



# City Hall

404 West Jefferson Street  
Quincy, Florida 32351

[www.myquincy.net](http://www.myquincy.net)

## Regular City Commission Meeting

Tuesday, June 13, 2023  
6:00 PM

**City Hall Commission Chamber**

### **City Commissioners**

Mayor Freida Bass-Prieto – District IV  
Mayor Pro Tem Angela G. Sapp – District II  
Commissioner Dr. Robin Wood – District I  
Commissioner Ronte R. Harris – District III  
Commissioner Dr. Beverly A. Nash – District V

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



City Commission Meeting  
Tuesday, June 13, 2023  
6: 00 PM  
City Hall  
Commission Chamber  
**AGENDA**

**Call to Order**

**Invocation**

Evangelist Stacey Hannigon, Church of Redeemed Believers

**Pledge of Allegiance**

**Roll Call**

**Approval of Agenda**

**Proclamation**

Mayor's Proclamation In Support and Recognition of Juneteenth

- Mayor Freida Bass-Prieto

**Special Presentation**

Pepper Hill Historic Resource Survey

- Mayor Pro-Tem Angela G. Sapp
- Ruben Acosta, Bureau Chief, Division of Historical Resources
- Patricia Davenport-Jacobs, Terracon, Group Manager, Historic Preservation
- Adrienne Burke AICP, Esq, Principal, Community Planning Collaborative
- Ennis Davis, AICP, Principal, Community Planning Collaborative

## **Items for Consent by the Commission**

1. Approval of May 11, 2023, Reorganization Commission Meeting Minutes
  - Janice Shackelford Clemons, City Clerk
2. Approval of May 16, 2023, Special Commission Meeting Minutes
  - Janice Shackelford Clemons, City Clerk
3. Approval of May 23, 2023, Regular Commission Meeting Minutes
  - Janice Shackelford Clemons, City Clerk

## **COMMENTS FROM THE AUDIENCE**

### **Public Hearings and Ordinances as Scheduled or Agendaed**

### **Public Opportunity to Speak on Commission Propositions – (Pursuant to Sec. 286.0114, Florida Statue and subject to the limitations of Sec. 286.0114(3)(a), Florida Statue)**

### **Resolutions**

4. Resolution 1443-2023 – Adoption of the Big Bend Community Development Corporation Resolution to the Department of Economic Opportunity, for City-Based Programs to Participate in the Community Contribution Tax Credit Program
  - Robert Nixon, City Manager

### **Reports, Requests, and Communications by the City Manager**

5. Lincoln Street Drainage Improvements – Award Recommendation
  - Robert Nixon, City Manager
  - Reggie Bell, Public Works Director
  - Matthew Chester, Dewberry Engineers Inc.
6. Approval of Interlocal Agreement for Animal Control Services Between Gadsden County, Florida, and the City of Quincy
  - Robert Nixon, City Manager
7. Approval of a Budget Transfer – Need to Increase Water Pressure

- Robert Nixon, City Manager
- Richard Ash, Utilities Director

**8. Approval of Budget Amendments from FY 2022**

- Robert Nixon, City Manager
- Marcia Carty, Finance Director

**Reports by Boards and Committees**

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

**Comments**

- City Manager
- City Clerk
- City Attorney
- Commission Members

**Adjournment**

Title XIX: PUBLIC BUSINESS - Chapter 286 - PUBLIC BUSINESS: MISCELLANEOUS PROVISIONS -  
**SECTION 0105 - Notices of meetings and hearings must advise that a record is required to appeal.**

286.0105 - Notices of meetings and hearings must advise that a record is required to appeal. Each board, commission, or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing if notice of the meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that, if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing.

# Proclamation

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**MAYOR'S PROCLAMATION  
IN SUPPORT AND RECOGNITION  
OF THE JUNETEENTH  
June 19, 2023**



# MAYOR'S PROCLAMATION

## IN SUPPORT AND RECOGNITION OF THE JUNETEENTH

June 19, 2023

**Whereas**, on January 1, 1863, President Abraham Lincoln issued the Emancipation Proclamation, setting in motion the end of slavery in the United States; and

**Whereas**, the Civil War ended with the surrender of General Lee at Appomattox Court House on April 9, 1865; and

**Whereas**, this news reached Texas when Union General Gordon Granger arrived in Galveston Bay with Union troops. It was on June 19, 1865, that he announced: " The people of Texas are informed that, in accordance with a proclamation from the Executive of the United States, all slaves are free."; and

**Whereas**, the celebration of the end of slavery, which became known as Juneteenth, is the oldest known public celebration of the end of slavery in the United States; and

**Whereas** Juneteenth commemorates African American freedom and celebrates the successes gained through education and greater opportunity; and

**Whereas**, on a larger scale, celebration of Juneteenth reminds each of us of the precious promises of freedom, equality, and opportunity which are at the core of the American Dream.

**Now Therefore**, be it proclaimed that I, Mayor Freida Bass-Prieto, along with my colleagues, Mayor Pro Tem Angela Grant Sapp, District Two; Commissioner Dr. Robin Wood, District One; Commissioner Ronte Harris, District Three, and Commissioner Dr. Beverly A. Nash, District Five, and the citizens of the City of Quincy, Florida do hereby proclaim June 19, 2023, as a day to celebrate Juneteenth and urge all citizens to join in this celebration.

Dated this 13<sup>TH</sup> day of June 2022

**Freida Bass-Prieto, Mayor**

Robert Nixon, City Manager

Janice Shackelford Clemons, City Clerk

# Special Presentation



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# Pepper Hill Historic Resource Survey

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# 1 Qualifications

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## Project Understanding

It is the Project Team's understanding that the specified project area is an historically African American community known as Pepper Hill established in 1828. Gadsden County is the only majority African American county in Florida and according to the Florida Trust for Historic Preservation's "Florida's 11 to Save" Pepper Hill African American District is in danger of being lost as "it is estimated that nearly one-third of the neighborhood's contributing resources from that survey effort have been lost to demolition."<sup>1</sup> The community has not been surveyed since 1996 and encompasses many single story wood frame dwellings and "quarters". The community developed during the late 19<sup>th</sup> and early 20<sup>th</sup> century along Tanyard Creek, between the Seaboard Air Line and Georgia, Florida & Alabama railroads. This neighborhood was in close proximity to multiple tobacco and manufacturing companies with grew to the west after the initial concentration along Crawford and Clark Street, east of S Steward Street. Historically, a majority of the neighborhood's commercial structures were clustered around South Robert (now Pat Thomas Parkway) and Brunmby.

## Deliverable Breakdown

The Project Team has evaluated the requirements of this project and defined four tasks and seven total deliverables. A breakdown of each task and deliverable is listed below. Terracon is willing to discuss and negotiate and/or adjust the tasks and deliverables listed below.

### **Task 1: Engagement**

Upon approval of the submitted proposal, Terracon will schedule a kickoff meeting with the State Project Manager and necessary representatives with the City of Quincy to discuss each parties' responsibilities, the scope of work, methodology, schedule, and accounting protocols. Additionally, this meeting will allow Terracon and CPC staff (Project Team) to receive available information related to the project and identify any potential issues involved in updating the survey. Terracon will maintain open lines of communication with project manager and any interested parties for the duration of the project.

#### **Deliverable #1: Kickoff Meeting**

Terracon will schedule a kick meeting within 30 days of the execution of the contract and will host an in-perion or virtual meeting with Project staff and the Client.

### **Task 2: Background Research & Data Collection**

Terracon will conduct necessary research for data collection, further defined in the Kick-off Meeting, as required to survey and record historic structures as part of the requested updated survey. An excel worksheet will be provided with a list of each address to be surveyed, both previously recorded with the Florida Master Site File (FMSF) and those structures identified using Gadsden County Property Appraiser, historical aerial imagery, Sanborn maps, and other associated historic documentation. Every effort will be made to provide and record the year built, construction and architectural style, street address, and any general notes to help determine significance and eligibility for each structure. Terracon GIS staff will geospatially rectify previously recorded resources provided by the FMSF database, and review a demolition list (if available). Terracon will engage with the Gadsden County Property Appraiser to receive available baseline data.

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<sup>1</sup> Florida Trust for Historic Preservation Press Release: The Florida Trust fro Historic Preservcation Announces this year's 11 to Save, Most Endangered Historic Places in Florida.

# 1 Qualifications

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Historic research will include (but is not limited to) review and inspection of resources such as historic maps and aerial photographs, National Register records and other materials on file with the Department of State, Bureau of Historical Preservation, the University of Florida, the Library of Congress, the National Park Service, and more local repositories such as the Gadsden County Historical Society and the Florida Historical Society.

## Deliverable #2: Research Design

The Project Team will develop and submit a Research Design guiding document within sixty (60) days of contract execution, prior to beginning research or outreach efforts. Detailed sections will include the Outreach Strategy, Timeline, and project Methodology. The Outreach Strategy will include Terracon's approach for soliciting input from stakeholders, including county and city governments, historical societies and institutions, and other relevant stakeholders and experts within the City of Quincy and specifically, the African American historic district of Pepper Hill. Additionally, key questions and areas of input will be addressed and how the stakeholder input will be integrated into the project.

Research Design will include the process of identifying historic resources fifty (50) years old or older, including (but not limited to) bridges, buildings, cemeteries, and resource groups. The overall design document will also include staff duties and project specifications in relation to Chapter 1A-46 of the *Florida Administrative Code*.

A detailed project timeline, providing week by week scheduling of the project work throughout the project will also be submitted.

Terracon understands that the State will suggest further input and direction within fourteen (14) days of the submittal.

## Deliverable #3: Outreach Strategy

The Project Team will develop the following Outreach Strategy within the first ninety (90) days of the contract execution. We recognize that community input and engagement is the most important component to a successful preservation initiative, and would seek to engage people throughout the survey process. The project will prioritize community member participation and seek to ensure that meaningful community engagement occurs. The project will involve the minimum one in-person meeting and one virtual meeting on separate dates. During the visit for the in-person meeting, members of the project team will also seek to identify locations in the neighborhood to visit in order to speak with members of the community directly, either in 1:1 sessions or as a group. This could also involve a walking or driving tour coordinated with community members. This is important for those citizens who may not be available to attend either meeting. Given the time frame of resources being surveyed, an emphasis will be placed on speaking with community members who have a recall of these sites; however, all are welcome to participate.

For the in-person and virtual meetings, members of the project team will schedule and staff the meeting and make a public presentation of not less than half an hour discussing the project purpose, methods, justification for the project area, and address what the Florida Master Site File is and that it is not a regulatory tool. The presentation will detail how field work is conducted and stress that no private property will be trespassed upon, and no access will be given unless the respondent is specifically invited by the property owner. The presentation will relay that all information collected will be from the public right of way. The presentation will be easily accessible and understandable by nonpreservationist citizens. The project team will be available for questions from the public for at least an additional half hour following the presentation, for a total at least one hour. The meeting will be advertised at least seven days in advance in the most widely circulated newspaper within the



# 1 Qualifications

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assigned project area, as well as on relevant social media. The project team will create the marketing materials to advertise the events.

We anticipate reaching out to the following stakeholders, at a minimum:

- Community members
- Churches: Mt. Olive Freewill Baptist Church, Mt. Moriah First Missionary Baptist Church, First Elizabeth Baptist Church, St. James AME, Antioch Missionary Baptist Church
- Local businesses significant to the community as identified by community members

Carter-Parramore Academy

- Tallahassee Community College Gadsden Center
- Local historian(s) and historic preservationist(s)
- City of Quincy Mayor and City Commissioners
- City of Quincy City Manager
- Quincy Historic Preservation Commission
- City of Quincy Building and Planning Department (and any other interested City departments such as Parks and Recreation)
- Florida Trust for Historic Preservation
- Division of Historical Resources staff

We will market/recruit stakeholders via direct contact made by the project team with pre-identified stakeholders and any additional stakeholders as identified. The project team will work directly with community members to identify community members, businesses, organizations and institutions that may have interest in providing information for the survey project. Ideally one or two community stakeholders can be identified to assist in sharing the project, and they can be compensated with a stipend for their efforts (utilizing a portion of the project budget) in recognition of their time and expertise. Working with the community members, the project team can provide information and marketing materials to help get the word out about the survey, the public meetings, how to contact the survey team, and how to participate in the process. This can involve contact of stakeholders by the project team or by community members.

Key questions and areas of input the consultant will seek from stakeholders, include but are not limited to:

- Are you a native of the neighborhood or did you move here later?
- What building(s) or place(s) represent your community that you would not want to lose?
- What building(s) or places(s) have made an impression on you personally?
- Are there any demolished buildings that you miss and why?

# 1 Qualifications

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- Why do you think telling the history of your community and its buildings is important? Or if not, why not?
- Do you have any ideas for how to preserve the history of your community and its buildings that you would like to share?

These questions have been identified for the following reasons:

- 1) in order to understand the respondent's frame of reference (how long they have been a part of the neighborhood),
- 2) getting direct information about specific places that are important to the community, whether or not they still exist,
- 3) understanding the scope of sites important to the community (homes, businesses, churches, schools, parks, etc.), and
- 4) identifying whether the community members have any priorities or ideas regarding preservation.

Stakeholder input will be collated and organized for inclusion in the survey report. It will be taken into account and shared as part of the historic context, to the extent information is provided that relates to the context, and as part of any recommendations. Recommendations specifically suggested by the community will be identified as such. Recommendations will also be provided regarding sharing information with the community and stakeholders on the completed survey project. The project team will share the final work product with all stakeholders who provide contact information. The collated stakeholder feedback will be included as an appendix to the report.

### **Task 3: Field Work**

Field work will begin following the background research portion of this project. Project Team staff will conduct a survey of structures within the defined project area, consisting of the historic African American district known as Pepper Hill. Work will be performed in compliance with the *Secretary of the Interior's Standards* as well as Chapter 1a-46 of the Florida Administrative Code.

Team staff will conduct a survey of structures fifty (50) years old or older within the defined survey area, specifically related to the historic district. Structures, commercial and residential, will be surveyed in-person by a field surveyor and will be recorded using the most recently updated FMSF forms, structure form v5.0. Photographs of the building will also be recorded for each recorded resource. Where applicable, resource group, cemetery, and bridge forms will also be utilized. Work will be performed in compliance with the *Secretary of the Interior's Standards* as well as Chapter 1A-46 of the Florida Administrative Code.

Every reasonable and good faith effort will be made to record all resources that meet the recordation criteria of at least fifty (50) years old or older (built in 1973 or earlier). Previously recorded resources that are determined demolished will also be recorded and provided in a separate inventory list within the Final Survey Report. Field survey will be conducted from the public right-of-way, with no trespassing onto private property (unless expressly invited by the property owner). In the instance that a property owner does not wish their property to be recorded or photographed, the Project Team will respect the owners wishes and keep a separate list to be included within the Final Survey Report.



# 1 Qualifications

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## *Deliverable #4: Five Florida Master Site File Forms*

The Team will deliver five sample FMSF Forms, including maps and photographs, to the State by July 1, 2023. Three of these forms will be the Historical Structure Form v5.0, open (1) will be a Resource Group Form v5.0, and one will be the Historical Cemetery Form v5.0.

## **Task 4: Reporting**

With data from the background research and field work, the Project Team will develop the historic structures survey report and finalize the FMSF Forms. Historic research conducted by Terracon will include (but is not limited to) review and inspection of primary and secondary sources such as historic maps and aerial photographs, National Register records and other materials on file with the Department of State, Bureau of Historical Preservation, University of Florida, the Library of Congress, and the National Park Service; documents from the Gadsden County Public Library system; and additional information gathered from local historic preservation professionals or local entities such as historical societies and sources such as newspapers, journals, and private papers.

All reporting will be provided in sections that follow the Chapter 1A-46 Sufficiently Checklist and will also comply with Chapter 1A-46 *Archaeological and Historical Report Standards and Guidelines* and the *Secretary of Interior's Standards and Guidelines for Archaeology and Historic Preservation*.

## *Deliverable 5: Draft Historic Structures Survey Report*

A draft—one (1) electronic and one (1) hard copy – of the survey report will be provided to the State no later than July 30, 2023, for review, feedback, and approval. The draft method report will include outreach methods and results.

## *Deliverable 6: Final Florida Master Site File Forms*

One (1) digital and one (1) hard copy of FMSF Forms will be submitted to the Department of State including the Survey Log Sheet and all associated maps and photographs. This deliverable will also include all GIS data for the recorded resources. All FMSF forms and their associated data will be submitted by the project deadline, August 31, 2023.

## *Deliverable 7: Final Historic Structures Survey Report*

The Project Team will make the necessary edits to the report and will submit the Final Historic Structures Survey Report to the State with one (1) digital and three (3) hard copies of the report. The final report will include the Final Method Report, appropriate Title Page, detailed Outreach Results from the public meetings with stakeholder input and how it was used, and Conclusions and Lessons Learned to better facilitate the future surveys. The Final Historic Structures Survey report will be submitted by the project deadline, August 31, 2023.



# Items For Consent by the Commission



Approval of May 11, 2023,  
Reorganization Commission  
Meeting Minutes

**CITY COMMISSION**  
**Thursday, May 11, 2023**  
**5:03 P.M. (Eastern)**

**REORGANIZATION MEETING**  
**QUINCY, FLORIDA 32351**

**CITY COMMISSION REORGANIZATION MEETING MINUTES**

On Friday, May 11, 2023, Senior Commissioner Angela Grant Sapp opened the in-person reorganization meeting. Commissioner Sapp passed the gavel to City Attorney Gary Roberts who preceded with the swearing-in of Commissioner-elect Dr. Robin Wood and Commissioner-elect Dr. Beverly A. Nash, by the city clerk. The Commission took a vote for the mayor. Mayor Freida Bass-Prieto conducted the nomination for mayor pro-tem and presided over the remainder of the reorganization meeting. The Commissioners present:

Mayor Pro-Tem Angela G. Sapp  
Commissioner Dr. Robin Wood  
Commissioner Ronte Harris  
Commissioner Dr. Beverly A. Nash

City Staff and Guests:

Robert Nixon, City Manager  
Gary Roberts, City Attorney  
Janice Shackelford Clemons, City Clerk  
Stacey Hannigon, Director of Human Resources and Risk Management  
Anthony Baker, Fire Chief  
Richard Ash, Utilities Director  
Timothy Ashley, Police Chief  
Jim Southerland Sr., WQTN-13 Administrator

The reorganization in-person meeting was recorded and held by Florida Sunshine Law. (Note: Digital formatted documents/media are public records.)

• **Called to Order:**

Commissioner Sapp called the Reorganization Meeting to order and passed the gavel to City Attorney Roberts to proceed accordingly.

**Summary of Discussion by Staff and the Commission:**

City Attorney Roberts turned over the swearing-in to City Clerk Shackelford Clemons who would administer the oath of office first to Commissioner-elect Dr. Robin Wood and then to Commissioner-elect Dr. Beverly A. Nash.

The oath of office was administered to Commissioner-elect Dr. Robin Wood by City Clerk Shackelford Clemons.

After receiving the oath of office, Commissioner Dr. Wood took her seat on the dais with the other commissioners.

Commissioner-elect Dr. Beverly A. Nash acknowledged that she would receive the oath of office and brought her father's bible which is over 75 years old.

Commissioner-elect Dr. Beverly A. Nash stated that her adopted sisters Rolanda and Cynthia would stand with her while receiving the oath of office.

The oath of office was then administered to Commissioner-elect Dr. Beverly A. Nash by City Clerk Shackelford Clemons.

In celebration, after the oath of office was administered, Commissioner Nash and her adopted sister began repeating "She Can She Will" in celebration.

Commissioner Dr. Nash took her seat on the dais with her fellow commissioners, after ending her chant.

City Attorney Roberts opened the floor for nominations for mayor.

City Attorney Roberts recognized Commissioner Harris.

Commissioner Harris stated that this is the first time in the history of the City of Quincy that four seated women commissioners were on the dais.

Commissioner Harris offered the name of Commissioner Bass-Prieto for mayor.

Commissioner Bass-Prieto seconded the motion.

| <b>Commissioner</b>      | <b>Vote</b> |
|--------------------------|-------------|
| Commissioner Wood        | Yes         |
| Commissioner Sapp        | Yes         |
| Commissioner Harris      | Yes         |
| Commissioner Bass-Prieto | Yes         |
| Commissioner Nash        | Yes         |

**The motion carried 5 to 0.**

Commissioners and the audience applauded the newly elected Mayor Bass-Prieto.

Mayor Bass-Prieto thanked everyone.

It should be noted that Commissioner Nash held a sidebar with City Attorney Roberts for a few minutes.

Commissioner Nash stated that she did not wish to.

City Attorney Roberts stated that nominations for mayor pro-tem were opened.

Mayor Bass-Prieto nominated Commissioner Harris for mayor pro-tem.

Commissioner Harris thanked Mayor Bass-Prieto for the nomination but declined the nomination.

Commissioner Wood offered the name of Commissioner Sapp for mayor pro-tem.

Commissioner Harris seconded the motion.

| <b>Commissioner</b> | <b>Vote</b> |
|---------------------|-------------|
| Mayor Bass-Prieto   | Yes         |
| Commissioner Wood   | Yes         |
| Commissioner Sapp   | Yes         |
| Commissioner Harris | Yes         |
| Commissioner Nash   | Yes         |

**The motion carried 5 to 0.**

Commissioners and the audience applauded the newly elected Mayor Pro-Tem Sapp.

City Attorney Roberts passed the gavel back to Mayor Bass-Prieto.

Mayor Bass-Prieto thanked the commission for their support.

Mayor Bass-Prieto stated how much she will also need the support of Mayor Pro-Tem Sapp.

Mayor Bass-Prieto called for a motion to adjourn if there was no other business to discuss.

The adjournment was motioned by Commissioner Harris and seconded by Mayor Pro-Tem Sapp at 5:13 pm.

**Please Note:** The City Commission places the official copies of Commission Meeting Minutes on file with the City Clerk's Office upon approval.

Submitted by Janice Shackelford Clemons, City Clerk

**APPROVED:**

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Freida Bass-Prieto, Mayor, and  
Presiding Officer of the City  
Commission and of the City of  
Quincy, Florida

**ATTEST:**

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

Approval of May 16, 2023,  
Special Commission Meeting  
Minutes

**CITY COMMISSION**  
**Tuesday, May 16, 2023**  
**6:22 P.M. (Eastern)**

**SPECIAL MEETING**  
**QUINCY, FLORIDA 32351**

### **CITY COMMISSION SPECIAL MEETING MINUTES**

The City of Quincy City Commission met in a special in-person meeting on Tuesday, May 16, 2023, with **Mayor Freida Bass-Prieto** opening the meeting up and the following Commissioners present:

Mayor Pro-Tem Angela G. Sapp  
Commissioner Dr. Robin Wood  
Commissioner Ronte R. Harris  
Commissioner Dr. Beverly A. Nash

#### City Staff and Guests:

Robert Nixon, City Manager  
Gary Roberts, City Attorney  
Janice Shackelford Clemons, City Clerk  
Stacey Hannigon, Human Resources, and Risk Management Director  
Amanda Matthews, Senior Accountant  
Jim Southerland Sr., WQTN-13 Administrator

The special in-person meeting was recorded and held in accordance with Florida Sunshine Law. (Note: Digital formatted documents/media are public records.)

#### **Called to Order**

Mayor Bass-Prieto called the Special Commission meeting to order at 6:22 pm and requested a roll call.

#### **Special Item of Discussion**

1. Budget Amendment(s)
  - Robert Nixon, City Manager

#### **Summary of the Discussion by Staff and the Commission**

Mayor Bass-Prieto stated that the purpose of the special meeting comes from citizens' concerns regarding commissioners' salaries.

Mayor Bass-Prieto stated that after receiving and reviewing the city's financial statement, she too is alarmed about the state of the city's finances.

Mayor Bass-Prieto stated that Gulf Breeze's payment to the city was reduced by \$54,000.

Mayor Bass-Prieto stated that given that the commission voted itself a 122% raise, she believes it would be in the best interest of the city if the commissioner's salaries were reduced back to the original amount before the raise was given.

Mayor Bass-Prieto stated that she welcomes discussion from her peers on where they are with reducing the salaries.

Mayor Pro-Tem Sapp stated that she favors reducing the commissioner's salaries and even made motions to do so.

Mayor Pro-Tem Sapp questioned why Gulf Breeze's payment to the city was reduced.

City Manager Nixon stated that Gulf Breeze provided an estimated amount which changed based on the project.

City Manager Nixon stated that he would get more accurate information as to what occurred with Gulf Breeze.

Commissioner Harris stated that he would not challenge the procedure in which the topic was brought back before the commission.

Commissioner Harris thanked the mayor for bringing the item before the commission and that the business of the city can be done without the rhetoric.

Commissioner Harris stated that he had never debated the salaries but did vote.

Commissioner Harris stated that he takes no issue with the will of the governing majority.

Mayor Bass-Prieto stated her reason for listing the topic for the special meeting as a budget amendment.

Commissioner Harris offered a motion to roll back the commissioner's salaries to the previous amount prior to the FY 2022-2023 122% vote.

Mayor Pro-Tem Sapp seconded the motion.

Mayor Bass-Prieto stated that she took the current commission salary and multiplied it by 26.1 and then reduced the amount by \$20,000.

Mayor Bass-Prieto stated that there are nine payroll periods left, plus six days left this year.

Mayor Bass-Prieto stated that she calculated the FICA and retirement.

Mayor Bass-Prieto stated that her motion is to move the salary line item of 36,000 to the contingency line item, move the FICA line item of 2,700 to the contingency line item, and a motion to move retirement in the amount of 4,300 to the contingency line item.

Mayor Bass-Prieto stated that this would be the budget amendment by moving funds from one line item to another line item.

Commissioner Harris withdrew his motion on the matter and accepted Mayor Bass-Prieto's motion to be made using the specifics she mentioned.

Mayor Bass-Prieto stated that based on her calculations the commission's salary would be reduced by \$16,793.17.

Mayor Pro-Tem Sapp stated that there should be a second on Commissioner Harris' accepting the mayor's friendly amendment to his motion.

Mayor Pro-Tem Sapp seconded the amended motion.

Mayor Pro-Tem requested that the city clerk make a copy of the mayor's calculations for the dais.

Upon returning with the copies, Commissioner Harris called for the vote.

Commissioner Harris asked the mayor for a roll call for the vote.

Mayor Bass-Prieto requested that the city clerk conduct a roll call for the budget amendment vote.

| <b>Commissioner</b> | <b>Vote</b> |
|---------------------|-------------|
| Mayor Bass-Prieto   | Yes         |
| Mayor Pro-Tem Sapp  | Yes         |
| Commissioner Wood   | Yes         |
| Commissioner Harris | Yes         |
| Commissioner Nash   | Yes         |

**The Motion Carried 5 to 0.**

Mayor Bass-Prieto stated that the citizens would be happy.

Mayor Bass-Prieto suggested allowing the finance director to determine the best use of the money.

Mayor Pro-Tem Sapp noted that the mayor be given \$100 more in pay as stated in the charter.

Mayor Bass-Prieto clarified that the finance director would make recommendations on the best use for the funds.

Mayor Bass-Prieto recognized Richard Massey.

Richard Massey gave his address as 604 Washington Street.

Mr. Massey questioned if the commission's health and retirement benefits would be adjusted.



Mayor Bass-Prieto stated that the health benefits would not be affected.

Mayor Bass-Prieto stated that the motion reduced retirement benefits.

Mayor Pro-Tem Sapp requested that the Sr. accountant be given the opportunity to provide accurate numbers.

Mayor Bass-Prieto asked if there were any more comments.

Paula Phillips, no address was given. Commended the commission on voting to roll back the salaries.

The adjournment was motioned by Mayor Pro-Tem Sapp and seconded by Commissioner Nash at 6:47 pm.

**Please Note:** The City Commission places the official copies of Commission Meeting Minutes on file with the City Clerk's Office upon approval.

Submitted by Janice Shackelford Clemons, City Clerk

**APPROVED:**

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Freida Bass-Prieto, Mayor, and  
Presiding Officer of the City  
Commission and the City of Quincy,  
Florida

**ATTEST:**

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

Approval of May 23, 2023,  
Regular Commission  
Meeting Minutes

**CITY COMMISSION**  
**Tuesday, May 23, 2023**  
**6:12 P.M. (Eastern)**

**REGULAR MEETING**  
**QUINCY, FLORIDA 32351**

### **CITY COMMISSION REGULAR MEETING MINUTES**

The City of Quincy City Commission met in a regular in-person meeting on Tuesday, May 23, 2023, with **Mayor Freida Bass-Prieto** opening the meeting up and the following Commissioners present:

Mayor Pro-Tem Angela G. Sapp  
Commissioner Dr. Robin Wood  
Commissioner Ronte R. Harris  
Commissioner Dr. Beverly A. Nash

#### City Staff and Guests:

Robert Nixon, City Manager  
Gary A. Roberts, City Attorney  
Janice Shackelford Clemons, City Clerk  
Marcia Carty, Finance Director  
DeCody Fagg, Parks, and Recreation Director  
Richard Ash, Utility Director  
Anthony Baker, Fire Chief  
Timothy Ashley, Police Chief  
Reggie Bell, Public Works Director  
Jim Southerland Sr., WQTN-13 Administrator

The regular in-person meeting was recorded and held in accordance with Florida Sunshine Law. (Note: Digital formatted documents/media are public records.)

#### **Called to Order**

Mayor Bass-Prieto called the Regular Commission meeting to order at 6:12 pm. Bishop Sylvester Robinson provided an invocation, followed by the pledge of allegiance. Mayor Bass-Prieto requested a roll call.

#### **Approval of Agenda**

Mayor Bass-Prieto requested a motion to approve the printed agenda.

Commissioner Harris offered a motion to approve the printed agenda.

Mayor Pro-Tem Sapp seconded the motion.

Commissioner Nash called for a discussion.

Commissioner Nash stated that there needs to be a level of maturity to discuss agenda item #8, which does not exist at the present time.

Commissioner Nash stated that she would like to remove agenda item #8, Motion to Consider Recission of the Information and/or Vote Regarding the Commissioners' Salaries taken at the Special Meeting dated May 16, 2023, of discussion titled Budget Amendments.

Commissioner Nash offered a motion to remove agenda item #8.

Commissioner Harris stated that he was stuck on Commissioner Nash's comment about the level of maturity.

Commissioner Harris accepted Commissioner Nash's amendment to the agenda.

| <b>Commissioner</b> | <b>Vote</b> |
|---------------------|-------------|
| Mayor Bass-Prieto   | Yes         |
| Mayor Pro-Tem Sapp  | Yes         |
| Commissioner Wood   | Yes         |
| Commissioner Harris | Yes         |
| Commissioner Nash   | Yes         |

**The Motion Carried 5 to 0.**

**Proclamations**

Mayor's Proclamation Honoring Poppy Day

- Mayor Freida Bass-Prieto

Mayor's Proclamation Honoring Public Works Week

- Mayor Frieda Bass-Prieto

**Summary of the Discussion by Staff and the Commission**

Mayor Bass-Prieto read in part the proclamations honoring Poppy Day and Public Works Week.

Mayor Bass-Prieto thanked the public works department for all the hard work they do to keep the city clean.

City Manager Nixon thanked Public Works Director Bell for his leadership.

**Special Presentation**

T & T Construction and Enterprise, LLC

- Noah Murray
- Latasha Murray

**Summary of the Discussion by Staff and the Commission**

Project Manager Everlyn Coleman thanked the mayor and commissioners for allowing them to speak.

Project Manager Everlyn Coleman gave the location for the project as 335 Pat Thomas Parkway.

Project Manager Everlyn Coleman stated that the building would hold 5 units.

Project Manager Everlyn Coleman stated that businesses would lease space for services or products.

Project Manager Everlyn Coleman stated that the company is currently looking for investors.

Project Manager Everlyn Coleman stated that the project would bring employment opportunities to the City of Quincy.

Project Manager Everlyn Coleman stated that the goal is to hire locals.

Project Manager Everlyn Coleman stated that the groundbreaking is scheduled for September 2023 to be completed in 2024.

Project Manager Everlyn Coleman stated that Latasha Murray serves as a general contractor, developer, and business owner with over 40 years of experience.

Project Manager Everlyn Coleman stated that the desire is to have community input.

Project manager Everlyn Coleman provided pictures of the site plan.

Contractor L. Murray reiterated that this project will not only bring many new businesses to town, but increase the number of available local jobs, encourage economic growth, lessen the environmental impact, and help with community improvements such as schools, public transit, and much more.

Contractor L. Murray stated one potential vendor plans to open a coffee, donut, and ice cream shop.

Contractor L. Murray stated that customers will have the ability to use the internet.

Mayor Pro-Tem Sapp thanked Contractor L. Murray for buying and developing the property, in a historic section of District 2.

Mayor Pro-Tem Sapp stated that community input is vital because the property is housed in a neighborhood.

Mayor Pro-Tem Sapp offered her assistance in the project.

Contractor L. Murray stated that there will be approximately twenty-six parking spaces located at the building.

Contractor L. Murray stated that the consideration to avoid heavy traffic or back-up had been solved.

Commissioner Harris stated that he would like to explore ways the CRA can help to bring like to the old seaboard corridor.

Commissioner Wood thanked T and T Construction for the presentation.

Commissioner Wood suggested that the construction company tap into markets not available in Quincy, such as dry cleaners.

Mayor Bass-Prieto thanked T and T Construction for investing in Quincy.

**Items for Consent by the Commission**

1. Approval of April 11, 2023, Regular Commission Meeting Minutes
  - Janice Shackelford-Clemons, City Clerk
2. Approval of April 28, 2023, Special Commission Meeting Minutes
  - Janice Shackelford-Clemons, City Clerk
3. Approval of IBEW Union Contract Proposal
  - Robert Nixon, City Manager
  - Gary A. Roberts, City Attorney
  - Stacey Hannigan, Human Resources and Risk Management Director

**Summary of the Discussion by Staff and the Commission**

**Items for Consent by the Commission**

Commissioner Harris offered a motion to approve the items for consent.

Mayor Pro-Tem Sapp seconded the motion.

| <b>Commissioner</b> | <b>Vote</b> |
|---------------------|-------------|
| Mayor Bass-Prieto   | Yes         |
| Mayor Pro-Tem Sapp  | Yes         |
| Commissioner Wood   | Yes         |
| Commissioner Harris | Yes         |
| Commissioner Nash   | Yes         |

**The Motion Carried 5 to 0.**

**COMMENTS FROM THE AUDIENCE**

Emanuel Sapp, 821 2<sup>nd</sup> Street, Quincy, FL, 32351, made the following comments.

- Commended T and T Construction for its business plan.
- Stated that Internet café should pay 7% of the gross earnings.

- Stated collecting revenue from the internet café would assist the city with senior citizens, homeless and, utilities bills.
- Stated that the city should consider allowing the ten internet cafés to open per the ordinance.
- Stated that if slot machines are being used internet cafés are legal.
- Stated that the nuisance ordinance should be enforced.
- Stated that there are many vacant properties within the city making no revenue.
- Stated that business is business, and the city must run like a business.

Paula Phillips, 816 Sunset Drive, Quincy, FL, 32351, made the following comments.

- Thanked Director Bell and the public works department for being responsive to citizens' needs and for all the hard work around the city.
- Thanked City Manager Nixon for all the great improvements around city hall, including saving the citizens money.

**Public Hearings and Ordinances as Scheduled or Agendaed**

None

**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)**

None

**Resolutions**

4. Resolution 1441-2023 – Adoption of the Local Mitigation Strategy
  - Robert Nixon, City Manager

**Summary of the Discussion by Staff and the Commission  
Agenda item #4 - Resolution 1441-2023**

City Manager Nixon stated that Resolution 1441-2023 came before the commission in a previous meeting.

City Manager Nixon stated that the city is required to adopt the mitigation strategy.

Mayor-Pro Tem Sapp offered a motion to approve Resolution 1441-2023.

Commissioner Harris seconded the motion.

| <b>Commissioner</b> | <b>Vote</b> |
|---------------------|-------------|
| Mayor Bass-Prieto   | Yes         |
| Mayor Pro-Tem Sapp  | Yes         |
| Commissioner Wood   | Yes         |
| Commissioner Harris | Yes         |
| Commissioner Nash   | Yes         |

**The Motion Carried 5 to 0.**

**Reports, Requests, and Communications by the City Manager**

5. Approval of Solar Field MOU
  - Robert Nixon, City Manager
  - Davis Moye, Gadsden Renewables LLC (GR LLC)
  - David Arnold, Gadsden Renewables LLC (GR LLC)
6. FL Class Update
  - Robert Nixon, City Manager
  - Marcia Carty, Finance Director
7. City of Quincy, Monthly Financial Reports – For the Six Months Ended March 31, 2023
  - Robert Nixon, City Manager
  - Marcia Carty, Finance Director

**Summary of the Discussion by Staff and the Commission**

**Agenda item #5 – Approval of Solar Field MOU**

City Manager Nixon stated that the request is to approve an MOU with Gadsden Renewables.

City Manager Nixon stated that solar is a part of the city's future.

City Manager Nixon stated that entering the MOU would allow for grant opportunities.

Gadsden Renewables Davis Moye stated that the company specializes in producing and storing solar power.

Gadsden Renewables Regina Davis stated that the savings would be the same or less and that the agreement would be like that of FPL.

Mayor Bass-Prieto asked if there would be any conflict with current providers.

City Manager Nixon stated that there will be some restrictions with FPL and Duke Energy and cannot be certain if there would be a conflict.

City Manager Nixon stated that the MOU is a necessary part of the progress.

Director Ash stated that the solar field is alive and working very well.

Gadsden Renewables Regina Davis stated that the MOU does not bind the city.

Director Ash stated that the solar field is being maintained by staff.

Gadsden Renewables Regina Davis stated that there would be no physical impact on the city.

Mayor Pro-Tem Sapp thanked Ms. Davis for the partnership.



Mayor-Pro Tem Sapp noted that the submitted date on the agenda request is 2022 and should be 2023.

Mayor Pro-Tem Sapp offered a motion for the city to enter the MOU with Gadsden Renewables LLC.

Commissioner Harris seconded the motion.

| <b>Commissioner</b> | <b>Vote</b> |
|---------------------|-------------|
| Mayor Bass-Prieto   | Yes         |
| Mayor Pro-Tem Sapp  | Yes         |
| Commissioner Wood   | Yes         |
| Commissioner Harris | Yes         |
| Commissioner Nash   | Yes         |

**The Motion Carried 5 to 0.**

**Agenda item #6 – FL Class Update**

City Manager Nixon stated that FL Class presented before the commission some months ago.

City Manager Nixon stated that the city had not sought investments where it could earn interest.

City Manager Nixon stated that FL Class interest rates have consistently climbed and benefited the city.

City Manager Nixon stated that the city could have earned \$4000 on an investment of \$1 million dollars in April.

City Manager Nixon stated that FL Class is a stable pool.

City Manager Nixon stated that staff would be bringing back a recommendation before the commission.

**Agenda item #7 – City of Quincy, Monthly Financial Reports – For the Six Months Ended March 31, 2023**

Mayor Pro-Tem Sapp thanked Ms. Davis for the partnership. Director Carty stated that the financial report was prepared on April 24, 2023.

Director Carty made the following comments regarding the financial reports for the six months that ended March 31, 2023.

- Gross operating revenues generated for the period are \$18,140,047.
- For the month ended March 31, 2023, the electric utility billing was \$863,857 less than the prior year.

- Arrears report reflects a \$4,000 decrease compared to the month of February.
- Net metering rate increased by .00012 from .02335 to .2332, compared to February 2023.
- P-card purchases for the month of January 2023 were \$7,957.
- There are approximately \$2.3 million available funds in ARPA.

Director Carty pointed out that the items of concern are:

- May 1 implementation of Exceleron \$3.95 credit card payment processing.
- Bank accounts should be earning interest.
- The \$607,708 in ARPA grant funds have not been spent.

Director Carty noted that the city is having to expend funds not previously budgeted.

Mayor Pro-Tem Sapp thanked Director Carty for her presentation.

Mayor Pro-Tem Sapp requested a copy of the Gadsden Arms utility customers' bills and arrears report.

Mayor Pro-Tem Sapp stated that she received a call from someone with a past-due bill of \$4000, whose lights were off.

Mayor Pro-Tem Sapp stated that the utility customer had not paid anything on the bill since October.

Mayor Pro-Tem Sapp stated that it is impossible for a person to catch up when a bill is very high.

Mayor Pro-Tem Sapp stated how she appreciates that the city has gotten tougher.

Mayor Pro-Tem Sapp stated that she plans on having a conversation with the women living in the Gadsden Arms Apartment on the importance of paying your utility bill.

Utilities Supervisor Gainous Carroll described the process of how customers can receive a payment plan from the city and utility assistance from community agencies.

Utilities Supervisor Gainous Carroll stated that the customers must reach out to community agencies for assistance.

Utilities Supervisor Gainous Carroll stated that the department adheres to the policy.

City Manager Nixon stated that the city is compassionate with customers having no means to pay utility bills.

Mayor Pro-Tem Sapp reiterated her commitment to teaching young men and women the importance of financial management.

City Manager Nixon stated that our reality is that the city deals with extreme poverty and substandard housing.

City Manager Nixon stated that he was unhappy with the current public housing and residents living without energy-efficient appliances and substandard units.

City Manager Nixon stated that the Exceleron mobile app had not been activated, however, customers can pay online.

City Manager Nixon stated that customers are making efforts to make on-time payments to avoid penalties.

City Manager Nixon thanked the commission for absorbing the convenience fee for years until it became unbearable.

City Manager Nixon stated that customers experience the impact of convenience fees when using debit/credit cards at other businesses.

Mayor Pro-Tem Sapp offered a motion to approve the financial statements for the six months ended March 31, 2023.

Commissioner Harris seconded the motion.

| <b>Commissioner</b> | <b>Vote</b> |
|---------------------|-------------|
| Mayor Bass-Prieto   | Yes         |
| Mayor Pro-Tem Sapp  | Yes         |
| Commissioner Wood   | Yes         |
| Commissioner Harris | Yes         |
| Commissioner Nash   | Yes         |

**The Motion Carried 5 to 0.**

**Reports by Boards and Committees**

None

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

8. Motion to Consider Recission of the Information and/or Vote Regarding the Commissioners' Salaries taken at the Special Meeting dated May 16, 2023, of discussion titled Budget Amendments.

~~\*—Commissioner Dr. Beverly A. Nash, District Five~~ **Removed from the agenda.**

**Comments**

City Manager, Robert Nixon

- Asked Jerome Maples to come forth and present several items to the commission.
- Stated that staff continuously work towards the goals set by the commission.
- Reminded the commission of the Saturday workshop led by Mr. Maples.

- Stated that staff is working with Mr. Maples on dates for a follow-up workshop.

Mr. Maples stated that the goal is to prepare a strategic plan to present to the community.

Mr. Maples stated that the vision is to identify who we are as a city and what we want to look like.

Mr. Maples stated that the commission must identify what the city's values and mission are.

Mr. Maples stated that the goal is to bring together individuals for guidance to assist in identifying the city's values and mission.

Mr. Maples stated that the community will be involved in the city's branding.

Mr. Maples stated that the current logo is not something that the city owns.

Mr. Maples stated that the logo needs to be rebranded.

- Thanked Mr. Maples for his presentation.
- Stated to the commission to remember to check their emails.
- Stated that budget workshops are forthcoming.
- Thanked staff for their support and for working with him.

City Clerk, Janice Shackelford Clemons

- No comments

City Attorney Gary Roberts

- No comments

Commission

Commissioner Wood

- No comments

Mayor Pro-Tem Sapp

- Thanked the city manager for carrying the torch and carrying it forth.
- Thanked Mr. Maples for the presentation.
- Stated that city staff is great.
- Requested an update on the splash pad.
- Requested that the two signs advertising Gadsden Technical Institute along Highway 90 and Pat Thomas be updated to Gadsden Technical College.
- Stated that the Public Works Department gets taken advantage of a lot.
- Stated that there needs to be a clean-up campaign throughout the city.
- Stated that the shutters on the Net Quincy need to come down before falling.

- Invited everyone out to the Gold Star Memorial Day dedication on Monday, May 29, and provided the names of the honorees.

#### Commissioner Harris

- Thanked staff for completing the IBEW negotiations.
- Stated how much he believed in unions.
- Stated that training on how to work with unions is needed.
- Stated that banking services need to be revisited and where the city places its money is vital.
- Stated that the commission needs to revisit fees during the budget workshop, especially for parks and rec and public works.
- Stated that he receives calls from arbor crest apartments regarding illegal fees being imposed on tenants.
- Stated that the city should explore that tenants are not being taken advantage of by landlords.
- Requested an update on summer programs.

#### Commissioner Nash

- Thanked District 5 supporters for her being elected.
- Stated that she had submitted concerns to the city manager from District 5 and looked forward to resolutions.
- Stated that she looks forward to working with the citizens of District 5.
- Invited girls ages 5-16 to join the Girl Scouts meetings held on the second Wednesday of every month. The next meeting is June 14 at the Gadsden County Public Library at 3:30 pm. Financial assistance is available.
- Recognized May as National Women's Health Month.
- Requested a schedule for when the pool will be opened.

#### Mayor Bass-Prieto

- Thanked the commission for bearing with her.
- Thanked the citizens who supported the employee appreciation luncheon by baking and serving the food.
- Thanked Director Ash for organizing the luncheon.
- Thanked the police department for the invitation to celebrate National Police Week.
- Would like the commission to recognize the citizens quarterly.
- Stated that there are citizens who go the extra mile and should be celebrated.
- Stated that the commission should also recognize the academic achievement of students.
- Stated that she had purchased a sign in honor of William Corry, a medal of honor hero.
- Offered everyone a Happy Memorial Day.

The adjournment was motioned by Commissioner Harris and seconded by Mayor Pro-Tem Sapp at 8:25 pm.

**Please Note:** The City Commission places the official copies of Commission Meeting Minutes on file with the City Clerk's Office upon approval.

Submitted by Janice Shackelford Clemons, City Clerk

**APPROVED:**

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Freida Bass-Prieto, Mayor, and  
Presiding Officer of the City  
Commission and of the City of  
Quincy, Florida

**ATTEST:**

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

# Resolution

Resolution 1443-2023 –  
Adoption of the Big Bend  
Community Development  
Corporation Resolution to the  
Department of Economic  
Opportunity, for City-Based  
Programs to Participate in the  
Community Contribution Tax  
Credit Program



# City of Quincy

## Agenda Request

**Date of Meeting: June 13, 2023**

**Date Submitted: June 1, 2023**

**To: Honorable Mayor and Members of the Commission**

**From: Robert Nixon, City Manager**

**Subject: Approval of Resolution for the Big Bend Community Development Corporation's (BBCDC) application to the Department of Economic Opportunity for their City based programs to participate in the Community Contribution Tax Credit Program.**

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### **Statement of Issue:**

This agenda item is a request from the Big Bend Community Development Corporation for a Local Government Resolution. The Resolution certifies that the non-profit organization programs/projects for the construction, acquisition, rehabilitation of affordable housing, economic development, community revitalization and job development for very low-, low- and moderate-income persons are consistent with the City of Quincy local plans and regulations as well as the Housing Element of the adopted City of Quincy comprehensive plan.

This resolution is required as part of the Big Bend Community Development Corporation's application to the Florida Department of Economic Opportunity requesting its City based programs/projects be eligible to participate in the Community Contribution Tax Credit Program.

### **Background:**

The Big Bend Community Development Corporation, (BBCDC) formally known as the Frenchtown Community Development Corporation, is a 501c3 non-profit community-based development organization that was formed in November of 2000. The organization was a major participant in the revitalization efforts of the Frenchtown community in Tallahassee. In 2012 the scope of the organization's efforts was expanded to encompass the five counties of the Big Bend region of Florida. The name was changed to the Big Bend Community Development Corporation.

One of the “tools” the BBCDC used in its affordable housing and community revitalization efforts is the Florida Department of Economic Opportunity’s Community Contribution Tax Credit Program (CCTCP). The CCTCP provides financial incentives to encourage Florida businesses to make donations toward community development and affordable housing projects for low-income persons. Businesses located anywhere in Florida that make donations to approved community development projects may receive a tax credit of up to 50% of the value of the donation. Businesses may also take the credit on Florida corporate income taxes, insurance tax, or as a refund against sales tax (for businesses registered to collect and remit sales taxes with the Department of revenue).

**Analysis:**

The CCTCP provides financial incentives to encourage Florida businesses to make donations toward community development and housing projects for low-income persons. Businesses located anywhere in Florida that make donations to approved community development projects may receive a tax credit of up to 50% of the value of the donation. Businesses may take the tax credit on their Florida corporate income taxes, insurance tax, or as a refund against sales tax (for businesses registered to collect and remit sales taxes with the Department of revenue). Nonprofit organizations may apply to become eligible sponsors and solicit donations under the program.

**Fiscal Impact:**

There is no negative impact on City resources. The fiscal impact is positive in that the program allows for private sector resources to be matched with government and grant funding to expand the resources available for the construction, acquisition, rehabilitation of affordable housing, economic development, community revitalization and job development activities for very low-, low- and moderate-income persons.

**Options:**

1. Adopt Resolution and authorize Mayor to sign
2. Do not approve
3. Board direction

**Recommendation:**

Option 1

**Attachment(s):**

1. Resolution 14
2. Community Contribution Tax Credit Program Overview

**RESOLUTION NO. 1443-2023**

**RESOLUTION CERTIFYING THAT THE BIG BEND COMMUNITY DEVELOPMENT CORPORATION'S PROGRAMS FOR CONSTRUCTION, ACQUISITION AND REHABILITATION OF AFFORDABLE HOUSING, ECONOMIC DEVELOPMENT COMMUNITY REVITALIZATION AND JOB DEVELOPMENT FOR VERY LOW-, LOW- AND MODERATE-INCOME PERSONS IS CONSISTENT WITH CITY OF QUINCY'S LOCAL PLANS AND REGULATIONS AS WELL AS THE HOUSING ELEMENT OF THE ADOPTED CITY OF QUINCY COMPREHENSIVE PLAN; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the State of Florida Department of Economic Opportunity administers a State of Florida economic incentive program entitled the Community Contribution Tax Credit Program Chapter 220, Florida Statutes, which provides sales tax refunds and tax credits to Florida corporations, business and insurance companies that make donations toward community development projects; and

**WHEREAS**, the Big Bend Community Development Corporation is a 501(c)(3) non-profit corporation incorporated under Chapter 617, Florida Statutes, whose programs for the construction and rehabilitation of housing for low and very low income persons and its programs for economic and community development are designed to offer home ownership and employment to very low and low income residents in an effort to address the need for the elimination of substandard housing and to develop a healthy, safe and economically viable Community; and

**WHEREAS** the Big Bend Community Development Corporation's programs make owner-occupied housing and employment available to all eligible persons through private-public partnerships; and

**WHEREAS** the programs described in the Big Bend Community Development Corporation's Community Contribution Tax Credit Program application to the State of Florida Department of Economic Opportunity for City of Quincy are generally consistent with the provisions of the Comprehensive Plan of City of Quincy and all local plans and regulations; and

**WHEREAS** the Big Bend Community Development Corporation's housing and economic development activities shall conform to all comprehensive plan, zoning and other pertinent regulatory requirements; and

**WHEREAS** the criteria set forth in Chapter 220 of the Florida Statutes requires a certification by local government that the proposed projects are consistent with local plans and regulations be included in the Community Contribution Tax Credit application to the Department of Economic Opportunity.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY OF QUINCY COMMISSION** that:

1. The Big Bend Community Development Corporation's programs that provide for economic development, community revitalization and affordable housing opportunities for low and very low-income persons are consistent with the City of Quincy local plans and regulations.
2. The Mayor of the City of Quincy City of Quincy and Commissioners, so as to enable the Big Bend Community Development Corporation to obtain approval for its projects, is hereby authorized and directed to file this resolution with the State of Florida, Department of Economic Opportunity, Division of Strategic Business Development, 107 East Madison Street: MSC 80 Tallahassee, Florida 32399.
3. This resolution shall take effect immediately upon passage by the City of Quincy of Commission.

**PASSED AND ADOPTED BY THE CITY OF QUINCY CITY COMMISSION ON THIS**  
**\_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.**

\_\_\_\_\_  
**MAYOR, CITY OF QUINCY**

**ATTEST:**

\_\_\_\_\_  
**CLERK CITY OF QUINCY**

**APPROVED AS TO FORM:**

\_\_\_\_\_

# THE COMMUNITY CONTRIBUTION TAX CREDIT PROGRAM

The Community Contribution Tax Credit Program (CCTCP) provides a financial incentive (up to 50% tax credit or sales tax refund) to encourage Florida businesses to make donations toward community development and housing projects for low-income persons.

The tax credit is easy for a business to receive. Businesses located anywhere in Florida that make donations to approved community development projects may receive a tax credit of up to 50 percent of the value of the donation. Businesses may take the credit on Florida corporate income tax, insurance premium tax or as a refund against sales tax (for businesses registered to collect and remit sales taxes with the Department of Revenue).

Before making a donation, please be sure it will qualify. A list of eligible organizations is available from the Department of Economic Opportunity (DEO). To receive approval, a business donating to an eligible sponsor need only submit a tax credit application with DEO. In order to claim the tax credit, simply attach proof of the approved donation when you file your state tax return. In order to claim a sales tax refund, submit an Application for a Sales Tax Refund. More details on the approval process are contained on page 4.

Non-profit organizations and units of state and local governments may apply to become eligible sponsors and solicit donations under the program. Eligibility requirements are listed on page 2.

This summary is based on Florida Statutes (sections 212.08 (5) (p), 220.183 and 624.5105). Readers are advised to consult these references for additional details.

**FOR FURTHER INFORMATION, PLEASE CONTACT:**

CHRIS O'KELLEY

DEPARTMENT OF ECONOMIC OPPORTUNITY

DIVISION OF STRATEGIC BUSINESS DEVELOPMENT

107 EAST MADISON STREET; MSC 80

TALLAHASSEE, FLORIDA 32399

PHONE: (850) 717 - 8967

E-mail: [Christopher.O'Kelley@DEO.MyFlorida.com](mailto:Christopher.O'Kelley@DEO.MyFlorida.com)

Website: [www.floridajobs.org](http://www.floridajobs.org)

## HOW TO BECOME AN APPROVED SPONSOR

To Qualify As A Sponsor, Your Organization Is Required To Meet The Following Criteria:

Be one of the following:

Community Action Program

Nonprofit community-based development organization providing community development projects, housing for low-income households, or increasing entrepreneurial and job development opportunities for low-income persons

Neighborhood Housing Services Corporation

Local Housing Authority

Community Redevelopment Agency

Historic Preservation District Agency or Organization

CareerSource Board (formerly Regional Workforce Board)

Direct-Support Organization (DSO)

Enterprise Zone Development Agency

Unit of Local Government

Unit of State Government

- Sponsor a project to provide, construct, improve, or substantially rehabilitate housing, commercial, industrial, or public facilities, or to promote entrepreneurial or job development opportunities for low-income persons in an area designated as a Florida Enterprise Zone as of May 1, 2015 (Please see page 3 for a list of enterprise zones).

OR

- Sponsor a project to increase access to high-speed broadband capability in rural communities with enterprise zones (including projects that result in improvements to communication assets that are owned by a business).

### HOUSING PROJECTS FOR LOW-INCOME PERSONS OR PERSONS WITH SPECIAL NEEDS

- A project designed to provide, construct or rehabilitate housing for low-income persons or for persons with special needs does not have to be located within an Enterprise Zone or a Front Porch Community.

## FLORIDA ENTERPRISE ZONES \*

### AREAS LOCATED WITHIN THESE CITIES OR COUNTIES HAVE ENTERPRISE ZONES:

|                             |                                |                         |
|-----------------------------|--------------------------------|-------------------------|
| Bradenton                   | Glades County                  | Ocala                   |
| Brooksville/Hernando County | Gulf County                    | Okeechobee County       |
| Broward County              | Hamilton County                | Orange County           |
| Calhoun County              | Hardee County                  | Pahokee                 |
| Century                     | Hendry County                  | Palm Bay                |
| Charlotte County            | Highlands County               | Palm Beach County       |
| Citrus County               | Hillsborough County            | Palmetto/Manatee County |
| Clearwater                  | Holmes County                  | Pensacola               |
| Cocoa                       | Immokalee (Collier County)     | Putnam County           |
| Columbia County             | Indian River County/Vero Beach | St. Marks               |
| Crestview/Okaloosa County   | Jackson County                 | St. Petersburg          |
| Daytona Beach               | Jacksonville                   | Sarasota                |
| DeFuniak Springs            | Kissimmee/Osceola County       | Sumter County           |
| DeSoto County               | Lake Apopka                    | Suwannee County         |
| Escambia County             | Lake County                    | Tallahassee/Leon County |
| Everglades City             | Lakeland                       | Tampa                   |
| Ft. Myers/Lee County        | Levy County                    | Taylor County           |
| Ft. Pierce                  | Liberty County                 | Wakulla County          |
| Franklin County             | Madison County                 | Walton County           |
| Freeport                    | Martin County                  | Washington County       |
| Gadsden County              | Miami - Dade County            | Winter Haven            |
| Gainesville                 | Oak Hill                       |                         |

\* A project designed to provide, construct or rehabilitate housing for low-income persons does not have to be located within an Enterprise Zone.

### TO BECOME A SPONSOR, YOUR ORGANIZATION MUST SUBMIT A PROPOSAL TO THE DEPARTMENT OF ECONOMIC OPPORTUNITY WITH THE FOLLOWING INFORMATION:

- A copy of your organization's articles of incorporation, by-laws, or other documentation establishing eligibility as a sponsor.
- A project narrative describing the eligible activity and listing the type(s) of contributions to be sought and their intended use.
- Documentation that the project is located in an Enterprise Zone. (not required if your agency is providing housing for low-income persons).
- A resolution from the local government (where the project is located) stating that the project is consistent with local plans and regulations (including comprehensive plans).

Once your agency has received written approval from DEO, you may begin accepting eligible contributions. Project approval expires on June 30 of each year. A sponsor must be recertified for each subsequent year to continue to be eligible to accept contributions.

# HOW TO RECEIVE A TAX CREDIT OR REFUND

## WHO IS ELIGIBLE?

Any business paying Florida corporate income tax or insurance premium tax is eligible to receive a tax credit of up to 50 percent of the value of donations to approved projects. Any business registered with the Department of Revenue to collect and remit sales tax is eligible to apply for a refund of up to 50 percent of the value of donations to approved projects.

## WHAT IS AN ELIGIBLE CONTRIBUTION?

Cash, property, and goods donated to approved sponsors are eligible for the credit. **Donations must be directly used in the approved project.** Dues and services are not eligible donations. Contributions may not be used to pay the administrative or operational costs of the sponsor.

Donations to approved housing projects may include: project development impact and management fees; down payment and closing costs; housing counseling and marketing fees (not to exceed 10 percent of the donation); removal of liens recorded against residential property by municipal, county or special-district local governments.

An organization must be approved as a sponsor before it receives a donation eligible for this tax credit. A list of all approved sponsors is available from the DEO.

## HOW MUCH CREDIT CAN A BUSINESS RECEIVE?

A business is eligible to receive credits of up to \$200,000 per tax year.

Unused corporate income tax credits may be carried over for up to 5 years. Unused sales tax refunds may be claimed for three years after the first refund application.

There will be \$19.0 million dollars in state tax credits available for fiscal year 2022/23. There will be \$14.5 million tax credits for projects that provide homeownership opportunities for low-income persons or housing opportunities for persons with special needs. There will be 4.5 million tax credits for all other projects. Tax credit applications will be received from July 1 through July 15, 2022 and will then be approved on a pro rata basis if requested applications exceed tax credit allocations. After July 15, 2022, tax credit applications will be processed on a first-come, first-served basis if tax credits are available.

## TO CLAIM A 50 PERCENT TAX CREDIT YOUR BUSINESS NEEDS TO:

1. Contact DEO to determine whether or not the contribution qualifies for a tax credit.
2. Send a completed Application for a Community Contribution Tax Credit (Form 8E-17TCA#01) to DEO, with the following attachments:
  - A copy of the check, invoice(s), or deed and appraisal (within 12 months);
  - A copy of the sponsor's approval or recertification letter.
  - Proof that the donation was received (Sponsor Acknowledgement letter).
3. Submit a copy of the donation approval letter when you file your Florida Corporate Income Tax Return (form F-1120) or Insurance Premium Tax Return (DR-908).

## TO CLAIM A SALES TAX REFUND YOUR BUSINESS NEEDS TO:

4. Complete steps 1 and 2 above and submit an Application for Refund (Form DR-26S) along with a copy of DEO's approval letter (only one sales tax refund application per year)



**ENTERPRISE ZONE DEVELOPMENT AGENCY CONTACTS (As of October 28, 2014)**

| <b>LOCATION</b>                | <b>NUMBER</b> | <b>CONTACT</b>             | <b>PHONE</b> | <b>FAX</b>   |
|--------------------------------|---------------|----------------------------|--------------|--------------|
| Bradenton                      | EZ-4101       | Volker Reiss               | 941/932-9402 | 941/932-9534 |
| Brooksville/Hernando County    | EZ-2701       | Bill Geiger                | 352/540-3810 | 352/544-5424 |
| Broward County                 | EZ-0601       | Thomasina Turner           | 954/828-4514 | 954/828-4500 |
| Calhoun County                 | EZ-0701       | Kristy Terry               | 850/674-4519 | 850/674-4962 |
| Century                        | EZ-1701       | Kristina Wood              | 850/256-3208 | 850/256-0318 |
| Charlotte County               | EZ-0801       | Debrah Forester            | 941/764-4943 | 941/764-4943 |
| Citrus County                  | EZ-0901       | Jim Faulkner               | 352/527-5532 | 352/527-5252 |
| Clearwater                     | EZ-5202       | Audra Aja                  | 727/562-4022 | 727/562-4075 |
| Cocoa                          | EZ-0501       | Susan D. McGrady           | 321/433-8510 | 321/433-8513 |
| Columbia County                | EZ-1202       | Glenn Hunter               | 386/758-1033 | 386/758-1167 |
| Crestview/Okaloosa County      | EZ-4601       | Nathan Sparks              | 850/362-6467 | 850/362-6471 |
| Daytona Beach                  | EZ-6401       | Don Gooding                | 386/671-8055 | 386/671-8059 |
| DeFuniak Springs               | EZ-6601       | Loretta Laird              | 850/892-8500 | 850/892-8570 |
| DeSoto County                  | EZ-1401       | Mandy Hines                | 863/993-4800 | 863/993-4809 |
| Escambia County                | EZ-1703       | Victoria D'Angelo          | 850/595-3585 | 850/595-3218 |
| Everglades City                | EZ-1102       | David Harraden             | 239/695-3299 | 239/695-4155 |
| Ft. Myers/Lee County           | EZ-3601       | Warren Baucom              | 239/338-3161 | 239/338-3227 |
| Ft. Pierce                     | EZ-5601       | Linda Cox                  | 772/467-3052 | 772/461-2954 |
| Franklin County                | EZ-1901       | Alan C. Pierce             | 850/653-9783 | 850/653-9799 |
| Freeport                       | EZ-6602       | Latilda R. Hughes-Neel     | 850/835-2340 | 850/835-3137 |
| Gadsden County                 | EZ-2001       | Henry G. Grant             | 850/875-7255 | 850/875-7257 |
| Gainesville                    | EZ-0101       | Lynn Janoski               | 352/393-8206 | 352/334-2132 |
| Glades County                  | EZ-2201       | Tracy Whirls               | 863/946-0300 | 863/946-0777 |
| Gulf County                    | EZ-2301       | Donald Butler              | 850/229-6106 | 850/229-9252 |
| Hamilton County                | EZ-2401       | Susan Ramsey               | 386/792-6828 | 386/792-0559 |
| Hardee County                  | EZ-2501       | Sarah Pelham               | 863/773-3030 | 863/773-4915 |
| Hendry County                  | EZ-2601       | Jennifer Price             | 863/675-6007 | 863/674-9024 |
| Highlands County               | EZ-2801       | Stephen Weeks              | 863/453-2818 | 863/453-2822 |
| Hillsborough County            | EZ-2902       | Lynn J. Schultz            | 813/914-4028 | 813/914-4027 |
| Holmes County                  | EZ-3001       | Raymon Thomas              | 850/547-6154 | 850/547-4206 |
| Immokalee (Collier County)     | EZ-1101       | Bradley Muckel             | 239/867-0027 | 239/252-6455 |
| Indian River County/Vero Beach | EZ-3101       | Helene Caseltine           | 772/567-3491 | 772/778-3181 |
| Jackson County                 | EZ-3201       | Bill Stanton               | 850/526-4005 | 850/526-4008 |
| Jacksonville                   | EZ-1601       | Ed Randolph                | 904/630-1858 | 904/630-1019 |
| Kissimmee/Osceola County       | EZ-4901       | Christina Morris           | 407/742-4207 | 407/742-4202 |
| Lake Apopka                    | EZ-4802       | Jason Reynolds             | 407/836-5547 | 407/836-0920 |
| Lake County                    | EZ-3501       | Robert Chandler            | 352-742-3905 | 352-343-9558 |
| Lakeland                       | EZ-5301       | Jason Willey               | 863/834-6011 | 863/834-8432 |
| Levy County                    | EZ-3801       | David J. Pieklik           | 352/493-6797 | 352/221-5113 |
| Liberty County                 | EZ-3901       | Johnny Eubanks             | 850/643-2359 | 850/643-3334 |
| Madison County                 | EZ-4001       | Sherilyn Pickels           | 850/973-3179 | 850/973-6880 |
| Martin County                  | EZ-4301       | Jill Marasa                | 772-221-1380 | 772-221-1380 |
| Miami - Dade County            | EZ-1301       | Freenette Williams         | 305/375-2845 | 305/375-5262 |
| Oak Hill                       | EZ-6402       | Mike Arman                 | 386/345-3522 | 386/345-1834 |
| Ocala                          | EZ-4201       | Melanie Gaboardi           | 352/629-8312 | 352/629-8242 |
| Okeechobee County              | EZ-4701       | Robbie Chartier            | 863/763-9312 | 863/763-0118 |
| Orange County                  | EZ-4801       | Jason Reynolds             | 407/836-5547 | 407/836-0920 |
| Pahokee                        | EZ-5001       | Erica Washington           | 561/924-5534 | 561/924-8104 |
| Palm Bay                       | EZ-0502       | Edyie McCall               | 321-952-3413 | 321-952-3412 |
| Palm Beach County              | EZ-5002       | Pam Nolan                  | 561/233-3678 | 561/656-7546 |
| Palmetto/Manatee County        | EZ-4102       | Cheri Coryea/Debbie DeLeon | 941/749-3030 | 941/749-3040 |
| Pensacola                      | EZ-1702       | Ed Spears                  | 850/436-5652 | 850/595-1143 |
| Putnam County                  | EZ-5401       | Dana C. Jones              | 386/328-1503 | 386/328-7076 |
| St. Marks                      | EZ-6501       | Zoe Mansfield              | 850/925-6224 | 850/925-5657 |
| St. Petersburg                 | EZ-5201       | Brian Caper                | 727/893-7035 | 727/892-5465 |
| Sarasota County                | EZ-5801       | Dru Jones                  | 941/365-2200 | 941/373-7766 |
| Sumter County                  | EZ-6001       | Bradley Arnold             | 352/689-4400 | 352/689-4401 |
| Suwannee County                | EZ-6101       | Alvin Jackson              | 386/364-1700 | 386/362-4758 |
| Tallahassee/Leon County        | EZ-3701       | Benjamin H. Pingree        | 850/521-3110 | 850/425-1056 |
| Tampa                          | EZ-2901       | Ed Johnson                 | 813/242-3806 | 813/242-3830 |
| Taylor County                  | EZ-6201       | Clay Olson                 | 850/838-3508 | 850/838-3546 |
| Wakulla County                 | EZ-6502       | Melissa Corbett            | 850/926-3695 | 850/926-1528 |
| Walton County                  | EZ-6603       | Dede Hinote                | 850/892-8155 | 850/892-8454 |
| Washington County              | EZ-6701       | Chris MacBlain             | 850/638-4157 | 850/638-8770 |
| Winter Haven                   | EZ-5302       | Sean Byers                 | 863/298-7932 | 863/297-3090 |

Reports, Requests, and  
Communications  
by the City Manager

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Lincoln Street Drainage  
Improvements –  
Award Recommendation

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**City of Quincy  
City Commission  
Agenda Request**

Date of Meeting: June 13, 2023  
Date Submitted: June 7, 2023  
To: Honorable Mayor and Members  
Of the Commission  
From: Robert Nixon, City Manager  
Reginald Bell, Public Works Director  
Subject: Approve and Accept the Bid Award for Improvements to  
Lincoln and William Street Storm Drainage System

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**Issue:**

This Agenda Item is a request for the Commission's approval for improvements to the Lincoln and Williams Street storm drainage system and accept the Bid Award Recommendation from Dewberry Engineers Inc.

**Background:**

The RFP was advertised in the local newspaper and requested the necessary information for completing the repairs to the Lincoln and William Street storm drainage system project. On April 28, 2023 the City of Quincy received a total of (3) sealed bid from contractors and/or construction companies. Based on the review of the provided bid, it appears that the lowest bid falls within the available budget.

**Analysis:**

The results from the three (3) bids submitted by contractors and construction companies were:

Capital Asphalt, Inc. \$ 177,000.00  
Pyramid Excavation, Corp. \$ 83,000.00  
Infrastructure, Inc. \$ 152,950.00

Therefore, it is Dewberry's recommendation that the City move forward with the contract and award the bid to **Pyramid Excavation, Inc. in the amount of \$ 83,000.00.**

**Recommendation:**

- Option 1: Approve the bid award recommendation from Dewberry Engineers, Inc. awarded the bid to Pyramid Excavation, Inc. in the amount of \$ 83,000.00.
- Option 2: Provide Directions.

**Staff Recommendation:**

Option 1: Approve the bid award recommendation from Dewberry Engineers, Inc. awarding the bid to Pyramid Excavation, Inc. in the amount of 83,000.00.

**Attachments:**

1. Award Recommendation from Dewberry Engineers, Inc.
2. Detailed Bid Tabulation
3. Notice to Receive Sealed Bids



Dewberry Engineers Inc. | 850.674.3300  
20684 Central Avenue East | 850.644.3330 fax  
Blountstown, FL 32424 | www.dewberry.com

May 1, 2023

Reggie Bell, Public Works Director  
City of Quincy  
404 West Jefferson Street  
Quincy, FL 32351

**RE: Lincoln Street Drainage Improvements – Award Recommendation**

Dear Mr. Bell:

On April 28, 2023, the City of Quincy received sealed bids for the above referenced project. A total of three (3) bids were received. Pyramid Excavation, Inc. was the apparent low bidder as shown in the attached Detailed Bid Tabulation. The bid documents have been reviewed by Dewberry Engineers Inc. to confirm accuracy of the bid. It is Dewberry's recommendation to award the contract to Pyramid Excavation, Inc. for the amount of \$83,000.00.

Based on our review, it appears that the bid submittal will meet all the requirements of the solicitation. **Therefore, it is our recommendation that the City move forward with the contract award to Pyramid Excavation, Inc. in the amount of \$83,000.00.**

If you have any questions, please give me a call at 850.674.3300.

Sincerely,

A handwritten signature in blue ink, appearing to read "M. Chester".

Matthew Chester, P.A.

City of Quincy  
 Lincoln Street Drainage Improvements  
 Dewberry Project # 50157889  
 Bid Date: April 28, 2023



| ITEM                      | DESCRIPTION                                    | QTY | ITEM | PYRAMID EXCAVATION, INC. |                    | INFRASTRUCTURE, INC. |                     | CAPITAL ASPHALT, INC. |                     |
|---------------------------|--|-----|------|--------------------------|--------------------|----------------------|---------------------|-----------------------|---------------------|
|                           |  |     |      | UNIT PRICE               | EXTENSION          | UNIT PRICE           | EXTENSION           | UNIT PRICE            | EXTENSION           |
| <b>General Costs</b>      |  |     |      |                          |                    |                      |                     |                       |                     |
| 1.01                      | Mobilization                                   | 1   | LS   | \$8,500.00               | \$8,500.00         | \$7,500.00           | \$7,500.00          | \$35,000.00           | \$35,000.00         |
| 1.02                      | Maintenance of Traffic                         | 1   | LS   | \$7,500.00               | \$7,500.00         | \$4,500.00           | \$4,500.00          | \$15,000.00           | \$15,000.00         |
| 1.03                      | Clearing and Grubbing                          | 1   | LS   | \$12,000.00              | \$12,000.00        | \$10,000.00          | \$10,000.00         | \$20,000.00           | \$20,000.00         |
| <b>SUBTOTAL</b>           |  |     |      |                          | <b>\$28,000.00</b> |                      | <b>\$22,000.00</b>  |                       | <b>\$70,000.00</b>  |
| <b>Construction Costs</b> |  |     |      |                          |                    |                      |                     |                       |                     |
| 2.01                      | Silt Fence                                     | 350 | LF   | \$5.00                   | \$1,750.00         | \$10.00              | \$3,500.00          | \$10.00               | \$3,500.00          |
| 2.02                      | Sod  | 300 | SY   | \$4.50                   | \$1,350.00         | \$15.00              | \$4,500.00          | \$10.00               | \$3,000.00          |
| 2.03                      | Manhole Inlet Box                              | 1   | EA   | \$6,500.00               | \$6,500.00         | \$8,500.00           | \$8,500.00          | \$15,000.00           | \$15,000.00         |
| 2.04                      | 24" Flared End Section (P/N: 2410NP)           | 1   | EA   | \$1,975.00               | \$1,975.00         | \$4,500.00           | \$4,500.00          | \$3,000.00            | \$3,000.00          |
| 2.05                      | 10" Inline Drain (P/N: 2710AG10N)              | 4   | EA   | \$690.00                 | \$2,760.00         | \$4,500.00           | \$18,000.00         | \$3,000.00            | \$12,000.00         |
| 2.06                      | 10" Inline Drain (P/N: 2710AG24N)              | 2   | EA   | \$1,850.00               | \$3,700.00         | \$4,500.00           | \$9,000.00          | \$3,000.00            | \$6,000.00          |
| 2.07                      | 10" InsertaTee (P/N: 10N1224N12)               | 4   | EA   | \$1,100.00               | \$4,400.00         | \$4,500.00           | \$18,000.00         | \$3,000.00            | \$12,000.00         |
| 2.08                      | 24" ADS Flared End Section (P/N: 2410NP)       | 1   | EA   | \$1,975.00               | \$1,975.00         | \$4,500.00           | \$4,500.00          | \$3,000.00            | \$3,000.00          |
| 2.09                      | 24" Drain Basin with 90° Bend (P/N: 2824AG02N) | 2   | EA   | \$7,000.00               | \$14,000.00        | \$8,500.00           | \$17,000.00         | \$5,000.00            | \$10,000.00         |
| 2.10                      | 24" ADS HP Pipe                                | 158 | LF   | \$105.00                 | \$16,590.00        | \$275.00             | \$43,450.00         | \$250.00              | \$39,500.00         |
| <b>SUBTOTAL</b>           |  |     |      |                          | <b>\$55,000.00</b> |                      | <b>\$130,950.00</b> |                       | <b>\$107,000.00</b> |
| <b>TOTAL BASE BID</b>     |  |     |      |                          | <b>\$83,000.00</b> |                      | <b>\$152,950.00</b> |                       | <b>\$177,000.00</b> |

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Approval of Interlocal  
Agreement for Animal Control  
Services Between Gadsden  
County, Florida, and  
the City of Quincy



**CITY OF QUINCY, FLORIDA  
REGULAR CITY COMMISSION  
AGENDA REQUEST**

**Date of Meeting:** June 13, 2023

**Date Submitted:** June 7, 2023

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

**From:** Rob Nixon, City Manager

**Subject:** Interlocal Agreement for Animal Control Services Between Gadsden County, Florida, and the City of Quincy

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**Statement of Issue/Justification:** On April 17, 2001, animal control opened at Byrd Landfill, from land donated by The City of Quincy. In 2022, animal control with assistance from the Humane Society reduce the euthanasia rate of dogs and cats and increase rehoming of unwanted pets.

**Conclusion/Background/Recommendations:** Moving forward, steps are being taken to increase the ways of providing statistics for Municipalities so that critical detailed information can be maintained.

For the reasons mentioned, staff recommends approval of the Interlocal Agreement for Animal Control Services Between Gadsden County, Florida, and the City of Quincy.

**Options:**

Option 1: Vote to approve the Interlocal Agreement for Animal Control Services Between Gadsden County, Florida, and the City of Quincy.

Option 2. Advise staff on how to move forward.

**Staff Recommendation:**

**Option 1**



**BOARD OF COUNTY COMMISSIONERS**  
9-B East Jefferson Street / P. O. Box 1799 · Quincy, Florida  
OFFICE: (850) 875-8650 · FAX: (850) 875-8655 · [www.GadsdenCo.com](http://www.GadsdenCo.com)

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June 7, 2023

Robert M. Nixon  
City Manager  
404 West Jefferson Street  
Quincy, Florida 32351

Dear Mr. Nixon,

The partnership with the City of Quincy is essential to continuing the services valued by our citizens, and I wanted to take this opportunity to share the history of the Gadsden County Animal Control, its conception, and some statistics.

Animal Control opened on April 17, 2001, at Byrd Landfill with Land Donated by the City of Quincy. The City of Quincy was the only City to participate and agreed to contribute thirty thousand dollars (\$30,000) to fund the second Animal Control Officer position. Since then, Gadsden County has created a third position for increased services. The three officers are trained and Certified in the State of Florida for Animal Control Services. In addition, the Gadsden County Animal Control was considered an all-kill shelter until 2022, when we coordinated with the Humane Society and animal rescue groups to reduce the euthanasia rate of dogs and cats and increase rehoming of unwanted pets. Last year (2022), we had an intake of 786 cats and dogs, of which 338 were transferred to animal shelters as far as Jacksonville and Tampa, Florida. For 2023, we have an intake of three hundred-five cats and dogs, of which one hundred fifty-six (156) have live outcomes. Moving forward, we are taking steps to increase the ways of providing statistics

for the Municipalities so that we can provide detailed information for transparency and assist with better customer service.

We look forward to the continued support from the City of Quincy to provide a much-needed community service.

Please get in touch with me if you have any questions,



Allan Meeks  
Facilities Manager  
850-694-2227

**INTERLOCAL AGREEMENT FOR ANIMAL CONTROL SERVICES  
BETWEEN GADSDEN COUNTY, FLORIDA  
AND THE CITY OF QUINCY, FLORIDA**

THIS INTERLOCAL AGREEMENT is made effective as of the 1st day of October, 2022 by and between Gadsden County, Florida, a political subdivision of the State of Florida, whose address is 9 B. East Jefferson Street, Quincy, Florida 32351 (“County”) and the City of Quincy Florida, a municipal corporation created and existing under the laws of the State of Florida, whose address is 404 W. Jefferson Street, Quincy, Florida 32351 (“City”).

**WITNESSETH:**

**WHEREAS**, the City and County have legal authority to perform general government services within their respective jurisdictions; and

**WHEREAS**, the City and County are authorized by Florida Statutes 163.01 to enter into Interlocal Agreements and thereby cooperatively utilize their powers and resources in the most efficient manner possible; and

**WHEREAS**, the County has determined the need to establish an animal control program for the benefit of County residents to enforce the Animal Control Ordinances and the laws of the State of Florida; and

**WHEREAS**, the City has determined the need to establish an animal control program for the benefit of City residents to enforce the Animal Control Ordinances and the laws of the State of Florida;

**WHEREAS**, the City has requested the use of the County’s animal control personnel to enforce the Animal Control Ordinances and the laws of the State of Florida; and

**WHEREAS**, the County has determined that County animal control personnel have the ability to provide animal control services to the City without compromising the level of services provided to the County; and has agreed to provide animal control services to the City on the following terms and conditions.

**NOW THEREFORE**, in consideration of the foregoing and the mutual covenants, promises, obligations, and benefits set forth herein, the parties do hereby agree as follows:

**Section 1: Authority.**

This Agreement is entered into pursuant to the powers and authority granted to the parties under the Constitution and the laws of the State of Florida.

**Section 2: Terms of Agreement.**

1. The County shall conduct animal control operations within the incorporated boundaries of the City, including pick-ups, stray animal control and nuisance abatement, rabies control

and bite investigations, animal cruelty investigations, and other animal control services in accordance with and pursuant to the County's animal control ordinances and applicable to State Law. The County shall comply with all applicable statutes and ordinances relating to health and safety.

2. The County shall commit an unspecified number of hours per week to the provision of services to the City.
3. The City shall pay the County the sum of \$35,120.00 per year during the term of this Agreement. Payments shall be made in four equal installments of \$8,780.00, due on the first day of October, January, April, and July.

**Section 3: General Provisions.**

1. Disputes. Any and all disputes, including but not limited to those concerning billing, authorized use of funds, and payment, shall be resolved by the County Administrator. All decisions of the County Administrator shall be final.
2. Compliance with Applicable Law. The parties will comply with all applicable local, state, and federal laws in their performance of this Agreement.
3. Effective Date. This Agreement shall be filed in the office of the Clerk of Court of Gadsden County and shall be effective as of October 1, 2022.
4. Execution. This Agreement may be executed in several counterparts, each of which shall be deemed an original and all of which together shall constitute one in the same instrument.
5. Expiration. This Agreement shall expire on September 30, 2025, unless terminated earlier as set forth herein or extended by written agreement of the parties.
6. Termination. Either party may terminate this Agreement without cause by providing 30 days' written notice of intent to terminate. If the City is in in payment default for more than 30 days, the County shall cease all services under this Agreement, unless prior payment arrangements have been made and agreed upon. In the event of termination, the City shall pay all amounts due for services performed during the term of the Agreement.
7. Amendment. This Agreement shall not be amended or extended except in writing signed by both parties.
8. Choice of Law, Venue, and Severability. This Agreement shall be construed and interpreted in accordance with Florida law. Venue for any action brought in relation to this Agreement shall be in a court of competent jurisdiction in Gadsden County, Florida. If any provision of this Agreement shall be held or deemed to be illegal, inoperative or unenforceable for any reason, the same shall not affect any other provision or provisions herein contained or render the same invalid, inoperative or unenforceable to any extent whatsoever.
9. No Assignment. This Agreement is not assignable.

10. No Third Party Beneficiary. This Agreement is solely for the benefit of the County and the City, and no right or cause of action shall accrue upon or by reason hereof, or for the benefit of any third party. Nothing in this Agreement, either express or implied, is intended or shall be construed to confer upon or give any person or entity, other than the parties hereto, any right, remedy, or claim under or by reason of this Agreement or any of the provisions or conditions hereof.
11. Contractual Relationship. The relationship between the County and the City is such that the County shall be an independent contractor for all purposes. Neither the County nor any agent or employee thereof shall be an agent or employee of the City for any reason. Nothing in this agreement shall be deemed to create a partnership or joint venture between the City and the County, or between the County and any other party, or cause the County to be liable or responsible in any way for the actions, omissions, liabilities, debts, or obligations of the City or any other person or entity.
12. County Employees. The County employees providing the services described herein shall be employees of the County and the County shall be responsibility for the payment of wages and other compensation due to said persons in compliance with all applicable federal, state, and other payroll requirements. The County shall provide workers compensation, tax withholding, and other benefits as may be appropriate. County employees that provide services specified herein shall not be eligible to participate in any benefits or retirement plan of the City.
13. Indemnification; Hold Harmless. The City expressly recognizes and agrees that it is solely responsible for the enforcement of animal control within its jurisdiction, and the County shall have no liability or responsibility for any damages or injury that result from or are related to animals within its jurisdiction at any time during the term of this Agreement or thereafter. To the greatest extent permitted by law, the City shall indemnify and hold harmless the County, its officers, employees, attorneys, and agents from and against all liabilities, damages, losses, costs (including, but not limited to, reasonable attorneys' fees, whether or not there is litigation, and including those incurred on appeal), and actions or causes of action of any nature whatsoever that may at any time be made or brought by anyone for the purpose of bringing or enforcing a claim due to an injury or damage allegedly resulting from injury caused by or related to animals within its jurisdiction or allegedly resulting from the services provided by the County pursuant to this Agreement. The indemnity obligations of the City under this Agreement shall continue in full force and effect subsequent to and notwithstanding the expiration or termination of this Agreement. By entering into this Agreement, the County and City do not intend to and in no way waive any sovereign immunity rights that they possess.
14. Records Retention and Inspection. The parties shall retain all records related to this Agreement as required by law. Records shall be subject to inspection, review, or audit at all reasonable times.

15. Entire Agreement. The parties agree and acknowledge that: (a) this Agreement constitutes a total and complete integration of the entire understanding and agreement between the parties; (b) there are no representations, warranties, understandings or agreements between the parties other than those specifically set forth in writing in this Agreement; (c) in entering into this Agreement, none of the parties has relied on any representation, warranty, understanding, agreement, promise or condition not specifically set forth in writing in this Agreement; and (d) except as expressly provided in this Agreement all prior and/or contemporaneous discussions, negotiations, agreements and writings have been and are terminated and superseded by this Agreement.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be effective as of, though not necessarily executed on, the Effective Date.

ATTEST:

**CITY OF QUINCY, FLORIDA**

By: \_\_\_\_\_  
\_\_\_\_\_, CITY CLERK

By: \_\_\_\_\_  
\_\_\_\_\_, Mayor, City of Quincy City Commission

APPROVED AS TO FORM:

By: \_\_\_\_\_  
\_\_\_\_\_, City Attorney

ATTEST:

**GADSDEN COUNTY, FLORIDA**

By: \_\_\_\_\_  
\_\_\_\_\_, NICHOLAS THOMAS, CLERK

By: \_\_\_\_\_  
RONTERIOUS GREEN  
Chairperson, Gadsden County Board of County Commissioners

APPROVED AS TO FORM:

By: \_\_\_\_\_  
CLAYTON KNOWLES  
County Attorney

# Approval of a Budget Transfer – Need to Increase Water Pressure



**CITY OF QUINCY, FLORIDA  
REGULAR CITY COMMISSION  
AGENDA REQUEST**

**Date of Meeting:** June 13, 2023

**Date Submitted:** June 7, 2023

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

**From:** Rob Nixon, City Manager  
Richard Ash, Utilities Director

**Subject:** Approval of a Budget Transfer

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**Statement of Issue/Justification:** The City of Quincy Utilities has a need to increase water pressure and flow on the west side of Quincy. By increasing the pressure and flow of water, the city will be able to support future commercial development in the area. The Utilities department explored several options to increase the water pressure and flow on the west side of Quincy and found that the most economical one being the installation of an eight-inch water line across Hwy 90 at 18680 Blue Star Hwy. Presently, the Utilities department does not have funds for this project in the water 404 accounts to support this project, but there is unprogrammed funds in the electric 403 accounts.

**Conclusion/Background/Recommendations:** In fiscal 2023 approved electric budget, funds were approved for contractual tree trimming. Thus far the Utilities Department is working to develop an agreement. Once we have a satisfactory agreement in place, a large portion of the present fiscal will have passed. The funds in GL # 403-539-531-30469 for tree trimming services is \$160,000.00. The Utilities Department requests approval to move \$100,000.00 from the electric budget GL # 403-539-531-30469 to the water budget GL # 404539-531-30469. This will leave enough funds to support tree trimming once a contract is approved and make available funds to complete the eight-inch water line extension across Hwy 90.

**General Recommendation:** Staff recommends the Commission approve the transfer of \$100,000.00 from electric budget GL # 403-539-531-30469 to water budget GL # 404539-531-30469.

**Options:**

Option 1: Vote to approve the transfer of \$100,000.00 from electric budget GL # 403-539-531-30469 to water budget GL # 404539-531-30469.

Option 2. Advise staff how to move forward.

**Staff Recommendation:**

**Option 1**

**Attachment(s):** None

Approval of Budget Amendments  
from FY 2022

**City of Quincy  
City Commission  
Agenda Request**

Date of Meeting: June 13, 2023  
Date Submitted: June 6, 2023  
To: Honorable Mayor and Commissioners  
From: Robert Nixon, City Manager  
Marcy G. Carty, Finance Director  
Subject: Budget Amendments from Fiscal Year 2022

.....  
**Issue:**

Chapter 166.241 of the Florida Statutes require that all municipalities prepare, approve, adopt and execute an annual budget for such funds as may be required by law or by sound financial practices and general accepted accounting principles. The staff is presenting amendments to ensure that the General Government and Enterprise Funds' revenue equals appropriations for expenditures. The budget amendment is for the encumbrances from the prior fiscal year ended September 30, 2022 in the amount of \$594,621.85 (list with purchase orders attached) and the unused funds of \$186,533.83 for the CRA fund from the prior fiscal year as well.

**Comment:**

The attached documents summarize the amendments required within the General fund to ensure that the total revenue and expenditures agree, due to the City receiving grants generating additional revenue and expenditures after the time of the original budget hearings and approval by the Commission. These amendments, when recorded, ensures the City's compliance with the Statutes.

**Options:**

- Option 1 Approve budget amendments as presented.
- Option 2 Do not approve budget amendments and offer direction.

**Attachments:**

- ❖ Budget Amendments for Revenue and Expenditures

CRA UNUSED FUNDS FROM FY 09/30/2022

**Fund Master Inquiry**

Fund Number: 002 - COMMUNITY REDEVELOPMENT AGENCY

Fiscal Year: 2022

Submit

|                         |  |               |                            |
|-------------------------|--|---------------|----------------------------|
| <b>Fund Information</b> | <b>Description:</b> COMMUNITY REDEVELOPMENT AGENCY | <b>Period</b> | <b>Current Month:</b> Oct  |
|                         | <b>Reencumbrance Code:</b> Y                       |               | <b>Current Year:</b> 2022  |
|                         | <b>Special Project Fund:</b>                       |               | <b>Year End Month:</b> Sep |
|                         |  |               | <b>Year End Year:</b> 2022 |

**Fiscal Year 2022 Balances**

|                        |            |
|------------------------|------------|
| Revenue:               | 558,340.52 |
| Expenses:              | 371,806.69 |
| Net:                   | 186,533.83 |
| Revenue Budget:        | 660,721.00 |
| Exp Budget:            | 658,173.52 |
| Re-Encumbrance Amount: | 0.00       |
| Exp + Encumbrance:     | 371,806.69 |
| Available:             | 286,366.83 |

\$184,533.83

|                                |  |
|--------------------------------|--|
| <b>AP GL Information</b>       | <b>A/P Disbursement:</b> F002B013          |
|                                | <b>Trade:</b> 002-201-20000                |
|                                | <b>Discounts:</b>                          |
| <b>AR GL Information</b>       | <b>Finance Charges:</b>                    |
|                                | <b>Cash:</b> 002-101-00002                 |
|                                | <b>Trade:</b>                              |
|                                | <b>Discounts:</b>                          |
| <b>Encumbrance Information</b> | <b>Encumbrance Reserved:</b> 002-243-36000 |
|                                | <b>Encumbrance Placed:</b> 002-243-35000   |
| <b>Payroll</b>                 | <b>Payable From:</b> 002-101-00002         |
|                                | <b>Payable To:</b> 002-101-00002           |

ENCUMBRANCES ROLLED OVER FROM FY 09/30/2022

**City of Quincy, FL**  
**Open Purchase Orders**  
**9/30/2022**

Revenues

|               |                              |                             |
|---------------|------------------------------|-----------------------------|
| 001-389-00000 | USE OF FUND BALANCE          | \$ 173,347.11               |
| 001-334-49000 | USE OF FUND BALANCE - GRANTS | \$ 371,724.24               |
| 402-389-90001 | USE OF RETAINED EARNINGS     | \$ 45,529.00                |
| 403-389-90001 | USE OF RETAINED EARNINGS     | \$ 2,415.00                 |
| 508-389-90001 | USE OF FUND BALANCE          | <u>\$ 1,606.50</u>          |
|               | <b>TOTAL</b>                 | <b><u>\$ 594,621.85</u></b> |

Encumbrances

|                   |                              |                             |
|-------------------|------------------------------|-----------------------------|
| 001-210-521-30494 | Software License             | \$ 8,670.50                 |
| 001-220-521-30522 | OPERATING SUPPLIES - UNIFORM | \$ 1,024.84                 |
| 001-220-521-60642 | VEHICLES                     | \$ 14,265.36                |
| 001-430-541-60632 | RESURF SIDEWALKS             | \$ 101,367.45               |
| 001-430-541-80831 | RESURF SIDEWALKS             | \$ 371,724.24               |
| 001-430-541-60642 | VEHICLES                     | \$ 38,821.40                |
| 001-450-541-30406 | VEH PARTS ONLY               | \$ 9,197.56                 |
| 402-540-535-60642 | VEHICLE - TRUCKS             | \$ 45,529.00                |
| 403-520-531-30491 | OTHER OPERATING EXPENSE      | \$ 2,415.00                 |
| 508-539-539-30341 | CONTRACTUAL SERVICES         | <u>\$ 1,606.50</u>          |
|                   | <b>TOTAL</b>                 | <b><u>\$ 594,621.85</u></b> |





**CITY OF QUINCY**

404 W JEFFERSON ST  
QUINCY FL 32351-2328

**PURCHASE ORDER: 225754**

Page: 1 of 1

\*\*\*\*\* VENDOR \*\*\*\*\*

USA SOFTWARE, INC  
9900 STIRLING ROAD SUITE 499  
COOPER CITY FL 33024

\*\*\*\*\* DELIVER TO \*\*\*\*\*

CITY OF QUINCY-POLICE DEPT  
121 E JEFFERSON ST  
QUINCY FL 32351-2407

| Ordered    | Due By     | Ship Via | FOB | Terms | Customer No | By     |
|------------|------------|----------|-----|-------|-------------|--------|
| 09.28.2022 | 10.28.2022 |          |     | NET   |             | MCARTY |

| Requisition No | Vendor No | Vendor Phone | Vendor Fax | Jobs |
|----------------|-----------|--------------|------------|------|
|                | 9021-1    |              |            | 123  |


| No | Quantity | U/M | Description   | Unit Price         | Extended        | G/L Account       |
|----|----------|-----|---|--------------------|-----------------|-------------------|
| 1  | 1.00     |     | module 53 support contract renewal for 5 user license | 3,185.0000         | 3,185.00        | 001-210-521-30494 |
| 2  | 1.00     |     | module 53 support renewal 5 users                     | 5,485.5000         | 5,485.50        | 001-210-521-30494 |
|    |          |     |   | <b>** TOTAL **</b> | <b>8,670.50</b> |                   |

ON LINE APPROVAL

**VENDOR INSTRUCTIONS:**

- MAIL INVOICES TO: CITY OF QUINCY  
ATTN: ACCOUNTS PAYABLE  
404 W JEFFERSON ST  
QUINCY FL 32351
- INVOICES AND PACKAGES MUST BEAR THE P.O. NO. ABOVE.
- PURCHASES MAY NOT EXCEED THE TOTAL AMOUNT OF THIS ORDER WITHOUT PRIOR APPROVAL BY THE CITY MANAGER
- ACCEPTANCE OF THIS ORDER INCLUDES ACCEPTANCE OF ALL TERMS, PRICES, DELIVERY INSTRUCTIONS, SPECIFICATIONS AND CONDITIONS.
- STATE TAX EXEMPT#: 30-10-005051-54C EIN: 59-6000416
- IF YOU HAVE QUESTIONS, PLEASE CALL 850/618-0030.

**SPECIAL INSTRUCTIONS:**



City Manager



**CITY OF QUINCY**

404 W JEFFERSON ST  
QUINCY FL 32351-2328

...in the heart of Florida's Future

**PURCHASE ORDER: 225808**

Page: 1 of 1

\*\*\*\*\* VENDOR \*\*\*\*\*

**SRT SUPPLY  
4450-60TH AVENUE NORTH  
ST. PETERSBURG FL 33714**

\*\*\*\*\* DELIVER TO \*\*\*\*\*

**CITY OF QUINCY  
ATTN: ACCOUNTS PAYABLE  
404 W JEFFERSON ST  
QUINCY FL 32351**

| Ordered    | Due By     | Ship Via | FOB | Terms | Customer No | By     |
|------------|------------|----------|-----|-------|-------------|--------|
| 07.14.2022 | 10.14.2022 |          |     | NET   |             | MCARTY |

| Requisition No | Vendor No | Vendor Phone | Vendor Fax | Vendor Contact |
|----------------|-----------|--------------|------------|----------------|
|                | 9203-1    |              |            |                |

| No | Quantity | U/M | Description                            | Unit Price         | Extended | G/L Account       |
|----|----------|-----|--|--------------------|----------|-------------------|
| 1  | 1.00     |     | TRACK LASER, PLATE BACKERS, SIDE PANEL | 1,024.8400         | 1,024.84 | 001-220-521-30522 |
|    |          |     |  | <b>** TOTAL **</b> | 1,024.84 |                   |

**VENDOR INSTRUCTIONS:**

- MAIL INVOICES TO: CITY OF QUINCY  
ATTN: ACCOUNTS PAYABLE  
404 W JEFFERSON ST  
QUINCY FL 32351
- INVOICES AND PACKAGES MUST BEAR THE P.O. NO. ABOVE.
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**SPECIAL INSTRUCTIONS:**

City Manager



# CITY OF QUINCY

404 W JEFFERSON ST  
QUINCY FL 32351-2328

**PURCHASE ORDER: 225770**

Page: 1 of 1

\*\*\*\*\* VENDOR \*\*\*\*\*

**GARBER CHEVROLET BUICK GMC TRUCK  
PO BOX 945  
GREEN COVE SPRINGS FL 32043**

\*\*\*\*\* DELIVER TO \*\*\*\*\*

**City of Quincy Utilities  
423 W WASHINGTON ST  
QUINCY FL 32351-2355**

| Ordered    | Due By     | Ship Via | FOB | Terms  | Customer No | By       |
|------------|------------|----------|-----|--------|-------------|----------|
| 07.28.2022 | 09.30.2022 |          |     | NET 45 |             | JBRUNSON |

| Requisition No | Vendor No | Vendor Phone         | Vendor Fax | Vendor Contact |
|----------------|-----------|----------------------|------------|----------------|
|                | 146722-1  | (904)264-2442 x 2350 |            | RYAN DAVIS     |

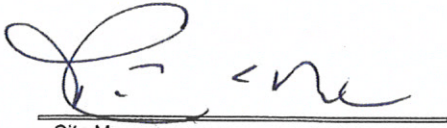
| No | Quantity | U/M | Description              | Unit Price  | Extended  | G/L Account       |
|----|----------|-----|--------------------------|-------------|-----------|-------------------|
| 1  | 1.00     |     | 2023 Chevrolet Silverado | 45,529.0000 | 45,529.00 | 402-540-535-60642 |
|    |          |     |                          | ** TOTAL ** | 45,529.00 |                   |

*stay*

**VENDOR INSTRUCTIONS:**

- MAIL INVOICES TO: CITY OF QUINCY  
ATTN: ACCOUNTS PAYABLE  
404 W JEFFERSON ST  
QUINCY FL 32351
- INVOICES AND PACKAGES MUST BEAR THE P.O. NO. ABOVE.
- PURCHASES MAY NOT EXCEED THE TOTAL AMOUNT OF THIS ORDER WITHOUT PRIOR APPROVAL BY THE CITY MANAGER
- ACCEPTANCE OF THIS ORDER INCLUDES ACCEPTANCE OF ALL TERMS, PRICES, DELIVERY INSTRUCTIONS, SPECIFICATIONS AND CONDITIONS.
- STATE TAX EXEMPT#: 30-10-005051-54C EIN: 59-6000416
- IF YOU HAVE QUESTIONS, PLEASE CALL 850/618-0030.

**SPECIAL INSTRUCTIONS:**

  
City Manager



# CITY OF QUINCY

404 W JEFFERSON ST  
QUINCY FL 32351-2328

MODIFIED 08.18.2022

**PURCHASE ORDER: 225756**

Page: 1 of 1

\*\*\*\*\* VENDOR \*\*\*\*\*

**PUBLIC SAFETY SUPPLY, LLC  
625 W 18TH ST  
HIALEAH FL 33010**

\*\*\*\*\* DELIVER TO \*\*\*\*\*

**CITY OF QUINCY-POLICE DEPT  
121 E JEFFERSON ST  
QUINCY FL 32351-2407**

| Ordered    | Due By     | Ship Via | FOB | Terms  | Customer No | By       |
|------------|------------|----------|-----|--------|-------------|----------|
| 08.18.2022 | 09.18.2022 |          |     | NET 30 |             | JBRUNSON |

| Requisition No | Vendor No | Vendor Phone | Vendor Fax | Vendor Contact |
|----------------|-----------|--------------|------------|----------------|
|                | 147386-1  |              |            |                |

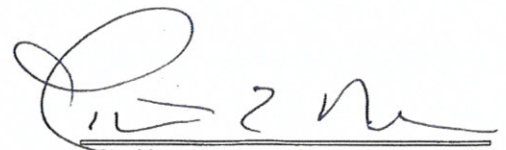
| No | Quantity | U/M | Description          | Unit Price  | Extended | G/L Account       |
|----|----------|-----|----------------------|-------------|----------|-------------------|
| 1  | 1.00     |     | Public Safety Supply | 7,132.6800  | 7,132.68 | 001-220-521-60642 |
|    |          |     |                      | ** TOTAL ** | 7,132.68 |                   |

**VENDOR INSTRUCTIONS:**

**SPECIAL INSTRUCTIONS:**

- MAIL INVOICES TO: CITY OF QUINCY  
ATTN: ACCOUNTS PAYABLE  
404 W JEFFERSON ST  
QUINCY FL 32351

- INVOICES AND PACKAGES MUST BEAR THE P.O. NO. ABOVE.
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- STATE TAX EXEMPT#: 30-10-005051-54C EIN: 59-6000416
- IF YOU HAVE QUESTIONS, PLEASE CALL 850/618-0030.

  
City-Manager



**CITY OF QUINCY**

404 W JEFFERSON ST  
QUINCY FL 32351-2328

**PURCHASE ORDER: 225805**

Page: 1 of 1

\*\*\*\*\* VENDOR \*\*\*\*\*

**PUBLIC SAFETY SUPPLY, LLC  
625 W 18TH ST  
HIALEAH FL 33010**

\*\*\*\*\* DELIVER TO \*\*\*\*\*

**CITY OF QUINCY-POLICE DEPT  
121 E JEFFERSON ST  
QUINCY FL 32351-2407**

| Ordered    | Due By     | Ship Via | FOB | Terms  | Customer No | By     |
|------------|------------|----------|-----|--------|-------------|--------|
| 08.22.2022 | 11.22.2022 |          |     | NET 30 |             | MCARTY |

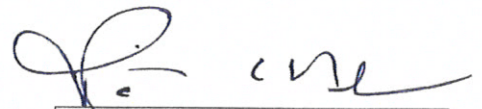
| Requisition No | Vendor No | Vendor Phone | Vendor Fax | Vendor Contact |
|----------------|-----------|--------------|------------|----------------|
|                | 147386-1  |              |            |                |

| No | Quantity | U/M | Description   | Unit Price         | Extended | G/L Account       |
|----|----------|-----|---|--------------------|----------|-------------------|
| 1  | 1.00     |     | FE-PF200H<br>FE-ES100C<br>FE-ESB-U<br>FE-OBDCABLE6-2<br>FR--MPS62U-BW | 7,132.6800         | 7,132.68 | 001-220-521-60642 |
|    |          |     |   | <b>** TOTAL **</b> | 7,132.68 |                   |

**VENDOR INSTRUCTIONS:**

- MAIL INVOICES TO: CITY OF QUINCY  
ATTN: ACCOUNTS PAYABLE  
404 W JEFFERSON ST  
QUINCY FL 32351
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- STATE TAX EXEMPT#: 30-10-005051-54C EIN: 59-6000416
- IF YOU HAVE QUESTIONS, PLEASE CALL 850/618-0030.

**SPECIAL INSTRUCTIONS:**

  
\_\_\_\_\_  
City Manager



# CITY OF QUINCY

404 W JEFFERSON ST  
QUINCY FL 32351-2328

**PURCHASE ORDER: 225802**

Page: 1 of 1

\*\*\*\*\* VENDOR \*\*\*\*\*

**C.W. ROBERTS CONTRACTING, INC.**  
**PO BOX 16279**  
**NE**  
**TALLAHASSEE FL 32303**

\*\*\*\*\* DELIVER TO \*\*\*\*\*

**CITY OF QUINCY-PUBLIC WORKS**  
**1650 LANDFILL SELMAN RD**  
**QUINCY FL 32351**

| Ordered    | Due By     | Ship Via | FOB | Terms | Customer No | By     |
|------------|------------|----------|-----|-------|-------------|--------|
| 09.30.2022 | 12.31.2022 |          |     | NET   |             | MCARTY |

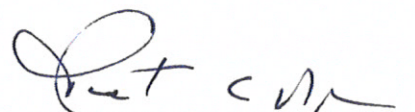
| Requisition No | Vendor No | Vendor Phone  | Vendor Fax | Vendor Contact |
|----------------|-----------|---------------|------------|----------------|
|                | 4715-1    | (850)385-5060 |            |                |

| No | Quantity | U/M | Description | Unit Price         | Extended          | G/L Account       |
|----|----------|-----|-------------|--------------------|-------------------|-------------------|
| 1  | 1.00     |     |             | 16,038.6700        | 16,038.67         | 001-430-541-60632 |
| 2  | 1.00     |     |             | 38,481.3800        | 38,481.38         | 001-430-541-60632 |
| 3  | 1.00     |     |             | 46,847.4000        | 46,847.40         | 001-430-541-60632 |
|    |          |     |             | <b>** TOTAL **</b> | <b>101,367.45</b> |                   |

**VENDOR INSTRUCTIONS:**

- MAIL INVOICES TO: CITY OF QUINCY  
ATTN: ACCOUNTS PAYABLE  
404 W JEFFERSON ST  
QUINCY FL 32351
- INVOICES AND PACKAGES MUST BEAR THE P.O. NO. ABOVE.
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- STATE TAX EXEMPT#: 30-10-005051-54C EIN: 59-6000416
- IF YOU HAVE QUESTIONS, PLEASE CALL 850/618-0030.

**SPECIAL INSTRUCTIONS:**

  
City Manager



# CITY OF QUINCY

404 W JEFFERSON ST  
QUINCY FL 32351-2328

...In the heart of Florida's Future

## PURCHASE ORDER: 225819

Page: 1 of 1

\*\*\*\*\* VENDOR \*\*\*\*\*

**C.W. ROBERTS CONTRACTING, INC.**  
PO BOX 16279  
NE  
TALLAHASSEE FL 32303

\*\*\*\*\* DELIVER TO \*\*\*\*\*

**CITY OF QUINCY-PUBLIC WORKS**  
1650 LANDFILL SELMAN RD  
QUINCY FL 32351

| Ordered    | Due By     | Ship Via | FOB | Terms | Customer No | By     |
|------------|------------|----------|-----|-------|-------------|--------|
| 09.30.2022 | 12.31.2022 |          |     | NET   |             | MCARTY |

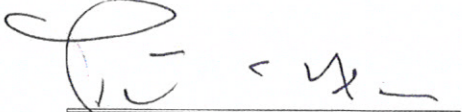
| Requisition No | Vendor No | Vendor Phone  | Vendor Fax | Vendor Contact |
|----------------|-----------|---------------|------------|----------------|
|                | 4715-1    | (850)385-5060 |            |                |

| No | Quantity | U/M | Description | Unit Price         | Extended   | G/L Account       |
|----|----------|-----|-------------|--------------------|------------|-------------------|
| 1  | 1.00     |     |             | 371,724.2400       | 371,724.24 | 001-430-541-60632 |
|    |          |     |             | <b>** TOTAL **</b> | 371,724.24 |                   |

**VENDOR INSTRUCTIONS:**

- MAIL INVOICES TO: CITY OF QUINCY  
ATTN: ACCOUNTS PAYABLE  
404 W JEFFERSON ST  
QUINCY FL 32351
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- STATE TAX EXEMPT#: 30-10-005051-54C EIN: 59-6000416
- IF YOU HAVE QUESTIONS, PLEASE CALL 850/618-0030.

**SPECIAL INSTRUCTIONS:**

  
\_\_\_\_\_  
City Manager



# CITY OF QUINCY

404 W JEFFERSON ST  
QUINCY FL 32351-2328

*\* liquidated but never invoiced by vendor*  
Page: 1 of 1

## PURCHASE ORDER: 225712

\*\*\*\*\* VENDOR \*\*\*\*\*

**GARBER CHEVROLET BUICK GMC TRUCK**  
PO BOX 945  
GREEN COVE SPRINGS FL 32043

\*\*\*\*\* DELIVER TO \*\*\*\*\*

**CITY OF QUINCY-PUBLIC WORKS**  
1650 LANDFILL SELMAN RD  
QUINCY FL 32351

| Ordered    | Due By     | Ship Via | FOB | Terms  | Customer No | By       |
|------------|------------|----------|-----|--------|-------------|----------|
| 10.28.2021 | 11.27.2021 |          |     | NET 45 |             | VPERKINS |

| Requisition No | Vendor No | Vendor Phone         | Vendor Fax | Vendor Contact |
|----------------|-----------|----------------------|------------|----------------|
| GS001794       | 146722-1  | (904)264-2442 x 2350 |            | RYAN DAVIS     |

| No | Quantity | U/M | Description                | Unit Price         | Extended  | G/L Account       |
|----|----------|-----|----------------------------|--------------------|-----------|-------------------|
| 1  | 1.00     | EA  | 2022 Ford Super Duty F-250 | 38,821.4000        | 38,821.40 | 001-430-541-60642 |
|    |          |     |                            | <b>** TOTAL **</b> | 38,821.40 |                   |

Reissue Purchase Order (11/10/22) *[Signature]*

ON LINE APPROVAL

**VENDOR INSTRUCTIONS:**

**SPECIAL INSTRUCTIONS:**

- MAIL INVOICES TO: CITY OF QUINCY  
ATTN: ACCOUNTS PAYABLE  
404 W JEFFERSON ST  
QUINCY FL 32351
- INVOICES AND PACKAGES MUST BEAR THE P.O. NO. ABOVE.
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- STATE TAX EXEMPT#: 30-10-005051-54C EIN: 59-6000416
- IF YOU HAVE QUESTIONS, PLEASE CALL 850/618-0030.

*[Signature]*  
City Manager





# CITY OF QUINCY

404 W JEFFERSON ST  
QUINCY FL 32351-2328

...in the heart of Florida's Future

**PURCHASE ORDER: 225803**

Page: 1 of 1

\*\*\*\*\* VENDOR \*\*\*\*\*

**AG-PRO COMPANIES  
2025 US HWY 84 E  
CAIRO GA 39828**

\*\*\*\*\* DELIVER TO \*\*\*\*\*

**CITY OF QUINCY-PUBLIC WORKS  
1650 LANDFILL SELMAN RD  
QUINCY FL 32351**

| Ordered    | Due By     | Ship Via | FOB | Terms  | Customer No | By     |
|------------|------------|----------|-----|--------|-------------|--------|
| 09.30.2022 | 12.31.2022 |          |     | NET 30 |             | MCARTY |

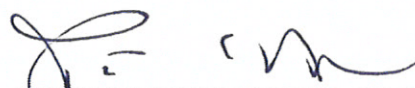
| Requisition No | Vendor No | Vendor Phone | Vendor Fax | Vendor Contact |
|----------------|-----------|--------------|------------|----------------|
|                | 145066-1  |              |            |                |

| No | Quantity | U/M | Description | Unit Price         | Extended | G/L Account       |
|----|----------|-----|-------------|--------------------|----------|-------------------|
| 1  | 1.00     |     |             | 9,197.5600         | 9,197.56 | 001-450-541-30406 |
|    |          |     |             | <b>** TOTAL **</b> | 9,197.56 |                   |

**VENDOR INSTRUCTIONS:**

- MAIL INVOICES TO: CITY OF QUINCY  
ATTN: ACCOUNTS PAYABLE  
404 W JEFFERSON ST  
QUINCY FL 32351
- INVOICES AND PACKAGES MUST BEAR THE P.O. NO. ABOVE.
- PURCHASES MAY NOT EXCEED THE TOTAL AMOUNT OF THIS ORDER WITHOUT PRIOR APPROVAL BY THE CITY MANAGER
- ACCEPTANCE OF THIS ORDER INCLUDES ACCEPTANCE OF ALL TERMS, PRICES, DELIVERY INSTRUCTIONS, SPECIFICATIONS AND CONDITIONS.
- STATE TAX EXEMPT#: 30-10-005051-54C EIN: 59-6000416
- IF YOU HAVE QUESTIONS, PLEASE CALL 850/618-0030.

**SPECIAL INSTRUCTIONS:**

  
\_\_\_\_\_  
City Manager



**CITY OF QUINCY**

404 W JEFFERSON ST  
QUINCY FL 32351-2328

...in the heart of Florida's Future

**PURCHASE ORDER: 225745\***

Page: 1 of 1

\*\*\*\*\* VENDOR \*\*\*\*\*

**GARBER CHEVROLET BUICK GMC TRUCK  
PO BOX 945  
GREEN COVE SPRINGS FL 32043**

\*\*\*\*\* DELIVER TO \*\*\*\*\*

**CITY OF QUINCY-UTILITY WHSE  
1006 N ADAMS ST  
QUINCY FL 32351**

| Ordered    | Due By     | Ship Via | FOB | Terms  | Customer No | By     |
|------------|------------|----------|-----|--------|-------------|--------|
| 07.28.2022 | 08.28.2022 |          |     | NET 45 |             | MCARTY |

| Requisition No | Vendor No | Vendor Phone         | Vendor Fax | Vendor Contact |
|----------------|-----------|----------------------|------------|----------------|
|                | 146722-1  | (904)264-2442 x 2350 |            | RYAN DAVIS     |

| No  | Quantity | U/M | Description                                       | Unit Price  | Extended  | G/L Account       |
|---|----------|-----|---|-------------|-----------|-------------------|
| 1   | 1.00     |     | 2023 Chevrolet Silverado 3500HD CC<br>2WD Reg Cab | 45,529.0000 | 45,529.00 | 402-540-535-60642 |
|   |          |     |   | ** TOTAL ** | 45,529.00 |                   |
| <p><i>* liquidated in error<br/>no vendor INVOICE<br/>had to reissue purchase order<br/>Arge 11/10/22</i></p> |          |     |   |             |           |                   |

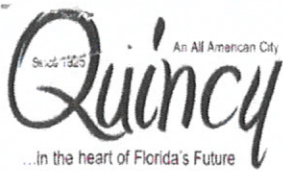
**VENDOR INSTRUCTIONS:**

- MAIL INVOICES TO: CITY OF QUINCY  
ATTN: ACCOUNTS PAYABLE  
404 W JEFFERSON ST  
QUINCY FL 32351
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- STATE TAX EXEMPT#: 30-10-005051-54C EIN: 59-6000416
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**SPECIAL INSTRUCTIONS:**

ON LINE APPROVAL

City Manager



# CITY OF QUINCY

404 W JEFFERSON ST  
QUINCY FL 32351-2328

**PURCHASE ORDER: 225732**

Page: 1 of 1

\*\*\*\*\* VENDOR \*\*\*\*\*

**TANTALUS SYSTEMS INC  
PO BOX 674556  
DETROIT MI 48267-4556**

\*\*\*\*\* DELIVER TO \*\*\*\*\*

**NETQUINCY  
320 W JEFFERSON ST  
QUINCY FL 32351-2326**

| Ordered    | Due By     | Ship Via | FOB | Terms  | Customer No | By     |
|------------|------------|----------|-----|--------|-------------|--------|
| 03.03.2022 | 03.10.2022 |          |     | NET 45 |             | MCARTY |

| Requisition No | Vendor No | Vendor Phone        | Vendor Fax | Vendor Contact |
|----------------|-----------|---------------------|------------|----------------|
|                | 146066-1  | (604)299-0458 x 297 |            |                |

| No | Quantity | U/M | Description      | Unit Price  | Extended | G/L Account       |
|----|----------|-----|------------------|-------------|----------|-------------------|
| 1  | 1.00     |     | FIELD DEPLOYMENT | 1,606.5000  | 1,606.50 | 508-539-539-30341 |
|    |          |     |                  | ** TOTAL ** | 1,606.50 |                   |

*Handwritten notes in table:*  
 - In Description column: "STEPHEN IS CHECKING WILL GET BACK WITH ME."  
 - In G/L Account column: "Lash Stephen & Amada" (with "Lash" circled), "quidate, do best" with an arrow pointing up.

**VENDOR INSTRUCTIONS:**

**SPECIAL INSTRUCTIONS:**

- MAIL INVOICES TO: CITY OF QUINCY  
ATTN: ACCOUNTS PAYABLE  
404 W JEFFERSON ST  
QUINCY FL 32351
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- STATE TAX EXEMPT#: 30-10-005051-54C EIN: 59-6000416
- IF YOU HAVE QUESTIONS, PLEASE CALL 850/618-0030.

*[Handwritten Signature]*  
\_\_\_\_\_  
City Manager



**CITY OF QUINCY**

404 W JEFFERSON ST  
QUINCY FL 32351-2328

**PURCHASE ORDER: 225755**

Page: 1 of 1

\*\*\*\*\* VENDOR \*\*\*\*\*  
**EYECATCHER SIGNS AND GRAPHICS, LLC**  
**2622 W. TENNESSEE STREET**  
**TALLAHASSEE FL 32304**

\*\*\*\*\* DELIVER TO \*\*\*\*\*  
**City of Quincy Utilities**  
**423 W WASHINGTON ST**  
**QUINCY FL 32351-2355**

| Ordered    | Due By     | Ship Via | FOB | Terms  | Customer No | By       |
|------------|------------|----------|-----|--------|-------------|----------|
| 09.30.2022 | 10.30.2022 |          |     | NET 30 |             | JBRUNSON |

| Requisition No | Vendor No | Vendor Phone  | Vendor Fax | Vendor Contact |
|----------------|-----------|---------------|------------|----------------|
|                | 145034-1  | (850)574-7446 |            |                |

| No | Quantity | U/M | Description     | Unit Price  | Extended | G/L Account       |
|----|----------|-----|-----------------|-------------|----------|-------------------|
| 1  | 1.00     |     | Eyecatcher sign | 2,415.0000  | 2,415.00 | 403-520-531-30491 |
|    |          |     |                 | ** TOTAL ** | 2,415.00 |                   |

**VENDOR INSTRUCTIONS:**

**SPECIAL INSTRUCTIONS:**

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ATTN: ACCOUNTS PAYABLE  
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