$781,000 set in reserves \$391,000 is part of FEMA money.

Commissioner Bass Prieto stated her concerns about having multiple transfers and not being able to stick to the budget.

Commissioner Bass Prieto questioned where do funds leftover in a line item go during the end of the budget period.

Finance Director Marcia Carty responded to Commissioner Bass Prieto's question that leftover funds have no meaning once the year is over, and funds not carried over to the next year that line item starts with zero.

City Manager Jack L. McLean Jr. stated that transfers are not inconsistent with the budget ordinance in which the auditor signed off.

City Manager Jack L. McLean Jr. stated that budgets are projections and that all transfers made are within the budget.

Mayor Pro Tem Sapp thanked Ms. Carty for her time and effort compiling the list of transfers making it more transparent to understand.

With no further discussion, Mayor Harris offered a motion to approve the finance report.

Commissioner Dowdell accepted and made a motion to approve the finance report as given. Commissioner Canidate seconded the motion.

The Motion carried 4 to 0.

Presentations

4. Robert F. Monroe Day School – Use of Corry Football Field
 - Jack L. McLean Jr., City Manager

Summary of Discussions by Guests and Commissioners

City Manager Jack L. McLean Jr. stated that Robert F. Monroe Day School requests permission to use Corry Field for five home football games.

Head Master Dr. Adam Gaffey stated that the school commits itself in following the recommended CDC guidelines of keeping social distancing and the wearing of masks.

Dr. Gaffey stated that his staff trimmed down the 2000 occupancy to a 400 occupancy.

Dr. Gaffey stated that his staff would implement procedures by ensuring everyone entering the gate is wearing a mask, conduct temperature checks, and provide screening questions that will ensure safety, with hand sanitizer available inside the gate.

Dr. Gaffey stated that the home team would have designated seating for family members and guests.

Dr. Gaffey stated that there would be a general admission seating, with spacing 6 feet apart, and a student section with the same requirements.

Dr. Gaffey stated that the administration, security, and police presence would enforce the rules.

Dr. Gaffey stated that the use of pre-package concession bags would be ready for purchase.

Dr. Gaffey stated that players would use face shields on helmets as a precaution.

Dr. Gaffey stated that the school would adhere to current guidelines from the Florida High School Athletic Association.

Dr. Gaffey stated that the visiting team administration would be responsible for ensuring their team and guests follow procedures in place.

Dr. Gaffey stated that his staff had experience in handling large crowds.

Mayor Pro Tem Sapp thanked Dr. Gaffey for the presentation and acknowledged Athletic Director Kendall Weeks for his presence.

Mayor Pro Tem Sapp stated that the outline is excellent for social distancing.

Mayor Pro Tem Sapp stated her experience of being a cheerleader coach for 22 years and knows football is a contact sport.

Mayor Pro Tem Sapp acknowledged that the Florida High School Athletic Association had given the go on fall football.

Mayor Pro Tem Sapp stated that she does not have any concerns with allowing football as long as the parents and players are okay with it.

Commissioner Bass Prieto shared her concerns if the plan outline followed the Counties guidelines for COVID 19.

Dr. Gaffey stated that the plan does not violate any County ordinances.

Dr. Gaffey stated that the games would not affect the current curfew policy in place.

Dr. Gaffey responded to Commissioner Bass Prieto's concern by stating that the referee would forfeit the game if spectators do not comply with the wearing of the face mask rule.

Commissioner Bass Prieto asked what are the plans if a player tests positive for COVID.

Dr. Gaffey stated that they would follow CDC Guidelines as it relates to quarantine, testing other players, etc.

Commissioner Dowdell stated to Commissioner Bass Prieto's question that Gadsden County High School would have football.

Commissioner Dowdell stated the City Manager should start thinking about the Park and Recreation Dept. by not allowing football, and be prepared to answer questions to those who want to see this activity in the department.

Mayor Pro Tem Sapp stated that high school football teams play for championships and that Parks and Recreation Department play for leisure activity.

Dr. Gaffey responded to Mayor Harris's question regarding liability waivers by stating that they will post signs throughout the field about the risks involving leaving the house due to COVID 19.

City Manager Jack L. McLean Jr. stated that signs aren't enough; give everyone a notice laying out the risks entering the field.

Commissioner Bass Prieto stated that as long as the plan is fair and follows the Counties COVID 19 mandate, she does not have a problem.

Mayor Harris stated that he has a concern with the 400 capacity.

Commissioner Candidate stated that she has confidence the school would do their best to enforce social distancing.

With no further discussion, Mayor Harris asked what the will and pleasure of the Commission is.

Commissioner Candidate accepted and made a motion to approve George Monore's Day School request to use Corry Field for five home games.

Commissioner Dowdell seconded the motion on the condition that the County consents to their request.

Commissioner Canidate amended her motion to reflect Commissioner Dowdell's second, on the condition that the County approves the request.

Commissioner Harris directed the clerk to polled the Commission.

Commissioner	Vote
Commissioner Canidate	Yes
Commissioner Bass Prieto	Yes
Commissioner Dowdell	Yes
Mayor Pro Tem Sapp	No
Mayor Ronte Harris	No

The Motion carried 3 to 2

Public Hearings and Ordinances as Scheduled or Agendaed

5. Ordinance 1114-2020 – Zoning Map Change on Second Reading

- Jack L. McLean Jr., City Manager
- Bernard Piawah, Building and Planning Director

Ordinance 1114-2020

AN ORDINANCE OF THE CITY OF QUINCY, FLORIDA, AMENDING THE CITY OF QUINCY ZONING MAP AS ADOPTED BY ORDINANCE NUMBER 789 ON AUGUST 11, 1992, AS MAY HAVE BEEN AMENDED FROM TIME TO TIME; PROVIDING FOR FINDINGS; PROVIDING FOR PURPOSE AND INTENT; PROVIDING FOR TITLE OF ZONING MAP AMENDMENT; PROVIDING FOR ZONING MAP AMENDMENT BY ADOPTING NEW ZONING DESIGNATIONS FOR THE CERTAIN IDENTIFIED PARCELS TO CORRESPOND WITH RECENTLY ADOPTED FUTURE LAND USE DESIGNATIONS FOR SUCH PARCELS IN THE COMPREHENSIVE PLAN; PROVIDING FOR SEVERABILITY; PROVIDING FOR COPY ON FILE; AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor Harris offered a motion to read Ordinance 1114-2020 by title only.

Commissioner Bass Prieto accepted and made a motion to read Ordinance 1114-2020 by title only. Mayor Pro Tem Sapp seconded the motion.

Mayor Harris directed the clerk to poll the Commission.

Commissioner	Vote
Commissioner Canidate	Yes
Commissioner Bass Prieto	Yes
Commissioner Dowdell	Yes
Mayor Pro Tem Sapp	Yes
Mayor Ronte Harris	Yes

The Motion carried 5 to 0.

Mayor Harris called on staff to provide a summary of Ordinance Number 1114-2020.

Summary of Discussion by Staff and Commissioners

Building and Planning Director Bernard Piawah stated that Ordinance Number 1114-2020 passed on the first reading on July 28, 2020, and that the law requires a second reading.

Building and Planning Director Bernard Piawah stated that staff recommends approval of Ordinance Number 1114-2020 on second reading.

Mayor Harris opened the public hearing per public opportunity to speak on the approval of Ordinance Number 1114-2020. (Pursuant to Sec. 286.0114, Fla. Stat. and subject to the limitations of Sec. 286.0114(3) (a), Fla. Stat.)-second reading.

Public questions, comments, and opposition received by the city clerk and city manager- No public questions, comments, or opposition submitted or received.

Mayor Harris closed the public hearing.

Mayor Harris asked if there were any comments by the Commission.

Mayor Pro Tem Sapp stated that there had been lengthy discussions on Ordinance No. 1114-2020, and made a motion to approve Ordinance No. 1114-2020, option one on second reading. Mayor Harris seconded the motion.

Mayor Harris directed the clerk to poll the Commission.

Commissioner	Vote
Commissioner Canidate	Yes
Commissioner Bass Prieto	No
Commissioner Dowdell	Yes
Mayor Pro Tem Sapp	Yes
Mayor Ronte Harris	Yes

The Motion carried 4 to 1

6. Ordinance 1115-2020 - Retirement Savings Plan on Second Reading

- Jack L. McLean Jr., City Manager, and
- Bernard Piawah, Building and Planning Director

ORDINANCE NO. 1115 - 2020

AN ORDINANCE AMENDING CHAPTER 54 OF THE CODE OF ORDINANCES OF THE CITY OF QUINCY, FLORIDA, ARTICLE IV PERTAINING TO THE CITY OF QUINCY RETIREMENT SAVINGS PLAN; AMENDING SECTIONS 54-86 THROUGH 54-96 TO

UPDATE THE PLAN FOR INTERNAL REVENUE CODE REQUIREMENTS, AND TO PROVIDE FOR AN EFFECTIVE DATE.

Mayor Harris offered a motion to read Ordinance 1115-2020 by title only.

Mayor Pro Tem Sapp accepted and made a motion to read Ordinance 1115-2020 by title only. Commissioner Bass Prieto seconded the motion.

Mayor Harris directed the clerk to poll the Commission.

Commissioner	Vote
Commissioner Canidate	Yes
Commissioner Bass Prieto	Yes
Commissioner Dowdell	Yes
Mayor Pro Tem Sapp	Yes
Mayor Ronte Harris	Yes

The Motion carried 5 to 0.

Summary of Discussions by Staff and Commissioners

Human Resources Director Ann Sherman stated that the Ordinance No. 1115-2020 is being presented again for a second reading after not passing during the August 11, 2020, Commission Meeting.

Human Resources Director Ann Sherman stated that the concerns the Commissioners had in the August 11, 2020 meeting, were addressed and are attached to the agenda packet for review.

Mayor Harris opened the public hearing per public opportunity to speak on the approval of Ordinance Number 1115-2020. (Pursuant to Sec. 286.0114, Fla. Stat. and subject to the limitations of Sec. 286.0114(3) (a), Fla. Stat.)-second reading.

Public questions, comments, and opposition received by the city clerk and city manager- No public questions, comments, or opposition submitted or received.

Mayor Harris closed the public hearing.

City Manager Jack L. McLean Jr. responded to Mayor Pro Tem Sapp's question that the internal process for approval had would include; the HR Director, Finance Director, and City Manager.

City Manager Jack L. McLean Jr. affirmed Commissioner Dowdell's statement that there are some police officers involved in this process.

City Manager Jack L. McLean Jr. stated that there would be specific criteria to advance to the next step.

City Manager Jack L. McLean Jr. stated that the Pension Review Board would have the final approval if a loan is denied.

Human Resources Director Ann Sherman stated that approval of the loan must support the employee's take-home pay the ability to repay the loan.

Commissioner Bass Prieto stated that the loan process needs to be fair and not have the propensity to be damaging to employees.

Mayor Harris stated that he doesn't know of a policy that would safeguard employees from making decisions personally and financially.

Mayor Harris stated that the goal is to provide employees with options to borrow against their savings if needed.

Commissioner Dowdell questioned how legal it is to place restraints on employees' own money.

City Attorney Gary Roberts stated there's no way to police an individual's own money.

Commissioner Dowdell stated that we shouldn't stop employees from borrowing their own money.

City Manager Jack L. McLean Jr. stated that under this plan, employees have access to their money.

Human Resources Director Ann Sherman stated that there are no restraints given, only the added process of how the employees can obtain the funds.

With no further discussion, Mayor Harris asked what the will and pleasure of the Commission is.

Commissioner Dowdell accepted and made a motion to approve Ordinance No. 1115-2020, option one absent of any changes.

Commissioner Canidate Dowdell seconded the motion.

Mayor Harris directed the clerk to poll the Commission.

Commissioner	Vote
Commissioner Canidate	Yes
Commissioner Bass Prieto	No
Commissioner Dowdell	Yes
Mayor Pro Tem Sapp	Yes
Mayor Harris	Yes

The Motion carried 4 to 1.

Reports, Requests, and Communications by the City Manager

7. Census Count/NFEDC Funding

- Jack L. McLean Jr., City Manager

Summary of Discussions by Staff and Commissioners

City Manager Jack L. McLean Jr. stated that the North Florida Educational Development Corporation (NFEDC) is sanctioned by and works in partnership with the U.S. Census 2020.

City Manager Jack L. McLean Jr. stated that NFEDC received a \$6000 grant to educate Gadsden County on the importance of the completion of the census count mail survey.

City Manager Jack L. McLean Jr. stated that the City would engage with Professional Service with NFEDC to supplement the work.

City Manager Jack L. McLean Jr. stated that the "Spread the Word" campaign will cover social media, radio spots, person to person contacts, mail, and phone calls about the 2020 Census.

City Manager Jack L. McLean stated that the summer youth program participants will assist in this campaign.

Mayor Harris welcomed former Commissioner Carolyn Ford to the meeting.

Former Commissioner Carolyn Ford stated that this program, with the help of the young people, will assist in helping to raise Quincy's census count.

Former Commissioner Carolyn Ford stated that the program would pay a stipend.

Mayor Harris agreed with Former Commissioner Ford that involving young people in this process is excellent.

Mayor Pro Tem Sapp thanked former Commissioner Ford for spearheading the program.

Mayor Pro Tem Sapp stated bringing our census numbers up would bring much-needed dollars and resources into the community.

Former Commissioner Carolyn Ford stated that she has never seen this level of violence in Quincy. As a community, we must come together to solve the problem and step outside the box.

Commissioner Canidate commended Former Commissioner Carolyn Ford and her team for vesting time in educating the community on the census.

With no further discussion, Mayor Harris asked what the will and pleasure of the Commission is.

Mayor Pro Tem Sapp accepted and made a motion to enter into agreement with NFEDC with the additional requested funds.

Commissioner Canidate seconded the motion.

The Motion carried 5 to 0

8. Debris and Trash Pick-up Update

- Jack L. McLean Jr., City Manager
- Reggie Bell, Public Works Director

Summary of Discussions by Staff and Commissioners

Public Works Director Reggie Bell provided an update on the rules and regulations governing debris and trash pick-up.

Public Works Director Reggie Bell stated that the department provided residents with the removal of hanging and damage trees left as a result of Hurricane Michael.

Public Works Director Reggie Bell stated that the services provided as a result of Hurricane Michael have ended.

Public Works Director Reggie Bell stated that the department picked up over 5000 tons of debris left by Hurricane Michael.

Public Works Director Reggie Bell stated that the department is back on its regular schedule.

Public Works Director Reggie Bell asked that the citizens should assist the department by separating materials and leaving alongside the streets, which would aid in servicing the community on time.

Mayor Pro Tem Sapp thanked Mr. Bell for his presentation.

Commissioner Dowdell thanked Mr. Bell for his presentation.

Commissioner Dowdell stated that outsiders are bringing their trash into the City and dumping it off on empty lots. Commissioner Dowdell noted that the City needs a plan to stop this from happening.

Mayor Harris stated that placing door hangers explaining the reason why trash and debris were left may help solve the problem for residential pick-ups.

Commissioner Bass Prieto stated that during a workshop, we should address special pick-ups because of the number of items left on the side of the road; it is not an attractive look to our City.

Mayor Harris stated that the City should apply a special charge for over the two-scoop pick-up.

9. Approval of the Bid Award for Hamilton Street Storm Drainage System

- Jack L. McLean Jr., City Manager
- Reggie Bell, Public Works Director

Summary of Discussions by Staff and Commissioners

City Manager Jack L. McLean stated that the staff recommends option one, Dewberry Engineering, for the project.

Mayor Harris asked what the will and pleasure of the Commission is.

Commissioner Dowdell accepted and offered a motion to approve option one. Mayor Pro Tem Sapp seconded the motion.

The Motion carried 5 to 0.

10. Reappointments to the Planning and Development Review Board

- Jack L. McLean, City Manager
- Bernard Piawah, Building and Planning Director

Summary of Discussions by Staff and Commissioners

Building and Planning Director Bernard Piawah stated that it is up to the Commissioners to make the appointment.

Building and Planning Director Bernard Piawah referred to Table One attached to the agenda packet, has the method in making appointments.

Building and Planning Director Bernard Piawah referred to Table Two as suggested staggered appointments.

Building and Planning Director Bernard Piawah stated that staff supports the reconstituting of the Planning and Development Review Board.

Mayor Harris stated that he had no concerns about Table Two.

City Manager Jack L. McLean Jr. stated that staggering appointments would allow the individuals to serve a three-year term.

Mayor Harris asked if there were any objections.

No response from the Commissioners.

Comments by Commissioners and City Staff

11. City Manager

- City Manager Jack L. McLean Jr. stated he provided the COVID 19 report.

12. City Clerk – No comments

13. City Attorney

- Commented on the importance of signing football waivers is vital due to COVID 19.
- Commented that waivers can be completed online before a game, and stated that without having waivers signed holds the City liable if a COVID outbreak occurs.
- Commented that the Cities ordinances on simulated gaming are solid and recommended no changes.

14. Commissioners

i. Commissioner Canidate

- Stated that she made contact with the residential manager of Arbor Crest Apartments regarding a recent shooting.
- Stated that the residential manager plans have more security in place and will request Quincy Police help to patrol the area frequently.
- Encouraged the residential manager to contact the owner of the property to explore alternatives to control the crime.

ii. Commissioner Bass Prieto

- Thanked the Utilities Director Robin Ryals and assistant Mike for taking care of the tree situation on Love and King Street.
- That there needs to be a Utilities Workshop to clarify surcharge items for residents.
- Thanked the ladies of Shaw Quarters for the great work in feeding the children during the spring and summer.

iii. Commissioner Dowdell

- Will contact the City Manager regarding speed humps on Hardin Street.

iv. Mayor Pro-Tem/Commissioner Sapp

- Requested that the Commissioners to pause to reflect on the life of Edward Cantey Higdon laid to rest, and was responsible for developing and shaping the economic picture in Gadsden County.

- Thanked Ms. Ford, Rev. Anderson, and Mr. Sapp for providing a valuable service to District Two in feeding the children at the Kelly Campbell Center.
- Streamline the agenda packet. Too many are going out, which is confusing.
- Will contact the City Manager with other concerns.

No audience comments or citizens to be heard comments

v. Mayor Harris

- Needs the process outline on how to start up a business in Quincy.
- Thank you, staff, for being a part of the meeting and your patience.
- Will work with the City Manager to streamline the agenda.
- Thank you to the Finance Director, Ms. Carty, for being who you are, in going over and beyond.

There being no further business to discuss. The adjournment was motioned by Mayor Harris and seconded by Mayor Pro Tem Sapp at 9:20 pm.

Please Note: the City Commission places the official copies of meeting minutes on file with the Office of the City Clerk upon approval.

Submitted by Janice Shackelford, City Clerk

APPROVED:

Ronte Harris, Mayor and Presiding Officer of the City Commission and of the City of Quincy, Florida

ATTEST:

Janice Shackelford, City Clerk per Clerk of the of Quincy, Florida Clerk of the City Commission thereof



Quincy Fire Dept. Monthly Report July 2020

	<u>2020</u>	<u>2019</u>
Total Fire Calls	65	88
City	43	51
County	22	37
Total Man Hours	103 hrs 39 mins	69 hrs 39 mins
City	45 hrs 35 mins	29 hrs 14 mins
County	58 hrs 4 mins	40 hrs 25 mins
Type Fire Calls - City		
Structure	1	0
Vehicle	7	0
False Alarm	3	2
Hazard	5	1
Rescue	1	0
Wood & Grass	2	1
Other	15	15
Type Fire Calls - County		
Structure	2	4
Vehicle	5	5
False Alarm	0	1
Hazard	1	1
Rescue	0	0
Woods & Grass	1	1
Other	6	9
Fire Causes		
Accidental	8	7
Undetermined	1	1
Suspicious	0	0
Arson	0	0
Average Response Time		
City	4.31 mins	5.78 mins
County	9.05 mins	9.33 mins
Average Firefighters per Call		
City	3.84	3.31
County	3.23	2.9
Average Time Spent per Call		
City	25.25 mins	18.26 mins
County	19.05 mins	34.28 mins

	<u>2020</u>	<u>2019</u>
Responses Out of District	0	2
Mutual Aid Responses *	1	3
Deaths	0	0
Injuries	0	0
Fire Prevention Programs	0	5
Fire Safety Inspection	3	11
Fire Investigation	0	2
Plans Review	1	2
Training Man Hours	20 hrs	122 hrs
Hydrants Serviced/Painted	0	0
Utility Turn Ons	16	48
Smoke Detector/Battery Installs	6	14



Quincy Fire Dept. District Fire Calls July 2020

<u>District</u>	<u>Location</u>	<u>Type of Incident</u>
District 1		
7/3/2020	1503 W. Jefferson St.	Gasoline spill
7/14/2020	1618 Smith St.	Structure fire
7/30/2020	2049 Pat Thomas Pkwy	Unintentional system activation
7/31/2020	1721 W. Jefferson St.	Passenger vehicle fire
District 2		
7/4/2020	427 S. Stewart St.	Good intent
7/19/2020	804 MLK Blvd.	False alarm
7/25/2020	908 Laura St.	Gas leak
7/27/2020	374 S. Key St.	Tree fire
7/30/2020	402 S. Key St	No incident found
District 3		
7/1/2020	333 Circle Dr.	Arcing: tree on power line
7/2/2020	9 E. Jefferson St.	Elevator rescue
7/11/2020	741 E. Jefferson St.	EMS call
7/24/2020	35 MLK Blvd	False alarm
7/26/2020	1244 Berry St.	No incident found
District 4		
7/7/2020	357 N. 8th St.	Arcing, shorted electrical equipment
7/10/2020	502 W. Jefferson St	Smoke scare
7/11/2020	602 W. Jefferson St	Gas leak
7/21/2020	118 Jetty Ave	Public assist
7/28/2020	716 Woodland Ave.	Brush fire
District 5		
7/10/2020	1830 W. King St.	Fire alarm activation
7/14/2020	1958 W. Jefferson St	MVA no injuries
7/23/2020	2039 Flagler St.	Canceled en route

**City of Quincy
Budget Planning Process
FY 2020-2021 Budget**

Date	Task	Responsible Party
July 6, 2020	Develop Preliminary Budget Assumptions	City Manager & Finance Director
July 8, 2020	Preliminary Budgets By Departments	Department Director
July 9 - 17, 2020	Discussion of Department Budget with each Department	City Manager Finance Director Department Directors
July 20, 2020	Review of Overall Budget before presenting to Commissioners	City Manager Finance Director
July 8 – 13, 2020	Start of TRIM Process – Certification of Taxable Values Received from Property Appraiser	Property Appraiser
July 1- 31, 2020	Finalize Preliminary Budget Presentation to Commission	City Manager Finance Dept. Department Directors
July 28, 2020	Commission Approve the Tentative Millage Rate and Report Back to Property Appraiser	Commission
August 3, 2020	Advise Property Appraiser of tentative millage rate	Finance Director
August 3, 2020, 4:30 – 6:00 pm August 4, 2020, 5:30 – 7:00 pm August 5, 2020, 5:30 – 7:00 pm August 10, 2020, 5:30 – 7:00 pm	Workshops Scheduled to Discuss Preliminary Department Budgets with Commission	Commissioners City Manager Department Directors
August 24, 2020	Property Appraiser mail out to the City and property owners a TRIM Notice	Property Appraiser
September 15, 2020	First Reading to Adopt Millage Rate and Budget	Commission
September 29, 2020	Second Reading to Adopt Millage Rate and Budget	Commission
October 1, 2020	Implement Adopted Budget by inputting changes to ADG	Finance Dept.
October 31, 2020	Completion of Documentation and Reporting for TRIM Process	Finance Dept.

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

MEETING DATE: September 8, 2020

DATE OF REQUEST: September 1, 2020

TO: Honorable Mayor and Members of the City Commission

FROM: Jack L. McLean Jr., City Manager
Dr. Beverly A. Nash, Grants
Rick Durbrow, Sustainability Advisor, Integrated Recovery
Coordination (IRC), US Environmental Protection Agency,
Region 4, Atlanta, Georgia
Alisa Hefner, Project Design Team Leader and Senior
Associate, Skeo Solutions, Charlottesville, Virginia
John Slack, Perkins & Will Engineering
Catherine McLamb Brown, Skeo Solutions
Vanessa Eickhoff, Perkins & Will Engineering

SUBJECT: U. S. Department of Homeland Security, Federal Emergency
Management Agency, Integrated Recovery Coordination,
Recovery and Resilience Partnership Project (R2P2), US
Department of Environmental Protection Agency (EPA) and
Integrated Recovery Coordination (IRC) Region 4 – **FINAL
PRESENTATION**

Background:

FEMA's Integrated Recovery Coordination (IRC) is represented by multiple agencies and departments, including: US Army Corps of Engineers, US/Florida Department of Transportation, US Department of Interior, US/Florida Environmental Protection Agency, US Department of Agriculture, US Economic Development Agency, US Federal Highway Administration, US/Florida Emergency Management Agency, National Park Service (NPS), National Oceanic and Atmospheric Administration, Florida Department of Economic Opportunity, Florida Office of Greenways and Trails, Apalachee Regional Planning Council, and AmeriCorps/VISTA/BRACE.

The US EPA, Region 4 is leading the program known as the Recovery and Resilience Partnership Project (R2P2). The focus is on sustainable ways to make cities/counties more resilient and able to build back better. In addition, the team assist cities in preparing for long-term recovery, the rebuilding of downtowns and other commercial areas.

A site visit by the R2P2 team was held February 20, 2020 at the City Hall, Quincy. On July 21, 2020, the Commission was provided a virtual design workshop on all proposed concepts; on July 27 – August 7, 2020, virtual community engagement meetings and visual displays were held.

The R2P2 team efforts have included regular meetings (Zoom and otherwise), excellent expert discussions, knowledgeable collaboration, research-based and data driven mapping, graphics, designs and significant community outreach. The next steps are helping prepare the cities to implement the vision. The R2P2 team has prepared graphic renderings of model development/design guidelines/best practice standards. These design guidelines will assist the City in better preparing to deal with post-disaster rebuilding. For the City of Quincy, the reimagined and re-designed projects address the following areas: Downtown streetscape, Tanyard Creek Trail Extension, Greenway Corridor Planning, Citywide and Regional Connectivity.

The overall goal is to advance the City of Quincy and move the city into the 21st Century with strategies/improvements that make our city not only an “All-American City”, but a city where there is “a postcard around every corner”, becoming a destination. In addition, to make the City of Quincy a sustainable, safe, vibrant and growing City that we all are proud to call “home”.

Local community partners (included, but not limited to): CRA (Rob Nixon), Quincy Main Street, Inc. (Penny O’Connell and Board of Directors), Gadsden County Development Council, Quincy Garden Center, Quincy Arts Center and Museum, Rotary Club of Quincy, Florida, National Hook-Up of Black Women, Gadsden County Chamber, Gadsden Exchange, National Advancement of Colored People, Capital City Bank, Padgett’s Jewelry, the City of Quincy (Robin Ryals, Reggie Bell, DeCody Fagg, Dr. Bernard Piawah), FAMU Cooperative Extension, Girl Scouts of the Gateway Council, Allison House Inn, and The Havana History & Heritage Society.

R2P2 Partnership Project Timelines:

Date	Task
Tuesday, September 8, 2020	City of Quincy City Commission Meeting, Final Presentation
September 8 – 14, 2020	Final input, corrections, feedback to R2P2 Team
September 30, 2020	Final Report Printed
October 2020	Final Report delivered to the City of Quincy, Florida

The final report will describe the stakeholder and public engagement process, existing conditions, needs and opportunities analysis, and design tasks undertook to address citywide and site-specific challenges. In addition, the report will include designs that integrate sustainable practices, accompanied with detailed illustrations to help

community members, city staff and potential developers envision the functional, aesthetic and experiential qualities of the designs.

Notably, the final report will conclude with next steps for implementing the design, policies and funding strategies.

Fiscal Impact:

Technical Assistance Market Value: Over \$300,000.00, (FEMA Federally Funded Project)

Statement of Issue:

The R2P2 will present the conclusion and/or provide an executive summary of approximately 12 months of work with City staff, the community and intense research. The team will be requesting review and comments by the Commission.

City Commission Action Needed:

Questions from Commissioners and Responses by R2P2 Team.

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

Date of Meeting: September 8, 2020

Date Submitted: September 4, 2020

To: Honorable Mayor and Members of the City Commission

From: Jack L. McLean Jr., City Manager
Gary A. Roberts, City Attorney

Subject: Ordinance No. 1116-2020, Change the date of election and term of office on First Reading

STATEMENT OF ISSUE:

This agenda item is a request for first reading of Ordinance No. 1116-2020 proposing to change the election code to extend the term of office for commissioners up for election in 2021 and 2022; and to change the dates of the preliminary and regular election from April to June going forward. Attached is Ordinance No. 1116-2020 on first reading.

Background:

Earlier this year the commissioners voted to amend the election code to move the 2020 elections from April to June and to extend the terms of office of the commissioners effected by the changes. The changes only impacted the elections being held on the last Tuesday in April of 2020 and reverted back to the normal election process. As we are aware, the US Census is being conducted in 2020 and the results for the Census will not be available before the scheduled elections in April of 2021. The US Census data will be used for possible reapportionment of current district seats. Moving the election date to June is consistent with the elections recently held on June 9, 2020. The proposed changes will allow for the complete gathering of US Census data and allow all sitting commissioners to have their term extended and participate in a June election cycle. Furthermore, the change will maintain the consistency of a June election date for the citizens of the City of Quincy.

The City Commission approved the following changes to be advertise related to the election code:

Section 2.01 of article 2 of the charter:

(a) Composition. There shall be a city commission of five members elected by the qualified electors of the city for terms of three years to begin on the third day after their election, except that the term of an existing City Commission member in districts two (2); three (3); and four (4) which would otherwise expire before the next preliminary or regular election date as modified by ordinance, shall be extended in the years 2021 and 2022 in order to effectuate the orderly transition of office.

City commission districts for each of the five members shall be reapportioned at least every ten years based upon the most recent federal census, if necessary, to apportion the districts so that City Commission members represent substantially equal populations.

Section 26 of the Code

Sec. 26-3. - Preliminary and regular elections.

(a) A preliminary election shall be held on the ~~last~~ second Tuesday in ~~April~~ June of each year, ~~except as provided in subsection (c)~~, for the purpose of determining whether or not there is any necessity for the holding of a regular municipal election and for determining the names of the candidates which shall be placed on the ballot for the regular municipal election if it becomes necessary to hold such election. If there is no necessity for holding a regular municipal election, the persons selected at the preliminary election shall be deemed, held and declared to be and to have been the persons elected as members of the city commission.

(b) A regular municipal election shall be held on the ~~second~~ fourth Tuesday in June of each year, ~~except as provided in subsection (c)~~, when one is necessary, at which shall be elected such commissioners as may be required or necessary to be elected under the charter. A regular municipal election shall not be necessary:

(1) – (2) No Change

(c) In the year 2020, the preliminary election shall be held the second Tuesday in June 2020 and the regular election shall be held the fourth Tuesday in June ~~2020~~ henceforth.

OPTIONS:

Option 1: Approve Ordinance No.1116 -2020 on first reading, to make the proposed change to the election code.

Option 2: Do not approve the proposed change to the election code.

STAFF RECOMMENDATION:

Option 1.

ATTACHMENT:

1. Ordinance 1116-2020, revising the election code.

ORDINANCE NO. 1116-2020

AN ORDINANCE AMENDING SECTION 2.01 OF THE CHARTER OF THE CITY OF QUINCY TO CHANGE THE ELECTION DATES FOR THE OFFICE OF CITY COMMISSION; PROVIDING FOR THE AN TIME EXTENSION OF THE TERMS OF THE CITY COMMISSION MEMBERS; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

SECTION 1. Findings.

WHEREAS, Article VIII Section 2(b) of the Florida Constitution states that municipalities shall have the governmental powers to enable them to conduct municipal government, perform municipal functions and render municipal services, and may exercise any power for municipal purposes, except when expressly prohibited by law; and

WHEREAS, Section 166.021(4), Florida Statutes, provides that changes in terms of elected officers and the manner of their election shall be by charter amendment via referendum, except for the selection of election dates and qualifying periods for candidates and to changes in terms of office necessitated by such changes in elections dates; and

WHEREAS, Section 100.3605(2), Florida Statutes, further provides that the governing body may, by ordinance, change the dates for qualifying and for the election of members of the governing body of the municipality and provide for the orderly transition of office resulting from such date changes; and

WHEREAS, the Florida Attorney General has opined that the changes to Section 100.3605 in 1995 allow a municipality to amend their charter to change the election dates and qualifying periods for candidates, including any changes in terms of offices necessitated by such amendment, such as an extension of term, without a referendum (Op. Att’y Gen. Fla. 2000-61, Op. Att’y Gen. Fla. 2003-52, Op. Att’y Gen. Fla. 2007-34, Op. Att’y Gen. Fla. 2013-05); and

WHEREAS, the City Commission for the City of Quincy has one (1) districts election scheduled for the second Tuesday in April 2021 and two scheduled for 2022; and

WHEREAS, the City Commission for the City of Quincy determined that it is in the best interest of the city that ensuing elections shall be conducted on the second Tuesday in June, consistent with prior election held on June 9, 2020; and

WHEREAS, the City Commission for the City of Quincy has determined that it is fiscally sound policy and in the best interests of the electorate to adjust the dates and times of its City elections; and

WHEREAS, the City Commission for the City of Quincy has determined that all elections henceforth for the City Commission, following the election held on June 9, 2020, will occur on the second Tuesday in June, beginning in the year 2021; and

WHEREAS, the City Commission of the City of Quincy deems it to be in the best interest of the City to adopt this Ordinance for the benefit of the health, safety and welfare of the public,

NOW THEREFORE, BE IT ENACTED BY THE CITY OF QUINCY, FLORIDA, AS FOLLOWS:

SECTION 2. Amendment of the Code of Ordinances. Section 2.01 of Article II of the Charter of the City of Quincy is hereby amended as follows:

Composition, eligibility, election and terms.

(a) *Composition.* There shall be a city commission of five members elected by the qualified electors of the city for terms of three years to begin on the third day after their election, except that the term of an existing City Commission member in districts two (2); three (3) and four (4) which would otherwise expire before the next preliminary or regular election date as modified by ordinance, shall be extended in the years 2021 and 2022 in order to effectuate the orderly transition of office.

City commission districts for each of the five members shall be reapportioned at least every ten years based upon the most recent federal census, if necessary, to apportion the districts so that City Commission members represent substantially equal populations.

SECTION 3. Amendment of the Code of Ordinances. Section 26 Code of Ordinances of the City of Quincy is hereby amended as follows:

Sec. 26-3. - Preliminary and regular elections.

(a) A preliminary election shall be held on the ~~last~~ second Tuesday in ~~April~~ June of each year, ~~except as provided in subsection (e)~~, for the purpose of determining whether or not there is any necessity for the holding of a regular municipal election and for determining the names of the candidates which shall be placed on the ballot for the regular municipal election if it becomes necessary to hold such election. If there is no necessity for holding a regular municipal election, the persons selected at the preliminary election shall be deemed, held and declared to be and to have been the persons elected as members of the city commission.

(b) A regular municipal election shall be held on the ~~second~~ fourth Tuesday in June of each year, ~~except as provided in subsection (e)~~, when one is necessary, at which shall be elected such commissioners as may be required or necessary to be elected under the charter. A regular municipal election shall not be necessary:

(1) – (2) No Change

(c) In the year 2020, the preliminary election shall be held the second Tuesday in June 2020 and the regular election shall be held the fourth Tuesday in June ~~2020~~ henceforth.

SECTION 4. Codification. The publisher of the City's Code of Laws, the Municipal Code Corporation, is directed to incorporate the amendments included above into the Code of Ordinances.

SECTION 5. Severability. If any section, sentence, clause, or other provision of this Ordinance shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such section, sentence, clause, or provision shall be deemed severable, and such invalidity or unconstitutionality shall not be construed as to render invalid or unconstitutional the remaining sections, sentences, clauses, or provisions of this Ordinance.

SECTION 6. Copy on File.

A certified copy of this Ordinance shall be filed with the City Clerk of the City of Quincy.

SECTION 7. Effective Date. This ordinance shall be effective immediately upon final passage by the City Commission.

INTRODUCED on first reading in open session of the City Commission of the City of Quincy, Florida, on this _____ day of September, A.D. 2020.

PASSED on second and final reading in open session of the City Commission of the City of Quincy, Florida, on this _____ day of September, A.D. 2020

CITY OF QUINCY, FLORIDA

RONTE R. HARRIS, Mayor
Presiding Officer of the City Commission
and The City of Quincy, Florida

ATTEST:

By: _____
Janice Shackelford
Clerk of The City of Quincy And
Clerk of The City Commission Thereof

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

Date of Meeting: September 8, 2020

Date Submitted: September 4, 2020

To: Honorable Mayor and Members of the City Commission

From: Jack L. McLean Jr., City Manager
Gary A. Roberts, City Attorney

Subject: Ordinance No.: 1117-2020, changing the procedure for filling vacancies on the city commission on first reading

STATEMENT OF ISSUE:

This agenda item is a request for first reading of Ordinance No.: 1117-2020 proposing a change to the procedure for filling a vacancy on the city commission. Attached is Ordinance No.: 1117-2020 on first reading.

Background:

When a vacancy occurred on the city commission, the Charter required that a special election or elections be called and held to choose the person to fill the vacant commission seat. This amendment will eliminate that requirement and the vacancy will be filled by a majority vote of the remaining commission members. The commission will choose the person to fill the unexpired term. That person must be otherwise qualified to hold office. The appointed commission member will serve out the vacated unexpired term.

The City Commission approved the following changes to be advertise related to the election code:

Section 2. Amendment of the Code of Ordinances. Section 2.05 of Article II of the Charter of the City of Quincy is hereby amended as follows:

Vacancies; forfeiture of office; filling of vacancies.

(a)-(c) no changes

(d) Filling of vacancies. When a vacancy occurs in the office of city commission ~~a special election or elections~~, the vacancy shall be filled for the unexpired term of the vacated seat by a majority vote of the remaining commission members and such vacancies shall be filled within thirty (30) days after the vacancy occurs. The appointed

~~commission member shall serve the unexpired term of the previous commission member. shall be called and held as may be prescribed by ordinance at which the qualified electors of the city shall choose, as may be provided by ordinance, a person to fill such office for the remainder of the unexpired term.~~

OPTIONS:

Option 1: Approve Ordinance No.: 1117 -2020 on first reading, to make the proposed change to the election code.

Option 2: Do not approve the proposed changes.

STAFF RECOMMENDATION:

Option 1.

ATTACHMENT:

1. Ordinance 1117-2020, revising the filling of vacancy procedure.

ORDINANCE NO. 1117-2020

AN ORDINANCE AMENDING SECTION 2.05 OF THE CHARTER OF THE CITY OF QUINCY TO CHANGE THE PROCEUDE FOR FILLING VACANCIES ON THE CITY COMMISSION; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 166.031(6), Florida Statutes, provides that each municipality shall, by ordinance or charter provision, provide procedures for filling a vacancy in office caused by death, resignation, or removal from office.

NOW THEREFORE, BE IT ORDAINED by the City Commission of the City of Quincy, Florida:

SECTION 1. Findings. The Commission hereby adopts and incorporates by reference herein all of the findings set forth above as findings of the Commission.

SECTION 2. Amendment of the Code of Ordinances. Section 2.05 of Article II of the Charter of the City of Quincy is hereby amended as follows:

Vacancies; forfeiture of office; filling of vacancies.

(a)-(c) no changes

(d) Filling of vacancies. When a vacancy occurs in the office of city commission ~~a special election or elections,~~ the vacancy shall be filled for the unexpired term of the vacated seat by a majority vote of the remaining commission members and such vacancies shall be filled within thirty (30) days after the vacancy occurs. The appointed commission member shall serve the unexpired term of the previous commission member. ~~shall be called and held as may be prescribed by ordinance at which the qualified electors of the city shall choose, as may be provided by ordinance, a person to fill such office for the remainder of the unexpired term.~~

SECTION 3. Codification. The publisher of the City's Code of Laws, the Municipal Code Corporation, is directed to incorporate the amendments included above into the Code of Ordinances.

SECTION 4. Severability. If any section, sentence, clause, or other provision of this Ordinance shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such section, sentence, clause, or provision shall be deemed severable, and such invalidity or unconstitutionality shall not be construed as to render invalid or unconstitutional the remaining sections, sentences, clauses, or provisions of this Ordinance.

SECTION 5. Effective Date. This ordinance shall be effective immediately upon final passage by the City Commission.

INTRODUCED on first reading in open session of the City Commission of the City of Quincy, Florida, on this _____ day of September, A.D. 2020.

PASSED on second and final reading in open session of the City Commission of the City of Quincy, Florida, on this _____ day of September, A.D. 2020

CITY OF QUINCY, FLORIDA

RONTE R. HARRIS, Mayor
Presiding Officer of the City Commission
and The City of Quincy, Florida

ATTEST:

By: _____
Janice Shackelford
Clerk of The City Of Quincy And
Clerk of The City Commission Thereof

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

DATE OF MEETING: September 8, 2020

DATE SUBMITTED: September 3, 2020

TO: Honorable Mayor and Members of the City Commission

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

SUBJECT: Request to Redevelop a Portion of the Site at 130 N. Virginia Street in Order to Locate a Grow House.

Statement of Issue:

This is a request to review the proposal from Urban Catalyst Consultants, representing Truilieve, Inc., to redevelop a portion of the old Higdon Furniture facility at 130 N. Virginia Street in order to locate a 46,000-square foot grow house. Under the City's Code, a development proposal that is greater than 10,000 square feet is considered a major development that shall be reviewed by the Planning and Development Review Board (PDRB) and the City Commission. Copies of the application were given to the various City departments that have something to do with the redevelopment of the facility, including the City's Utilities Department and Fire Department and they have identified no issues with the proposal. Building and Planning Department staff has reviewed the application and identified no issues as well. The PDRB met on September 2, 2020 to review the application during which the board voted unanimously to recommend approval of the application. City staff is equally recommending the approval of the application.

Background:

The proposal is to demolish an existing 31,395 square feet warehouse, including a 12,218 square feet of concrete pad and 2,252 square feet of vehicular use area; and in their place build a 46,000-square feet building. Overall, there will be a net impervious surface area of 3,414 square feet added. The proposed redevelopment will require that the impact of the additional impervious surface be addressed by expanding the existing storm water pond.

Staff Analysis:

There is an existing stormwater pond on the site which was designed to accommodate the runoff associated with the existing structures on the site. The

applicant is proposing to expand the existing stormwater facility so that it will be able to accommodate the additional runoff that will be created by the additional impervious surface. Under the City's code, post development runoff shall not exceed predevelopment runoff. The application includes a detailed calculation regarding how the existing stormwater facility will be expanded to accommodate the additional runoff. Based on the information provided, the additional runoff will be properly attenuated so that post development runoff will not exceed predevelopment runoff.

Utility Department: The City's Utilities Department has reviewed the application and the site plan and has not identified any issue with the application. The Utility Department indicated that they have adequate utility capacity to accommodate the additional demand that will be created by the proposed redevelopment.

Fire Department: The Fire Department reviewed the application and has identified no issue with the proposal and the site plan. Subsequent to the approval of the development, a vertical construction plan will be submitted to the City for a construction permit which the Fire Department and the Building Official will review to make sure that fire safety aspects of the building are in place.

Staff Conclusion and Recommendation:

Trulieve is one of the major employers in the City and perhaps the largest employer in Gadsden County. Also, Trulieve is, probably, the largest utility customer that the City has. The proposed development will drastically increase the amount of electricity and other services that the City provides to Trulieve, which in totality will represent a very meaningful boost to the City's revenue base and economy. In view of that, the City's staff is asking the City Commission to recommend the approval of the proposal.

OPTIONS TO CONSIDER:

- Option 1:* Vote to approve the redevelopment of a portion of the existing Higdon furniture Facility at 130 N. Virginia Street to build a 46,000-square feet grow house.
- Option 2:* Do not approve the proposal to construct the 46,000 square feet structure at 130 N. Virginia Street.

ATTACHMENTS:

1. *PDRB Minutes.*
2. *Site Plan.*

PLANNING AND DEVELOPMENT REVIEW

BOARD MEETING MINUTES

SEPTEMBER 2, 2020

6:00 P.M.

Members Present:

Mr. Dan Hooker, Chairperson

Mr. Alvin Young

Mr. Willie Reeves

Mrs. Denise Hannah, via phone

Ms. Judy Ware, via phone

Staff Present:

Mr. Bernard Piawah, Building & Planning, Director

Mrs. Joann G. Kimble, Administrative Assistant

The meeting was called to order by Chairman, Dan Hooker followed by a roll call; three members were present in person and two participants via phone meeting a quorum.

Action Taken: The Chairman, Mr. Hooker, asked for a motion to approve the minutes from the June 17, 2020 meeting. Mrs. Denise Hannah motioned that the minutes be accepted with no corrections. Mr. Willie Reeves seconded the motion. The motion carried 5-0.

New Business:

1. Request to Re-develop the site at 130 N. Virginia Street to locate a grow house.

Mr. Piawah presented the statement of issue and stated that Urban Catalyst Consultants, representing Trulieve, Inc. has submitted a request to redevelop the old Higdon Furniture facility at 130 North Virginia Street to locate a 46,000-square feet grow house. A

development that is greater than 10,000 square feet is considered a major development under the City's Code according to Mr. Piawah which the Planning Development and Review Board and the City Commission shall review. All City departments associated with the development were sent copies of the site plan to review. City utilities and the fire department have not identified any issues with the proposal. Building and Planning Department has reviewed the application and identified no issues as well, Mr. Piawah stated.

This proposed redevelopment will require that the impact of the additional impervious surface be addressed by constructing an additional storm water facility.

Mr. Piawah further stated that he received a phone call from a member of the Planning Review Board asking if members of the residential community in the vicinity had been contacted regarding the proposed grow house. Mr. Piawah said he canvassed the neighborhood and found no complaints from the community. Mr. Piawah said he spoke with resident Robin Ryals, and Bishop Reginald Washington, the minister of the Agape Christian Fellowship Center that is located next door to Trulieve and Dr. Beverly Nash (present at the meeting) and they were all in favor of the grow house.

Mrs. Denise Hannah stated that there is a fence surrounding the location and once demolished would the fence be replaced. Urban Catalyst representative Sean Marsten stated that the fence would be re-built. Resident, Dr. Beverly Nash asked if there would be an increase in traffic in the area. Urban Catalyst representative Sean Marsten stated that there would be an increase in construction traffic that would span about 6 months. Mrs. Hannah asked if this would be the time frame to demolish and rebuild the grow house. Sean stated that it should be completed within this time frame.

Action Taken: Stating no further comments or concerns the chairman, Mr. Hooker called for a motion to approve Option 1: which is to recommend approval of the request. Mr. Alvin Young motioned to recommend approval. Mr. Willie Reeves seconded the motion. The motion carried 5-0.

Stating no further business, the meeting adjourned.

Dan Hooker, Chairperson

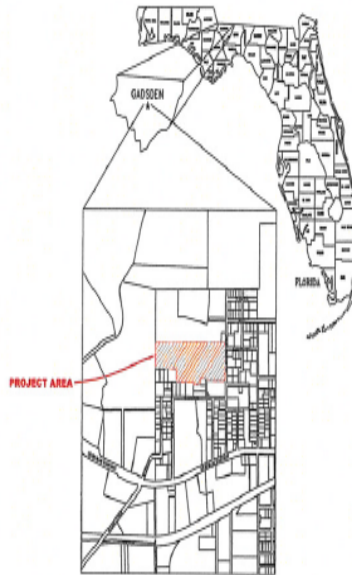
Date:

TRULIEVE QUINCY IMPROVEMENTS

SITE PLAN SUBMITTAL

INDEX OF SHEETS

C-100	COVER
C-101	EXISTING CONDITIONS (OVERALL)
C-101.1	EXISTING CONDITIONS
C-102	DEMOLITION AND EROSION CONTROL PLAN
C-103	SITE LAYOUT PLAN (OVERALL)
C-103.1	SITE LAYOUT PLAN
C-104	TRAFFIC MOBILITY PLAN
C-105	GRADING PLAN
C-105.1	IMPOUNDMENT 100 DETAIL
C-105.2	IMPOUNDMENT 200 DETAIL
C-105.3	POND 100 DETAIL
C-106	UTILITY PLAN (WEST)
C-106.1	UTILITY PLAN (EAST)
C-107	DETAILS



LOCATION MAP
N.T.S.

PREPARED FOR:

TRULIEVE INC.
3494 MARTIN HURST RD.
TALLAHASSEE, FL 32312

PREPARED BY:

URBAN CATALYST CONSULTANTS
2851 REMINGTON GREEN CIRCLE
TALLAHASSEE, FL 32308
(850) 999-4241
www.ucceng.com

ZONING: M-1 INDUSTRIAL
TAX IDS: 3-11-2N-4W-0000-00123-0600,
3-11-2N-4W-0000-00213-0100

AUGUST 2020



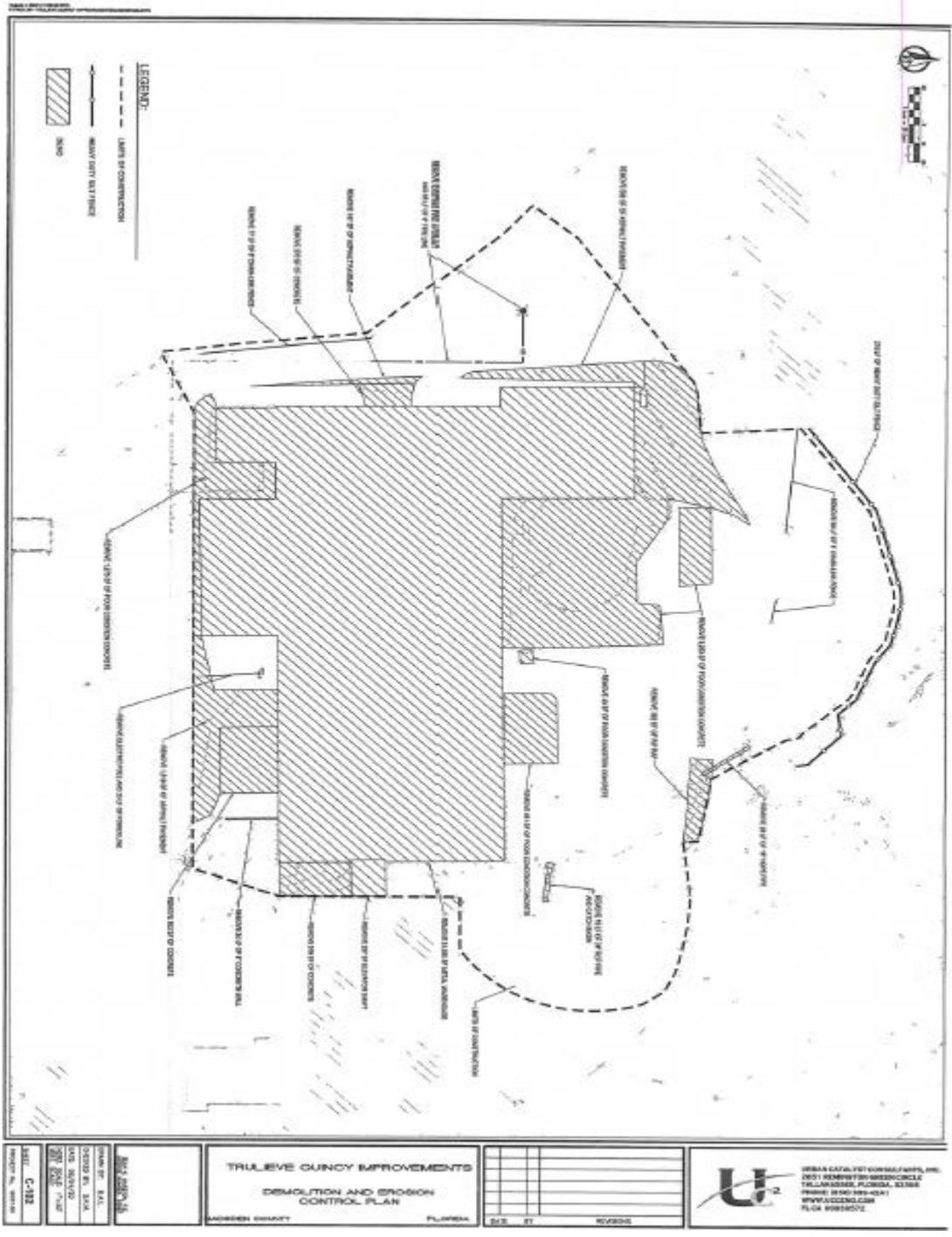
URBAN CATALYST CONSULTANTS, INC.
2851 REMINGTON GREEN CIRCLE, SUITE D
TALLAHASSEE, FLORIDA, 32308
PHONE: (850) 999-4241
WWW.UCCENG.COM
FL CA 00030772

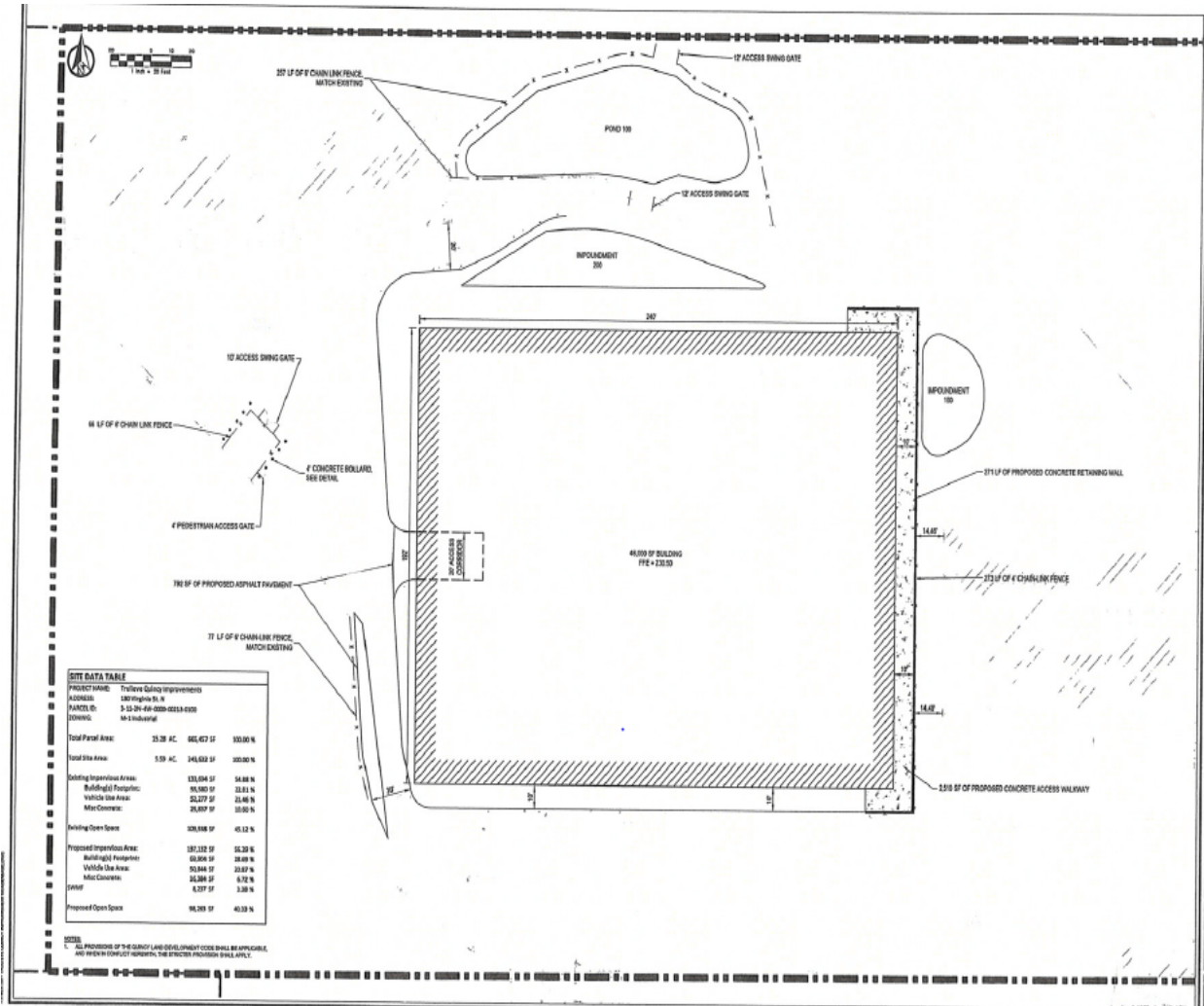
CITY OF QUINCY
GADSDEN COUNTY, FLORIDA

ENGINEER OF RECORD:



SEAN K. HARSTON, P.E.
FLORIDA LICENSE NO. PE - 55887
CORPORATION CERTIFICATE OF AUTHORIZATION NO. LB 9131
SEAN K. HARSTON
PROFESSIONAL ENGINEER
DATE OF SIGNATURE





SITE DATA TABLE

PROJECT NAME:	Trulieve Quincy Improvements
ADDRESS:	1801 Highway 90, N
PARCEL ID:	5-15-20-400-0000-0010-0100
ZONING:	M-5 Industrial
Total Parcel Area:	25.28 AC. 682,472 SF 100.00 %
Total Site Area:	5.59 AC. 146,623 SF 21.34 %
Existing Impervious Area:	132,084 SF 90.00 %
Building Footprint:	95,980 SF 65.53 %
Vehicle Use Area:	22,277 SF 15.27 %
Misc Concrete:	13,827 SF 9.40 %
Existing Open Space:	309,166 SF 45.12 %
Proposed Impervious Area:	187,132 SF 127.60 %
Building Footprint:	95,980 SF 65.53 %
Vehicle Use Area:	70,846 SF 48.32 %
Misc Concrete:	16,306 SF 11.13 %
Paved:	4,000 SF 2.73 %
Proposed Open Space:	96,763 SF 66.24 %

ALL PROVISIONS OF THE QUINCY LAND DEVELOPMENT CODE SHALL BE APPLICABLE AND PERMITTED DEVELOPMENTS, THE EXCEPTED PROVISIONS SHALL APPLY.

TRULIEVE QUINCY IMPROVEMENTS, INC.
 2801 W. UNIVERSITY AVENUE, SUITE 101
 TAMPA, FLORIDA 33618
 WWW.TRULIEVE.COM
 P.O. BOX 202572

U²

FLORIDA

REGISTERED PROFESSIONAL ENGINEER

DATE: 08/14/20

SCALE: 1"=20'

SHEET: C-103.1

PROJECT No. 1920100

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

MEETING DATE: September 8, 2020

DATE OF REQUEST: August 19, 2020

TO: Honorable Mayor and Members of the City Commission

FROM: Jack L. McLean Jr., City Manager
Dr. Beverly A. Nash, Grants
Tommy B. Horton, Rockingham Partners LLC (Contractor for Rostan Solutions, LLC)

SUBJECT: Approval of Contractual Amendments to Services and Change Orders/Task Orders for Rostan Solutions, LLC: Hurricane Michael Disaster Recovery, 4399DR-FL

Background:

On October 11, 2018, the President issued a major disaster declaration to Florida. In November 2018, after the impacts to the City of Quincy by Hurricane Michael, the City hired a contractor/consultant that could assist the City with FEMA public assistance sub-grant funding for recovery and mitigation opportunities.

The contract with Rostan Solutions, LLC and the City of Quincy was developed under the Houston-Galveston Area Council (H-GAC) Cooperative Purchasing Program, which pre-identified and pre-procured contractors. Rostan Solutions was identified as qualified to perform "All Hazards Preparedness, Planning, and Recovery Services". The contractual agreement was signed and effective November 29, 2018.

On December 10, 2019, the Commission approved the following task orders/scope of work and extensions:

- Task Order Number: 292-01/004 corrected the error in the task order effective date
- Task Order 292-01/003 (November 2019 to May 31, 2020) - to cover the period beginning with the execution of the 6-month extension, running through the end of that extension (May 31, 2020). The City Commission approved the amount of \$45,000 to cover this period.
- Task Order 292-01/002 (June 1, 2019 to November 2019) - to account for the period between the expiration of task order one and the expiration of the agreement terms. Rostan proposed a contract amount of \$60,000.00 for this period to cover expenses incurred.
- Amendment to the Master Services Agreement - to allow for two extensions – one year and 6 months. Rostan prepared an amendment to exercise one of these extensions, dating back to November 29, 2019. The contract will then be valid through May 31, 2020.

Invoices Disbursed to Date (Rostan Solutions, LLC):

<u>Date</u>	<u>Invoice</u>	<u>Period</u>	<u>Amount</u>		
11/13/2019	292-01.001	November 2018	\$0.00		
11/13/2019	292-01.001	December 2018	\$2,387.50	Paid	
11/13/2019	292-01.001	January 2019	\$4,443.75	Paid	
11/13/2019	292-01.001	February 2019	\$2,576.25	Paid	
11/13/2019	292-01.001	March 2019	\$14,256.25	Paid	
		Dec to Mar			
11/13/2019	292-01.001	Expenses	\$1,396.72	Paid	
08/05/2019	292-01.002	April 2019	\$4,278.75	Paid	
08/05/2019	292-01.002	May 2019	\$12,368.75	Paid	Task 001 (approved)
12/03/2019	292-01.002A	June 2019	\$4,338.75	Paid	
10/01/2019	292-01.003	July 2019	\$11,881.25	Paid	
10/01/2019	292-01.003	August 2019	\$1,087.50	Paid	
		July Expenses			
10/01/2019	292-01.003	2019	\$1,157.47	Paid	
11/13/2019	292-01.004	September 2019	\$1,713.26	Paid	
11/13/2019	292-01.005	October 2019	\$15,230.13	Paid	
12/03/2019	292-01.006	November 2019	\$20,525.00	Paid	Task 002 (approved)
01/20/2020	292-01.007	December 2019	\$11,668.60	Paid	Task 002 Amend (approved)
03/17/2020	INV 5053	Jan & Feb 2020	\$47,814.78	Paid	
04/20/2020	INV 5109	March 2020	\$19,685.92	Paid	
05/13/2020	INV 5147	April 2020	\$11,370.50	Paid	
06/10/2020	INV 5187	May 2020	\$9,943.50	Paid	
07/09/2020	INV 5226	June 2020	\$13,151.50		Task 003 (Pending) ** Not Paid
08/05/2020	INV 5265	July 2020	\$6,493.50		**
		Sub-TOTAL	\$217,769.63		
		August 2020	\$15,500.00		Pending - ** Not Paid
		September 2020	\$10,000.00	Est	**
		October 2020	\$10,000.00	Est	**
		November 2020	\$10,000.00	Est	**
		Sub-TOTAL	\$45,500.00		

Grand TOTAL

Est \$263,269.63

** Not paid

Number of Projects by FEMA Categories of Work:

FEMA		Number	
Category	FEMA Category Description	of Projects	Status
A	Debris Removal	2	Submitted to FEMA
B	Emergency Protective Measures	1	Submitted to FEMA

FEMA		Number	
Category	FEMA Category Description	of Projects	Status
C	Roads/Bridges	1	Submitted to FEMA
D	Water Control Facilities	0	Submitted to FEMA
E	Buildings/Equipment	7	Submitted to FEMA
F	Utilities	3	Submitted to FEMA
G	Parks, Recreational and Other Facilities	2	Submitted to FEMA
Z	Indirect/Direct Administrative Costs	1	Not Submitted to FEMA
	Grand Total FEMA Projects	17	

Fiscal Impact to Date:

GL: 403-539-531-30343, Vendor: 147035

Rostan Solutions, LLC's costs are FEMA reimbursable under Category Z: Indirect and Direct Administrative Costs. Indirect costs are costs related to managing the Emergency Declaration. Direct Administrative Costs are costs related to managing the projects. Examples of indirect and direct administrative costs include, but are not limited to

- Evaluation of hazard mitigation measures.
- Collection, copying, filing, or submittal of documents to support the claims.
- Request of disbursement of Public Assistance Grant funds.

Justification:

The Rostan staff, primarily Keithan Williams and Tommy Horton, have been working with the State (Florida Division of Emergency Management), FEMA and City of Quincy personnel (i.e., Dr. Beverly Nash, primarily. Also, Marcia Carty, Robin Ryals, Reggie Bell and David Rittman.) to continue the FEMA project formulation and obligation process, and reconciliation with insurance proceeds.

Due to the challenges to this process, which has been exacerbated by the COVID-19 pandemic, Rostan was unable to submit and report our invoices to the City in a timely manner. Rostan continued to communicate with the City on a weekly and in most cases a daily basis on our effort to complete the FEMA process. As the City is aware, the communications with FEMA and the State have been difficult during the past 3 months, which has also added to the challenges.

Currently, there are nine (9) FEMA Public Assistance projects (PWs) obligated to the City for over \$1M. There are another seven (7) PWs totaling approximate \$4M+ which are in various stages in the FEMA review (scoping and costing) pipeline. The most urgent of these is PW # 79661, which includes the bulk of what the City expended after Hurricane Michael for repairs to the citywide utilities.

The total FEMA claims for the City will be about \$5.8M, which will allow for 5% direct administrative costs (DAC) to be reimbursed for Rostan's fees. The 5% Cat Z (DAC) will be approximately \$270K.

Statement of Issues:

This agenda item seeks Commission approval of the amendments and costs of services for Rostan Solutions, LLC for continuation of professional emergency management contractual services (Hurricane Michael Disaster Recovery, 4399DR-FL).

City Commission Action Needed:

Options:

- Option 1: Vote to approve Rostan Solutions, LLC contractual amendments.
- Option 2: Vote to deny Rostan Solutions, LLC contractual amendments.
- Option 3: Provide directions to City Staff from Commission.

Attachments:

- Exhibit A: Professional Services Task Order 003, Project 292-01, Attachment 1 – Scope of Services
- Exhibit B: Professional Services Task Order 292-01/001 Amendment 1
- Exhibit C: Professional Services Task Order 004, Project 292-01, Attachment 2
- Exhibit D: Professional Services Task Order 292-01/004

PROFESSIONAL SERVICES TASK ORDER

Project Number 292-01 Task Order Number: 003

Attachment 1

Scope of Services

1.) **Scope of Services**

This task order will authorize Rostan to provide consulting services at the direction of the CLIENT to facilitate the CLIENT's recovery from Hurricane Michael under one or more federal or state disaster recovery programs. The CLIENT will monitor Rostan's progress utilizing the milestones provided below. The activities/processes identified below reflect typical, anticipated benchmarks within FEMA's Public Assistance ("P.A.") program as guided by FEMA's Grants Portal Delivery Framework.

2.) **Project Overview**

The City of Quincy was substantially impacted by Hurricane Michael in October of 2018. This Task Order represents a continuation of the CLIENT's recovery efforts.

An assigned project manager will serve as engagement leader and perform the tasks outlined above, taking direction from CLIENT's designee. Other Rostan consulting staff will provide support or technical services as required for implementation and accounting of emergency protective measures.

CLIENT Responsibilities:

To assist us in completing the various work tasks described, CLIENT may need to assemble and provide the following information and resources:

- Identify a central contact person / key contacts.
- Provide a CLIENT organization chart, together with a list of names, roles, and phone numbers of personnel involved in FEMA grant management and insurance claim(s).
- Provide access to all relevant insurance and facility-related files.
- Provide access to knowledgeable individuals who can answer questions and assist in obtaining additional information, including engineering staff, finance staff, accounting staff, grant management staff, and operational staff.
- Provide a work area, such as a conference room or large office (this may be negotiated based on operational feasibility).

PROFESSIONAL SERVICES TASK ORDER

Project Number-Task Order Number: 292-01/003

Amendment 1

Subject to the Agreement between the City of Quincy, Florida [the CLIENT] and Rostan Solutions, LLC [ROSTAN], effective November 29, 2018 the CLIENT hereby authorizes ROSTAN to perform services as specified in this Task Order and in accordance with the above-mentioned Agreement.

1. Basic Project Information

Project Name: Hurricane Michael Disaster Recovery Consulting
FEMA-DR-4399-FL

Project Number: 292-01

Project Location: Gadsden County, FL

CLIENT Representative: Jack L. McLean, Jr

ROSTAN Representative: Tommy Horton

2. **Scope of Services:** ROSTAN shall perform its Basic and Optional Services as described in Attachment 1, Scope of Services, attached and incorporated into this Task Order.
3. **Period of Service:** The period of service shall be November 29, 2019 through May 31, 2020
4. **Compensation:** ROSTAN's compensation under this Task Order, which shall not be exceeded without prior written authorization of the CLIENT, is **\$100,500.00**
5. This Task Order's Pricing Schedule is attached and incorporated as Attachment 2.
6. ~~**Special Conditions:** [IF APPLICABLE] This Task Order is subject to the special terms and conditions as described in Attachment 3, attached and incorporated into this Task Order.~~
7. **Amendment:** [1] This Task Order amends a previously executed Task Order No. 292-01/003,
Date: November 29, 2019

ISSUED AND AUTHORIZED BY:

CITY OF QUINCY, FL

Jack L. McLean Jr., City Manager

By: _____

Signature: _____

ACCEPTED AND AGREED TO BY:

ROSTAN SOLUTIONS, LLC

By: _____

Title: Sam Rosania, Executive Vice President

PROFESSIONAL SERVICES TASK ORDER

Project Number 292-01 -Task Order Number: 3

Attachment 2

- 1.) **Pricing.** The scope of services set forth herein for Task Order 2 is being estimated conservatively based upon knowledge of CLIENT's damages and current status of claims. The budget estimate for this Task Order is a not-to-exceed amount of **\$100,500.00**. The not-to-exceed Task Order budget estimate is based on the overall damage estimate as mutually understood by the CLIENT and ROSTAN.
- 2.) **Expenses and Travel.** Expenses and Travel: Rates are inclusive of all costs with the exception to those expenses related to federal per diem for meals and incidentals, allowable mileage and/or rental vehicles, rental vehicle petroleum products, airfare, and lodging. Expenses will comply with General Services Administration (GSA) Federal Travel Regulation (FTR) and Travel/Per Diem Bulletins and be directly passed through without markup. Receipts will be provided.
- 3.) **Rate Schedule.**
All rates remain identical to those specified in the original Agreement between the CLIENT and ROSTAN.

PROFESSIONAL SERVICES TASK ORDER

Project Number-Task Order Number: 292-01/004

Subject to the Agreement between the City of Quincy, Florida [the CLIENT] and Rostan Solutions, LLC [ROSTAN], effective November 29, 2018 the CLIENT hereby authorizes ROSTAN to perform services as specified in this Task Order and in accordance with the above-mentioned Agreement.

1. Basic Project Information

Project Name: Hurricane Michael Disaster Recovery Consulting
FEMA-DR-4399-FL

Project Number: 292-01

Project Location: Gadsden County, FL

CLIENT Representative: Jack L. McLean, Jr

ROSTAN Representative: Tommy Horton

2. **Scope of Services:** ROSTAN shall perform its Basic and Optional Services as described in Attachment 1, Scope of Services, attached and incorporated into this Task Order.
3. **Period of Service:** The period of service shall be June 1, 2020 through November 30, 2020
4. **Compensation:** ROSTAN's compensation under this Task Order, which shall not be exceeded without prior written authorization of the CLIENT, is **\$70,000.00**
5. This Task Order's Pricing Schedule is attached and incorporated as Attachment 2.
6. ~~Special Conditions: [IF APPLICABLE] This Task Order is subject to the special terms and conditions as described in Attachment 3, attached and incorporated into this Task Order.~~
7. **Amendment:** [_____] This Task Order amends a previously executed Task Order No. _____, Date: November

ISSUED AND AUTHORIZED BY:

CITY OF QUINCY, FL

Jack L. McLean Jr., City Manager

By: _____

Signature: _____

ACCEPTED AND AGREED TO BY:

ROSTAN SOLUTIONS, LLC

By: _____

Title: Sam Rosania, Executive Vice President

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

Date of Meeting: September 8, 2020

Date Submitted: September 3, 2020

To: Honorable Mayor and Members of the City Commission

From: Jack L. McLean Jr., City Manager
Ann Sherman, Customer Service Director

Subject: Quincy Coronavirus Relief Initiative

Statement of Issue:

Mayor Harris requested Staff to explore a limited program to assist all utility customers that will 1. Complement the Cares Act Program the Gadsden County and City have implemented; 2. Work with community development organizations and faith-based services that provide a suite of human and social services to the whole and targeted communities; 3. Reinforce the awareness of, and compliance with, the Gadsden County and City of Quincy's Mandatory Mask mandate; and 4. Provide utility relief to all residential utility customers.

Background:

The "Mayor's Free Face Mask Campaign, implemented by Commissioner Keith Dowdell (the immediate past Mayor, was recognized in August 2020 by the Florida League of Mayors (FLM) and Business Watch (BW). Quincy was one of four cities receiving the award. The City was awarded \$1,500.00. Staff sees a fantastic opportunity to leverage the award as part of Saturday, September 26, 2020, Lane Harper's Power of Life Foundation, a nonprofit foundation, planned Drive-Thru mask-give away. The Drive-Thru mask-give away brings the nonprofit's lifesaving initiative, It's COOL to Be COOL, to Quincy, FL, in support of the need to flatten the curve of the COVID19 virus in Gadsden county. This Initiative aims to encourage all citizens to wear face masks and provide them with a FREE solution to help lower the spread of the COVID19 virus. The organization proposes to use the Tanyard Creek Park to hold this event. **(See Attached Power of Life Foundation's Letter)**

Mayor Harris' Coronavirus Relief Initiative will be kicked-off during the September 26 event. The limited Coronavirus Relief Initiative will provide utility relief to all residential customers who are suffering due to the coronavirus pandemic for September and is design to reinforce the awareness of, and compliance with, the Gadsden County and City of Quincy's Mandatory Mask mandate.

The Quincy Coronavirus Relief Initiative is a \$30 utility credit coupon promotion initiative to increase mask compliance, reward customers, provide coronavirus financial relief, boost short term receivables, build brand loyalty through customer-partnership in the pandemic and update the online utility presence with new responsive design formats to engage the customer. The \$30 utility credit is a credit on the September 2020 residential utility usage that is paid in October 2020. The credit is a 15% reduction on the typical residential utility monthly bill. The coupon initiative will start on October 1 and end on October 31. No more than one credit will be allowed on the customers' account.

The Initiative will run on the City of Quincy Facebook, City of Quincy website, Constant Contact, and EZ Text. To receive the credit, each customer will present the coupon at the Utility Customer drive-thru window with the code on a mobile device, print from the newspaper. If a customer forgets to bring the coupon and prompts the customer service representative, the \$30 credit will be applied to the bill if the customer is wearing the mask.

The Initiative's September 26 start date coincides with the City's Coronavirus Aid, Relief, and Economic Security (CARES ACT) Resident Assistance Program (**See Attached Resident Assistant Flyer**), Gadsden County CARES Act \$1,400,000 program to assist qualified county and city residents with rent, mortgage or utility needs and Lane Harper's Power of Life Foundation Free Mask Give-away.

The Initiative's cost ranges between \$65,000 to \$70,000. The funds will come from GL account 403-520-531-30646 Economic Development Initiatives.

Conclusion and Recommendation:

The Coronavirus Relief Initiative's design will meet multiple aspects of Mayor Harris' objective, achieve an opportunistic synergy with other mask and utility programs, and moves and updates the online utility presence with new responsive design formats to engage the customers. Staff recommends funding the Initiative.

OPTIONS:

Option 1: Approve the funding of the Coronavirus Relief Initiative up to \$70,000 from GL account 403-520-531-30646.

Option 2: Do not approve the funding of the Coronavirus Relief Initiative up to \$70,000 from GL account 403-520-531-30646.

STAFF RECOMMENDATION:

Option 1.

ATTACHMENT:

- Attachment 1. Power of Life Foundation's Letter
- Attachment 2. Resident Assistant Flyer



The Power of Life Foundation

Lane Harper, Founder
1116 20th Street South, Suite 432
Birmingham, AL 35205

Monday, August 31, 2020

City of Quincy Proposal

On Saturday, September 26, 2020, Lane Harper's Power of Life Foundation, a nonprofit foundation, would like to bring our life saving initiative, It's COOL to Be Covered, to Quincy, FL, in support of the need to flatten the curve of the COVID19 virus in Gadsden county. This initiative aims to encourage all citizens to wear face masks and provide them with a FREE solution to help lower the spread of the COVID19 virus. We would like to use the Tanyard Creek Park Amphitheater to hold this event, and we are requesting your assistance with our mission.

Humanitarian and Chairman of the Foundation, **Lane Harper**, has dedicated more than 15 years towards helping those in the community facing difficult times while serving the Birmingham community. Teresa Berger, a FAMU alum, known for giving back in Tallahassee and surrounding areas, serves as the Marketing Director of the **Foundation**, and helps coordinate all of The Foundation's events. The Power of Life Foundation is an extension of their mission to provide basic human needs to those less fortunate. What began as a local effort to help deter the spread of the virus, has now become a regional support network, and the Foundation's plans are to expand this mission to help people throughout the nation.

Our **Drive Thru** Free Face Mask Giveaway will bring 5,000 free face masks for the City of Quincy and surrounding areas to help in their battle to **prevent** the community from contracting the virus. Since many states are now mandating face masks in public spaces, the increasing demand for our service is driving our need for more face masks and financial assistance.

Since March of this year, the Power of Life Foundation has **successfully** distributed more than **33,000 face masks** throughout the southeast US in Birmingham, AL, Tallahassee, FL and Macon, GA.

We can help Quincy by supplying both the face masks and the manpower to distribute the face masks, in a social distancing, safe and orderly manner, utilizing our drive-through campaigns. At our events, the public receives a warm and **courteous welcome** from our volunteers, special treats from local businesses, and **hand-sewn masks** made with love and care.

100% of every mask donated is given away to the public for **FREE**. 100% of **donations** go to purchase fabric and materials for the sewers, and to pay expenses for us to host these important distribution sites in various cities.



The Power of Life Foundation

Lane Harper, Founder
1116 20th Street South, Suite 432
Birmingham, AL 35205

Please see below how the Power of Life Foundation has helped others through our previous events:

What we have accomplished:

More than 10K masks given away at The Leon County Fairgrounds - Tallahassee, FL
More than 7K given to the Public at The Tubman Museum – Macon, GA
More than 6k masks given at the 1st Drive thru event Crestwood Mall - Birmingham, AL
More than 4k masks given away to the homeless at Linn Park - Birmingham, AL
More than 2500 given to Greek organizations – Macon, GA
More than 1500 at the 2nd Drive thru event – Birmingham, AL
1500 to a medical facility - Providence Medical Community, Tallahassee, FL
1000 to a COVID19 testing site - FAMU's Bragg Stadium, Tallahassee, FL
1000 to first responders, medical workers, and the community – Birmingham, AL
100 to a day care - Birmingham, AL
100 to an Assisted Living Facility - Birmingham, AL

Media Coverage - Tallahassee

<https://www.cbs42.com/good-news/birmingham-police-officer-travels-to-florida-capital-to-give-face-masks-to-those-in-need/>

Please let us know if you are willing to partner with us on this initiative. If you have any questions or would like to contact us, do not hesitate to reach out to our Marketing Coordinator:

Teresa L. Berger.
Phone: 850-264-9729
Email: teresalberger@gmail.com.

Thanking you in advance for your support.

Lane A. Harper
www.poweroflifefoundation.com

NOTICE OF FUNDING AVAILABILITY



CORONAVIRUS AID, RELIEF, AND ECONOMIC
SECURITY (CARES) ACT

RESIDENT ASSISTANCE PROGRAM

The Gadsden County CARES Resident Assistant Program has **\$1,400,000** available, county-wide, to assist with rent, mortgage or utilities for primary residences in Gadsden County. The Applicant must reside in Gadsden County.

The Applicant or one other individual in the household has lost their job or experienced a reduction in hours at work, or revenue due to COVID-19 (Adult applying for the assistance must be a U.S. citizen or permanent legal resident).

The funds must be expended by December 30, 2020.



WHAT YOU NEED TO APPLY: Utility Bill Assistance is available to all Citizens who are experiencing difficulty paying their bills or customers who are in the arrearage with their bill. If you are a City of Quincy Utility Customer, staff will assist you with the application process at Quincy City Hall (404 W. Jefferson Street) beginning September 16, 2020. For more information, please call Carolyn Bush at (850) 618 0017.

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

DATE OF MEETING: September 8, 2020

DATE SUBMITTED: September 3, 2020

TO: Honorable Mayor and Members of the City Commission

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

SUBJECT: **Appointment of the Planning and Development Review Board Membership**

Statement of Issue:

This agenda item is a follow-up to the meeting on August 25, 2020 during which the Commission decided to appoint new members to the City’s Planning and development Review Board (PDRB). During the meeting of August 25 a Table was presented in the agenda item regarding how the staggered appointments called for by the code could be made. Below is the Table of new appointees. Three Commissioners have given to staff their appointees; staff intends to get the remaining ones from the Commissioners during the meeting on the 8th. Regarding the at large appointments, one person has been identified by staff; the other person will be considered by the manager in due time. Subsequently, after all the members have been appointed, City staff will hold an educational workshop with the new board members.

PDRB APPOINTEES

PDRB Number	City Commission District	Name of Appointee	Initial Term of Office	Duration of Initial Term
1	District I	Lucinda Gee	One-year Term	September 2020 to September 2021
2	District II	Not Yet	One-year term	September 2020 to September 2021
3	District III	Kerwyn Jones Wilson	Two-year term	September 2020 to September 2022
4	District IV	Dan Hooker	Two-year term	September 2020 to September 2022
5	District V	Not yet	Three-year term	September 2020 to September 2023
6	At Large Appointment	Brook Jampole (Lives in District IV)	Three-year term	September 2020 to September 2023
7	At Large Appointment	Not Yet	Three-year term	September 2020 to September 2023

Functions, Powers and Duties of the PDRB.

According to **Section 46-78**, of the code, the functions, powers and duties of the planning and development review board shall be to:

1. Acquire and maintain such information and materials as are necessary to an understanding of past trends, present conditions, and forces at work to cause changes in these conditions;
2. Serve as the local planning agency for the City in accordance with the Local Government Comprehensive Planning and Land Development Regulation Act, F.S. ch. 163;
3. Establish principles and policies for guiding action in the development of the area;
4. Review proposed re-zonings and develop a recommendation to forward to the city commission;
5. Review proposed comprehensive plan amendments and develop a recommendation to forward to the city commission;
6. Review requested special uses and home occupations. The board will develop a recommendation to the city commission concerning these requests;
7. Review and act upon requests for variances;
8. Review proposed major developments and develop a recommendation to forward to the city commission;
9. Act as an appeal board on decisions made concerning signage outside the historic district, and any other decision made by the administrators of this chapter;
10. Serve as the accredited representative of the city commission for the purpose of reviewing and approving plats as provided for in F.S. chs. 163 and 177 where so designated by the city commission in the city's land use and development regulations and procedures for subdivision and plat approval; and
11. Perform any other duties which lawfully may be assigned to it.

Further City Commission Action: None

ATTACHMENT:

1. Agenda item for the meeting of August 25, 2020 (for informational use only).

The Following is for Informational Use Only

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

DATE OF MEETING: August 25, 2020

DATE SUBMITTED: August 19, 2020

TO: Honorable Mayor and Members of the City Commission

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

SUBJECT: **Appointment of the Planning and Development Review Board Membership**

Statement of Issue:

This agenda item is in response to the directive from the City Commission to reorganize the Planning and Development Review Board (PDRB). Sections 46-71 of the code gives the City Commission the power to create the PDRB, while Section 46-72(a) gives it the power to appoint seven individuals to the board. As could be seen in Table 1, the current members have exceeded their term limits, therefore reorganization of the board is necessary.

Background:

It is unclear, in the code how the seven members of the board should be appointed; that is whether, they should simply be appointed as a body without any regard to the City Commission Districts from which they hail, or whether they should be appointed with at least one member per District in order to be more representative of the City Commission Districts. Also, there is nothing in the code that says a commissioner cannot appoint someone outside his or her district to serve on the board. According to the previous City Clerk, the appointments were made with representation from each City Commission District; that is the Commissioner for each District was given the opportunity to appoint one resident of their district to serve on the board; the previous Clerk did not say how the remaining two members were selected in order to create a seven-member board as required by the code.

Section 46-72(b) states that the members shall serve for staggered terms of three years each and may be reappointed for consecutive terms.

For the first membership, according to the code, two members shall be appointed to serve a one-year term, two members appointed to serve two-year terms, and three members appointed to serve three-year terms. After that the Commission can start all over as provided in Section 46-72(a) and described above.

Table 1 below identifies the current membership of the PDRB and the City Commission Districts from which they hail, while Table 2 identifies staff suggestions for a staggered term for the first membership.

**TABLE 1:
CURRENT MEMBERS OF THE
PLANNING AND DEVELOPMENT BOARD**

#	Name	District of Residence	Title	Attendance	Term Limit	Comment
1	Dan Hooker	District 4	Chairman	Very Good	Exceeded	Very knowledgeable. Conducts meetings very well.
2.	Alvin Young	District 4	Vice Chairman	Very Good	Exceeded	
3.	Kimberly Williams	District 1		Very Good	Exceeded	
4.	Judy Ware	District 3		Very Good	Exceeded	
5.	Denise Hannah	District 2		Very Good	Exceeded	
6.	Willie Reeves	District 2		Not very good	Exceeded	Has missed several most recent meetings
7.	Thomas Skipper	District 4		Very poor		Has missed most of the board's meetings.

Qualification for Appointment on the PDRB

Experience or interest in the field of planning and zoning.

According to Section 46-72(a), of the code, any person with experience or interest in the field of planning and zoning shall receive special consideration.

**TABLE 2:
SUGGESTED STAGGERED APPOINTMENT**

PDRB Number	City Commission District	Name of Appointee	Initial Term of Office	Duration of Initial Term
1	District I		One-year Term	September 2020 to September 2021
2	District II		One-year term	September 2020 to September 2021
3	District III		Two-year term	September 2020 to September 2022
4	District IV		Two-year term	September 2020 to September 2022
5	District V		Three-year term	September 2020 to September 2023
6	At Large Appointment	City Staff will bring some names to the Commission for Consideration	Three-year term	September 2020 to September 2023
7	At Large Appointment	City Staff will bring some names to the Commission for consideration	Three-year term	September 2020 to September 2023

Functions, Powers and Duties of the PDRB.

According to **Section 46-78**, of the code, the functions, powers and duties of the planning and development review board shall be to:

1. Acquire and maintain such information and materials as are necessary to an understanding of past trends, present conditions, and forces at work to cause changes in these conditions;
2. Serve as the local planning agency for the City in accordance with the Local Government Comprehensive Planning and Land Development Regulation Act, F.S. ch. 163;
3. Establish principles and policies for guiding action in the development of the area;
4. Review proposed re-zonings and develop a recommendation to forward to the city commission;
5. Review proposed comprehensive plan amendments and develop a recommendation to forward to the city commission;
6. Review requested special uses and home occupations. The board will develop a recommendation to the city commission concerning these requests;
7. Review and act upon requests for variances;
8. Review proposed major developments and develop a recommendation to forward to the city commission;
9. Act as an appeal board on decisions made concerning signage outside the historic district, and any other decision made by the administrators of this chapter;
10. Serve as the accredited representative of the city commission for the purpose of reviewing and approving plats as provided for in F.S. chs. 163 and 177 where so designated by the city commission in the city's land use and development regulations and procedures for subdivision and plat approval; and
11. Perform any other duties which lawfully may be assigned to it.

Summary and Conclusion:

City staff recommends that the PDRB be reconstituted. Since there are five City Commission Districts and seven board membership slots to fill, every Commissioner should have at least one person from his or her District serving on the board. The remaining two slots should be filled by people appointed at large by the Commission. For the at large appointments, City staff will bring some names to the City Commissioners for consideration and approval to join the board.

City Commission Action: The Commissioners should provide to the City Manager the names of their appointees for compilation and presentation to the full City Commission during the next City Commission meeting.