



Purchasing Card

FL CITY OF QUINCY
XXXX-XXXX-XXXX-5777
December 05, 2021 - January 04, 2022

Company Statement

Account Information	Payment Information	Account Summary
Mail Billing Inquiries to: BANKCARD CENTER PO Box 660441 Dallas, TX 75266-0441 TTY Hearing Impaired: Dial "711" Outside the U.S.: 1.509.353.6656 24 Hours For Lost or Stolen Card: 1.888.449.2273 24 Hours	Statement Date 01/04/22 Payment Due Date 01/18/22 Days in Billing Cycle 31 Credit Limit \$250,000 Cash Limit \$50,000 Total Payment Due \$7,900.70	Previous Balance \$6,538.42 Payments -\$6,538.42 Credits \$0.00 Cash \$0.00 Purchases \$7,900.70 Other Debits \$0.00 Overlimit Fee \$0.00 Late Payment Fee \$0.00 Cash Fees \$0.00 Other Fees \$0.00 Finance Charge \$0.00 Current Balance \$7,900.70

Important Messages

Please do not send payment. Your automatic payment is scheduled to be credited to this account on 01/18/22.

Global Card Access - your card information whenever, wherever and however you need it. From the dashboard, you can quickly check your credit limit, balance, available credit and recent card activity. Other features like View PIN, Change PIN, Lock Card and Alerts help you keep your card secure. For added convenience, you can easily view or download your current statement up to 12 months of past statements. Visit www.bofa.com/globalcardaccess to register your card and start using Global Card Access today.

Cardholder Activity Summary

Account Number Credit Limit	Credits	Cash	Purchases and Other Debits	Total Activity
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0653842 0790070 0790070 4715290003775777

Account Number: XXXX-XXXX-XXXX- 5777
December 05, 2021 - January 04, 2022

Total Payment Due \$7,900.70
Payment Due Date 01/18/22

Enter payment amount

\$

BANK OF AMERICA
PO BOX 15731
WILMINGTON, DE 19886-5731

FL CITY OF QUINCY
404 W JEFFERSON ST
QUINCY, FL 32351-2328

Mail this coupon along with your check payable to:
BANK OF AMERICA

FL CITY OF QUINCY
 XXXX-XXXX-XXXX-5777
 December 05, 2021 - January 04, 2022
 Page 3 of 4

Cardholder Activity Summary				
Account Number	Credits	Cash	Purchases and Other Debits	Total Activity
ASHLEY, TIMOTHY XXXX-XXXX-XXXX-6406				
5,000	0.00	0.00	2,165.16	2,165.16
BELL, REGINALD XXXX-XXXX-XXXX-5834				
5,000	0.00	0.00	217.42	217.42
DEPARTMENT, FIRE XXXX-XXXX-XXXX-1137				
5,000	0.00	0.00	136.60	136.60
FAGG, DECODY XXXX-XXXX-XXXX-7970				
5,000	0.00	0.00	168.42	168.42
JR., JACK L. MCLEAN XXXX-XXXX-XXXX-6847				
1	0.00	0.00	493.22	493.22
MIXSON, ROBERT XXXX-XXXX-XXXX-3421				
5,000	0.00	0.00	1,918.61	1,918.61
PENNINGTON, MICHAEL XXXX-XXXX-XXXX-3251				
5,000	0.00	0.00	120.48	120.48
RYALS, ROBIN XXXX-XXXX-XXXX-3736				
5,000	0.00	0.00	511.29	511.29
SHERMAN, ANN XXXX-XXXX-XXXX-0634				
1	0.00	0.00	962.49	962.49
TECHNOLOGY, INFORMATION XXXX-XXXX-XXXX-5776				
5,000	0.00	0.00	84.99	84.99
ZONING, PLANNING AND XXXX-XXXX-XXXX-6723				
5,000	0.00	0.00	1,122.02	1,122.02

Transactions							
Date	Date	Description	Reference Number	MCC	Charge	Credit	Total Activity
FL CITY OF QUINCY							Total Activity
Account Number: XXXX-XXXX-XXXX-5777							-\$6,538.42
12/17	12/17	AUTO PAYMENT DEDUCTION		0071			6,538.42
ASHLEY, TIMOTHY							Total Activity
Account Number: XXXX-XXXX-XXXX-6406							2,165.16
12/13	12/11	DMI* DELL K-12/GOVT	800-981-3355 TX	24430991345083349225748	5045	875.82	
12/13	12/12	DMI* DELL K-12/GOVT	800-981-3355 TX	24430991346083326325678	5045	56.79	
12/23	12/23	DMI* DELL K-12/GOVT	800-981-3355 TX	24430991357083033006128	5045	1,232.55	
BELL, REGINALD							Total Activity
Account Number: XXXX-XXXX-XXXX-5834							217.42
12/07	12/07	AMZN Mktg US*WF1NQ29A3	Amzn.com/billWA	24692161341100577230732	5942	85.13	
12/15	12/14	ACME BRICK #5265	8173324101 FL	24210731348400000000017	5039	132.29	
DEPARTMENT, FIRE							Total Activity
Account Number: XXXX-XXXX-XXXX-1137							136.60
12/17	12/16	WM SUPERCENTER #488	QUINCY FL	24445001351400212384034	5411	136.60	
FAGG, DECODY							Total Activity
Account Number: XXXX-XXXX-XXXX-7970							168.42
12/07	12/06	GADSDEN COUNTY TAX COLL	QUINCY FL	24427331340740278904671	9311	40.28	
12/15	12/14	WAL-MART #1408	TALLAHASSEE FL	24226381348360806051596	5411	95.64	
12/20	12/17	DOLLARTREE	QUINCY FL	24445001352001128297838	5331	32.50	
JR., JACK L. MCLEAN							Total Activity
Account Number: XXXX-XXXX-XXXX-6847							493.22
12/06	12/02	HOBBY-LOBBY #469	TALLAHASSEE FL	24137461337200242997500	5945	80.86	
12/08	12/07	WM SUPERCENTER #488	QUINCY FL	24445001342400196468078	5411	90.56	
12/09	12/08	GADCOTIMES	GADSDENCOUNTYFL	2401134134200024211767	2741	30.00	
12/09	12/07	HOBBY-LOBBY #469	TALLAHASSEE FL	24137461342200214425020	5945	82.23	
12/09	12/08	FAMILY DOLLAR #2118	TALLAHASSEE FL	24231681343837000005214	5331	22.00	
12/09	12/08	SAMS CLUB #6120	TALLAHASSEE FL	24445001343400196448855	5300	16.57	

Transactions							
Posting Transaction							
Date	Date	Description	Reference Number	MCC	Charge	Credit	
12/10	12/08	PARTY CITY 327 TALLAHASSEE FL	24692161343100278504144	5999	131.00		
01/03	01/02	ZOOM US 888-799-9666 WWW.ZOOM.US CA	24011342002000030117114	4814	40.00		
MIXSON, ROBERT							Total Activity
Account Number:XXXX-XXXX-XXXX-3421							1,918.61
12/07	12/06	BUDGET PRINTING CENTERS 850-576-3332 FL	24607941341200616600041	7338	37.00		
12/07	12/06	SURVIVAL ARMOR INC 239-210-0891 FL	24445001341000991884197	4789	165.00		
12/08	12/07	LOWES #00716* TALLAHASSEE FL	24692161341100897202403	5200	437.79		
12/08	12/07	WAL-MART #4427 TALLAHASSEE FL	24226381342400005438834	5411	121.20		
12/10	12/08	WAL-MART #0488 QUINCY FL	24455011343141000704200	5411	102.13		
12/14	12/13	BUDGET PRINTING CENTERS 850-576-3332 FL	24607941348200616100037	7338	74.00		
12/20	12/17	BUDGET PRINTING CENTERS 850-576-3332 FL	24607941352200616500049	7338	208.96		
12/21	12/20	WM SUPERCENTER #488 QUINCY FL	24445001355400237602226	5411	71.64		
12/22	12/21	USPS PO 1178450855 QUINCY FL	24137461356001889130268	9402	7.60		
12/27	12/23	STAPLES 00110728 TALLAHASSEE FL	24164071358105004006548	5943	189.96		
12/27	12/24	4TE*SONITROL OF TALLAHASS850-205-5026 FL	24445001358200152425877	7393	110.00		
12/30	12/29	CARVER CLEANERS TALLAHASSEE FL	24755421363263632528535	7210	162.34		
12/31	12/29	OFFICE DEPOT #108 TALLAHASSEE FL	24137481364500814788587	5943	230.99		
PENNINGTON, MICHAEL							Total Activity
Account Number:XXXX-XXXX-XXXX-3251							120.48
12/08	12/07	GADSDEN COUNTY TAX COLL QUINCY FL	24427331341740281810401	9311	120.48		
RYALS, ROBIN							Total Activity
Account Number:XXXX-XXXX-XXXX-3736							511.29
12/06	12/02	LOWES #00716* TALLAHASSEE FL	24692161337100156725611	5200	156.62		
12/06	12/02	THE HOME DEPOT #6374 TALLAHASSEE FL	24943011337010182891846	5200	218.98		
12/10	12/09	WAL-MART #0488 QUINCY FL	24226381343380778110052	5411	135.69		
SHERMAN, ANN							Total Activity
Account Number:XXXX-XXXX-XXXX-0634							962.49
12/06	12/03	USPS PO 1178450655 QUINCY FL	24137461338001700225114	9402	61.25		
12/09	12/08	MONSTER WORLDWIDE, INC. 978-461-8366 NY	24492151342745795211617	7311	399.00		
12/24	12/23	ROCKETLAW 877-757-1550 WWW.ROCKETLAWCA	24492151357637213575347	8111	39.99		
01/03	01/01	INDEED 203-564-2400 CT	24692162001100782680795	5969	462.25		
TECHNOLOGY, INFORMATION							Total Activity
Account Number:XXXX-XXXX-XXXX-5776							84.99
12/10	12/09	ADOBE PHOTOGRAPHY PLAN 408-536-6000 CA	24943001343700803940286	5734	9.99		
01/03	01/01	IN *ZOEYBJ 850-5906513 FL	24692162001100726217324	7372	75.00		
ZONING, PLANNING AND							Total Activity
Account Number:XXXX-XXXX-XXXX-6723							1,122.02
12/28	12/27	BEST BUY 00004358 TALLAHASSEE FL	24399001361295002086672	5732	446.08		
12/28	12/27	BEST BUY 00004358 TALLAHASSEE FL	24399001361295004039158	5732	91.36		
12/31	12/29	HILTON GARDEN INN 850-3921093 FL	24755421364733647538835	3604	584.58		
Arrival: 12/29/21							

Finance Charge Calculation			
Your Annual Percentage Rate (APR) is the annual interest rate on your account.			
	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	0.00%	\$0.00	\$0.00
CASH	0.00%	\$0.00	\$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.

P-Card Allocations for December 2021

BANK OF AMERICA			Vendor# 11646	5-Dec	December 5, 2021 - January 4, 2022	
Department	Date	Amount	Vendor Name	GL Number	COVID	Justification
FIRE	12/16/2021	\$ 136.60	Supercenter	001-230-522-30521	No	Cleaning Supplies
CHIEF ASHLEY	12/11/2021	\$ 875.82	Dell	001-220-521-30491	No	Monitor for Police Chief Ashley
CHIEF ASHLEY	12/12/2021	\$ 56.79	Dell	001-220-521-30491	No	Keyboard and Mouse for Police Chief Ashley
CHIEF ASHLEY	12/23/2021	\$ 1,232.55	Dell	001-220-521-30491	No	Computer for Chief Ashley
ROBERT MIXSON	12/16/2021	\$ 37.00	Budget Printing	001-210-521-30511	No	Business Cards for Asst Chief Mixson
ROBERT MIXSON	12/16/2021	\$ 165.00	Survival Armor	001-210-521-30511	No	Outer Carrier for Firearms for Sgt Hill
ROBERT MIXSON	12/7/2021	\$ 437.79	Lowes	001-210-521-30511	No	Christmas Items for QPD
ROBERT MIXSON	12/7/2021	\$ 121.20	Walmart	001-210-521-30511	No	Christmas Items for QPD
ROBERT MIXSON	12/8/2021	\$ 102.13	Walmart	001-210-521-30511	No	Garland and Christmas Items for Parade
ROBERT MIXSON	12/13/2021	\$ 74.00	Budget Printing	001-210-521-30511	No	Business Cards: Asst Chiefs Shemar/Shehane
ROBERT MIXSON	12/17/2021	\$ 208.96	Budget Printing	001-210-521-30511	No	Citizen Survey Card Production
ROBERT MIXSON	12/20/2021	\$ 71.64	Walmart	001-210-521-30491	No	Eye/Ear Protection for Firearm Range
ROBERT MIXSON	12/21/2021	\$ 7.60	USPS	001-220-521-30491	No	Mailing for Project NOLA Cameras and eSouth
ROBERT MIXSON	12/23/2021	\$ 189.96	Staples	001-220-521-30491	No	Trash Cans/Chair for CID and Inv Schmitt
ROBERT MIXSON	12/24/2021	\$ 110.00	Sonitrol	001-220-521-30491	No	Camera System at QPD
ROBERT MIXSON	12/29/2021	\$ 162.34	Carver Cleaners	001-220-521-30522	No	Dry Cleaning for 20 Uniforms Pants/37 Shirts
ROBERT MIXSON	12/29/2021	\$ 230.99	Office Depot	001-220-521-30491	No	Ink for Officers Printers Downstairs
PLANNING	12/27/2021	\$ 446.08	Best Buy	001-160-512-30511	No	Ink cartridges for Interim City Manager's printer
PLANNING	12/27/2021	\$ 91.36	Best Buy	001-160-512-30491	No	Ink cartridges for Interim City Manager's printer
PLANNING	12/29/2021	\$ 584.58	Hilton Garden	001-284-515-30493	No	Stay for Code Enforcement Training
PARKS & REC	12/16/2021	\$ 40.28	Gadsden County Tax Coll	001-310-572-30491	No	Tag for Maintenance Truck Trailer
PARKS & REC	12/14/2021	\$ 95.64	Walmart	001-310-572-30491	No	Airfresher for Rec Center
PARKS & REC	12/17/2021	\$ 32.50	Dollar Tree	001-310-572-30540	No	Table Cloths/Tongs for Christmas Luncheon
CITY MANAGER	12/2/2021	\$ 80.86	Hobby Lobby	001-440-519-30463	No	Christmas Decoration for Christmas Tree/Float
CITY MANAGER	12/7/2021	\$ 90.56	Walmart	001-440-519-30463	No	Christmas Lights for Parade Float
CITY MANAGER	12/8/2021	\$ 30.00	Gadsden County Times	001-160-512-30491	No	Newspaper Subscription
CITY MANAGER	12/7/2021	\$ 82.23	Hobby Lobby	001-440-519-30463	No	Christmas Lights/Deco for Christmas Tree/Float
CITY MANAGER	12/8/2021	\$ 22.00	Family Dollar	001-310-572-30491	No	Christmas Hats for Parade
CITY MANAGER	12/8/2021	\$ 16.57	Sams Club	001-160-519-30491	No	Upgrade Membership to Business
CITY MANAGER	12/8/2021	\$ 131.00	Party City	001-110-511-30491	No	Candy for Christmas Parade

CITY MANAGER	1/2/2022	\$	40.00	Zoom	508-539-539-60644	No	Newspaper Subscription
HUMAN RESOURCE	12/3/2021	\$	61.25	USPS	001-260-513-30343	No	City Job Vacancy Advertisements
HUMAN RESOURCE	12/8/2021	\$	399.00	Monster worldwide	001-260-513-30343	No	City Job Vacancy Advertisements
HUMAN RESOURCE	12/23/2021	\$	39.99	Rocket Law	001-260-513-30343	No	Legal Forms for HR
HUMAN RESOURCE	1/1/2022	\$	462.25	Indeed	001-260-513-30343	No	City Job Vacancy Advertisements
PUBLIC WORKS	12/7/2021	\$	85.13	Amazon	001-440-519-30463	No	Decorations for Christmas Float
PUBLIC WORKS	12/14/2021	\$	132.29	Acme Brick	001-430-541-60634	No	Repair drain pipe on BW Roberts/Valley Dr
MICHAEL PENNING	12/7/2021	\$	120.48	Gadsden County Tax Coll	403-520-531-30491	No	Bucket Truck Registration
UTILITIES	12/2/2021	\$	156.62	Lowes	403-520-531-30491	No	Christmas Lights
UTILITIES	12/2/2021	\$	218.98	Home Depot	403-520-531-30491	No	Christmas Lights
UTILITIES	12/9/2021	\$	135.69	Walmart	403-520-531-30491	No	Items for Christmas Parade
INFO TECH	12/9/2021	\$	9.99	Adobe	508-539-539-60644	No	Adobe Monthly Subscription
INFO TECH	1/1/2022	\$	75.00	In Zoey	508-539-539-60644	No	Monthly Website Hosting
		\$	7,900.70				

**CITY OF QUINCY, FL
ARREARS REPORT
MONTH OF DECEMBER, 2021**

Account Nur Current 12.31.230_Day 11.30.60_Day 10.31 Balance_
Summary Option, Cycle Code: 1, Minimum Balance: 100.00, Only Cust Statu

	Current			30 Days		60 Days		Balance_
	12.31.2021	11/30/2021	10/31/2021	10/31/2021	10/31/2021	10/31/2021	Balance_	
85015	276.71	81.81	0				358.52	
119020	378.52	152.01	59.5				590.03	
122013	256.63	35.76	0				292.39	
143013	179.42	94.44	92.74				500.47	
186016	402.42	83.56	0				485.98	
195025	1015.68	163.68	0				1179.36	
205018	283.45	145.18	145.18				573.81	
217012	368.14	215.81	0				583.95	
219011	283.75	140.91	9.34			434		
262017	330.03	155.03	176.91				841.67	
285016	455.16	208.17	270.59				1480.28	
344022	104.87	59.1	28.69				192.66	
408013	714.33	347.24	514.85				2352.84	
481023	269.97	108.36	95.03				473.36	
492024	444.04	125.66	159.04				737.02	
546014	1403.44	894.04	859.52				6112.22	
582022	186.92	74.13	0				261.05	
585024	237.02	140.7	0				377.72	
586026	325.42	357.19	335.83				1052.26	
612014	962.71	33.93	0				996.64	
645011	548.47	283.07	254.58				1139.76	
654015	518.43	334.69	246.13				1099.25	
659012	159.03	113.62	91.23				524.28	
768014	289.3	207.17	301.12				1255.23	
796011	15355.78	309.56	0				15665.34	
909026	340.4	224.62	0				565.02	
927038	247.25	58.94	0				306.19	
934013	724.41	403.49	23.12				1151.02	
976015	932.76	635.21	829.24				2397.21	

1029012	773.88	391.27	524.75	2550.23
1049005	354.03	118.94	0	472.97
1122016	499.49	137.04	0	636.53
1129014	1541.59	373.06	89.75	2174.39
1138016	1197.14	345.02	444.71	3826.32
1178018	705.23	414.5	0	1031.21
1252019	375.66	171.18	141.49	738.11
1342034	177.45	51.09	0	228.54
1407013	155.2	76.46	76.31	441.48
1443011	1590.3	114.89	0	1705.19
1481013	558.4	369.31	39.72	967.43
1560019	378.85	659.78	0	1038.63
1561012	344.58	158.99	0	503.57
1629014	361.92	222.1	86.37	670.39
1633011	524.37	659.42	770.16	2647.37
1647012	223.16	101.84	100.17	425.17
1650016	302.24	394.57	135.32	1227.97
1744017	225.78	193.22	255.03	1078.14
1768008	329.99	454.52	169.79	1676.35
1801017	388.69	187.29	231.13	1432.27
1820025	896.22	197.04	2.18	1095.44
1853029	436.74	207.19	217.57	896.41
1883031	281.26	143.64	57.68	482.58
1946025	720.05	332.94	308.94	3546.31
2002012	953.24	12.99	0	966.23
2003011	826.92	15.32	0	842.24
2038023	470.1	99.18	0	569.28
2072016	774.1	382.85	171.64	1328.59
2097012	974.11	264.71	174.89	1741.16
2123013	153.18	94.06	98.62	505.44
2147018	534.6	162.67	0	697.27
2193028	662.42	320.58	306.98	1436.24
2203015	614.41	200.53	0	814.94
2328022	252.85	111.37	103.34	695.61
2461016	711.79	96.89	0	808.68
2541027	164.25	16.18	0	159.33
2543033	250.51	38.98	0	289.49
2570030	207.96	15.55	0	223.51
2573043	195.55	89.86	93.25	378.66

4635012	4142.91	166.08	0	4308.99
4671041	380.75	94.24	0	474.99
4696017	509.88	275.8	60.94	846.62
4717015	323.91	99.11	105.64	1165.68
4808010	573.49	159.55	0	733.04
4830019	487.41	149.25	12.8	649.46
4917013	178.25	98.1	0	276.35
5047014	429.93	38.08	0	468.01
5410008	734.68	276.41	65.59	1076.68
5477003	1784.05	1259.28	1008.29	5457.82
5520009	151.03	83.8	0	234.83
5667028	282.36	182.78	128.03	991.55
6030014	158.33	73.55	0	231.88
6056010	331.3	180.65	154.34	674.92
6620002	985.04	157.44	0	1142.48
6622018	169.55	107.14	79.64	2013.24
6630002	1438.23	196.21	0	1634.44
6679002	5660.49	891.97	0	6552.46
6687015	262.6	99.26	0	361.86
6729010	744.32	33.8	0	778.12
6735016	392.68	226.89	195.3	1389.68
8200002	3852.9	504.9	0	4357.8
8210016	290.42	112.41	73.15	475.98
8230012	320.64	18.5	97.99	437.13
8239018	274.22	107.75	0	381.97
8504002	432.32	204.86	282.63	942.78
8520001	1731.4	786.45	336.74	2854.59
56670036	2707.02	482.54	0	3189.56
56670950	221.77	129.38	21.96	373.11

Total \$ 79,034.55 \$ 21,780.28 \$ 11,715.47 \$ 131,405.22

Arrear % 60% 17% 9% 100%

Account Nur Current 12.31.2020_Day 11.30.60_Day 10.31 Balance_
 Summary Option, Cycle Code: 2, Minimum Balance: 100.00, Only Cust Stati

	Current		30 Days		60 Days	
	12.31.2021	11/30/2021	11/30/2021	10/31/2021	10/31/2021	Balance_
2352014	291.49	190.64	190.64	0	0	482.13
2616015	727.86	354.42	354.42	15.15	15.15	1097.43
2618022	695.7	259.98	259.98	0	0	955.68
2626012	222.41	142.47	142.47	153.77	153.77	645.59
2659018	732.7	231.66	231.66	294.53	294.53	1493.73
2678012	405.44	134.9	134.9	145.07	145.07	1022.15
2980018	307.92	163.38	163.38	0	0	471.3
3063015	466.83	205.37	205.37	332.2	332.2	1004.4
3066022	117	0	0	0	0	319.52
3112016	577.34	214.34	214.34	0	0	791.68
3134012	350.84	153.35	153.35	171.1	171.1	986.57
3138011	275.18	50.23	50.23	0	0	325.41
3212017	486.55	149.85	149.85	0	0	636.4
3342007	152.12	81.2	81.2	83.19	83.19	670.16
3377013	319.2	51.94	51.94	0	0	371.14
3439013	815.13	117.2	117.2	0	0	932.33
3449021	175.84	86.09	86.09	90.46	90.46	356.72
3491007	219.68	169.9	169.9	206.91	206.91	616.95
3592017	283.41	99.61	99.61	361.82	361.82	932.13
3880012	312.11	97.39	97.39	0	0	409.5
3912012	106.47	30.35	30.35	0	0	136.82
3924011	34.09	17.29	17.29	18.94	18.94	106.63
3939012	29.62	14.99	14.99	15.48	15.48	205.01
3971020	634.43	162.89	162.89	0	0	797.32
4143025	117.11	58.14	58.14	1.89	1.89	177.14
4180014	79.5	34.35	34.35	39.09	39.09	152.94
4229013	596.33	354.75	354.75	1241.07	1241.07	3684.41
4286011	31.96	17.39	17.39	19.78	19.78	181.26
4357011	249.9	26.43	26.43	0	0	276.33
4425029	76.1	41.08	41.08	0	0	117.18
4456026	274.8	40.71	40.71	77.22	77.22	443.6
4465020	243.2	80.55	80.55	84.95	84.95	495.12
4519019	377.23	126.03	126.03	128.38	128.38	631.64
4530025	379	120.79	120.79	0	0	499.79

4534018	349.04	64.72	90.6	574.53
4538015	12.92	8.76	16.01	310.53
4540020	308.84	200.38	0	509.22
4547024	345.18	143.54	98.77	587.49
4591033	295.99	19.82	0	315.81
4650028	28.1	12.15	18.94	148.98
4667025	23.45	58.01	188.21	503.14
4950015	110.78	38.66	31.63	181.07
4963009	44.32	22.16	22.16	673.67
5028004	273.23	146.75	0	419.98
5255007	121.97	164.44	151.21	550.17
5330001	214.38	138.75	98.09	417.56
5444002	533.28	4.12	0	318.16
5562014	196.93	77.77	158.53	587.81
5784010	169.29	125.06	178.83	507.76
6011002	129.1	0	62.5	437.91
6087004	99.14	19.65	20.14	156.89
6182001	260.97	21.83	0	282.8
6405001	491.67	208.04	183.99	883.7
6558004	48.19	28.97	34.44	159.41
6605003	863.95	39.24	0	903.19
6707014	246.66	21.87	0	268.53
8424003	693.34	81.74	0	775.08
8436002	952.19	528.89	539.21	2317.26
56670130	24.54	15.38	12.57	0
566706705	65.57	32.04	30.54	132.52

Total \$ 18,067.51 \$ 6,302.40 \$ 5,417.37 \$ 35,549.28

Arrear % 51% 18% 15% 100%

ACCOUNT #	ACCOUNT DESCRIPTION	FY 2022 BUDGET	3 MONTHS YTD BUDGET 12/31/2021	3 MONTHS YTD ACTUAL 12/31/2021	BUDGET BALANCE 12/31/2021	25% BUDGET YTD	PURCHASE ORDERS	3 MONTHS PRIOR YTD ACTUALS 12/31/2020	PRIOR YTD 25% 12/31/2020
BUDGET TO ACTUAL EXPENSES									
CITY COMMISSION									
001-110-511-10110	SALARIES & WAGES	186,628	46,657	44,315	142,313	23.7 %	0	25,225	27.53 %
001-110-511-10210	FICA TAXES	14,185	3,546	3,273	10,912	23.1 %	0	1,867	27.95 %
001-110-511-10220	RETIREMENT CONTRIBUTIONS	22,251	5,563	5,318	16,933	23.9 %	0	2,800	26.00 %
001-110-511-10230	LIFE & HEALTH INSURANCE	11,920	2,980	4,638	7,282	38.9 %	0	3,288	22.14 %
001-110-511-30343	PROFESSIONAL SERVICES	40,600	10,150	5,300	35,300	13.1 %	0	4,950	10.31 %
001-110-511-30390	CONTINGENCIES-RESERVES	15,470	3,868	0	15,470	0	0	0	0
001-110-511-30435	JUNIOR COMMISSION	17,400	4,350	0	17,400	0	0	0	0
001-110-511-30436	COMMUNITY OUTREACH - CRIME & C	11,550	2,888	0	11,550	0	0	0	0
001-110-511-30491	OTHER EXPENSES	12,227	3,057	3,440	8,787	28.1 %	0	3,034	12.63 %
001-110-511-31000	OTHER OPERATING IT SUPPORT	8,400	2,100	2,100	6,300	25.0 %	0	2,450	40.83 %
001-110-511-80820	AID TO PRIVATE ORGANIZATIONS	64,000	16,000	5,000	59,000	7.8 %	0	67,000	83.75 %
001-110-552-60620	CHAMBER BUILDING IMPROVEMENTS	190,000	47,500	0	190,000	0	0	35,500	16.13 %
001-110-552-60641	OFFICE FURNITURE & EQUIPMENT	15,000	3,750	0	15,000	0	0	0	0
	TOTAL CITY COMMISSION	609,631	152,408	73,384	536,247	12.0 %	0	146,114	23.00 %
CITY MANAGER									
001-160-512-10110	SALARIES & WAGES	77,491	19,373	79,387	(1,896)	102.4 %	0	16,598	21.83 %
001-160-512-10120	REGULAR SALARIES & WAGES	50,183	12,546	18,296	31,887	36.5 %	0	10,866	21.87 %
001-160-512-10210	FICA TAXES	9,717	2,429	5,252	4,465	54.1 %	0	2,080	21.02 %
001-160-512-10220	RETIREMENT CONTRIBUTIONS	15,243	3,811	11,410	3,833	74.9 %	0	3,292	21.21 %
001-160-512-10230	LIFE & HEALTH INSURANCE	10,294	2,574	2,565	7,729	24.9 %	0	2,522	18.05 %
001-160-512-30341	CONTRACTUAL SERVICES	0	0	863	(863)	0	0	9,365	30.08 %
001-160-512-30343	PROFESSIONAL SERVICES	0	0	0	0	0	0	100	0.95 %
001-160-512-30403	GAS	1,297	324	887	410	68.4 %	0	61	2.66 %
001-160-512-30410	TELEPHONE	7,450	1,863	1,367	6,083	18.3 %	0	2,291	29.52 %
001-160-512-30461	REPAIR & MAINTENANCE OFFICE EQ	89	22	0	89	0	0	0	0
001-160-512-30491	OTHER OPERATING EXPENSE	3,898	975	3,324	574	85.3 %	0	1,623	60.62 %
001-160-512-30511	OFFICE SUPPLIES GENERAL	1,007	252	0	1,007	0	0	587	62.46 %
001-160-512-31000	OTHER OPERATING EXP - IT SUPPO	8,400	2,100	2,100	6,300	25.0 %	0	2,100	35.00 %
	TOTAL CITY MANAGER	185,069	46,267	125,451	59,618	68.0 %	0	51,485	21.00 %
CITY ATTORNEY									
001-120-514-30341	CONTRACTUAL SERVICES	164,000	41,000	46,324	117,677	28.2 %	0	29,467	21.84 %
001-120-514-30402	TRAVEL	1,000	250	0	1,000	0	0	0	0
001-120-514-30491	OTHER OPERATING EXPENSE	500	125	84	416	16.8 %	0	339	65.76 %
001-120-514-31000	OTHER OPERATING EXP - IT SUPPO	8,400	2,100	2,100	6,300	25.0 %	0	2,100	35.00 %
	TOTAL CITY ATTORNEY	173,900	43,475	48,508	125,393	28.0 %	0	31,906	22.00 %
CITY CLERK									
001-130-519-10110	SALARIES & WAGES	49,000	12,250	12,977	36,023	26.5 %	0	12,179	25.64 %
001-130-519-10210	FICA TAXES	3,749	937	1,027	2,722	27.4 %	0	966	25.56 %
001-130-519-10220	RETIREMENT CONTRIBUTIONS	9,880	1,470	1,557	4,323	26.5 %	0	1,458	25.60 %
001-130-519-10230	LIFE & HEALTH INSURANCE	2,133	533	494	1,639	23.2 %	0	509	24.03 %
001-130-519-30343	PROFESSIONAL SERVICES	1,616	404	175	1,441	10.8 %	0	1,194	59.44 %
001-130-519-30402	TRAVEL EXPENSE	2,800	700	0	2,800	0	0	0	0
001-130-519-30410	TELEPHONE	4,395	1,099	843	3,552	19.2 %	0	1,270	25.96 %
001-130-519-30461	REPAIR & MAINT - OFFICE EQUIPM	100	25	0	100	0	0	0	0
001-130-519-30491	OTHER OPERATING EXPENSE	1,344	336	1,209	135	105.7 %	0	59	2.72 %
001-130-519-30493	TRAINING	1,000	250	0	1,000	0	0	0	0
001-130-519-30500	LEGAL ADS AND RECORDING FEES	1,549	387	140	1,409	9.1 %	0	1,335	93.13 %
001-130-519-30511	OFFICE SUPPLIES-GENERAL	500	125	341	159	68.2 %	0	45	37.40 %
001-130-519-31000	OTHER OPERATING EXP - IT SUPPO	5,000	1,250	1,250	3,750	25.0 %	0	2,375	39.58 %
	TOTAL CITY CLERK	79,066	19,767	20,014	59,052	25.0 %	0	21,390	28.00 %
NON-DEPARTMENTAL									
001-001-519-10272	INVESTMENT EXPENSE	1,020	255	0	1,020	0	0	0	0
001-001-519-10280	CREDIT CARD SETTLEMENT CHARGE	0	0	0	0	0	0	583	0
001-001-519-30320	ACCOUNTING & AUDITING SERVICES	35,357	8,839	0	35,357	0	0	3,840	12.56 %
001-001-519-30341	CONTRACTUAL SERVICES	43,220	10,805	3,500	39,720	8.1 %	0	409	1.08 %
001-001-519-30342	RECORDING OF THE COMMISSION MT	40,774	10,194	7,000	33,774	17.2 %	0	10,500	24.91 %
001-001-519-30343	PROFESSIONAL SERVICES	3,178	795	0	3,178	0	0	140	4.65 %
001-001-519-30410	TELEPHONE	2,300	575	0	2,300	0	0	0	0
001-001-519-30440	SUMMER YOUTH WORK PROGRAM	22,710	5,678	0	22,710	0	0	0	0
001-001-519-30451	INSURANCE	621,814	155,454	111,818	509,996	18.0 %	0	57,718	9.82 %
001-001-519-30465	COPIER PAYMENT	1,898	475	507	1,391	26.7 %	0	507	11.23 %
001-001-519-30490	INTEREST EXPENSE	3,083	771	0	3,083	0	0	0	0
001-001-519-30491	OTHER OPERATING EXPENSE	24,681	6,170	8,611	16,070	34.9 %	7,980	3,659	60.22 %
001-001-519-30512	POSTAGE	3,349	837	1,185	2,164	35.4 %	0	1,224	24.54 %
001-001-519-70730	TRANSFER DEBT SVC CAP IMP BOND	362,954	90,739	90,000	272,954	24.8 %	0	60,000	16.43 %
001-001-519-70731	HONEYWELL LOAN PRINCIPAL	21,012	5,253	9,373	11,639	44.6 %	0	8,953	49.42 %
001-001-519-70732	HONEYWELL LOAN INTEREST	2,677	669	837	1,840	31.3 %	0	1,258	48.60 %

ACCOUNT #	ACCOUNT DESCRIPTION	FY 2022 BUDGET	3 MONTHS YTD BUDGET 12/31/2021	3 MONTHS YTD ACTUAL 12/31/2021	BUDGET BALANCE 12/31/2021	25% BUDGET YTD	PURCHASE ORDERS	3 MONTHS PRIOR YTD ACTUALS 12/31/2020	PRIOR YTD 25% 12/31/2020
001-001-519-90000	TRANSFER TO INTERNAL SERVICE F	3,864	966	966	2,898	25.0 %	0	15,450	54.25 %
001-001-552-30645	CRA TIF: ECONOMIC ENVIRON.	201,734	50,434	0	201,734	0	0	170,756	100.00 %
	TOTAL NON-DEPARTMENTAL	1,395,625	348,906	233,798	1,161,827	17.0 %	7,980	334,995	25.00 %
	PERSONNEL								
001-260-513-10110	EXE SALARIES & WAGES	33,178	8,295	21,407	11,771	64.5 %	0	7,127	21.87 %
001-260-513-10120	REGULAR SALARIES & WAGES	45,000	11,250	11,419	33,581	25.4 %	0	9,448	19.97 %
001-260-513-10130	OTHER SALARIES & WAGES - P/T	15,450	3,863	0	15,450	0	0	831	9.70 %
001-260-513-10140	OVERTIME	668	167	0	668	0	0	0	0
001-260-513-10210	FICA TAXES	7,214	1,804	2,381	4,833	33.0 %	0	1,276	21.88 %
001-260-513-10220	RETIREMENT CONTRIBUTIONS	9,381	2,345	3,939	5,442	42.0 %	0	1,956	21.80 %
001-260-513-10230	LIFE & HEALTH INSURANCE	6,727	1,682	1,639	5,088	24.4 %	0	1,948	26.65 %
001-260-513-30314	PSYCHIATRIC EVALUATIONS	3,898	975	720	3,178	18.5 %	0	1,200	31.33 %
001-260-513-30315	EMPLOYEE QUALITY OF LIFE	5,000	1,250	0	105,000	0	0	0	0
001-260-513-30341	CONTRACTUAL SERVICES	9,016	2,254	4,016	5,000	44.5 %	0	3,989	32.41 %
001-260-513-30343	PROFESSIONAL SERVICES	11,797	2,949	1,362	10,435	11.5 %	0	2,155	15.76 %
001-260-513-30402	TRAVEL EXPENSE	1,500	375	0	1,500	0	0	0	0
001-260-513-30410	TELEPHONE	5,794	1,449	1,150	4,644	19.8 %	0	1,800	29.28 %
001-260-513-30461	REPAIR AND MAINTENANCE OFFICE	1,000	250	0	1,000	0	0	0	0
001-260-513-30491	OTHER OPERATING EXPENSE	2,000	500	156	1,844	7.8 %	0	0	0
001-260-513-30493	TRAINING	3,474	869	0	3,474	0	0	0	0
001-260-513-30511	OFFICE SUPPLIES GENERAL	1,545	386	0	1,545	0	0	0	0
001-260-513-31000	OTHER OPERATING EXP - IT SUPPO	8,400	2,100	2,100	6,300	25.0 %	0	2,100	35.00 %
	TOTAL PERSONNEL	171,042	42,761	50,289	220,753	19.0 %	0	33,832	20.00 %
	FINANCE								
001-271-513-10110	EXE SALARIES & WAGES	25,193	6,298	6,805	18,388	27.0 %	0	5,482	21.43 %
001-271-513-10120	REGULAR SALARIES & WAGES	44,580	11,145	11,608	32,972	26.0 %	0	9,337	21.99 %
001-271-513-10140	OVERTIME	1,074	269	14	1,060	1.3 %	0	630	62.97 %
001-271-513-10210	FICA TAXES	5,420	1,355	1,321	4,099	24.4 %	0	1,121	21.67 %
001-271-513-10220	RETIREMENT CONTRIBUTIONS	8,373	2,093	2,211	6,162	26.4 %	0	1,760	21.67 %
001-271-513-10230	LIFE & HEALTH INSURANCE	8,976	2,244	2,650	6,326	29.5 %	0	2,474	21.08 %
001-271-513-30343	PROFESSIONAL SERVICES	20,403	5,101	0	20,403	0	0	535	2.22 %
001-271-513-30402	TRAVEL EXPENSE	3,811	953	0	3,811	0	0	0	0
001-271-513-30410	TELEPHONE	7,016	1,754	844	6,172	12.0 %	0	1,809	26.16 %
001-271-513-30491	OTHER OPERATING EXPENSE	1,545	386	264	1,281	17.1 %	0	219	14.16 %
001-271-513-30493	TRAINING	2,060	515	0	2,060	0	0	0	0
001-271-513-30511	OFFICE SUPPLIES GENERAL	6,423	1,606	1,508	4,915	23.5 %	0	1,221	18.26 %
001-271-513-30512	POSTAGE	31	8	0	31	0	0	26	17.56 %
001-271-513-30521	OPERATING SUPPLIES	1,016	254	0	1,016	0	0	404	26.16 %
001-271-513-31000	OTHER OPERATING EXP - IT SUPPO	8,400	2,100	2,100	6,300	25.0 %	0	2,100	35.00 %
	TOTAL FINANCE	144,321	36,080	29,324	114,997	20.0 %	0	27,118	17.00 %
	GENERAL SERVICES ADM								
001-276-513-10110	EXE SALARY & WAGES	45,675	11,419	16,917	28,758	37.0 %	0	0	0
001-276-513-10210	FICA	3,494	874	1,346	2,148	38.5 %	0	0	0
001-276-513-10220	RETIREMENT	5,481	1,370	2,030	3,451	37.0 %	0	0	0
001-276-513-10230	LIFE & HEALTH INSURANCE	1,305	326	606	699	46.4 %	0	1	0.01
	TOTAL GEN SERVICES ADM	55,955	13,989	20,898	35,057	37.0 %	0	1	0
	LAW ENFORCEMENT ADM								
001-210-521-10110	EXE SALARIES & WAGES	81,200	20,300	8,654	72,546	10.7 %	0	17,566	27.63 %
001-210-521-10120	REGULAR SALARIES & WAGES	118,255	29,564	33,808	84,447	28.6 %	0	23,770	21.44 %
001-210-521-10130	OTHER SALARIES & WAGES	100	25	25	75	0	0	0	0
001-210-521-10150	SPEC PAY-INCENTIVE,HOL, LV BUYB	843	211	0	843	0	0	306	37.00 %
001-210-521-10210	FICA TAXES	15,331	3,833	3,144	12,187	20.5 %	0	3,059	24.47 %
001-210-521-10220	RETIREMENT CONTRIBUTIONS	29,016	7,254	5,099	23,917	17.6 %	0	4,988	23.72 %
001-210-521-10230	LIFE & HEALTH INSURANCE	32,053	8,013	6,075	25,978	19.0 %	0	10,059	31.55 %
001-210-521-30341	CONTRACTUAL SERVICES	20,000	5,000	13,487	6,513	67.4 %	0	7,076	13.20 %
001-210-521-30402	TRAVEL EXPENSE	1,500	375	345	1,155	23.0 %	0	0	0
001-210-521-30403	GAS & DIESEL	4,000	1,000	631	3,369	15.8 %	0	394	17.07 %
001-210-521-30404	OIL & GREASE	850	213	0	850	0	0	0	0
001-210-521-30405	TIRES	110	28	0	110	0	0	0	0
001-210-521-30406	VEHICLE PARTS ONLY	3,750	938	0	3,750	0	0	30	2.13 %
001-210-521-30407	VEHICLE REPAIRS	1,500	375	0	1,500	0	0	825	57.35 %
001-210-521-30410	TELEPHONE	40,000	10,000	5,799	34,201	14.5 %	0	10,157	17.43 %
001-210-521-30430	UTILITIES	3,608	902	529	3,079	14.7 %	0	710	12.76 %
001-210-521-30464	REPAIRS & MAINTENANCE-RADIO	580	145	0	580	0	0	0	0
001-210-521-30491	OTHER OPERATING EXPENSE	2,946	737	499	2,447	16.9 %	0	496	5.22 %
001-210-521-30492	INVESTIGATIVE FUNDS	1,588	397	16	1,572	1.0 %	0	209	14.91 %
001-210-521-30493	TRAINING	1,515	379	0	1,515	0	0	424	14.83 %
001-210-521-30511	OFFICE SUPPLIES-GENERAL	13,000	3,250	939	12,061	7.2 %	0	1,045	26.04 %
001-210-521-30521	OPERATING MATERIALS & SUPPLIES	2,047	512	1,595	452	77.9 %	0	99	9.77 %
001-210-521-30540	PUBLICATIONS, SUBSCRIP. & MEMB	1,065	266	0	1,065	0	0	711	76.49 %

ACCOUNT #	ACCOUNT DESCRIPTION	FY 2022 BUDGET	3 MONTHS YTD BUDGET 12/31/2021	3 MONTHS YTD ACTUAL 12/31/2021	BUDGET BALANCE 12/31/2021	25% BUDGET YTD	PURCHASE ORDERS	3 MONTHS PRIOR YTD ACTUALS 12/31/2020	PRIOR YTD 25% 12/31/2020
001-210-521-31000	OTHER OPERATING EXP - IT SUPPO	8,400	2,100	2,100	6,300	25.0%	0	2,100	35.00%
001-210-521-60620	BUILDINGS	0	0	0	0	0	0	272	442.51%
001-210-521-60641	OFFICE FURNITURE & EQUIPMENT	12,500	3,125	110	12,390	0.9	4,888	11,409	80.57%
	TOTAL LAW ENFORCEMENT ADM	395,757	98,939	82,854	312,903	21.0%	4,888	95,705	24.00%
	LAW ENFORCEMENT OPERATIONS								
001-220-521-10120	REGULAR SALARIES & WAGES	1,428,527	357,132	336,406	1,485,765	18.5%	0	300,877	24.37%
001-220-521-10130	OTHER SALARIES & WAGES - P/T	45,260	11,315	13,678	31,587	30.2%	0	10,140	22.96%
001-220-521-10140	OVERTIME	158,101	39,525	45,784	113,017	28.8%	0	48,650	25.51%
001-220-521-10150	SPEC PAY-INCENTIVE,HOL, LV BUY	13,632	3,408	3,320	10,312	24.4%	0	3,328	22.97%
001-220-521-10210	FICA TAXES	132,306	33,077	29,244	103,062	22.1%	0	26,815	24.70%
001-220-521-10220	RETIREMENT CONTRIBUTIONS	503,234	125,809	176,106	327,128	35.0%	0	57,102	16.36%
001-220-521-10230	LIFE & HEALTH INSURANCE	302,699	75,675	75,755	226,944	25.0%	0	85,633	26.38%
001-220-521-30341	CONTRACTURAL SERVICES	5,413	1,353	418	4,995	7.7%	0	0	0
001-220-521-30402	TRAVEL EXPENSE	1,000	250	0	1,000	0	0	0	0
001-220-521-30403	GASOLINE & DIESEL	33,000	8,250	9,058	23,942	27.4%	0	9,032	20.05%
001-220-521-30404	OIL & GREASE	3,110	778	796	2,314	25.6%	0	2,048	62.38%
001-220-521-30405	TIRES	3,034	759	1,687	1,347	55.6%	0	1,699	50.60%
001-220-521-30406	VEHICLE PARTS ONLY	19,646	4,912	10,606	9,040	54.0%	0	16,295	77.94%
001-220-521-30407	OTHER AUTO EXPENSE	1,342	336	36	1,306	2.7%	0	25	8.21%
001-220-521-30435	YOUTH DEVELOPMENT ACADEMY & PR	2,000	500	500	1,500	25.0%	0	0	0
001-220-521-30462	REPAIR & MAINT -EQUIPMENT & TO	600	150	0	600	0	0	0	0
001-220-521-30464	REPAIR & MAINTENANCE - RADIOS	500	125	480	20	96.0%	0	0	0
001-220-521-30491	OTHER OPERATING EXPENSE	34,892	8,723	3,314	31,578	9.5%	(6,881)	321	1.83%
001-220-521-30493	TRAINING	7,401	1,850	0	7,401	0	0	50	0.69%
001-220-521-30499	CANINE EXPENSE	285	71	0	285	0	0	242	100.00%
001-220-521-30511	OFFICE SUPPLIES	1,694	424	259	1,435	15.3%	0	855	54.19%
001-220-521-30514	HUMAN INTELLIGENCE - REWARDS	580	145	0	580	0	0	0	0
001-220-521-30521	OPERATING MATERIALS & SUPPLIES	22,865	5,716	609	22,256	2.7%	21,300	14,316	29.46%
001-220-521-30522	OPERATING SUPPLIES - UNIFORMS	24,705	6,176	11,269	13,436	45.6%	0	2,966	11.77%
001-220-521-60641	OFFICE FURNITURE & EQUIPMENT	1,377	344	0	143,657	0	0	390	0
001-220-521-60642	VEHICLES	76,628	19,157	21,121	55,507	27.6%	0	13,943	2788.58%
001-220-521-60644	EQUIPMENT	32,000	8,000	11,973	20,027	37.4%	0	21,428	16.45%
	TOTAL LAW ENFORCEMENT OPERAT	2,855,831	713,958	752,420	2,640,035	22.0%	14,419	616,156	23.00%
	FIRE CONTROL ADM								
001-210-522-10110	EXE SALARIES & WAGES	120,909	30,227	18,040	102,869	14.9%	0	14,911	16.45%
001-210-522-10120	REGULAR SALARIES & WAGES	50,173	12,543	12,370	37,803	24.7%	0	9,530	21.72%
001-210-522-10150	SPEC PAY-INCENTIVE,HOL, LV BUYB	1,315	329	390	925	29.7%	0	176	6.92%
001-210-522-10210	FICA TAXES	13,188	3,297	2,196	10,992	16.7%	0	1,759	18.00%
001-210-522-10220	RETIREMENT CONTRIBUTIONS	20,529	5,132	3,696	16,833	18.0%	0	5,697	22.72%
001-210-522-10230	LIFE & HEALTH INSURANCE	20,903	5,226	5,317	15,586	25.4%	0	5,424	21.38%
001-210-522-30410	TELEPHONE	22,287	5,572	5,030	17,257	22.6%	0	5,250	22.49%
001-210-522-30430	UTILITIES	14,615	3,654	1,419	13,196	9.7%	0	4,981	26.14%
001-210-522-30461	REPAIR & MAINTENANCE-OFFICE EQ	1,421	355	0	1,421	0	0	0	0
001-210-522-30463	REPAIR & MAINT -BUILDINGS & GR	8,500	2,125	558	7,943	6.6%	0	620	9.43%
001-210-522-30464	REPAIR & MAINTENANCE-RADIO	1,915	479	0	1,915	0	0	0	0
001-210-522-30465	COPIER PAYMENT	1,898	475	507	1,391	26.7%	0	507	22.40%
001-210-522-30491	OTHER OPERATING EXPENSE	667	167	167	500	25.0%	0	346	52.24%
001-210-522-30494	FIRE PREVENTION AND EDUCATION	2,730	683	1,431	1,299	52.4%	0	1,599	46.69%
001-210-522-30511	OFFICE SUPPLIES-GENERAL	766	192	112	654	14.6%	0	182	26.00%
001-210-522-30521	OPERATING MATERIALS & SUPPLIES	4,002	1,001	159	3,843	4.0%	0	409	11.01%
001-210-522-30522	OPERATING SUPPLIES - UNIFORMS	3,477	869	413	3,064	11.9%	0	635	19.18%
001-210-522-31000	OTHER OPERATING EXP -IT SUPPOR	8,400	2,100	2,100	6,300	25.0%	0	2,100	35.00%
001-210-522-60620	Buildings and Other Improvemen	0	0	0	0	0	0	14,835	18.58%
001-210-522-60641	OFFICE FURNITURE & EQUIPMENT	5,150	1,288	0	5,150	0	0	420	0
	TOTAL FIRE CONTROL ADM	302,845	75,711	53,904	248,941	18.0%	0	69,381	20.00%
	FIRE CONTROL OPERATIONS								
001-230-522-10120	REGULAR SALARIES & WAGES	710,500	177,625	217,490	493,010	30.6%	0	163,772	22.67%
001-230-522-10130	OTHER SALARIES & WAGES - P/T	21,321	5,330	0	21,321	0	0	0	0
001-230-522-10140	OVERTIME	57,093	14,273	17,064	40,029	29.9%	0	14,431	24.29%
001-230-522-10150	SPEC PAY-INCENTIVE,HOL, LV BUYB	12,150	3,038	3,750	8,400	30.9%	0	3,326	25.99%
001-230-522-10210	FICA TAXES	61,281	15,320	17,532	43,749	28.6%	0	13,336	23.01%
001-230-522-10220	RETIREMENT CONTRIBUTIONS	331,184	82,796	124,680	206,504	37.6%	0	43,982	14.31%
001-230-522-10230	LIFE & HEALTH INSURANCE	179,052	44,763	51,591	127,461	28.8%	0	51,891	25.87%
001-230-522-30345	VOLUNTEER FIREFIGHTER PROGRAM	25,200	6,300	0	25,200	0	0	0	0
001-230-522-30402	TRAVEL EXPENSE	1,500	375	0	1,500	0	0	0	0
001-230-522-30403	GASOLINE & DIESEL	12,200	3,050	3,046	9,154	25.0%	0	2,160	13.13%
001-230-522-30404	OIL & GREASE	1,175	294	180	995	15.3%	0	183	16.63%
001-230-522-30405	TIRES	648	162	0	648	0	0	0	0
001-230-522-30406	VEHICLE PARTS ONLY	1,674	419	0	1,674	0	0	338	20.92%
001-230-522-30462	REPAIR & MAINT. - EQUIPMENT &	20,642	5,161	2,747	17,895	13.3%	0	4,209	31.55%
001-230-522-30491	OTHER OPERATING EXPENSE	1,603	401	69	1,534	4.3%	0	165	10.28%

ACCOUNT #	ACCOUNT DESCRIPTION	FY 2022 BUDGET	3 MONTHS YTD BUDGET 12/31/2021	3 MONTHS YTD ACTUAL 12/31/2021	BUDGET BALANCE 12/31/2021	25% BUDGET YTD	PURCHASE ORDERS	3 MONTHS PRIOR YTD ACTUALS 12/31/2020	PRIOR YTD 25% 12/31/2020
001-230-522-30493	TRAINING	10,000	2,500	0	10,000	0	0	3,042	54.12 %
001-230-522-30511	OFFICE SUPPLIES	426	107	51	375	12.0 %	0	37	3.66 %
001-230-522-30521	OPERATING MATERIALS & SUPPLIES	11,612	2,903	581	11,031	5.0 %	0	609	5.97 %
001-230-522-30522	OPERATING SUPPLIES - UNIFORMS	58,459	14,615	9,264	49,195	15.8 %	0	5,354	14.48 %
001-230-522-60644	EQUIPMENT	0	0	0	0	0	0	7,024	22.46 %
	TOTAL FIRE CONTROL OPERATIONS	1,517,720	379,430	448,044	1,069,676	30.0 %	0	313,857	13.00 %
	BUILDING & PLANNING								
001-284-515-10110	EXE SALARIES & WAGES	72,140	18,035	0	72,140	0	0	15,608	21.03 %
001-284-515-10120	REGULAR SALARIES & WAGES	79,279	19,820	20,271	59,008	25.6 %	0	13,647	18.42 %
001-284-515-10140	OVERTIME	125	31	125	0	99.6 %	0	246	19.40 %
001-284-515-10210	FICA TAXES	11,584	2,896	1,410	10,174	12.2 %	0	2,170	17.23 %
001-284-515-10220	RETIREMENT CONTRIBUTIONS	18,170	4,543	2,433	15,737	13.4 %	0	3,475	22.56 %
001-284-515-10230	LIFE & HEALTH INSURANCE	15,224	3,806	4,338	10,886	28.5 %	0	5,675	22.99 %
001-284-515-30341	CONTRACTUAL SERVICES	37,500	9,375	115,670	(78,170)	73.8 %	0	9,750	3.69 %
001-284-515-30343	PROFESSIONAL SERVICES	5,820	1,455	5,650	170	243.5 %	0	0	0
001-284-515-30402	TRAVEL EXPENSE	2,000	500	0	2,000	0	0	0	0
001-284-515-30403	GAS & DIESEL	200	50	47	153	23.7 %	0	63	20.63 %
001-284-515-30404	OIL & GREASE	200	50	0	200	0	0	0	0
001-284-515-30405	TIRES	1,000	250	0	1,000	0	0	0	0
001-284-515-30406	VEH PARTS ONLY	1,000	250	0	1,000	0	0	118	11.80 %
001-284-515-30407	VEH REPAIRS	277	69	75	202	27.1 %	0	0	0
001-284-515-30410	TELEPHONE	6,727	1,682	1,048	5,679	15.6 %	0	2,264	31.54 %
001-284-515-30461	REPAIR & MAINT. OFFICE EQUIPME	437	109	0	437	0	0	295	29.50 %
001-284-515-30491	OTHER OPERATING EXPENSE	1,288	322	901	387	70.0 %	0	633	31.64 %
001-284-515-30493	TRAINING	3,500	875	0	3,500	0	0	348	13.97 %
001-284-515-30500	ADVERTISEMENTS	1,044	261	0	1,044	0	0	84	4.29 %
001-284-515-30511	OFFICE SUPPLIES GENERAL	2,356	589	2,032	324	109.5 %	0	312	20.16 %
001-284-515-31000	OTHER OPERATING EXP - IT SUPPO	8,400	2,100	2,100	6,300	25.0 %	0	2,263	37.72 %
001-284-515-60641	OFFICE FURNITURE & EQUIPMENT	0	0	0	0	0	0	478	5.97 %
	TOTAL BUILDING & PLANNING	268,271	67,068	156,100	227,841	41.0 %	0	57,428	11.00 %
	RECREATIONAL ACTIVITY								
001-310-572-10110	EXE SALARIES & WAGES	52,000	13,000	13,653	38,347	26.3 %	0	10,706	20.58 %
001-310-572-10120	REGULAR SALARIES & WAGES	219,801	54,950	58,014	161,787	26.4 %	0	43,461	20.25 %
001-310-572-10130	OTHER SALARIES & WAGES - P/T	7,150	1,788	4,267	2,883	59.7 %	0	172	0.41
001-310-572-10140	OVERTIME	2,407	602	1,545	862	64.2 %	0	0	0
001-310-572-10210	FICA TAXES	21,356	5,339	5,568	15,788	26.1 %	0	3,897	17.33 %
001-310-572-10220	RETIREMENT CONTRIBUTIONS	32,616	8,154	8,644	23,972	26.5 %	0	6,333	18.58 %
001-310-572-10230	LIFE & HEALTH INSURANCE	69,859	17,465	14,533	55,326	20.8 %	0	18,656	28.22 %
001-310-572-30341	CONTRACTUAL SERVICES	4,000	1,000	0	4,000	0	0	1,829	26.94 %
001-310-572-30402	TRAVEL EXPENSE	1,000	250	0	1,000	0	0	0	0
001-310-572-30403	GAS & DIESEL	8,176	2,044	1,880	6,296	23.0 %	0	1,797	15.93 %
001-310-572-30404	OIL & GREASE	660	165	216	444	32.8 %	0	175	28.15 %
001-310-572-30405	TIRES	1,022	256	617	405	60.4 %	0	403	34.99 %
001-310-572-30406	VEH PARTS ONLY	494	124	144	351	29.0 %	0	180	25.97 %
001-310-572-30407	VEHICLE REPAIRS	92	23	18	74	19.4 %	0	0	0
001-310-572-30410	TELEPHONE	6,900	1,725	2,556	4,344	37.0 %	0	1,999	24.78 %
001-310-572-30440	RENTAL OF EQUIPMENT & BUILDING	585	146	220	365	37.6 %	0	271	52.16 %
001-310-572-30441	SWIMMING POOL REPAIRS	8,324	2,081	0	8,324	0	0	0	0
001-310-572-30462	REPAIR & MAINT-EQUIPMENT & TOO	2,004	501	212	1,792	10.6 %	0	548	22.81 %
001-310-572-30491	OTHER OPERATING EXPENSES	19,277	4,819	9,749	9,528	50.6 %	0	2,921	13.54 %
001-310-572-30492	MAINTENANCE OF TANYARD CREEK P	6,883	1,721	0	6,883	0	0	5	0.08
001-310-572-30493	TRAINING	2,000	500	0	2,000	0	0	0	0
001-310-572-30511	OFFICE SUPPLIES - GENERAL	1,541	385	195	1,346	12.6 %	0	1,050	63.70 %
001-310-572-30521	OPERATING MATERIALS & SUPPLIES	3,387	847	558	2,829	16.5 %	0	1,180	38.99 %
001-310-572-30522	OPERATING SUPPLIES - UNIFORMS	4,247	1,062	625	3,622	14.7 %	0	1,159	27.01 %
001-310-572-30523	OPERATING SUP - CHEM	409	102	409	0	99.9 %	0	0	0
001-310-572-30524	SWIMMING POOL SUPPLIES	1,611	403	0	1,611	0	0	250	16.24 %
001-310-572-30525	ATHLETIC EQUIPMENT - FOOTBALL	18,511	4,628	11,213	7,298	60.6 %	0	0	0
001-310-572-30526	ATHLETIC EQUIP BASEBALL & SOFT	375	94	0	375	0	0	0	0
001-310-572-30528	ATHLETIC EQUIPMENT - BASKETBAL	1,099	275	975	124	88.7 %	0	518	15.40 %
001-310-572-30529	ATHLETIC EQUIPMENT - OTHER	1,389	347	0	1,389	0	0	0	0
001-310-572-30540	OTHER RECREATIONAL ACTIVITIES	9,469	2,367	1,432	8,037	15.1 %	0	0	0
001-310-572-31000	OTHER OPERATING EXP - IT SUPPO	8,400	2,100	2,100	6,300	25.0 %	0	2,100	35.00 %
	TOTAL RECREATIONAL ACTIVITY	517,044	129,261	139,340	377,704	27.0 %	0	99,610	18.00 %
	PARKS								
001-440-572-30341	CONTRACTUAL SERVICES	22,859	5,715	1,507	21,352	6.6 %	0	17,854	88.32 %
001-440-572-30391	PARKS & FACILITY	29,197	7,299	12,669	16,528	43.4 %	0	2,604	9.83 %
001-440-572-30430	UTILITIES	22,670	5,668	4,569	18,101	20.2 %	0	12,498	33.47 %
001-440-572-30462	REPAIR & MAINT - EQUIPMENT & TO	869	217	212	657	24.4 %	0	35	2.65 %
001-440-572-30463	REPAIR & MAINTENANCE-BLDGS. &	10,889	2,722	361	10,528	3.3 %	0	806	7.57 %
001-440-572-30491	OTHER OPERATING EXPENSES	46	12	0	46	0	0	0	0

ACCOUNT #	ACCOUNT DESCRIPTION	FY 2022 BUDGET	3 MONTHS YTD BUDGET 12/31/2021	3 MONTHS YTD ACTUAL 12/31/2021	BUDGET BALANCE 12/31/2021	25% BUDGET YTD	PURCHASE ORDERS	3 MONTHS PRIOR YTD ACTUALS 12/31/2020	PRIOR YTD 25%
001-440-572-60644	EQUIPMENT	15,000	3,750	4,285	10,716	28.6 %	0	0	0
	TOTAL PARKS	101,530	25,383	23,603	77,927	23.0-%	0	33,798	32.00-%
	PUBLIC WORKS ADM								
001-410-539-10110	EXE SALARIES & WAGES	47,415	11,854	17,455	29,960	36.8 %	0	12,078	24.75 %
001-410-539-10120	REGULAR SALARIES & WAGES	17,521	4,380	4,704	12,817	26.8 %	0	1,944	10.56 %
001-410-539-10140	OVERTIME	500	125	0	500	0	0	0	0
001-410-539-10210	FICA TAXES	5,006	1,252	1,608	3,399	32.1 %	0	998	20.88 %
001-410-539-10220	RETIREMENT CONTRIBUTIONS	7,792	1,948	2,095	5,697	26.9 %	0	1,679	26.00 %
001-410-539-10230	LIFE & HEALTH INSURANCE	11,834	2,959	2,527	9,307	21.4 %	0	3,464	27.93 %
001-410-539-30410	TELEPHONE	8,775	2,194	1,154	7,621	13.1 %	0	1,970	25.73 %
001-410-539-30430	UTILITIES	59,600	14,900	4,758	54,842	8.0 %	0	18,406	25.44 %
001-410-539-30440	REPAIR & MAINT BUILDING	1,500	375	300	1,200	20.0 %	0	0	0
001-410-539-30491	OTHER OPERATING EXPENSE	10,552	2,638	1,241	9,311	11.8 %	0	7,366	69.92 %
001-410-539-30493	TRAINING	3,000	750	0	3,000	0	0	1,480	95.34 %
001-410-539-30511	OFFICE SUPPLIES	400	100	29	371	7.3 %	0	169	42.21 %
001-410-539-30521	OPERATING MATERIALS & SUPPLIES	4,387	1,097	367	4,021	8.4 %	0	23	0.55
001-410-539-30522	OPERATING EXPENSE - UNIFORMS	15,932	3,983	1,394	14,538	8.7 %	0	5,232	32.76 %
001-410-539-30524	OPERATING SUPPLIES - TOOLS	500	125	14	486	2.8 %	0	104	20.74 %
001-410-539-31000	OTHER OPERATING EXP - IT SUPPO	8,400	2,100	2,100	6,300	25.0 %	0	2,100	35.00 %
	TOTAL PUBLIC WORKS ADM	203,114	50,779	39,744	163,370	20.0-%	0	57,013	27.00-%
	ROADS & STREETS								
001-430-541-10110	SALARIES & WAGES	15,835	3,959	3,833	12,002	24.2 %	0	1,725	19.52 %
001-430-541-10120	REGULAR SALARIES & WAGES	339,814	84,954	84,506	255,308	24.9 %	0	77,134	24.30 %
001-430-541-10140	OVERTIME	3,000	750	1,370	1,630	45.7 %	0	1,204	34.34 %
001-430-541-10210	FICA TAXES	27,437	6,859	6,321	21,116	23.0 %	0	6,162	25.83 %
001-430-541-10220	RETIREMENT CONTRIBUTIONS	42,678	10,670	10,467	32,211	24.5 %	0	8,652	22.78 %
001-430-541-10230	LIFE & HEALTH INSURANCE	90,891	22,723	19,010	71,881	20.9 %	0	28,978	30.68 %
001-430-541-30341	CONTRACTUAL SERVICES	54,275	13,569	17,962	36,313	33.1 %	0	11,999	20.03 %
001-430-541-30343	PROFESSIONAL SERVICES	30,000	7,500	0	30,000	0	0	0	0
001-430-541-30403	GASOLINE & DIESEL	53,152	13,288	11,325	41,827	21.3 %	0	9,972	15.03 %
001-430-541-30462	REPAIR & MAINT - HEAVY EQUIPME	5,000	1,250	557	4,443	11.1 %	0	1,254	3.65 %
001-430-541-30491	OTHER OPERATING EXPENSE	331	83	0	331	0	0	0	0
001-430-541-30521	OPERATING MATERIALS & SUPPLIES	711	178	0	711	0	0	0	0
001-430-541-30524	OPERATING SUPPLIES - SMALL TOO	12,896	3,224	4,507	8,389	35.0 %	0	509	19.59 %
001-430-541-30530	ROAD MATERIALS & SUPPLIES	113,000	28,250	8,231	104,769	7.3 %	0	4,549	11.69 %
001-430-541-60632	RESURF & SIDEWALKS	430,054	107,514	3,226	1,009,914	0.3	0	19,626	7.75 %
001-430-541-60642	VEHICLES	50,000	12,500	38,821	11,179	77.6 %	0	0	0
001-430-541-60643	HEAVY EQUIPMENT	175,000	43,750	169,272	5,728	96.7 %	0	27,275	14.47 %
	TOTAL ROADS & STREETS	1,444,074	361,019	380,682	2,413,624	14.0-%	0	301,159	21.00-%
	CEMETERIES & GROUNDS								
001-431-542-10120	REGULAR SALARIES & WAGES	83,317	20,829	24,498	58,819	29.4 %	0	17,618	21.95 %
001-431-542-10140	OVERTIME	864	216	262	602	30.4 %	0	310	33.60 %
001-431-542-10210	FICA TAXES	6,440	1,610	1,738	4,702	27.0 %	0	1,279	22.37 %
001-431-542-10220	RETIREMENT CONTRIBUTIONS	9,998	2,500	2,910	7,088	29.1 %	0	1,925	20.55 %
001-431-542-10230	LIFE & HEALTH INSURANCE	19,943	4,986	5,398	14,545	27.1 %	0	5,393	26.26 %
001-431-542-30521	OPERATING SUPPLIES	1,000	250	296	704	29.6 %	0	15	14.85 %
	TOTAL CEMETERIES & GROUNDS	121,562	30,391	35,103	86,459	29.0-%	0	26,540	22.00-%
	BUILDINGS & GROUNDS								
001-440-519-10120	REGULAR SALARIES & WAGES	177,797	44,449	41,983	135,814	23.6 %	0	37,467	23.78 %
001-440-519-10140	OVERTIME	1,238	310	332	906	26.8 %	0	408	31.38 %
001-440-519-10210	FICA TAXES	13,696	3,424	2,993	10,703	21.9 %	0	2,710	24.18 %
001-440-519-10220	RETIREMENT CONTRIBUTIONS	21,336	5,334	5,009	16,327	23.5 %	0	4,177	21.31 %
001-440-519-10230	LIFE & HEALTH INSURANCE	39,670	9,938	8,744	30,926	22.0 %	0	11,500	27.25 %
001-440-519-30341	CONTRACTUAL SERVICES	50,000	12,500	13,491	36,509	27.0 %	0	12,731	22.18 %
001-440-519-30463	REPAIR & MAINT - BUILDINGS & GR	40,000	10,000	6,290	33,710	15.7 %	0	310	0.76
001-440-519-30491	OTHER OPERATING EXPENSE	13,593	3,398	300	13,293	2.2 %	0	5,217	34.45 %
001-440-519-60610	LAND	168,164	42,041	0	168,164	0	0	4,379	2.45 %
	TOTAL BUILDINGS & GROUNDS	525,494	131,374	79,142	446,352	15.0-%	0	78,899	14.00-%
	FLEET MAINTENANCE								
001-450-541-10120	REGULAR SALARIES & WAGES	75,424	18,856	20,232	55,192	26.8 %	0	14,838	19.29 %
001-450-541-10140	OVERTIME	1,000	250	171	829	17.1 %	0	18	3.49 %
001-450-541-10210	FICA TAXES	5,846	1,462	1,439	4,407	24.6 %	0	1,079	18.66 %
001-450-541-10220	RETIREMENT CONTRIBUTIONS	9,051	2,263	2,428	6,623	26.8 %	0	1,689	18.48 %
001-450-541-10230	LIFE & HEALTH INSURANCE	13,348	3,337	3,905	9,443	29.3 %	0	3,333	21.75 %
001-450-541-30404	OIL & GREASE	2,783	696	897	1,886	32.2 %	0	1,052	31.82 %
001-450-541-30405	TIRES	10,985	2,746	2,671	8,314	24.3 %	0	3,503	32.54 %
001-450-541-30406	VEH PARTS ONLY	40,000	10,000	4,055	35,945	10.1 %	0	8,764	30.22 %
001-450-541-30407	VEHICLE REPAIRS	24,915	6,229	2,521	22,395	10.1 %	0	13,796	64.23 %
001-450-541-30491	OTHER OPER EXPENSE	13,500	3,375	1,201	12,299	8.9 %	0	338	4.32 %

ACCOUNT #	ACCOUNT DESCRIPTION	FY 2022 BUDGET	3 MONTHS YTD BUDGET 12/31/2021	3 MONTHS YTD ACTUAL 12/31/2021	BUDGET BALANCE 12/31/2021	25% BUDGET YTD	PURCHASE ORDERS	3 MONTHS PRIOR YTD ACTUALS 12/31/2020	PRIOR YTD 25% 12/31/2020
	TOTAL FLEET MAINT	196,852	49,213	39,520	157,332	20.0%	0	48,411	27.00%
	COMMUNITY REDEVELOPMENT AGENC								
002-250-552-10110	EXECUTIVE SALARIES & WAGES	68,705	17,176	17,685	51,020	25.7%	0	14,428	20.99%
002-250-552-10120	REGULAR SALARIES & WAGES	15,000	3,750	1,183	13,817	7.9%	0	4,686	39.25%
002-250-552-10210	FICA	6,404	1,601	1,278	5,126	19.9%	0	1,049	16.29%
002-250-552-10220	RETIREMENT CONTRIBUTIONS	10,045	2,511	2,122	7,923	21.1%	0	1,728	17.73%
002-250-552-10230	LIFE & HEALTH INSURANCE	12,046	3,012	2,984	9,062	24.8%	0	3,392	25.92%
002-250-552-30341	CONTRACTUAL SERVICES	2,000	500	1,500	500	150.0%	0	3,150	21.00%
002-250-552-30343	PROFESSIONAL SERVICES	39,200	9,800	5,473	33,727	13.6%	0	4,234	10.90%
002-250-552-30390	CONTINGENCIES - TANYARD CREEK	3,700	925	0	3,700	0	0	0	0
002-250-552-30402	TRAVEL EXPENSES	500	125	0	500	0	0	0	0
002-250-552-30403	GAS & DIESEL	250	63	0	250	0	0	0	0
002-250-552-30410	TELEPHONE	2,200	550	0	2,200	0	0	0	0
002-250-552-30490	BANK CHARGES	1,000	250	556	444	111.1%	0	60	11.92%
002-250-552-30491	OTHER OPERATING EXPENSES	4,500	1,125	175	4,325	0	0	1,434	28.67%
002-250-552-30493	TRAINING	1,000	250	562	438	56.2%	0	0	0
002-250-552-30500	LEGAL ADS & RECORDINGS	1,500	375	0	1,500	0	0	0	0
002-250-552-30512	POSTAGE	250	63	0	250	0	0	0	0
002-250-552-30521	OPERATING SUPPLIES	7,500	1,875	50	7,450	0.7	0	794	15.15%
002-250-552-31000	OTHER OPERATING EXPENSE- IT SU	4,000	1,000	1,000	3,000	25.0%	0	1,000	24.99%
002-250-552-32000	ADMINISTRATIVE SUPPORT SERVICE	20,000	5,000	5,003	14,997	25.0%	0	5,003	25.00%
002-250-552-60000	SENIOR ENERGY EFF PROGRAM	100,000	25,000	0	100,000	0	0	6,960	21.72%
002-250-552-60010	BEAUTIFICATION PROJECTS	1,630	408	0	1,630	0	0	0	0
002-250-552-60040	CRA CATALYST PROJECTS	301,600	75,400	0	301,600	0	0	3,700	1.22%
002-250-552-60641	OFFICE FURNITURE & EQUIPMENT	1,000	250	0	1,000	0	0	0	0
002-250-552-70711	CRA LINE OF CREDIT INTEREST	0	0	0	0	0	0	641	42.75%
	TOTAL CRA	604,030	151,008	39,570	3,513,888	1.0%	0	52,257	9.00%
	TOTAL GEN FUND EXPENDITURES	11,952,708	2,988,177	2,871,059	12,133,510	21.0%	27,287	2,444,796	20.00%
	ENTERPRISE FUND								
	FINANCIAL SERVICES								
400-271-513-10110	EXECUTIVE SALARIES & WAGES	76,208	19,052	21,442	54,766	28.1%	0	16,447	20.76%
400-271-513-10120	REGULAR SALARIES & WAGES	188,918	47,230	33,835	155,083	17.9%	0	29,898	23.56%
400-271-513-10210	FICA TAXES	20,185	5,046	3,962	16,223	19.6%	0	3,364	22.61%
400-271-513-10220	RETIREMENT CONTRIBUTIONS	31,662	7,916	6,633	25,029	21.0%	0	5,279	21.88%
400-271-513-10230	LIFE & HEALTH INSURANCE	26,926	6,732	7,949	18,977	29.5%	0	7,420	25.79%
400-271-513-30341	CONTRACTUAL SERVICES	5,000	1,250	660	4,340	13.2%	0	6,265	26.12%
	TOTAL FINANCIAL SERVICES	348,899	87,225	74,480	274,419	21.0%	0	68,672	23.00%
	CUSTOMER SERVICES								
400-274-513-10110	EXE SALARIES & WAGES	32,691	8,173	21,408	11,283	65.5%	0	7,127	21.87%
400-274-513-10120	REGULAR SALARIES & WAGES	98,043	24,511	19,518	78,525	19.9%	0	16,516	23.37%
400-274-513-10140	OVERTIME	3,058	765	902	2,156	29.5%	0	1,418	39.14%
400-274-513-10210	FICA TAXES	10,912	2,728	3,096	7,816	28.4%	0	1,927	23.56%
400-274-513-10220	RETIREMENT CONTRIBUTION	15,688	3,922	4,911	10,777	31.3%	0	2,798	22.42%
400-274-513-10230	LIFE & HEALTH INSURANCE	10,331	2,583	3,232	7,099	31.3%	0	2,656	24.49%
400-274-513-30280	Credit Card Processing Charges	141,608	35,402	28,344	113,264	20.0%	0	21,910	12.74%
400-274-513-30410	TELEPHONE	7,081	1,770	1,187	5,894	16.8%	0	2,417	32.22%
400-274-513-30461	REPAIR & MAINTAIN OFFICE EQUIP	2,138	535	507	1,631	23.7%	0	507	17.77%
400-274-513-30491	OTHER OPERATING EXPENSES	2,000	500	602	1,398	30.1%	0	669	2.29%
400-274-513-30493	TRAINING	404	101	0	404	0	0	0	0
400-274-513-30511	OFFICE SUPPLIES-GENERAL	750	188	139	611	18.6%	0	0	0
400-274-513-31000	OTHER OPERATING EXPENSE IT SUP	0	0	0	0	0	0	2,100	35.00%
	TOTAL CUSTOMER SERVICES	324,704	81,176	83,847	240,857	26.0%	0	60,045	17.00%
	SEWER ADMINISTRATION								
402-520-535-10110	EXE SALARIES & WAGES	14,139	3,535	3,977	10,162	28.1%	0	3,206	21.51%
402-520-535-10120	REGULAR SALARIES & WAGES	115,932	28,983	11,841	104,091	10.2%	0	14,475	12.87%
402-520-535-10140	OVERTIME	4,572	1,143	665	3,907	14.5%	0	643	14.36%
402-520-535-10210	FICA TAXES	10,300	2,575	1,172	9,128	11.4%	0	1,288	13.93%
402-520-535-10220	RETIREMENT CONTRIBUTIONS	15,609	3,902	1,898	13,711	12.2%	0	2,063	14.23%
402-520-535-10230	LIFE & HEALTH INSURANCE	24,762	6,191	3,632	21,130	14.7%	0	6,914	26.07%
402-520-535-30320	ACCOUNTING & AUDITING SERVICES	12,154	3,039	0	12,154	0	0	1,320	11.91%
402-520-535-30341	CONTRACTUAL SERVICES	7,400	1,850	79	7,321	1.1%	0	93	0.36%
402-520-535-30343	PROFESSIONAL SERVICES	23,514	5,879	897	22,617	3.8%	0	10,271	34.20%
402-520-535-30402	TRAVEL EXPENSE	200	50	0	200	0	0	0	0
402-520-535-30403	GAS & DIESEL	200	50	0	200	0	0	0	0
402-520-535-30404	OIL & GREASE	400	100	0	400	0	0	0	0
402-520-535-30405	TIRES	200	50	0	200	0	0	0	0
402-520-535-30410	TELEPHONE	10,317	2,579	1,391	8,926	13.5%	0	3,496	31.78%

ACCOUNT #	ACCOUNT DESCRIPTION	FY 2022 BUDGET	3 MONTHS YTD BUDGET 12/31/2021	3 MONTHS YTD ACTUAL 12/31/2021	BUDGET BALANCE 12/31/2021	25% BUDGET YTD	PURCHASE ORDERS	3 MONTHS PRIOR YTD ACTUALS 12/31/2020	PRIOR YTD 25%
402-520-535-30440	RENTALS & LEASES	553	138	123	430	22.3%	0	230	23.03%
402-520-535-30451	INSURANCE - PROPERTY LIABILITY	45,165	11,291	10,659	34,506	23.6%	0	9,729	24.92%
402-520-535-30491	OTHER OPERATING EXPENSE	6,494	1,624	1,430	5,064	22.0%	0	1,082	17.14%
402-520-535-30511	OFFICE SUPPLIES	97	24	25	72	26.0%	0	0	0
402-520-535-30521	OPERATING SUPPLIES	134	34	134	0	99.9%	0	31	10.35%
402-520-535-30522	OPERATING SUPPLIES - UNIFORMS	249	62	46	203	18.5%	0	60	20.03%
402-520-535-31000	OTHER OPERATING EXP - IT SUPPO	8,400	2,100	2,100	6,300	25.0%	0	2,100	35.00%
402-520-535-60644	EQUIPMENT	10,000	2,500	0	10,000	0	0	0	0
402-520-535-70031	2020A BOND DEBT SERVICE PRINCI	97,096	24,274	49,303	47,793	50.8%	0	48,298	49.74%
402-520-535-70032	2003 BOND DEBT SERVICE INTERES	20,373	5,093	9,432	10,941	46.3%	0	10,437	51.22%
402-520-535-70111	2020B BOND DEBT SERVICE PRINCI	27,600	6,900	13,705	13,895	49.7%	0	13,333	49.65%
402-520-535-70112	2020B BOND DEBT SERVICE INTERE	15,446	3,862	10,822	4,624	70.1%	0	8,190	45.01%
402-520-535-70731	HONEYWELL LOAN PRINCIPAL	51,203	12,801	25,308	25,895	49.4%	0	24,173	49.42%
402-520-535-70732	HONEYWELL LOAN INTEREST	3,926	987	2,261	1,665	57.6%	0	3,395	54.50%
402-520-535-70733	DEBT SERVICE SRL 641090 PRINCI	12,706	3,127	6,319	6,387	49.7%	0	6,186	49.73%
402-520-535-70734	DEBT SERVICE SRL 641090 INTERE	5,251	1,313	2,659	2,592	50.6%	0	2,792	50.60%
402-520-535-70735	DEBT SERVICE SRL 200100 PRINCI	23,468	5,867	0	23,468	0	0	276	1.18%
402-520-535-70736	DEBT SERVICE SRL 200100 INTERE	3,737	934	0	3,737	0	0	14	0.22%
402-520-535-70737	DEBT SERVICE SRL 200110	39,200	9,800	0	39,200	0	0	9,809	15.47%
402-520-535-70738	DEBT SERVICE SRL 200110 INTERE	3,500	875	0	3,500	0	0	404	82.40%
402-520-535-90990	TRANSFER OF PROFIT	109,011	27,253	29,547	79,464	27.1%	0	35,450	25.00%
402-520-535-91000	BUSINESS ACTIVITY SHARED EXP	54,519	13,630	13,630	40,889	25.0%	0	12,180	12.03%
	TOTAL SEWER ADM	777,827	194,457	203,056	574,771	26.0%	0	231,936	24.00%
	SEWER TREATMENT								
402-531-535-30341	CONTRACTUAL SERVICES	890,955	222,739	264,989	625,966	29.7%	0	183,440	20.59%
402-531-535-30343	PROFESSIONAL SERVICES	28,584	7,146	0	28,584	0	0	0	0
402-531-535-30430	UTILITIES	139,315	34,829	19,246	120,069	13.8%	0	29,810	16.57%
402-531-535-30466	REPAIR & MAINTENANCE - PLANT	12,000	3,000	0	12,000	0	0	0	0
402-531-535-30491	OTHER OPERATING EXPENSE	12,000	3,000	1,527	10,473	12.7%	0	0	0
	TOTAL SEWER TREATMENT	1,082,854	270,714	285,762	4,421,932	6.0%	0	213,250	4.00%
	HURRICANE MICHAEL-SEWER								
402-539-531-10120	REGULAR SALARIES & WAGES - LIN	17,728	4,432	0	17,728	0	0	4,233	24.50%
402-539-531-10140	OVERTIME - LINE CLEARING CREW	4,068	1,017	0	4,068	0	0	619	16.23%
402-539-531-10210	FICA TAXES- LINE CLEARING CREW	1,667	417	0	1,667	0	0	356	23.71%
402-539-531-10220	RETIREMENT CONTRIBUTIONS - LIN	2,127	532	0	2,127	0	0	439	23.22%
402-539-531-10230	LIFE & HEALTH INS - LINE CLEAR	3,550	888	0	3,550	0	0	989	26.55%
	TOTAL HURRICANE MICHAEL- SEWER	29,140	7,285	0	29,140	0	0	6,636	24.00%
	SEWER DISTRIBUTION								
402-540-535-10120	REGULAR SALARIES & WAGES	82,518	20,630	19,609	62,909	23.8%	0	19,750	20.43%
402-540-535-10140	OVERTIME	7,055	1,764	1,084	5,971	15.4%	0	711	9.10%
402-540-535-10210	FICA TAXES	6,852	1,713	1,446	5,406	21.1%	0	1,442	17.00%
402-540-535-10220	RETIREMENT CONTRIBUTIONS	9,902	2,476	2,292	7,610	23.1%	0	2,135	21.98%
402-540-535-10230	LIFE & HEALTH INSURANCE	23,199	5,800	5,772	17,427	24.9%	0	8,508	34.03%
402-540-535-30312	ENGINEERING STUDY	2,060	515	0	2,060	0	0	0	0
402-540-535-30341	CONTRACTUAL SERVICES	3,000	750	0	3,000	0	0	0	0
402-540-535-30393	RATE STABILIZATION	2,000	500	0	2,000	0	0	0	0
402-540-535-30401	AUTO EXPENSE	500	125	0	500	0	0	0	0
402-540-535-30403	GASOLINE & DIESEL	1,861	465	491	1,370	26.4%	0	375	15.09%
402-540-535-30404	OIL & GREASE	1,197	299	0	1,197	0	0	122	10.22%
402-540-535-30405	TIRES	1,382	346	0	1,382	0	0	1,192	16.90%
402-540-535-30406	AUTO PARTS	1,075	269	1	1,074	0.1	0	292	25.41%
402-540-535-30407	VEHICLE REPAIRS-PARTS AND LABO	6,000	1,500	0	6,000	0	0	0	0
402-540-535-30462	REPAIR & MAINT -EQUIPMENT & TO	923	231	0	923	0	0	472	11.80%
402-540-535-30467	MAINTENANCE OF MAINS & LINES	45,000	11,250	5,084	39,916	11.3%	0	238,270	56.62%
402-540-535-30491	OTHER OPERATING EXPENSE	271	68	151	120	55.7%	0	4	0.63
402-540-535-30521	OPERATING SUPPLIES	244	61	80	164	32.6%	0	40	9.92%
402-540-535-30522	OPERATING SUPPLIES - UNIFORMS	2,206	552	414	1,792	18.7%	0	514	22.80%
402-540-535-60644	EQUIPMENT	80,000	20,000	0	80,000	0	0	(527)	0.09
	TOTAL SEWER DISTRIBUTION	277,245	69,311	46,058	244,187	16.0%	0	276,048	23.00%
	TOTAL SEWER FUND	2,167,066	541,767	732,775	9,299,192	7.0%	0	908,845	11.00%
	ELECTRIC ADMINISTRATION								
403-520-531-10110	EXE SALARIES & WAGES	147,432	36,858	40,863	106,569	27.7%	0	13,525	21.84%
403-520-531-10120	REGULAR SALARIES & WAGES	40,291	10,073	27,928	12,363	69.3%	0	21,288	22.03%
403-520-531-10140	OVERTIME	3,350	838	669	2,681	20.0%	0	780	22.26%
403-520-531-10210	FICA TAXES	14,537	3,634	4,222	10,315	29.0%	0	2,748	21.97%
403-520-531-10220	RETIREMENT CONTRIBUTIONS	22,403	5,601	8,255	14,148	36.8%	0	4,170	20.98%
403-520-531-10230	LIFE & HEALTH INSURANCE	12,917	3,229	7,692	5,225	59.6%	0	3,185	20.33%
403-520-531-30320	ACCOUNTING & AUDITING SERVICES	26,518	6,630	0	26,518	0	0	2,880	12.53%
403-520-531-30341	CONTRACTUAL SERVICES	96,311	24,078	9,564	86,749	9.9%	0	15,569	16.69%

ACCOUNT #	ACCOUNT DESCRIPTION	FY 2022 BUDGET	3 MONTHS YTD BUDGET 12/31/2021	3 MONTHS YTD ACTUAL 12/31/2021	BUDGET BALANCE 12/31/2021	BUDGET 25% YTD	PURCHASE ORDERS	3 MONTHS PRIOR YTD ACTUALS 12/31/2020	PRIOR YTD 25% 12/31/2020
403-520-531-30343	PROFESSIONAL SERVICES	33,124	8,281	0	33,124	0	0	1,650	2.92 %
403-520-531-30370	PURCHASED ELECTRIC	6,622,343	1,655,586	1,429,550	5,192,793	21.6 %	0	1,725,395	22.86 %
403-520-531-30391	TRANSFER TO RESERVES	981,660	245,415	0	981,660	0	0	0	0
403-520-531-30402	TRAVEL EXPENSE	2,815	704	0	2,815	0	0	2,108	70.27 %
403-520-531-30403	GASOLINE & DIESEL	15,039	3,760	4,365	10,674	29.0 %	0	2,885	14.30 %
403-520-531-30404	OIL & GREASE	250	63	97	153	38.8 %	0	0	0
403-520-531-30405	TIRES	400	100	0	400	0	0	0	0
403-520-531-30406	VEHICLE PARTS ONLY	500	125	0	500	0	0	0	0
403-520-531-30407	VEHICLE REPAIRS	200	50	0	200	0	0	0	0
403-520-531-30410	TELEPHONE	3,744	936	1,395	2,349	37.3 %	0	600	15.75 %
403-520-531-30440	RENTALS/LEASES	10,000	2,500	123	9,877	1.2 %	0	330	11.00 %
403-520-531-30451	INSURANCE - PROPERTY LIABILITY	174,325	43,581	41,111	133,214	23.6 %	0	37,627	25.01 %
403-520-531-30462	REPAIR & MAINT-EQUIPMENT & TO	3,000	750	0	3,000	0	0	0	0
403-520-531-30491	OTHER OPERATING EXPENSE	25,420	6,355	1,090	24,330	4.3 %	0	1,049	10.01 %
403-520-531-30493	TRAINING	14,365	3,591	0	14,365	0	0	3,547	27.28 %
403-520-531-30500	LEGAL ADS & RECORDING	601	150	310	291	51.6 %	0	56	5.60 %
403-520-531-30511	OFFICE SUPPLIES	574	144	45	529	7.8 %	0	495	96.09 %
403-520-531-30512	POSTAGE	29,624	7,406	5,211	24,413	17.6 %	0	7,322	24.25 %
403-520-531-30521	OPERATING SUPPLIES	434	109	202	232	46.6 %	0	366	52.33 %
403-520-531-30522	OPERATING SUPPLIES - UNIFORMS	768	192	138	630	18.0 %	0	180	18.03 %
403-520-531-30540	DUES, PUBLICATION, & MEMBERSHI	41,824	10,456	23,306	18,518	55.7 %	0	26,159	69.51 %
403-520-531-30580	STATE ASSESSMENT TAXES	2,801	700	0	2,801	0	0	0	0
403-520-531-30591	UNCLAIMED PROPERTY UTILITY REF	5,000	1,250	0	5,000	0	0	0	0
403-520-531-30646	ECONOMIC DEVELOPMENT INITIATIV	46,335	11,584	5,000	441,335	1.1 %	0	2,314	1.26 %
403-520-531-31000	OTHER OPERATING EXP - IT SUPPO	16,800	4,200	4,200	12,600	25.0 %	0	5,923	10.14 %
403-520-531-70031	2020A BOND DEBT SERVICE PRINCI	394,193	48,548	98,606	95,587	50.8 %	0	96,596	49.74 %
403-520-531-70032	2020A BOND DEBT SERVICE INTERE	40,747	10,187	18,863	21,884	46.3 %	0	20,873	51.22 %
403-520-531-70111	2020B BOND DEBT SERVICE PRINCI	129,507	32,377	64,308	65,199	49.7 %	0	62,563	49.65 %
403-520-531-70112	2020 BOND DEBT SERVICE INTERES	72,476	18,119	50,766	21,710	70.0 %	0	38,428	50.57 %
403-520-531-90990	TRANSFER OF PROFIT	4,292,850	1,073,213	1,058,001	3,234,849	24.6 %	0	1,152,485	24.83 %
403-520-531-90991	TRANSFER OF TECH COSTS	0	0	0	0	0	0	7,885	0
403-520-531-90993	INTERFUND TRANSFER TO SEWER	12,288	3,072	0	12,288	0	0	78,500	24.99 %
403-520-531-90994	INTERFUND TRANSFER TO WATER	10,970	2,743	0	10,970	0	0	0	0
403-520-531-90995	INTERFUND TRANSFER TO GAS	0	0	0	0	0	0	30,577	26.99 %
403-520-531-91000	BUSINESS ACTIVITY SHARED EXP	410,888	102,722	102,722	308,166	25.0 %	0	97,035	24.99 %
	TOTAL ELECTRIC ADM	13,559,626	3,389,907	3,008,602	10,951,024	22.0 %	0	3,467,097	22.00 %
	ELECTRIC DISTRIBUTION								
403-591-531-10120	REGULAR SALARIES & WAGES	398,491	99,623	105,271	293,220	26.4 %	0	85,714	21.90 %
403-591-531-10140	OVERTIME	15,319	3,830	6,344	8,975	41.4 %	0	1,113	6.59 %
403-591-531-10210	FICA TAXES	31,656	7,914	8,049	23,607	25.4 %	0	6,264	21.44 %
403-591-531-10220	RETIREMENT CONTRIBUTIONS	49,657	12,414	12,391	37,266	25.0 %	0	9,507	20.42 %
403-591-531-10230	LIFE & HEALTH INSURANCE	89,153	22,288	21,180	67,973	23.8 %	0	23,991	24.60 %
403-591-531-30341	CONTRACTUAL SERVICES	309,816	77,454	0	309,816	0	0	0	0
403-591-531-30403	GASOLINE & DIESEL	11,565	2,891	2,350	9,215	20.3 %	0	2,344	16.76 %
403-591-531-30404	OIL & GREASE	1,272	318	70	1,202	5.5 %	0	1,018	73.33 %
403-591-531-30405	TIRES	810	203	451	359	55.7 %	0	0	0
403-591-531-30406	PARTS	2,907	727	1,039	1,868	35.7 %	0	1,322	37.39 %
403-591-531-30407	VEHICLE REPAIRS-LABOR & PARTS	9,163	2,291	292	8,871	3.2 %	0	1,315	14.61 %
403-591-531-30430	UTILITIES	53,682	13,421	6,001	47,681	11.2 %	0	4,377	6.46 %
403-591-531-30440	RENTALS / LEASES	2,000	500	0	2,000	0	0	0	0
403-591-531-30461	REPAIR & MAINT - OFFICE EQUIPM	2,500	625	0	2,500	0	0	0	0
403-591-531-30462	REPAIR & MAINT - EQUIPMENT & T	1,579	395	44	1,535	2.8 %	0	547	5.84 %
403-591-531-30467	REPAIR & MAINT-MAINS & LINES	12,507	3,127	1,488	11,019	11.9 %	0	2,449	10.57 %
403-591-531-30468	REPAIR & MAINTENANCE - SERVICE	4,113	1,028	600	3,513	14.6 %	0	1,706	40.45 %
403-591-531-30469	CONTRACTUAL TREE TRIMMING & LI	16,561	4,140	625	15,936	3.8 %	0	0	0
403-591-531-30491	OTHER OPERATING EXPENSES	50,000	12,500	205	49,795	0.4	7,980	9,996	2.13 %
403-591-531-30521	OPERATING SUPPLIES	298	75	118	180	39.6 %	0	105	5.27 %
403-591-531-30522	OPERATING SUPPLIES - UNIFORMS	17,539	4,385	3,434	14,105	19.6 %	0	4,141	23.15 %
403-591-531-60635	STREET LIGHTS	20,600	5,150	0	20,600	0	0	0	0
403-591-531-60644	EQUIPMENT	125,000	31,250	0	125,000	0	0	5,723	11.44 %
403-591-531-70731	HONEYWELL LOAN PRINCIPAL	91,028	22,757	44,992	46,036	49.4 %	0	42,974	49.42 %
403-591-531-70732	HONEYWELL LOAN INTEREST	6,979	1,745	4,019	2,960	57.6 %	0	6,036	54.49 %
403-591-531-70733	BUCKET TRUCKS LOAN PRINCIPAL	100,000	25,000	0	100,000	0	0	0	0
403-591-531-70734	BUCKET TRUCK LOAN INTEREST	3,982	996	0	3,982	0	0	0	0
	TOTAL ELECTRIC DISTRIBUTION	1,428,177	357,044	264,197	1,224,980	18.0 %	7,980	223,202	9.00 %
	ELECTRIC WAREHOUSE								
403-502-531-10120	REGULAR SALARIES & WAGES	33,196	8,299	9,013	24,183	27.2 %	0	7,298	23.07 %
403-502-531-10140	OVERTIME	1,531	383	621	910	40.6 %	0	378	10.30 %
403-502-531-10210	FICA TAXES	2,657	664	659	1,998	24.8 %	0	528	19.90 %
403-502-531-10220	RETIREMENT CONTRIBUTIONS	3,984	996	1,082	2,902	27.1 %	0	817	19.62 %
403-502-531-10230	LIFE & HEALTH INSURANCE	7,159	1,790	1,752	5,407	24.5 %	0	2,000	25.82 %
403-502-531-30430	UTILITIES	3,403	851	272	3,131	8.0 %	0	1,267	31.67 %

ACCOUNT #	ACCOUNT DESCRIPTION	FY 2022 BUDGET	3 MONTHS YTD BUDGET 12/31/2021	3 MONTHS YTD ACTUAL 12/31/2021	BUDGET BALANCE 12/31/2021	25% BUDGET YTD	PURCHASE ORDERS	3 MONTHS PRIOR YTD ACTUALS 12/31/2020	PRIOR YTD 25% 12/31/2020
403-502-531-30461	R/M-OFFICE EQUIPMENT	149	37	0	149	0	0	0	0
403-502-531-30462	REPAIR & MAINT - EQUIP AND TOO	247	62	134	113	54.2%	0	71	1.60%
403-502-531-30463	REPAIR & MAINT - BLDG AND GROU	1,184	296	0	1,184	0	0	0	0
403-502-531-30491	OTHER OPERATING EXPENSE	1,100	275	307	793	27.9%	0	411	37.16%
403-502-531-30521	OPERATING SUPPLIES	1,612	403	357	1,255	22.1%	0	274	14.94%
403-502-531-30522	OPERATING SUPPLIES - UNIFORMS	723	181	138	585	19.1%	0	180	24.34%
	TOTAL ELECTRIC WAREHOUSE	56,945	14,236	14,334	42,611	25.0%	0	13,175	21.00%
	HURRICANE MICHAEL- ELECTRIC								
403-539-531-10120	REGULAR SALARIES & WAGES - LIN	85,803	21,451	42,847	42,956	49.9%	0	18,355	22.31%
403-539-531-10140	OVERTIME - LINE CLEARING CREW	10,017	2,504	7,713	2,304	153.7%	0	3,186	19.12%
403-539-531-10210	FICA TAXES - LINE CLEARING CRE	6,948	1,737	3,654	3,294	52.6%	0	1,391	22.45%
403-539-531-10220	RETIREMENT CONTRIBUTIONS - LIN	10,898	2,725	4,839	6,059	44.4%	0	1,936	21.11%
403-539-531-10230	LIFE & HEALTH INS - LINE CLEAR	22,186	5,547	8,916	13,270	40.2%	0	6,062	24.87%
403-539-531-30343	PROFESSIONAL SERVICES	16,176	4,044	7,691	8,486	47.5%	0	10,345	55.78%
403-539-531-30469	CONTRACTUAL SRVC TREE TRIMMING	167,855	41,964	38,261	129,594	22.1%	0	44,645	24.80%
403-539-531-60640	STORM HARDENING POLES EQUIPME	10,000	2,500	0	10,000	0	0	0	0
403-539-531-70191	H-M LOAN CCB 3M '19 PRINCIPAL	982,704	245,676	632,654	350,050	49.1%	0	0	0
403-539-531-70192	H-M LOAN CCB 3M '19 INT	30,000	7,500	1,500	30,000	0	0	39,075	42.88%
	TOTAL HURRICANE MICHAEL	1,342,587	335,647	596,628	745,959	44.0%	0	122,995	9.00%
	TOTAL ELECTRIC FUND	16,387,335	4,096,834	3,883,761	12,964,574	23.0%	7,980	3,826,469	20.00%
	WATER ADMINISTRATION								
404-520-533-10110	EXE SALARIES & WAGES	14,139	3,535	3,977	10,162	28.1%	0	3,206	21.51%
404-520-533-10120	REGULAR SALARIES & WAGES	46,511	11,628	19,020	27,491	40.9%	0	9,604	21.35%
404-520-533-10140	OVERTIME	3,659	915	1,060	2,599	29.0%	0	486	12.59%
404-520-533-10210	FICA TAXES	4,920	1,230	1,700	3,220	34.6%	0	1,020	21.42%
404-520-533-10220	RETIREMENT CONTRIBUTIONS	7,717	1,929	2,760	4,957	35.8%	0	1,532	21.42%
404-520-533-10230	LIFE & HEALTH INSURANCE	6,871	1,718	4,223	2,648	61.5%	0	1,719	23.29%
404-520-533-30320	ACCOUNTING & AUDITING SERVICES	12,154	3,039	0	12,154	0	0	1,320	12.21%
404-520-533-30341	CONTRACTUAL SERVICES	8,088	2,022	79	8,009	1.0%	0	93	0.89%
404-520-533-30343	PROFESSIONAL SERVICES	4,675	1,169	0	4,675	0	0	0	0
404-520-533-30402	TRAVEL EXPENSE	200	50	0	200	0	0	0	0
404-520-533-30404	OIL & GREASE	100	25	0	100	0	0	0	0
404-520-533-30405	TIRES	400	100	0	400	0	0	0	0
404-520-533-30410	TELEPHONE	1,553	388	262	1,291	16.9%	0	550	19.82%
404-520-533-30440	RENTALS & LEASES	553	138	123	430	22.3%	0	230	15.08%
404-520-533-30451	INSURANCE - PROPERTY LIABILITY	51,617	12,904	12,181	39,436	23.6%	0	11,119	24.92%
404-520-533-30490	BANK CHARGES	5	1	5	0	100.0%	0	0	0
404-520-533-30491	OTHER OPERATING EXPENSE	4,431	1,108	950	3,481	21.4%	0	1,082	21.94%
404-520-533-30493	TRAINING	1,000	250	0	1,000	0	0	0	0
404-520-533-30501	PERMITS & FEES	87	22	0	87	0	0	0	0
404-520-533-30511	OFFICE SUPPLIES	208	52	0	208	0	0	0	0
404-520-533-30521	OPERATING SUPPLIES	300	75	0	300	0	0	0	0
404-520-533-30522	OPERATING SUPPLIES - UNIFORMS	252	63	46	206	18.2%	0	60	20.16%
404-520-533-31000	OTHER OPERATING EXP - IT SUPPO	8,400	2,100	2,100	6,300	25.0%	0	2,100	35.00%
404-520-533-70011	2020A BOND SERVICE PRINCIPAL	97,096	24,274	49,303	47,793	50.8%	0	48,298	49.74%
404-520-533-70032	2020A BOND DEBT SERVICE INTERE	20,373	5,093	9,432	10,941	46.3%	0	10,437	51.22%
404-520-533-70111	2020B BOND DEBT SERVICE PRINCI	27,600	6,900	13,705	13,895	49.7%	0	13,333	49.65%
404-520-533-70112	2020 BOND DEBT SERVICE INTERES	15,446	3,862	10,822	4,624	70.1%	0	8,190	36.73%
404-520-533-70710	SRL DRNK WTR 200601 PRIN	241,894	60,474	119,554	122,340	49.4%	0	113,890	49.36%
404-520-533-70720	DRK WTR SRL 200601 INT	15,143	3,786	8,964	6,179	59.2%	0	14,629	55.59%
404-520-533-70722	2020C FDEP BBT PRINCIPAL	144,063	36,016	71,653	72,410	49.7%	0	70,165	49.73%
404-520-533-70723	2020C FDEP BBT INTEREST	38,367	9,592	19,562	18,805	51.0%	0	21,050	50.89%
404-520-533-70731	HONEYWELL LOAN PRINCIPAL	28,446	7,112	14,060	14,386	49.4%	0	13,430	49.42%
404-520-533-70732	HONEYWELL LOAN INTEREST	2,181	545	1,256	925	57.6%	0	1,886	54.50%
404-520-533-90420	Transfer to Sewer	0	0	0	0	0	0	33,501	25.00%
404-520-533-90990	TRANSFER OF PROFIT	736,927	184,232	184,232	552,695	25.0%	0	9,078	25.00%
404-520-533-90991	TRANSFER TO REFUSE	5,883	1,471	4,543	1,340	77.2%	0	14,160	25.00%
404-520-533-91000	BUSINESS ACTIVITY SHARED EXP	87,328	21,832	21,832	65,496	25.0%	0	16,250	25.00%
	TOTAL WATER ADM	1,638,587	409,647	577,404	1,061,183	35.0%	0	422,417	37.00%
	WATER TREATMENT								
404-530-533-30341	CONTRACTUAL SERVICES	384,719	96,180	113,567	271,152	29.5%	0	97,877	24.91%
404-530-533-30430	UTILITIES	99,294	24,824	15,464	83,831	15.6%	0	23,729	23.06%
404-530-533-30469	REPAIR & MAINT RESERVOIRS	3,892	973	0	3,892	0	0	0	0
	TOTAL WATER TREATMENT	487,905	121,976	129,030	406,847	24.0%	0	121,606	21.00%
	HURRICANE MICHAEL - WATER								
404-539-531-10120	REGULAR SALARIES & WAGES - LIN	17,728	4,432	0	17,728	0	0	4,233	24.50%
404-539-531-10140	OVERTIME - LINE CLEARING CREW	4,067	1,017	0	4,067	0	0	619	16.24%
404-539-531-10210	FICA TAXES - LINE CLEARING CRE	1,667	417	0	1,667	0	0	356	23.71%
404-539-531-10220	RETIREMENT CONTRIBUTIONS - LIN	2,127	532	0	2,127	0	0	439	23.22%

ACCOUNT #	ACCOUNT DESCRIPTION	FY 2022 BUDGET	3 MONTHS YTD BUDGET 12/31/2021	3 MONTHS YTD ACTUAL 12/31/2021	BUDGET BALANCE 12/31/2021	25% BUDGET YTD	PURCHASE ORDERS	3 MONTHS PRIOR YTD ACTUALS 12/31/2020	PRIOR YTD 25% 12/31/2020
404-539-531-10230	LIFE & HEALTH INS - LINE CLEAR	3,549	887	0	3,549	0	0	989	26.55 %
	TOTAL HURRICANE MICHAEL -WATER	29,138	7,285	0	29,138	0	0	6,635	24.00-%
	WATER DISTRIBUTION								
404-539-533-10120	REGULAR SALARIES & WAGES	82,516	20,629	19,609	62,907	23.8 %	0	19,750	21.94 %
404-539-533-10140	OVERTIME	7,052	1,763	1,084	5,968	15.4 %	0	711	9.10 %
404-539-533-10210	FICA TAXES	6,852	1,713	1,446	5,406	21.1 %	0	1,442	17.66 %
404-539-533-10220	RETIREMENT CONTRIBUTIONS	9,902	2,476	2,292	7,610	23.1 %	0	2,135	23.64 %
404-539-533-10230	LIFE & HEALTH INSURANCE	23,180	5,795	5,772	17,408	24.9 %	0	8,494	34.00 %
404-539-533-30403	GASOLINE & DIESEL	294	74	0	294	0	0	254	10.78 %
404-539-533-30405	TIRES	37	9	0	37	0	0	0	0
404-539-533-30406	AUTO PARTS	1,122	281	0	1,122	0	0	608	61.61 %
404-539-533-30407	VEHICLE REPAIRS-PARTS AND LABO	1,207	302	0	1,207	0	0	1,031	69.92 %
404-539-533-30462	REPAIR & MAINT- EQUIPMENT & TO	815	204	0	815	0	0	0	0
404-539-533-30467	REPAIR & MAINT.-MAINS & LINES	2,340	585	316	2,024	13.5 %	0	0	0
404-539-533-30468	REPAIR & MAINT- SERVICES	437	109	0	437	0	0	0	0
404-539-533-30491	OTHER OPERATING EXPENSE	304	76	19	285	6.2 %	0	26	0.05 %
404-539-533-30521	OPERATING SUPPLIES	202	51	0	202	0	0	27	10.03 %
404-539-533-30522	OPERATING SUPPLIES - UNIFORMS	2,487	622	414	2,073	16.6 %	0	541	21.67 %
404-539-533-60644	EQUIPMENT	0	0	0	0	0	0	(527)	1.46-%
	TOTAL WATER DISTRIBUTION	138,747	34,687	40,587	111,160	27.0-%	0	46,666	13.00-%
	TOTAL WATER FUND	2,294,377	573,594	747,021	1,608,328	32.0-%	0	507,324	29.00-%
	GAS ADMINISTRATION								
405-520-532-10110	EXE SALARIES & WAGES	14,139	3,535	3,977	10,162	28.1 %	0	3,206	21.72 %
405-520-532-10120	REGULAR SALARIES & WAGES	19,842	4,961	5,627	14,215	28.4 %	0	4,449	21.88 %
405-520-532-10140	OVERTIME	1,675	419	335	1,340	20.0 %	0	390	22.26 %
405-520-532-10210	FICA TAXES	2,728	682	733	1,995	26.9 %	0	591	22.00 %
405-520-532-10220	RETIREMENT CONTRIBUTIONS	4,078	1,020	1,153	2,925	28.3 %	0	917	21.84 %
405-520-532-10230	LIFE & HEALTH INSURANCE	4,862	3,216	1,193	3,669	24.5 %	0	1,312	25.14 %
405-520-532-30320	ACCOUNTING & AUDITING SERVICES	12,154	3,039	0	12,154	0	0	1,320	12.59 %
405-520-532-30341	CONTRACTUAL SERVICES	22,120	5,530	79	22,041	0.4	0	93	0.48 %
405-520-532-30343	PROFESSIONAL SERVICES	9,046	2,262	0	9,046	0	0	425	5.45 %
405-520-532-30380	PURCHASED GAS	775,257	193,814	226,726	548,531	29.2 %	0	233,831	28.14 %
405-520-532-30402	TRAVEL EXPENSE	200	50	0	200	0	0	0	0
405-520-532-30403	GAS & DIESEL	500	125	0	500	0	0	0	0
405-520-532-30404	OIL & GREASE	100	25	0	100	0	0	0	0
405-520-532-30405	TIRES	100	25	0	100	0	0	0	0
405-520-532-30410	TELEPHONE EXPENSE	1,713	428	477	1,236	27.8 %	0	550	21.17 %
405-520-532-30440	RENTALS/LEASES	553	138	123	430	22.3 %	0	230	38.38 %
405-520-532-30451	INSURANCE - PROPERTY LIABILITY	32,261	8,065	7,613	24,648	23.6 %	0	6,949	24.85 %
405-520-532-30491	OTHER OPERATING EXPENSE	4,721	1,180	950	3,771	20.1 %	0	1,334	26.81 %
405-520-532-30493	TRAINING	162	41	0	162	0	0	0	0
405-520-532-30511	OFFICE SUPPLIES	337	84	0	337	0	0	219	73.01 %
405-520-532-30521	OPERATING SUPPLIES	2,021	505	0	2,021	0	0	19	0.63 %
405-520-532-30522	OPERATING SUPPLIES - UNIFORMS	280	70	46	234	16.4 %	0	87	13.43 %
405-520-532-30580	TAXES-STATE ASSESSMENT	3,056	764	0	3,056	0	0	0	0
405-520-532-31000	OTHER OPERATING EXP - IT SUPPO	8,400	2,100	2,100	6,300	25.0 %	0	2,100	35.00 %
405-520-532-70111	2020B BOND DEBT SERVICE PRINCI	27,600	6,900	13,705	13,895	49.7 %	0	13,333	49.65 %
405-520-532-70112	2020 BOND DEBT SERVICE INTERES	15,446	3,862	10,822	4,624	70.1 %	0	8,190	50.56 %
405-520-532-90990	TRANSFER OF PROFIT	403,820	100,955	104,416	299,404	25.9 %	0	85,377	25.00 %
405-520-532-91000	BUSINESS ACTIVITY SHARED EXP	57,666	14,417	14,417	43,250	25.0 %	0	11,594	25.00 %
	TOTAL GAS ADM	1,424,837	356,209	394,492	1,030,345	28.0-%	0	376,516	27.00-%
	GAS DISTRIBUTION								
405-561-532-10120	REGULAR SALARIES & WAGES	164,386	41,097	43,341	121,045	26.4 %	0	35,552	22.10 %
405-561-532-10140	OVERTIME	6,078	1,520	607	5,471	10.0 %	0	693	11.03 %
405-561-532-10210	FICA TAXES	13,041	3,260	3,288	9,753	25.2 %	0	2,721	22.29 %
405-561-532-10220	RETIREMENT CONTRIBUTIONS	19,726	4,932	5,189	14,537	26.3 %	0	4,000	21.17 %
405-561-532-10230	LIFE & HEALTH INSURANCE	23,990	5,998	5,610	18,380	23.4 %	0	6,347	24.59 %
405-561-532-30403	GASOLINE & DIESEL	2,236	559	503	1,733	22.5 %	0	564	19.71 %
405-561-532-30404	OIL & GREASE	290	73	0	290	0	0	222	59.12 %
405-561-532-30405	TIRES	783	196	0	783	0	0	22	3.25 %
405-561-532-30406	VEHICLE PARTS	20	5	1,560	(1,540)	7800.0 %	0	7	2.62 %
405-561-532-30430	UTILITIES	2,145	536	124	2,021	5.8 %	0	385	17.32 %
405-561-532-30462	REPAIR & MAINT-EQUIPMENT & TOO	364	91	22	342	6.0 %	0	155	25.84 %
405-561-532-30467	MAINT. OF MAINS & LINES - GAS	11,001	2,750	0	11,001	0	0	6,615	69.50 %
405-561-532-30468	MAINTENANCE OF SERVICES - GAS	4,348	1,087	0	4,348	0	0	3,418	36.01 %
405-561-532-30491	OTHER OPERATING EXPENSE	318	80	4	314	1.3 %	0	97	19.48 %
405-561-532-30520	OPER SUPP-WATER HEATERS	500	125	0	500	0	0	0	0
405-561-532-30521	OPERATING SUPPLIES	181	45	13	168	7.4 %	0	101	50.51 %
405-561-532-30522	OPERATING SUPPLIES - UNIFORMS	2,486	622	460	2,026	18.5 %	0	601	23.72 %
405-561-532-60644	EQUIPMENT	40,000	10,000	0	40,000	0	0	(437)	77.27-%

ACCOUNT #	ACCOUNT DESCRIPTION	FY 2022 BUDGET	3 MONTHS YTD BUDGET 12/31/2021	3 MONTHS YTD ACTUAL 12/31/2021	BUDGET BALANCE 12/31/2021	25% BUDGET YTD	PURCHASE ORDERS	3 MONTHS PRIOR YTD ACTUALS 12/31/2020	PRIOR YTD 25%
	TOTAL GAS DISTRIBUTION	291,893	72,973	70,356	234,537	23.0-%	0	63,813	20.00-%
	TOTAL GAS FUND	1,716,730	429,183	464,848	1,264,882	27.0-%	0	440,329	26.00-%
	REFUSE ADMINISTRATION								
406-410-539-30320	ACCOUNTING & AUDITING SERVICES	12,154	3,039	0	12,154	0	0	1,320	12.44 %
406-410-539-30443	RESIDENTIAL REFUSE	579,105	144,776	57,756	521,349	10.0 %	0	160,234	24.62 %
406-410-539-30451	INSURANCE - PROPERTY LIABILITY	25,809	6,452	6,091	19,718	23.6 %	0	5,560	24.86 %
406-410-539-30480	YARD/SOLID WASTE TIPPING FEES	95,506	23,877	15,450	80,056	16.2 %	0	27,215	23.13 %
406-410-539-30491	Other Operating Expense	842	211	234	608	27.8 %	0	237	3.45 %
406-410-539-31443	COMMERCIAL REFUSE	572,571	143,143	51,105	521,466	8.9 %	0	136,413	24.82 %
406-410-539-90000	TRANSFER TO LANDFILL	0	0	0	0	0	0	3,068	17.76 %
406-410-539-90990	TRANSFER PROFITS TO GF	89,670	22,418	22,418	67,253	25.0 %	0	8,440	25.00 %
406-410-539-91000	BUSINESS ACTIVITY SHARED EXP	57,688	14,422	14,422	43,266	25.0 %	0	12,180	25.00 %
	TOTAL REFUSE FUND	1,433,345	358,336	167,475	1,265,870	12.0-%	0	354,667	24.00-%
	LANDFILL OPERATIONS								
407-422-536-10120	REGULAR SALARIES & WAGES	63,250	15,813	14,647	48,603	23.2 %	0	14,058	22.64 %
407-422-536-10140	OVERTIME	635	159	320	315	50.4 %	0	133	15.24 %
407-422-536-10210	FICA TAXES	4,887	1,222	1,086	3,801	22.2 %	0	1,022	22.80 %
407-422-536-10220	RETIREMENT CONTRIBUTIONS	7,590	1,898	1,758	5,832	23.2 %	0	1,501	20.67 %
407-422-536-10230	LIFE & HEALTH INSURANCE	15,416	3,854	2,346	13,070	15.2 %	0	4,176	27.00 %
407-422-536-30312	ENGINEERING FEES	4,500	1,125	0	4,500	0	0	0	0
407-422-536-30341	CONTRACTUAL SERVICES	21,000	5,250	1,800	19,200	8.6 %	0	0	0
407-422-536-30346	MONITORING FEES	30,000	7,500	26,157	3,843	87.2 %	0	12,125	18.65 %
407-422-536-30430	UTILITIES	917	229	81	836	8.8 %	0	242	21.29 %
407-422-536-30462	REPAIR & MAINT-EQUIPMENT & TOU	2,807	702	0	2,807	0	0	0	0
407-422-536-30463	REPAIR & MAINT -BUILDINGS & GR	2,450	613	106	2,344	4.3 %	0	821	37.52 %
407-422-536-30491	OTHER OPERATING EXPENSE	1,137	284	278	859	24.5 %	0	369	18.91 %
407-422-536-30493	TRAINING	692	173	0	692	0	0	0	0
407-422-536-90990	TRANSFER PROFIT	1,002	251	167	835	133.8 %	0	9,473	25.00 %
407-422-536-91000	BUSINESS ACTIVITY SHARED EXP	5,512	1,378	1,378	4,134	25.0 %	0	1,250	25.00 %
	TOTAL LANDFILL FUND	161,795	40,449	50,124	111,671	32.0-%	0	45,171	22.00-%
	TELECOMMUNICATIONS								
508-539-539-10110	EXECUTIVE SALARIES & WAGES	55,000	13,750	0	55,000	0	0	10,789	44.82 %
508-539-539-10210	FICA	4,208	1,052	0	4,208	0	0	726	42.16 %
508-539-539-10220	RETIREMENT CONTRIBUTIONS	6,600	1,650	0	6,600	0	0	1,291	44.76 %
508-539-539-10230	LIFE & HEALTH INSURANCE	6,719	1,680	0	6,719	0	0	3,538	64.68 %
508-539-539-30341	CONTRACTUAL SERVICES	36,036	9,009	9,205	26,831	25.5 %	0	3,233	5.12 %
508-539-539-30343	PROFESSIONAL SERVICES	1,000	250	0	1,000	0	0	282	66.70 %
508-539-539-30402	TRAVEL EXPENSE	1,000	250	0	1,000	0	0	0	0
508-539-539-30403	GAS & DIESEL	500	125	146	354	29.3 %	0	0	0
508-539-539-30410	TELEPHONE	3,000	750	932	2,068	31.1 %	0	(984)	117.98 %
508-539-539-30430	UTILITIES	6,270	1,568	741	5,529	11.8 %	0	2,606	30.65 %
508-539-539-30491	OTHER OPERATING EXPENSES	6,932	1,733	294	6,638	4.2 %	0	237	0.32 %
508-539-539-60644	EQUIPMENT	20,000	5,000	1,145	18,855	5.7 %	0	29,924	0
	TOTAL TELECOMMUNICATIONS	147,265	36,816	12,464	134,801	8.0-%	0	51,641	29.00-%
	TOTAL ENTERPRISE FUND	24,981,516	6,245,379	6,216,795	27,164,592	19.0-%	7,980	6,353,163	19.00-%
	TOTAL ALL FUNDS	36,934,229	9,233,556	9,087,854	39,298,102	19.0-%	35,267	8,669,243	19.00-%

ACCOUNT #	ACCOUNT DESCRIPTION	FY 2022 BUDGET	3 MONTHS YTD BUDGET 12/31/2021	3 MONTHS YTD ACTUAL 12/31/2021	BUDGET BALANCE 12/31/2021	25% BUDGET YTD	3 MONTHS PRIOR YTD ACTUALS 12/31/2020	PRIOR YTD 25% 12/31/2020
GEN FUND REV								
001-311-10000	CURRENT AD VALOREM TAX	\$1,336,663	\$334,166	\$859,217	\$477,446	64%	\$776,084	68%
001-312-41000	SALES-LOCAL OPTION GAS TAX	\$234,862	\$58,591	\$67,544	\$166,818	25%	\$35,343	16%
001-312-60000	LOCAL GOV INFRASTRUCTURE SURTA	\$646,757	\$161,689	\$104,460	\$482,297	25%	\$142,390	28%
001-314-80000	UTILITY SERVICE TAX - PROPANE	\$7,001	\$1,750	\$1,352	\$5,649	19%	\$1,266	14%
001-315-00000	COMMUNICATION SERVICES TAX	\$234,785	\$58,696	\$59,826	\$174,959	25%	\$56,547	26%
001-321-10000	PROFESSIONAL & OCCUPATION LICE	\$27,529	\$6,882	\$14,603	\$12,926	53%	\$11,495	104%
001-322-10000	PERMITS	\$111,404	\$27,851	\$31,722	\$79,682	28%	\$32,554	22%
001-329-10000	OTHER LICENSES, FEES & PERMITS	\$1,420	\$355	\$685	\$735	48%	\$335	20%
001-331-50000	FEMA REIMBURSEMENT MICHAEL	\$373,294	\$93,324	\$0	\$480,440	0%	\$291,394	58%
001-335-12000	STATE REVENUE SHARING PROCEEDS	\$372,325	\$93,081	\$85,161	\$287,164	23%	\$72,267	29%
001-335-14000	STATE - MOBILE HOME LICENSE	\$1,695	\$424	\$537	\$1,158	32%	\$440	31%
001-335-15000	STATE - ALCOHOLIC BEVERAGE LIC	\$5,954	\$1,489	\$2,189	\$3,765	37%	\$2,800	56%
001-335-17000	STATE - D O T REIMBURSEMENT	\$156,490	\$39,123	\$0	\$156,490	0%	\$7,250	6%
001-335-18000	STATE - HALF CENT SALES TAX	\$345,881	\$86,470	\$65,003	\$280,878	19%	\$80,082	31%
001-335-23000	FIREFIGHTERS SUPP COMPENSATION	\$2,974	\$744	\$630	\$2,344	21%	\$1,620	110%
001-335-41000	STATE - REBATE ON MUN VEH FUEL	\$11,907	\$2,977	\$3,080	\$8,827	26%	\$3,404	32%
001-335-43000	STATE DEPARTMENT OF HIGHWAY PA	\$812	\$203	\$275	\$537	34%	\$95	16%
001-340-21000	SERVICES - COUNTY FIRE PROTECT	\$486,668	\$121,667	\$0	\$486,668	0%	\$121,672	26%
001-340-21500	SERVICES-FIRE INSPECTIONS	\$5,281	\$1,320	\$600	\$4,681	11%	\$400	16%
001-347-21000	REVENUE - BASEBALL	\$8,670	\$2,168	\$225	\$8,445	3%	\$0	0%
001-347-22000	REVENUE - FOOTBALL	\$5,610	\$1,403	\$3,680	\$1,930	66%	\$60	1%
001-347-23000	REVENUE - BASKETBALL	\$5,538	\$1,385	\$1,955	\$3,583	35%	\$0	0%
001-347-24000	REVENUE - DAY CAMP	\$3,570	\$893	\$0	\$3,570	0%	\$0	0%
001-347-26000	REVENUE - SOFTBALL	\$1,530	\$383	\$0	\$1,530	0%	\$0	0%
001-347-27000	REVENUE - OTHER ACTIVITY FEES	\$2,666	\$667	\$0	\$2,666	0%	\$0	0%
001-347-30000	RENT ON FACILITIES	\$18,723	\$4,681	\$2,787	\$10,936	42%	\$2,100	17%
001-347-41000	REVENUE - POOL ADMISSION FEES	\$168	\$92	\$0	\$368	0%	\$0	0%
001-347-46993	QuincyFest Vendors	\$643	\$161	\$0	\$643	0%	\$0	0%
001-347-50000	COKE FUND REVENUE	\$288	\$72	\$0	\$288	0%	\$59	10%
001-359-10000	OTH FINES & FORFEITS	\$33,186	\$8,297	\$6,072	\$27,114	18%	\$6,562	18%
001-364-11000	SALE OF LAND - HILLCREST CEMET	\$26,249	\$6,562	\$4,027	\$22,222	15%	\$8,360	21%
001-364-12000	SALE OF LAND - SUNNYSVALE CEMET	\$78,404	\$19,601	\$8,111	\$70,293	10%	\$24,991	47%
001-366-00004	DONATIONS	\$1,059	\$265	\$0	\$1,059	0%	\$0	0%
001-366-10004	FLORIDA DEM HURRICANE MICHAEL	\$168,164	\$42,041	\$0	\$168,164	0%	\$0	0%
001-366-10011	VISTA BRACE VOLUNTEER GRANT	\$29,536	\$7,384	\$0	\$29,536	0%	\$9,365	32%
001-366-10013	COVID19 GADSDEN COUNTY PUBLIC	\$0	\$0	\$0	\$0	0%	\$250,000	100%
001-369-90000	OTHER MISCELLANEOUS REVENUES	\$98,866	\$24,717	\$16,037	\$82,829	16%	\$8,506	19%
001-369-92000	CRA Administrative Fees	\$20,000	\$5,000	\$5,003	\$14,997	25%	\$5,003	25%
001-369-95000	Insurance Proceeds	\$14,658	\$3,665	\$0	\$14,658	0%	\$10,231	20%
001-369-96000	DONATIONS	\$1,469	\$367	\$0	\$1,469	0%	\$200	0%
001-382-10000	CONTRIBUTION FR INTER OPER-ELE	\$4,265,470	\$1,066,368	\$1,058,001	\$3,207,469	25%	\$1,152,485	25%
001-382-20000	CONTRIBUTION FR INTER OPER-GAS	\$417,663	\$104,416	\$104,416	\$313,247	25%	\$85,377	25%
001-382-30000	CONTRIBUTION FR INTER OPER-WAT	\$736,927	\$184,232	\$184,232	\$552,695	25%	\$9,078	25%
001-382-40000	CONTRIBUTION FR INTER OPER-REF	\$89,670	\$22,418	\$22,418	\$67,253	25%	\$8,440	25%
001-382-50000	CONTRIBUTION FR INTER OPER-SEW	\$118,189	\$29,547	\$29,547	\$88,642	25%	\$35,450	25%
001-382-60000	CONTRIBUTION FR INTER OPER LAN	\$5,362	\$1,341	\$1,340	\$4,022	25%	\$9,473	25%
001-389-00000	USE OF FUND BALANCE	\$833,000	\$208,250	\$0	\$833,000	0%	\$0	0%
	TOTAL GENERAL FUND REVS	\$11,348,680	\$2,837,170	\$2,809,735	\$8,646,092	30%	\$3,263,178	26%
COMMUNITY REDEVELOPMENT FUND								
002-341-00000	CRA TIF COUNTY FUNDS	\$311,609	\$77,902	\$0	\$311,609	0%	\$0	0%
002-341-10000	CRA TIF CITY FUNDS	\$201,734	\$50,434	\$0	\$201,734	0%	\$170,756	100%
002-361-10000	INTEREST REVENUE	\$0	\$0	\$5	(\$5)	0%	\$28	0%
002-389-00000	USE OF FUND BALANCE	\$90,685	\$22,671	\$0	\$90,685	0%	\$0	0%
	TOTAL CRA REVENUE	\$604,028	\$151,007	\$5	\$604,023	0%	\$170,784	28%
	TOTAL GENERAL FUND REVS	\$11,952,708	\$2,988,177	\$2,809,740	\$9,250,115	24%	\$3,433,962	
BUSINESS ACTIVITY AND CUSTOMER								
400-381-10000	INTERFUND TRANSFER	\$673,601	\$168,400	\$168,400	\$505,201	25%	\$150,488	23%
ENTERPRISE FUND REVENUES								
SEWER								
402-343-10000	SALES	\$2,046,420	\$511,605	\$490,687	\$1,555,733	24%	\$520,745	26%
402-343-16000	CONNECTIONS	\$8,637	\$2,159	\$896	\$7,741	10%	\$2,352	62%
402-343-17000	FORFEITED DISCOUNTS - PENALTY	\$31,005	\$7,751	\$7,579	\$23,426	24%	\$8,544	33%
402-343-50000	SEWER SURCHARGE O/S	\$62,514	\$15,629	\$12,469	\$50,045	20%	\$16,331	1924%
402-361-10000	INTEREST REVENUE	\$321	\$80	\$74	\$247	23%	\$83	0%
402-381-10000	INTERFUND TRANSFER	\$18,171	\$4,543	\$4,543	\$13,628	25%	\$112,002	25%
	TOTAL SEWER REV	\$2,167,068	\$541,767	\$516,248	\$1,650,820	11%	\$660,057	11%

ACCOUNT #	ACCOUNT DESCRIPTION	FY 2022 BUDGET	3 MONTHS YTD BUDGET 12/31/2021	3 MONTHS YTD ACTUAL 12/31/2021	BUDGET BALANCE 12/31/2021	25% BUDGET YTD	3 MONTHS PRIOR YTD ACTUALS 12/31/2020	PRIOR YTD 25% 12/31/2020
	ELECTRIC							
403-331-01019	H-M FEMA REIMB MICHAEL	\$205,000	\$51,350	\$0	\$205,000	0%	\$1,857,971	63%
403-343-11000	RESIDENTIAL SALES	\$5,386,439	\$1,346,610	\$1,316,729	\$4,069,710	24%	\$1,246,296	24%
403-343-12000	COMMERCIAL SALES	\$6,963,630	\$1,740,908	\$1,881,773	\$5,081,857	27%	\$1,775,535	26%
403-343-13000	INDUSTRIAL SALES	\$1,392,262	\$348,066	\$437,736	\$954,526	31%	\$337,706	25%
403-343-14000	STREET LIGHTING SALES	\$10,244	\$2,561	\$26,464	(\$16,220)	25%	\$397	0%
403-343-15000	INTERDEPARTMENTAL SALES	\$315,779	\$78,945	\$87,735	\$228,044	28%	\$61,932	24%
403-343-16000	CONNECTIONS	\$52,881	\$13,220	\$29,622	\$23,259	56%	\$1,457	2%
403-343-16500	Hurricane Michael Surcharge	\$981,660	\$245,415	\$237,086	\$744,574	24%	\$242,017	26%
403-343-16710	VISTA BRACE VOLUNTEER GRANT	\$29,536	\$7,384	\$0	\$29,536	0%	\$9,365	32%
403-343-17000	FORFEITED DISCOUNTS - PENALTY	\$149,640	\$37,410	\$47,217	\$102,423	32%	\$37,510	25%
403-343-18000	SALE OF MATERIAL	\$0	\$0	\$10,077	(\$10,077)	0%	\$0	0%
403-343-18500	SPECIAL PROJECT - MATERIAL SAL	\$0	\$0	\$28,420	(\$28,420)	0%	\$0	0%
403-343-19000	CUT ON/OFF FEES	\$29,097	\$7,274	\$3,203	\$25,894	11%	\$15,207	46%
403-343-24000	TRANSFORMER RENT	\$8,590	\$2,148	\$2,115	\$6,475	25%	\$2,115	27%
403-343-27000	MISCELLANEOUS CHARGES	\$7,325	\$1,831	\$4,276	\$3,049	58%	(\$44)	0%
403-343-90000	MISCELLANEOUS REVENUES	\$0	\$0	\$296	(\$296)	0%	\$306	2%
403-361-10000	INTEREST REVENUE	\$1,008	\$252	\$333	\$675	33%	\$179	7%
403-369-90000	MISCELLANEOUS REVENUES	\$0	\$0	\$2,464	(\$2,464)	0%	\$0	0%
403-889-90001	USE OF RETAINED EARNINGS	\$854,251	\$213,583	\$0	\$854,251	0%	\$0	0%
	TOTAL ELECTRIC REV	\$16,387,342	\$4,096,836	\$4,115,546	\$12,271,795	27%	\$5,587,949	29%
	WATER							
404-343-10000	SALES	\$2,028,145	\$507,036	\$412,940	\$1,615,205	20%	\$437,401	26%
404-343-15000	INTERDEPARTMENTAL SALES	\$87,195	\$21,799	\$17,209	\$69,986	20%	\$10,510	13%
404-343-16000	CONNECTIONS	\$23,165	\$5,791	\$7,036	\$16,129	30%	\$4,796	16%
404-343-17000	FORFEITED DISCOUNTS-PENALTIES	\$25,439	\$6,360	\$8,753	\$16,686	34%	\$7,221	34%
404-343-27000	MISCELLANEOUS CHARGES	\$21,856	\$5,464	(\$386)	\$22,242	-2%	\$8,808	68%
404-343-30000	WATER SURCHARGE O/S	\$106,759	\$26,690	\$21,158	\$85,601	20%	\$26,891	28%
404-361-10000	INTEREST REVENUE	\$1,818	\$455	\$234	\$1,584	13%	\$986	15%
404-369-90000	Miscellaneous Revenue	\$0	\$0	\$45	(\$45)	0%	\$0	0%
	TOTAL WATER REV	\$2,294,377	\$573,594	\$466,989	\$1,827,387	20%	\$496,213	24%
	GAS							
405-343-10000	GAS SALES	\$1,532,086	\$383,022	\$415,120	\$1,116,966	27%	\$276,300	21%
405-343-15000	GAS INTERDEPARTMENTAL SALES	\$9,408	\$2,352	\$1,208	\$8,200	13%	\$1,055	15%
405-343-16000	GAS CONNECTIONS	\$10,962	\$2,741	\$2,000	\$8,962	18%	\$1,197	26%
405-343-17000	GAS FORFEITED DISCS-PENALTIES	\$26,981	\$6,745	\$9,060	\$17,921	34%	\$6,213	49%
405-343-27000	GAS OTHER CHARGES	\$654	\$164	(\$523)	\$1,177	-80%	(\$5)	1%
405-361-10000	INTEREST REVENUE	\$137	\$34	\$17	\$120	13%	\$34	0%
405-369-90000	MISCELLANEOUS REVENUE	\$136,502	\$34,126	\$0	\$136,502	0%	\$0	0%
405-381-10000	INTERFUND TRANSFER	\$0	\$0	\$0	\$0	0%	\$30,577	12%
	TOTAL GAS REV	\$1,716,730	\$429,183	\$426,882	\$1,289,847	25%	\$315,371	18%
	REFUSE							
406-343-11000	RESIDENTIAL SALES	\$742,742	\$185,686	\$185,051	\$557,691	25%	\$181,998	25%
406-343-12000	COMMERCIAL SALES	\$527,503	\$131,876	\$133,741	\$393,762	25%	\$130,937	25%
406-343-15000	YARD TRASH COLLECTION	\$144,538	\$36,135	\$35,729	\$108,809	25%	\$35,527	26%
406-343-17000	FORFEITED DISCOUNTS-PENALTIES	\$18,561	\$4,640	\$4,789	\$13,772	26%	\$4,742	17%
406-381-00010	Non-Operating Transfer	\$0	\$0	\$0	\$0	0%	\$14,160	25%
	TOTAL REFUSE REV	\$1,433,344	\$358,336	\$359,310	\$1,074,033	25%	\$367,364	25%
	LANDFILL							
407-343-44000	GARBAGE TIPPING FEES	\$150,825	\$37,706	\$41,340	\$109,485	27%	\$38,460	31%
407-381-00010	Non-Operating Transfer	\$10,970	\$2,743	\$2,743	\$8,227	25%	\$3,068	10%
	TOTAL LANDFILL REV	\$161,795	\$40,449	\$44,083	\$117,712	27%	\$41,528	20%
	TELECOMMUNICATION							
508-381-00010	Non-Operating Transfer	\$139,400	\$34,850	\$32,750	\$106,650	23%	\$37,423	27%
508-381-10000	INTERFUND TRANSFER FROM GENERA	\$3,864	\$966	\$966	\$2,898	25%	\$15,450	54%
508-381-20000	INTERFUND TRNFR FROM ENTERPRIS	\$0	\$0	\$0	\$0	0%	\$7,885	70%
508-381-30000	INTERFUND TRANSFER FROM CRA	\$4,000	\$1,000	\$1,000	\$3,000	25%	\$1,000	25%
	TOTAL TELECOMMUNICATIONS REV	\$147,264	\$36,816	\$34,716	\$112,548	24%	\$61,758	34%
	TOTAL ENTERPRISE FND REVS	\$24,981,521	\$6,245,380	\$6,132,174	\$18,849,345	23%	\$7,680,728	23%
	TOTAL REVENUES	\$36,934,229	\$9,233,557	\$8,941,914	\$28,099,460	23%	\$11,114,690	24%

City of Quincy, Florida
 Budget Transfers
 Month of December 31, 2021

Account Number	Description	Budget	Budget Balance	From	To
001-130-519-30491	OTHER OPERATING EXPENSE	\$1,144.00	\$ (65.25)		\$ 200.00
001-130-519-30402	TRAVEL EXPENSE	2,800.00	\$ 2,800.00	\$ (200.00)	
001-210-521-10150	SPEC PAY-INCENTIVE,HOL,LV BUYB	843.00	843.00	\$ (100.00)	
001-210-521-10130	OTHER SALARIES & WAGES	\$0.00	\$ (25.00)		\$ 100.00
001-284-515-30341	CONTRACTUAL SERVICES	37,500.00	\$ 37,500.00	\$ (3,500.00)	
001-284-515-30343	PROFESSIONAL SERVICES	\$2,320.00	\$ (3,330.00)		\$ 3,500.00
001-284-515-30511	OFFICE SUPPLIES GENERAL	\$1,856.00	\$ (176.31)		\$ 500.00
001-284-515-30493	TRAINING	3,500.00	3,500.00	\$ (500.00)	
002-250-552-30341	CONTRACTUAL SERVICES	\$1,000.00	\$ (500.00)		\$ 1,000.00
002-250-552-30343	PROFESSIONAL SERVICES	40,200.00	\$ 34,727.00	\$ (1,000.00)	
002-250-552-30490	BANK CHARGES	\$500.00	\$ (55.64)		\$ 500.00
002-250-552-30491	OTHER OPERATING EXPENSES	\$5,000.00	\$ 4,825.00	\$ (500.00)	
403-539-531-10140	OVERTIME - LINE CLEARING CREW	\$5,017.00	\$ (2,696.48)		\$ 5,000.00
403-539-531-30469	CONTRACTUAL SRVC TREE TRIMMING	\$172,855.00	\$ 134,594.00	\$ (5,000.00)	
405-561-532-30406	VEHICLE PARTS	\$20.00	\$ (1,540.00)		\$ 3,000.00
405-561-532-30467	MAINT. OF MAINS & LINES - GAS	\$11,001.00	\$ 11,001.00	\$ (3,000.00)	
				\$ (13,800.00)	\$ 13,800.00

Comment
Exps exceed budget
10% compliance met
Allowed by Charter
Exps exceed budget
10% compliance met
Exps exceed budget
Exps exceed budget
Allowed by Charter
Exps exceed budget
10% compliance met
Exps exceed budget
Exps exceed budget
10% compliance met
Exps exceed budget
Exps exceed budget
10% compliance met
Exps exceed budget
Allowed by Charter

ACCOUNT_#	ACCOUNT DESCRIPTION	FY 2022 BUDGET	3 MONTHS YTD BUDGET 12/31/2021	3 MONTHS YTD ACTUAL 12/31/2021	BUDGET BALANCE 12/31/2021	25% BUDGET YTD
REVENUES						
001-366-10015	AMERICAN RESCUE PLAN GRANT	\$1,209,664	\$302,416	\$1,209,664	\$0	100%
403-331-33000	AMERICAN RESCUE PLAN ACT GRANT	\$500,000	\$125,000	\$500,000	\$0	100%
	TOTAL GRANT REVENUES	\$1,709,664	\$427,416	\$1,709,664	\$0	100%
EXPENSES						
001-260-513-30315	COMMUNITY SERVICES - MENTAL HEALTH	\$100,000	\$25,000	\$0	\$100,000	0%
001-430-541-60634	STORM WATER FACILITIES	\$660,000	\$165,000	\$0	\$660,000	0%
403-520-531-30646	ECONOMIC DEVELOPMENT INITIATIV	\$400,000	\$100,000	\$0	\$400,000	0%
402-540-535-60646	EQUIPMENT - FIBER OPTIC SYSTEM	\$13,000	\$3,250	\$3,338	\$9,662	26%
403-591-531-60646	EQUIPMENT - FIBER OPTIC SYSTEM	\$61,000	\$15,250	\$15,664	\$45,336	26%
404-539-533-60646	EQUIPMENT - FIBER OPTIC SYSTEM	\$13,000	\$3,250	\$3,338	\$9,662	26%
405-561-532-60646	EQUIPMENT - FIBER OPTIC SYSTEM	\$13,000	\$3,250	\$3,338	\$9,662	26%
001-220-521-60641	EQUIPMENT	\$140,000	\$35,000	\$0	\$140,000	0%
001-220-521-10120	REGULAR SALARIES - PREMIUM PAY	\$309,664	\$77,416	\$0	\$309,664	0%
	TOTAL EXPENSES	\$1,709,664	\$427,416	\$25,679	\$1,683,985	2%
REVENUES						
001-331-50000	FEMA FEDERAL HURRICANE REIMBURSEMENT	\$107,146	\$26,787	\$0	\$107,146	0%
	TOTAL REVENUES	\$107,146	\$26,787	\$0	\$107,146	0%
EXPENSES						
001-430-541-60634	STORM WATER FACILITIES	\$107,146	\$26,787	\$0	\$107,146	0%
	TOTAL EXPENSES	\$107,146	\$26,787	\$0	\$107,146	0%
REVENUES						
001-366-10016	FDLE Edward Byrne Memorial JAG	\$2,980	\$745	\$0	\$2,980	0%
	TOTAL REVENUES	\$2,980	\$745	\$0	\$2,980	0%
EXPENSES						
001-220-521-10140	OVERTIME	\$700	\$175	\$0	\$700	0%
001-220-521-60641	EQUIPMENT	\$2,280	\$570	\$0	\$2,280	0%
	TOTAL EXPENSES	\$2,980	\$745	\$0	\$2,980	0%
REVENUES						
001-334-49000	STATE GRANT - TRANSPORTATION	\$583,086	\$145,772	\$0	\$583,086	0%
	TOTAL REVENUES	\$583,086	\$145,772	\$0	\$583,086	0%
EXPENSES						
001-430-541-60632	RESURF & SIDEWALKS	\$583,086	\$145,772	\$0	\$583,086	0%
	TOTAL EXPENSES	\$583,086	\$145,772	\$0	\$583,086	0%
** CONSIST OF TWO FISCAL YEARS (\$437,858, & \$145,228)						
REVENUES						
001-366-10003	FLORIDA DEO RIF GRANT	\$115,670	\$28,918	\$41,745	\$73,925	36%
	TOTAL REVENUES	\$115,670	\$28,918	\$41,745	\$73,925	36%
EXPENSES						
001-284-515-30341	CONTRACTUAL SERVICES	\$115,670	\$28,918	\$41,745	\$73,925	36%
	TOTAL EXPENSES	\$115,670	\$28,918	\$41,745	\$73,925	36%
REVENUES						
002-334-90000	HOMETOWN REVITALIZATION GRANT	\$2,949,428	\$737,357	\$0	\$2,949,428	0%
	TOTAL REVENUES	\$2,949,428	\$737,357	\$0	\$2,949,428	0%
EXPENSES						
002-250-552-30491	CONTRACTUAL SERVICES	\$2,949,428	\$737,357	\$0	\$2,949,428	0%
	TOTAL EXPENSES	\$2,949,428	\$737,357	\$0	\$2,949,428	0%
REVENUES						
402-381-39000	CLEAN WATER SRL GRANT	\$3,576,868	\$894,217	\$0	\$3,576,868	0%
	TOTAL REVENUES	\$3,576,868	\$894,217	\$0	\$3,576,868	0%
EXPENSES						
402-531-535-60620	BUILDING & BUILDING IMPROVEMENTS	\$3,576,868	\$894,217	\$0	\$3,576,868	0%
	TOTAL EXPENSES	\$3,576,868	\$894,217	\$0	\$3,576,868	0%

ACCOUNT_#	ACCOUNT DESCRIPTION	FY 2022 BUDGET	3 MONTHS YTD BUDGET 12/31/2021	3 MONTHS YTD ACTUAL 12/31/2021	BUDGET BALANCE 12/31/2021	25% BUDGET YTD
REVENUES						
402-331-32000	DEM HAZARD MITIGATION GRANT	\$35,979	\$8,995	\$0	\$35,979	0%
402-389-80001	USE OF RETAINED EARNINGS	\$11,993	\$2,998	\$0	\$11,993	0%
404-331-32000	DEM HAZARD MITIGATION GRANT	\$35,979	\$8,995	\$0	\$35,979	0%
404-389-80001	USE OF RETAINED EARNINGS	\$11,993	\$2,998	\$0	\$11,993	0%
	TOTAL REVENUES	\$95,944	\$23,986	\$0	\$95,944	0%
EXPENSES						
402-531-535-60644	EQUIPMENT	\$47,972	\$11,993	\$0	\$47,972	0%
404-530-535-60644	EQUIPMENT	\$47,972	\$11,993	\$0	\$47,972	0%
	TOTAL EXPENSES	\$95,944	\$23,986	\$0	\$95,944	0%
	TOTAL GRANT REVENUES & EXPENSES	\$9,140,786	\$2,285,197	\$1,751,409	\$7,389,377	19%

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

Date of Meeting: January 25, 2022

Date Submitted: January 20, 2022

To: Honorable Mayor and Members of the City Commission

From: Dr. Beverly Nash, Ph.D., Interim City Manager, City of Quincy
Charles J. Hayes, Interim Director, Building and Planning

Subject: **SECOND Reading of Ordinance No. 1126-2022
Annexation of Parcel on Pat Thomas Parkway**

Statement of Issue/Justification:

This is the **second reading** of Ordinance 1126-2022 relating to the annexation of a 16-acre parcel located on the west side of Pat Thomas Parkway. The Notice of the annexation was published in the Tallahassee Democrat, on January 21, 2022, as required by state law. Commencing today, no members of the public have expressed any opposition to the proposal for annexation. The City's staff has identified no issues with the proposed annexation and is, therefore recommending the approval of Ordinance Number 1126-2022 on Second Reading. (Please see attached Ordinance 1126-2022).

Voluntary Requirement:

The proposed annexation meets the State's three requirements for voluntary annexation listed in Section 171.044, FS; stating that: 1) the subject area for the annexation be contiguous to the City's boundary, 2) the subject area for annexation be compact, and 3) the annexation does not result in the creation of an enclave. The subject area for this annexation abuts the City's boundary on the south; it is a compact development area currently serving as an institution; the annexation will not result in the creation of an enclave (see attached map).

Property Description:

The subject site for annexation involves a 16-acre property (Parcel 3-24-2N-4W-0000-00230-0100, located on Pat Thomas Parkway.

Why is the Annexation Necessary?

To continue to grow, the City will need to expand its boundaries to include previously unincorporated properties. The City's desire to annex future areas can lead to efficiency and services.

Infrastructure Availability:

Utility Availability: The subject site receives utility services from the city, i.e., water, sewer, electric, and gas. The infrastructure needed to supply these services are already in place and no new cost will be borne by the city as a result of the annexation.

Cost/Benefit:

The city charges a 25% surcharge on water and sewer recipients that are located outside the City's jurisdiction.

In addition, the City will charge permit fees for any work performed on the property for which a permit is required, for example, plumbing, mechanical, electrical, and gas, upgrades, and repairs.

Thus, the gain in permit fees will more than compensate for the money lost by removing the water and sewer surcharge.

Conclusion:

The City's staff believes that the proposed annexation benefits the City of Quincy. In view of this, the City's staff is asking the City Commission to approve Ordinance 1126-2020 on second reading

OPTIONS:

Option 1: Approve Ordinance No. 1126-2022 on Second reading.

Option 2: Do not approve Ordinance No. 1126-2022 on Second reading.

Staff Recommendation:

Option 1

Attachment:

Exhibit A: Ordinance Number 1126-2022
Exhibit B: Map of property: Pat Thomas Parkway

ORDINANCE NUMBER: 1126-2022

AN ORDINANCE OF THE CITY OF QUINCY, FLORIDA, RELATING TO THE ANNEXATION OF 16 ACRES OF CONTIGUOUS PROPERTY INTO THE CORPORATE LIMITS OF THE CITY, PROVIDING FOR AUTHORITY; PROVIDING FOR ANNEXATION AND LEGAL DESCRIPTION; PROVIDING FOR A MAP OF ANNEXED AREA; PROVIDING FOR ZONING AND LAND USE; PROVIDING FOR COMPLIANCE WITH LAW; PROVIDING FOR FILING; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission has received a Petition for Voluntary Annexation of property Exhibit "A", attached, and made a part hereof by reference, regarding the property described herein below, which is within Gadsden County, Florida, and which is compact and contiguous to City of Quincy, City limits.

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

SECTION 1. AUTHORITY. The authority for enactment of this Ordinance is Sections 166.021 and 171.044 of Florida Statutes.

SECTION 2. ANNEXATION AND LEGAL DESCRIPTION. The property described below, which is situated in Gadsden County, Florida, and compact and contiguous to the City of Quincy, Florida, is hereby annexed to the City of Quincy and the City of Quincy's boundary lines shall be redefined and hereby amended to include such property within its City limits, to wit:

Parcel ID 3-24-2N-4W-0000-00230-0100

Location Address PAT THOMAS PKWY, QUINCY 32351

Brief Tax Description

OR 732 P 1128 OR 571 P 1723 OR 486 P 1197, OR 512 P 1119 THE SW1/4 OF THE NW1/4 OF SECT 24-2N-4W, LYING WEST OF SR 267 AND NORTH OF HOGAN LANE; LESS PART PER OR 512 P 1119 AND LESS PART TO DOT AND LESS THE FOLLOWING: COMM AT THE NWC OF THE S1/2 OF THE NW1/4 OF SECT 24-2N-4W, RUN N88°55'29"E 54.54 FT; S01°05' 37"E 558.46 FT TO BEGIN; N89° 17'58"E 683.09 FT; N00°42'02"W 50.0 FT; N89°17'58"E 736.05 FT TO A POINT ON THE W/LY RT/WY OF SR 267; S/LY ALONG SAID SR 267 517.73 FT; N88°43'41"W 10.0 FT; S01°24'13"W 15.0 FT; S88°51'22"E 10.0 FT; S/LY ALONG SAID RT/WY 232.54 FT; S51°33'14"W 8.62 FT TO HOGAN LANE; S89°17'58"W 1411.86 FT; N01°13'44"W 285.15 FT; N89°40' 24"E 52.20 FT; N01°05'37"W 433.71 FT TO POB ALSO LESS & EXCEPT PER DEED OR 732 P 1128 TO FLA DOT COMMENCE AT THE NWC OF THE S 1/2 OF THE NW 1/4

OF SECT 24 2N 4W BEING ON THE NORTHERLY LINE OF THOSE LANDS DESCRIBED IN OR 512 P 1121: THENCE ALONG THE NORTHERLY & EASTERLY OF SAID LANDS FOR THE FOLLOWING 2 COURSES; RUN N 88°55'29" E A DISTANCE OF 54.54 FT; THENCE RUN S 01°05'37" E A DISTANCE OF 508.46 FT; THENCE RUN N 89°17'58" E A DISTANCE OF 1409.40 FT T POB. THENCE CONTINUE N 89°17'58" E A DISTANCE OF 10.08 FT TO A POINT ON THE WESTERLY ROW OF STATE RD NO 267, SAID POINT BEING ON A CURVE, CONCAVE EASTERLY, HAVING A RADIUS OF 5779.55 FT; A CHORD BEARING OF N 07°32'34" EAST AND A CHORD DISTANCE OF 185.97 FT; THENCE RUN NORTHEASTERLY ALONG SAID ROW LINE THROUGH A CENTRAL ANGLE OF 01°50'37" FOR AN ARC DISTANCE OF 185.98 FT, TO A POINT OF TANGENCY; THENCE CONTINUE N 07°18'26" E A DISTANCE OF 27.33 FT; THENCE DEPARTING ROW LINE RUN N 82°43'34" W A DISTANCE OF 10.00 FT; THENCE RUN S 07°16'28" W ALONG A LINE 10.00 FT WEST OF & PARALLEL TO WESTERLY ROW OF STATE RD 267 A DISTANCE OF 27.22 FT; TO THE POINT OF CURVATURE OF A CURVE CONCAVE EASTERLY HAVING A RADIUS OF 5789.65 FT; THENCE RUN SOUTHWESTERLY ALONG THE ARC THROUGH A CENTRAL ANGLE OF 01°51'19"; FOR AN ARC DISTANCE OF 187.48 FT TO POB.

(Note: *The Description above is not to be used on legal documents.)

ANNEXATION AREA: 16-acre parcel of land on which is currently located. The Gadsden County Property Appraiser under Parcel ID 3-24-2N-4W-0000-00230-0100 is located at Pat Thomas Parkway.

SECTION 3. MAP OF ANNEXED AREA. The property annexed is specifically set forth in the map marked as Exhibit "B", attached hereto, and made a part hereof by reference.

SECTION 4. ZONING AND LAND USE. Pursuant to general law, the property hereby annexed was subject to Gadsden County land development, land use plan, zoning, and subdivision regulations which remain in full force and effect until rezoned by the City of Quincy to comply with the comprehensive plan.

SECTION 5. COMPLIANCE WITH LAW. The property shall be subject to all the laws, ordinances, and regulations in effect in the City of Quincy upon the effective date of this Ordinance.

SECTION 6. FILING. Upon passage, the City Clerk is directed to file a certified copy of this ordinance with the Clerk of Circuit Court of Gadsden County, the Chief Administrative Officer of Gadsden County, and with the Florida Department of State, within 7 days after adoption of this ordinance, as directed by general law.

SECTION 7. EFFECTIVE DATE. This ordinance shall become effective upon its adoption by the City of Quincy City Commission and signature of the mayor.

INTRODUCED IN OPEN SESSION OF THE CITY COMMISSION OF THE CITY OF QUINCY, FLORIDA THIS 11th DAY OF JANUARY 2022.

ADOPTED BY THE CITY COMMISSION OF THE CITY OF QUINCY, FLORIDA, THIS _____ DAY OF JANUARY 2022

APPROVED:

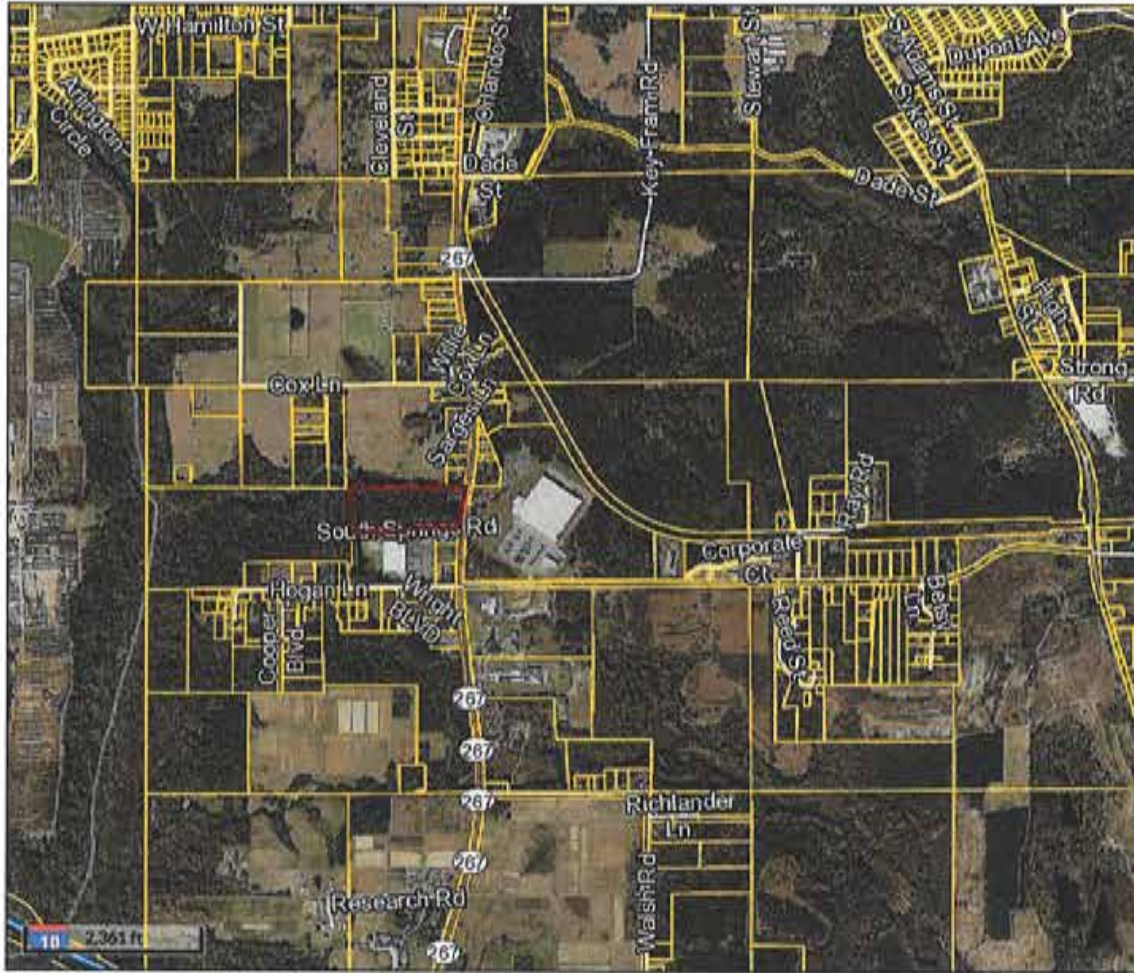
Ronte Harris, Mayor
Presiding Officer of the City Commission
and
The City of Quincy, Florida

ATTEST:

Approved as to Form:

Janice Shackelford
Clerk of the City of Quincy and
Clerk of the City Commission thereof

Attorney Gary Roberts
City Attorney, City of Quincy,
Florida



Overview



Legend

- Parcels
- Roads (Local)
- Roads (Major)
- Streams and River (Large)

Parcel ID	3-24-2N-4W-0000-00230-0100	Alternate ID	22396	Owner Address	EB PROPERTIES LLC
Sec/Twp/Rng	24/2N/4W	Class	NO AG ACREAGE (9900)		10106 BEAR PAW LANE
Property Address	PAT THOMAS PKWY QUINCY	Acreege	16.001		PANAMA CITY, FL 32404
District	COUNTY				
Brief Tax Description	OR 732 P 1128 OR 571 P 1723 OR <i>(Note: Not to be used on legal documents)</i>				

Date created: 1/20/2022
Last Data Uploaded: 1/20/2022 8:05:34 AM

Developed by **Schneider**
GEO SPATIAL

**CITY OF QUINCY
REGULAR CITY COMMISSION MEETING
AGENDA REQUEST**

Date of Meeting: January 25, 2022
Date Submitted: January 19, 2022
To: Honorable Mayor and Members of the City Commission
From: Dr. Beverly Nash, Ph.D., Interim City Manager
Charles J. Hayes, Interim Director, Building and Planning
Department
Subject: Agreement to Use Land by Florida National Guard (117
Acres on Joe Adams Road)

Statement of Issues/Justification:

The Florida National Guard B co, 753 Brigade Engineer Battalion is requesting the renew the Agreement to use land on Joe Adams Road.

Background:

The current agreement engagement by the National Guard Unit and the City of Quincy **expired on November 30, 2021**. The Guard has attached an Agreement that will extend their use of the property listed to **November 30, 2026**. The purpose is to utilize the property for training. The 753D Brigade Engineer Battalion is composed of 80 engineer soldiers.

Options:

Option 1: Vote to approve the attached agreement and resolution allowing the Florida National Guard to continue to use of the property on Joe Adams Road and authorization for the Mayor and/or Interim City Manager to sign.

Option 2: Vote to deny the attached agreement and resolution.

Option 3: Provide Direction

Attachments:

- Florida National Guard Land Use Permit
- Letter: April 6, 2017 by Sylvia Hicks, Former City Clerk
- Resolution 1418-2022

**FLORIDA NATIONAL GUARD
LAND USE PERMIT
(AGREEMENT TO USE LAND OWNED BY SECOND PARTY)**

1. National Guard Organization:
B co, 753d Brigade Engineer Battalion
2049 Pat Thomas Parkway
Quincy, FL 32351

2. Land Owner:
City of Quincy
404 West Jefferson St.
Quincy, FL 32351

3. Date:
11/16/2021

4. Effective Period:
12/01/2021 thru 11/30/2026

5. Description and exact location of land:
3-24-2N-4W-0000-00410-0000, 117 acres on Joe Adams Rd.

6. General:

- a. Whereas, THE FLORIDA NATIONAL GUARD, from time to time, has a requirement to use land owned by second parties to accomplish their training mission and,
- b. Whereas, private land owners from time to time accommodate THE FLORIDA NATIONAL GUARD and allow THE FLORIDA NATIONAL GUARD to train on private land.

7. Conditions:

Whereas, both parties desire that each shall be protected from misuse and legal liability, and therefore the parties do hereby agree that as a condition for the use of said land that they mutually agree and covenant to be bound by the following terms and conditions:

- a. THE FLORIDA NATIONAL GUARD shall observe all federal, state, and local laws and regulations applicable to the property including the regulations for the protection of wildlife.
- b. THE FLORIDA NATIONAL GUARD agrees to keep the premises in a neat, orderly, and sanitary condition and to comply with all sanitary and health department regulations.
- c. THE FLORIDA NATIONAL GUARD agrees to take all reasonable precautions to prevent and suppress forest fires, brush fires, grass fires and to prevent the pollution of water or the land in or on the vicinity where said second party land is being
- d. If above described property is damaged or destroyed as a result of usage by THE FLORIDA NATIONAL GUARD, to the extent permitted by state law and the Federal Tort Claims Act, said FLORIDA NATIONAL GUARD shall negotiate a settlement for the destroyed or damaged property or shall restore said property to its original condition at the option of the second party land owner.
- e. In the event that any livestock are killed or injured or agricultural crops damaged or destroyed as a direct result of the use by THE FLORIDA NATIONAL GUARD, THE FLORIDA NATIONAL GUARD shall be responsible for any compensation for the injured or destroyed livestock or crops as permitted by state law and the Federal Tort Claims Act.
- f. THE FLORIDA NATIONAL GUARD agrees to completely fill any pits or holes which may be dug in the course of training and further agrees that no waste material will be left on the surface of the ground.
- g. THE FLORIDA NATIONAL GUARD agrees that any existing fencing will not be altered and all gates will be kept closed during its military use.
- h. THE FLORIDA NATIONAL GUARD agrees that its campsites will not be located where they will create an undue disturbance or inconvenience to tenants, livestock or any other interest of the second party land owner.

i. THE FLORIDA NATIONAL GUARD agrees that timber will not be disturbed or utilized except as follows:

N/A

j. THE FLORIDA NATIONAL GUARD agrees that live ammunition will not be used on the second party's property and further agrees that blank ammunition will not be utilized without specific authority and under conditions stated by the second party land owner as detailed in subparagraph q below.

k. The troops which bivouac or camp on said land shall, at the conclusion of each activity, remove all vehicles and equipment and will leave the property in a condition as near as possible to that existing prior to the use of the property.

l. THE FLORIDA NATIONAL GUARD shall have the right during the exercise of this agreement to attach fixtures and erect signs in and upon the premises; which fixtures and signs so placed shall be and remain the property of THE FLORIDA NATIONAL GUARD and may be removed or otherwise disposed of by THE FLORIDA NATIONAL GUARD. Said signs shall be approved by the second party land owner which approval shall not be unreasonably withheld.

m. THE FLORIDA NATIONAL GUARD agrees that the second party land owner will not be obligated or liable for injuries or damages to personnel and/or equipment of participating military organizations incidental to usage of said property or other persons or property injured or damages as a result of activities of THE FLORIDA NATIONAL GUARD. In this connection, THE FLORIDA NATIONAL GUARD agrees to indemnify and hold the second party land owner harmless from against any such claims for damages and shall maintain insurance in limits satisfactory to indemnify the second party land owner.

n. THE FLORIDA NATIONAL GUARD agrees to give at least two weeks prior written notice to the second party land owner before utilizing said land.

o. THE FLORIDA NATIONAL GUARD agrees to meet with the second party land owner or the second party land owner's representative for the purpose of identifying specific areas of said land that will be used.

p. This agreement is revocable for any breach of the conditions or when either party gives written notice to the other party of canceling the agreement.

q. The following additional provisions are hereby made a part of this permit:

8. Environmental Impact Assessment if Applicable:

9. Agreed:

SFC NIRENBERG, JAMES

Print Name:

Signature:

(NATIONAL GUARD REPRESENTATIVE/PERMITTEE)

10. Agreed:

Print Name:

Signature:

(LAND OWNER/PERMITTOR)

11. Approved:

(STATE QUARTERMASTER)

April 6, 2017

Sgt. Sean M. Turkington
Florida National Guard
Pat Thomas Parkway

Dear Sgt. Turkington,

Please find enclosed two originals of the Agreement for the use of the City of Quincy property located off Joe Adams Road. Execute both and return one back to me.

If you have any questions please feel free to contact me at 850-618-1884.

Sincerely,

Sylvia Hicks
City Clerk

RESOLUTION No. 1418-2022

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF QUINCY, FLORIDA,
APPROVING AN AGREEMENT ENTITLED FLORIDA NATIONAL GUARD LAND USE
PERMIT (AGREEMENT TO USE LAND OWNED BY SECOND PARTY)**

WHEREAS, the Florida National Guard desires to utilize for training purposes an undeveloped parcel of land owned by the City of Quincy, Florida, consisting of 117 acres and having the Parcel ID # 3-24-2N-4W-0000-00410-0000; and

WHEREAS, the parties desire to provide for this use by entering into an agreement entitled Florida National Guard Land Use Permit (Agreement to Use Land Owned by Second Party), which form of agreement has been approved for use by the Florida National Guard;

NOW, THEREFORE, BE ADOPTED AND RESOLVED, by the City Commission of the City of Quincy, Florida, that;

The Commission approves the agreement entitled Florida National Guard Land Use Permit (Agreement to Use Land Owned by Second Party), authorizes the Mayor and/or the Interim City Manager to sign the agreement and authorizes the City Manager to take such additional actions as are consistent with implementing the agreement.

PASSED AND ADOPTED by the Mayor and City Commission of the City of Quincy, Florida, this 25th DAY of January 2022.

APPROVED:

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

Dr. Beverly A. Nash,
Interim City Manager
City of Quincy, Florida

ATTEST:

Janice Shackelford
Clerk of the City of Quincy and
Clerk of the City Commission thereof

**City of Quincy
Regular City Commission Meeting
Agenda Request**

Date of Meeting: 25 January 2022

Date Submitted: 20 January 2022

To: The Honorable Mayor Ronte Harris and Members of the City of Quincy Commission

From: Dr. Beverly A. Nash, Ph.D., Interim City Manager
Charles Hayes, Procurement Officer
Robert Nixon, Manager, QCRA

Subject: Amendment to Informal and Competitive Sealed Bid Thresholds of the Purchasing Policy (Section 5, page 13; Section 5.02, page 14 and Section 5.08, page 15) for the City of Quincy

Statement of Issue/Justification:

Market pricing for materials and services across the board has changed significantly over the past 15 years. However, the City's purchasing policy has not been updated to address these changes (no record of last update). For example, sealed bids are required for purchases above \$10,001. This threshold is too low considering the present market prices and associated costs for many types of equipment, vehicles and residential development services. The sealed bid process for small purchases over \$10,000 as currently required, slows down projects because of advertising and appeal processes and requires significant effort which is probably not warranted for such a low threshold.

Status:

Per direction from the Quincy Community Redevelopment Agency, the CRA Manager and CRA Attorney are working with City Staff to conduct a comprehensive review of the current Purchasing/Procurement Policies. At some point in the near future, staff will bring a complete set of recommended revisions and updates to the Purchasing/Procurement Policies with new/revised policies based upon best practices and contemporary standards in the state of Florida.

Until that time, however, staff is recommending adjusting the purchasing thresholds specified in Section 5 of the Purchasing Policy titled "Purchasing Categories; Threshold Amounts" **from** \$5001 to \$10,000 for Informal Bids and \$10,000 and above for Competitive Sealed Bids **to** "Informal Bid Process to \$5,001 to \$25,000 and Competitive Sealed Bids to \$25,001 and above."

This change does not remove the policy requirement for at least three viable quotes nor does it remove the required reviews and authorizations prior to the purchase.

Options:

Option 1: **Authorize amendment to the City's Purchasing Policy to adjust Purchasing thresholds for the Informal bid Process to "\$5,001 to \$25,000" and Competitive Sealed Bids to "\$25,001 and above."**

Option 2: Provide direction to staff from the City Commission.

Staff Recommendation:

Option 1

Attachment:

Exhibit A: **City of Quincy, Department of General Services,
Procurement Policy**

City of Quincy

Department of General Services



Procurement Policy

- Purchasing Card (P-Card) Policy
- Tangible Personal Property Policy

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CITY OF QUINCY
PURCHASING POLICY

Section 1 PURPOSE

This policy is adopted to promote the following purposes:

- A. To simplify, clarify, and modernize the procurement practices used by the City of Quincy.
- B. To promote the continued development of professional and equitable procurement policies and practices.
- C. To promote public confidence in the purchasing procedures followed by City of Quincy.
- D. To ensure the fair and equitable treatment of all persons who deal with the procurement system of the City of Quincy.
- E. To encourage the growth of small and minority businesses through the promotion of an atmosphere conducive to the development and maintenance of small and minority business participation in the City's procurement system.
- F. To maximize economy in the City's procurement activities and to maximize to the fullest extent practicable the purchasing value of public funds of the City of Quincy.
- G. To provide safeguards for the maintenance of a procurement system of quality and integrity.

Section 2 APPLICATION OF POLICY

- A. Contracts: This policy shall apply to contracts/agreements solicited or entered into after the effective date of this policy or subsequent amendments or revisions, unless the parties agree to its application to a contract solicited or entered into prior to the effective date.
- B. Activities: This policy shall apply to the purchase/procurement of all materials, supplies, services, construction and equipment except as herein specifically exempted.
- C. Exemptions From the Procurement Policy. The following types of purchasing activities shall be exempt from the Procurement Policy except as noted:

- (1) All heavy equipment repairs shall be exempted from the competitive sealed bid requirements. The Department Head or designee shall solicit and evaluate quotations and make a recommendation for award. The Procurement Director shall review the quotations and the recommendation for award and award the bid. Should a purchase exceed \$10,000 the City Manager shall agenda the item for ratification by the City at a regularly scheduled City meeting.
- (2) All purchases of services from a utility whose rates are determined and controlled by the Public Service Commission or other governmental authority, including but not limited to electricity, water, sewer, telephone, and cable television services.
- (3) All supplies, materials, equipment, or services purchased at a price established in a State contract of the State of Florida Department of Management Services, Division of Purchasing; and the Federal Supply Schedules established by the United States Department of General Services. No purchases will be authorized beyond the budgeted amount without an approved budget amendment or other approval by the City Manager or City Commission.
- (4) All supplies, and materials, equipment, construction, or services purchased from another unit of government.

Exemption

State contract systems exempt

Purchasing from another unit of Govt.

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- (5) Emergency purchases as provided in Section 5.11 hereof.
- (6) Sole source purchases as provided in Section 5.10 hereof.
- (7) Grants (Direct Payment) by the City to Social Services Agencies.
- (8) Advertisements (except Delinquent Tax Notice)

Section 3 DEFINITIONS

The following terms defined in this section shall have the meanings set forth below whenever they appear in this policy:

- A. "Addendum" is a document used to expand, change, or more fully explain the terms of a bid instrument (Invitation to Bid or Request for Proposals). An addendum is not to be confused with a contract "amendment."
- B. "Agreement" means all types of City of Quincy agreements, regardless of what they may be called, for the purchase or disposal of supplies, services, materials, equipment or construction.
- C. "Blanket Purchase Order" means a purchase order issued to a vendor for an amount not to exceed the face value of the purchase order. A blanket purchase order is for the procurement of commodities or services no single item of which shall exceed the threshold for small purchases unless the appropriate method of procurement was used to generate the Blanket Purchase Order.
- D. "Brand Name or Equivalent Specification" means a specification limited to one or more items by manufacturers' names or catalogue numbers to describe the standard of quality, performance, and other salient characteristics needed to meet the City requirements, and which provides for the submission of equivalent products.
- E. "Business" means any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, or any other private legal entity.
- F. "Change Order" means a written order amending the scope of, or correcting errors, omissions, or discrepancies in a contract or purchase order.
- G. "Commodity" means a product that the City may contract for or purchase for the use and benefit of the City. A specific item, it is different from the rendering of time and effort by a provider.
- H. "Commission" means the City Commission of the City of Quincy Florida.
- I. "Competitive Sealed Bidding" (Invitation to Bid) means a written solicitation for sealed competitive bids used for the procurement of a commodity, group of commodities, or services valued more than the threshold for this category. The Invitation for Bids must be publicly advertised and has the title, date, and hour of the public bid opening designated and specifically defines the commodity, group of commodities, or services for which bids are sought. It includes instructions prescribing all conditions for bidding and shall be distributed to all prospective bidders simultaneously. The invitation for bids is used when the City is capable of specifically defining the scope of work for which a contractual service is required or when the City is capable of establishing precise specifications defining the actual commodity or group of commodities required.
- I. "Confirming Order" means a purchase order restating the same terms originally placed orally or in writing other than a purchase order

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- K. "Construction" means the process of building, attaining, repairing, improving, or demolishing any public structure or building, or other public improvement of any kind to any public real property. It does not include routine operation, routine repair, or routine maintenance of existing structures, buildings, or real property.
- L. "Contract" means all types of City of Quincy agreements, regardless of what they may be called, for the purchase or disposal of supplies, services, materials, equipment or construction and which name the terms and obligations of the business transaction.
- M. "Contract Administrator" means the Procurement Director as authorized by the City Commission and the City Manager. The Procurement Director shall act as official records manager for the Procurement function of the City of Quincy and shall have final approval of invoices for payment for goods and/or services when such is the result of a contract with the City of Quincy.
- N. "Contract amendment or modification" means any written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of any contract accomplished by mutual action of the parties to the contract.
- O. "Contractor" means any person having a contract with City of Quincy (not to include employment contracts).
- P. "Contract Manager" means the Department head or designee that oversees the day to day compliance of a contractor or delivery of goods and/or services to the city of Quincy.
- Q. "Contractual Services" means the rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors, and such services may include, but are not limited to, evaluations; consultations; maintenance; accounting; security; management systems; management consulting; educational training programs; research and development studies or reports on the findings of consultants engaged thereunder; and professional, technical, and social services.
- R. "Contractual Services Contract" is a contract for a contractor's time and effort rather than the furnishing of specific commodities. Satisfactory completion of the service and/or a specified period of time or date completes such contract.
- S. "Cooperative Purchasing" is procurement conducted by, or on behalf of, more than one public procurement unit. This shall also refer to the practice of "piggy-backing" or utilizing the benefit of a competitively bid contract executed by another unit of government within the State of Florida.
- T. "Cost Analysis" is the evaluation of cost data for the purpose of arriving at costs actually incurred or estimates of costs to be incurred, prices to be paid, and costs to be reimbursed.
- U. "Data" means recorded information, regardless of form or characteristic.
- V. "Definite Quantity Contract" is a contract whereby the contractor(s) agrees to furnish a specific quantity of an item or items at a specified price and time to specified locations. Delivery by the vendor and acceptance of the specific quantity by the City completes such contract.
- W. "Designee" means a duly authorized representative of a person holding a superior position.

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- X "Emergency" means when there exists a threat to public health, welfare, or safety; natural unexpected events, accidents; or loss to the City under emergency conditions which shall be considered to mean those situations where the operation of a department or division would be seriously impaired if immediate action were not taken.
- Y "Emergency Purchase" is a purchase necessitated by a sudden unexpected turn of events (e.g., acts of God, riots, fires, floods, accidents or any circumstances or cause beyond the control of the agency in the normal conduct of its business) where the delay incident to competitive bidding would be detrimental to the interests of the City
- Z "Employee" means an individual drawing a salary from City of Quincy, whether elected or non-elected. For the purposes of this policy, it also means that any non-compensated individual performing personal services for City of Quincy is to be governed by these rules
- AA. "Established Catalog Price" is the price included in a catalog, price list, schedule, or other form that:
- (1) is regularly maintained by a manufacturer or contractor;
 - (2) is either published or otherwise available for inspection by customers; and
 - (3) states prices at which sales are currently or were last made to a significant number of any category of buyers or those buyers constituting the general buying public for the supplies or services involved.
- BB "Field Purchase Order" means the procurement of commodities or services through the issuance of a purchase order by a department or division head under procedures established by the Purchasing Department and with a value within the thresholds set for this category. Field Purchase orders do not require quotes, bids, or public notice prior to issuance.
- CC. "Field Quotes" is the procurement procedure used by the operating department or divisions to purchase commodities or contractual services with a value within the threshold amounts set for this category. Field Quotes are conducted by the department or division obtaining either written or oral quotations from two or more vendors, do not require a public bid opening, and are awarded by the Procurement Director. Written evidence of all quotations must be maintained in the Purchasing Department. Field quotes must be recorded on forms approved and provided by the Purchasing Department
- DD "F.o.b. or FOB (free on board)" is a term used in conjunction with an identified physical location to determine the responsibility and basis for payment of freight charges, and the point at which title for the shipment passes from seller to buyer. Commonly used deliveries are:
- (1) FOB Destination. A shipment to be delivered to a destination designated by the buyer and the point at which buyer accepts title.
 - (2) FOB Shipping Point (Origin). A shipment is to be delivered to the buyer with passage of title, on board the indicated conveyance or carrier at the contractor's designated facility.
- EE. "Gratuity" is a payment, loan, subscription advance, deposit of money, service, or anything of more than nominal value, present or promised, inuring to the benefit of an employee, unless consideration of substantially equal or greater value is given by the employee
- FF "Informal Bids" is the procurement method used by the City for selecting a provider of commodities or services with a value within the threshold for this category. Informal Sealed Bids have the title, date, and hour of the public bid opening designated, specifically define the commodity, group of commodities, or services for which bids are sought in written specifications and do not require public advertisement. A recommendation of award is made by the Procurement Director and awarded by the City Manager. It is normally the intent of the City to select the qualified and responsive bidder primarily on the basis of price.

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- GG. Invitation for Bid (Competitive Sealed Bidding) means a written solicitation for sealed competitive bids used for the procurement of a commodity, group of commodities, or services valued more than the threshold for this category. The Invitation for Bids must be publicly advertised and has the title, date, and hour of the public bid opening designated and specifically defines the commodity, group of commodities, or services for which bids are sought. It includes instructions prescribing all conditions for bidding and shall be distributed to all prospective bidders simultaneously. The invitation for bids is used when the City is capable of specifically defining the scope of work for which a contractual service is required or when the City is capable of establishing precise specifications defining the actual commodity or group of commodities required.
- HH. "Joint Venture" means:
- (1) a combination of contractors performing a specific job in which business enterprises participate and share a percentage of the net profit or loss; or
 - (2) a joint business association of a minority individual(s)/firm(s) as defined herein, and a non-minority individual(s)/firm(s) to carry out a single business enterprise for which purpose the individuals/firms combine their property, money, efforts, skills and/or knowledge.
- II. "Manufacturer" means a person or firm engaged in the process of making, fabricating, constructing, forming or assembling a product(s) from raw, unfinished, semi-finished, finished, or recycled materials through a direct contract/agreement on behalf of the general contractor.
- JJ. "Option to Renew" means a contract clause that allows a party to reinstate the contract for an additional term.
- KK. "Person" means any business, individual, committee, club, other organization, or group of individuals.
- LL. "Pre-Bid Conference" means a meeting held with prospective bidders prior to solicitation of or the date for receipt of bids or proposals, to recognize state of the art limits, technical aspects, specifications, and standards relative to the subject, and to elicit expertise and bidders' interest in pursuing the task.
- MM. "Professional Services" means those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered land surveying, as defined by the State of Florida, or those performed by any architect, professional engineer, landscape architect, or registered land surveyor in connection with his professional employment or practice.
- NN. "Purchase Order" means that document used by City of Quincy to request that a contract be entered into for a specified need, and may include, but not be limited to, the technical description of the requested item, delivery schedule, transportation, criteria for evaluation, payment terms, and other specifications.
- OO. "Purchasing" means buying, procuring, renting, leasing, or otherwise acquiring any materials, supplies, services, construction, or equipment. It also includes all functions that pertain to the obtaining of any material, supplies, services, construction, and equipment, including description of specifications and requirements, selection and solicitation of resources, preparation and award of contract.
- PP. "Procurement Director" means the City of Quincy employee duly authorized to enter into and administer contracts and make written determinations with respect thereto under the terms of the purchasing policies of the City of Quincy.
- QQ. "Purchasing Quotes" is the procurement procedure used to purchase commodities or contractual services with a value within the threshold amounts set for this category. Purchasing Quotes are conducted by the Procurement Director or Purchasing Agents obtaining either written or oral quotations from two or more vendors, do not require a public bid opening, and are awarded by the Procurement Director. Written evidence of all quotations must be maintained in the Purchasing Department.

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- RR. "Recycled Content" means materials that have been recycled and are contained in the products or materials to be procured, including, but not limited to, paper, plastic, aluminum, glass, and composted materials. The term does not include internally generated scrap that is commonly used in industrial or manufacturing processes or waste or scrap purchased from another manufacturer who manufactures the same or a closely related product.
- SS. "Regulation" means a statement by the City of Quincy having general or particular applicability and future effect, designed to implement, interpret, or prescribe law, policy, or practice.
- TT. "Request for Proposals" means a written solicitation for sealed proposals with the title, date and hour of public opening designated. The request for proposals is used when the City is unable to specifically define the scope of work for which the commodity, group of commodities, or contractual service is required, and when the City is requesting that a qualified offeror propose a commodity, group of commodities, or contractual service to meet the specifications of the solicitation document. This method of procurement may also be used when performance, maintenance, response to complaints and other concerns are deemed to be important in the purchase of equipment or other items. A request for proposals includes, but is not limited to, applicable laws and rules, functional or general specifications, statement of work, proposal instructions, and evaluation criteria. Request for proposals shall state the relative importance of price and any other evaluation or selection criteria. Evaluation of a proposal, when such proposal is for "professional services" shall be in accordance with Florida Statutes Chapter 287.055.
- UU. "Responsible bidder or offeror" means a person who has the capability, in all respects, to perform fully the contract requirements, and the integrity and reliability which will assure good faith performance.
- VV. "Responsive bidder" means a person who has submitted a bid which conforms in all material respects to the Invitation to Bid or the Request for Proposals.
- WW. "Services" means the furnishing of labor, time, or effort by a contractor, not involving the delivery of a specific end product other than those which are not defined as supplies and which are merely incidental to the required performance. This term shall not include employment agreements or collective bargaining agreements.
- XX. "Small Purchases" means the procurement of commodities or services with a value within the thresholds set for this category without the requirement of quotes, bids, or public notice under procedures established by the Purchasing Department.
- YY. "Sole (Single) Source Purchases" means the purchase of a commodity, service, equipment, or construction item(s) from one available practical source of supply. A Sole (single) Source may be declared such by the City of Quincy for reasons acceptable to it.
- ZZ. "Specification" means any description of the physical or functional characteristics of the nature of a material, supply, service, construction, or equipment item. It may include a description of any requirement for inspection, testing, recycled or degradable materials content, or preparing the aforementioned items for delivery.
- AAA. "Supplier" means a person or firm who engages in the selling of materials and supplies to contractors, subcontractors, and/or manufacturers for the purpose of constructing, repairing, altering, remodeling, adding to or subtracting from or improving any building, structure or property through a direct contract/agreement on behalf of the general contractor.
- BBB. "Term Contract" means indefinite quantity contract whereby a contractor(s) agrees to furnish an item or items during a proscribed period of time (such as 3, 6, 9, 12 months or a specific date). The specified period of time or date completes such contract.

**CITY OF QUINCY
PURCHASING POLICY**

CCC. "Tie (Identical) Bid" is when two or more bids are equal with respect to price and it appears that the quality and service offered by the vendors are otherwise comparable.

Section 4 AUTHORITY OF PROCUREMENT DIRECTOR

- A. The Procurement Director shall serve as the central purchasing officer for the City of Quincy.
- B. The Procurement Director shall develop and administer operational procedures governing the internal functions of the Purchasing Department.
- C. Except as otherwise specifically provided in this policy, the Procurement Director, or his/her designee, shall, in accordance with regulations promulgated by the City of Quincy.
 - (1) Purchase or supervise the purchase of all supplies, services, materials, equipment, and construction services defined within the scope of this policy.
 - (2) Operate a central warehouse for the purchasing, in bulk, of items which may be more economically bought and distributed than when purchased on an individual basis; and to provide facilities for storage of critically needed supplies.
- D. Upon the prior approval of the City Manager, the Procurement Director may delegate authority to designee(s) as allowed by law or rule.
- E. The Procurement Director shall act as Minority Business Enterprise Coordinator in order to, implement, monitor, and enforce the City's Minority Business Enterprise program policy.
- F. The Purchasing Director Shall act as contracts administrator for all procurement related contracts for the City of Quincy.

Section 5 PURCHASING CATEGORIES; THRESHOLD AMOUNTS

A.	Petty Cash/Reimbursement (Section 5.01)Not to exceed \$50
B.	Field Purchase Order/Small Purchase\$.1 to \$500
D.	Blanket Purchase Orders (Section 5.04)	
	non-contractual basis.....\$201 to \$2,000
	contractual basisnot to exceed \$50,000
E.	Field Quotes (Section 5.05)\$501 to \$2,000
F.	Purchasing Quotes (Section 5.06)\$2,001 to \$5,000
G.	Informal Bid Process (Section 5.07)\$5,001 to \$10,000
H.	Competitive Sealed Bids (Section 5.08)\$10,001 and above
I.	Competitive Sealed Proposals (Section 5.09)	
	Approved by City Manager.....\$5,001 and above
	Approved by the City Commission.....\$10,000 and above

*- architectural, engineering, land scop
architectural and land surveying*

CITY OF QUINCY
PURCHASING POLICY

Section 5.01 PETTY CASH/REIMBURSEMENT

- A. Petty cash funds shall be established and administered under the financial policies of the City.
- B. Purchases from any petty cash fund or the reimbursement for a purchase shall be governed by the following requirements:
- (1) No purchase of any single item from any petty cash fund or for reimbursement shall exceed the authorized dollar limit for petty cash/reimbursements in Section 5.
 - (2) Reimbursement for employee travel expenses from a petty cash fund shall not be allowed.
 - (3) Funds contained within a petty cash fund shall not be expended for the purchase of furniture, equipment, or the payment of salaries.
 - (4) Expenditures from a petty cash fund or personal funds shall be reimbursed, provided:
 - (a).....They are supported by itemized vouchers, invoices, or receipts signed by the division or department head or designee.
 - (b)..... They qualify as a proper public purpose.
 - (c).....They are expenses included within the approved annual budget of the division or department.

Section 5.02 FIELD PURCHASE ORDERS/SMALL PURCHASES

- A. Field purchase orders shall be used for purchase of small, sundry items which cost not more than the threshold authorized for field purchase orders in Section 5. Field purchase orders shall be used for a single or aggregate purchase, but only for a single transaction.
- B. Field purchase orders shall not be combined to purchase any item which costs more than the approved threshold limit and shall not be used in the manner of or in lieu of a blanket purchase order.
- C. Field purchase orders shall be issued and authorized only by department and division heads.
- E. The purchase of commodities, equipment and services which cost less than the threshold authorized in Section 5 does not require solicitation of quotes or bids. Small purchases shall be authorized by department or division heads or their designees.

Section 5.04 BLANKET PURCHASE ORDERS

- A. Non-contractual Basis. No purchase order shall be issued for an amount greater than the limit established for a non-contractual blanket purchase order in Section 5 of this policy for the purchase of goods or services not under a contractual arrangement authorized under this Procurement Policy or approved by the City.
- B. Contractual Basis. No purchase order shall be issued for an amount greater than the limit established for a contractual blanket purchase order in Section 5 of this policy for the purchase of goods or services unless approved by the City.

Section 5.05 FIELD QUOTES

The purchase of goods and services which cost within the range authorized for field quotes in Section 5 shall require competitive quotations from three or more vendors. The quotations may be obtained by the Department/Divisions. The Procurement Director shall review the quotations and make the award or require additional quotations prior to award.

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Section 5.06 PURCHASING QUOTES

The purchase of goods and services which cost within the range authorized for purchasing quotes in Section 5 shall require competitive quotations from three or more vendors. The quotations may be obtained by the operating department/division or the Purchasing Department and shall be reviewed and awarded by the Procurement Director.

Section 5.07 INFORMAL BIDS

For purchases within the cost range authorized for informal bids in Section 5, the Procurement Director shall secure, when possible, a minimum of three written quotations which shall be the result of written specifications transmitted orally, by mail, or by "fax." When such quotations are received by "fax," the purchasing agent will immediately seal and label the quotations until the time set for opening bids. In those instances where the securing of three quotations is not practicable, the Procurement Director shall provide written justification of such. The quotations shall be reviewed and a written recommendation of award shall be prepared by the Procurement Director for approval by the City Manager.

Section 5.08 COMPETITIVE SEALED BIDDING

A. Conditions For Use. All contracts for purchases of a single item or aggregate in excess of the established base amount for competitive sealed bidding in Section 5 shall be awarded on the basis of sealed competitive bidding, except as provided in Section 5.09, Competitive Sealed Proposals.

B. Invitation to Bid. An invitation to bid shall be issued and shall include specifications, all contractual terms and conditions, and the place, date, and time for opening or submittal. No later than five working days prior to the date for receipt of bids, a vendor shall make a written request to the City for interpretations or corrections of any ambiguity, inconsistency or error which the vendor may discover. All interpretations or corrections will be issued as addenda. The City will not be responsible for oral clarifications.

No negotiations, decisions or actions shall be initiated or executed by the proposer as a result of any discussions with any City employee prior to the opening of proposals. Only those communications which are in writing from the City may be considered as a duly authorized expression on the behalf of the City. Also, only communications from firms or individuals which are in writing and signed will be recognized by the City as duly authorized expressions on behalf of proposers.

(1) Alternate(s). Alternate bids will not be considered unless authorized by and defined in the Special Conditions of the bid specifications.

(2) Approved Equivalents. The City reserves the right to determine acceptance of item(s) as an approved equivalent. Bids which do not comply with stated requirements for equivalents in the bid conditions are subject to rejection. The procedure for acceptance of equivalents shall be included in the general conditions of the bid.

C. Public Notice. The solicitation of competitive bids or proposals for any City construction project that is projected to cost more than \$200,000 shall be publicly advertised at least once in a newspaper of general circulation in the City at least 21 days prior to the established bid opening and at least 5 days prior to any scheduled pre-bid conference.

The solicitation of competitive bids or proposals for any City construction project that is projected to cost more than \$500,000 shall be publicly advertised at least once in a newspaper of general circulation in the City at least 30 days prior to the established bid opening and at least 5 days prior to any scheduled pre-bid conference. Bids or proposals shall be received and opened at the location, date, and time established in the bid or proposal advertisement. In cases of emergency, the procedures required in this section may be altered by the City of Quincy in any manner that is reasonable under the emergency circumstances.

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- 2 Changes to Public Notice. If the location, date, or time of the bid opening changes, written notice of the change must be given, as soon as practicable after the change is made, to all persons who are registered to receive any addenda to the plans and specifications.
 - 3 A construction project may not be divided into more than one project for the purpose of evading the requirements in this section.
 - 4 As used in this section, the term "emergency" means an unexpected turn of events that causes:
 - (a) An immediate danger to the public health or safety;
 - (b) An immediate danger of loss of public or private property; or
 - (c) An interruption in the delivery of an essential governmental service
- D. Bid Opening. Bids shall be opened publicly. At least one representative from the Division of Purchasing shall open the bids in the presence of one or more witnesses at the time and place designated in the Invitation to Bid. The amount of each bid, and such other relevant information as may be deemed appropriate by the Procurement Director, together with the name of each bidder, and all witnesses shall be recorded. The record (Bid Report) and each bid shall be open to public inspection. The Purchasing Director shall have the right to deny public inspection of bids for up to (5) working days or until a recommendation for bid award has been made, whichever is less.
- E. Bid Acceptance and Evaluation. Bids shall be unconditionally accepted without alteration or correction, except as authorized in this policy. Bids shall be evaluated based on the requirements set forth in the Invitation to Bid, which may include, but not be limited to criteria to determine acceptability such as: inspection, testing, quality, recycled or degradable materials content, workmanship, delivery, and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measured, such as discounts, transportation costs, and total or life cycle costs. No criteria may be used in bid evaluation that are not set forth in the Invitation to Bid, in regulations, or in this policy.
- F. Bid Agenda Item. The Bid Report shall be presented to the appropriate department or division head for review and recommendation. The department or division head shall prepare the recommendation as an agenda item for review by the Procurement Director prior to submission to the City Manager for review and approval. Upon approval, the City Manager shall place the item on the agenda of the City of Quincy.
- G. Correction or Withdrawal of Bids; Cancellation of Awards. Correction or withdrawal of inadvertently erroneous bids before or after award, or cancellation of awards or contracts based on such bid mistakes, shall be permitted where appropriate. Mistakes discovered before bid opening may be modified or withdrawn by written or telegraphic notice received in the office designated in the Invitation for Bids prior to the time set for bid opening. After bid opening, corrections in bids shall be permitted only to the extent that the bidder can show by clear and convincing evidence that a mistake of a non-judgmental character was made, the nature of the mistake, and the bid price actually intended. After bid opening, no changes in bid price or other provisions of bids prejudicial to the interest of the City or fair competition shall be permitted. In lieu of bid correction, a low bidder alleging a material mistake of fact may be permitted to withdraw his bid if:
- (1) the mistake is clearly evident on the face of the bid document but the intended correct bid is not similarly evident; or
 - (2) the bidder submits evidence which clearly and convincingly demonstrates that a mistake was made. All decisions to permit the correction or withdrawal of bids, or to cancel awards or contracts based on bid mistakes shall be supported by a written determination made by the Procurement Director and concurred with by the City Manager.

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- H. **Multi-Step Sealed Bidding.** When it is considered impractical to initially prepare a purchase description to support an award based on price, an invitation for bids or request for proposals may be issued requesting the submission of unpriced offers to be followed by an invitation for bids limited to those bidders whose offers have been determined to be technically acceptable under the criteria set forth in the first solicitation.
- I. **Award.** The contract shall be awarded with reasonable promptness to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the invitation to bid. The City reserves the right to waive any informality in bids and to make an award in whole or in part when either or both conditions are in the best interest of City of Quincy.
- (1) **Notice of intended award.** The contract shall be awarded by purchase order or other written notice. Every procurement of contractual services shall be evidenced by written agreement.
- Notice of the intended award, including rejection of some or all of bids received, may be given by telephone, by facsimile transmission, or by U.S. Mail. A vendor may request, in their bid submittal, that a copy of the tabulation sheet be mailed to them in a self-addressed stamped envelope provided by the vendor.
- (2) **Notice of Right to Protest.** All notices of decision or intended decisions shall contain the statement: "Failure to file a protest within the time prescribed in Section 5.13 of the Procurement Policy of the City of Quincy, shall constitute a waiver of proceedings under that section of this Policy."
- J. **Cancellation of Invitations to Bids.** An invitation for bids or other solicitation may be canceled, or any or all bids may be rejected in whole or in part when it is in the best interests of the City, as determined by the City. Notice of cancellation shall be sent to all businesses solicited. The notice shall identify the solicitation, explain the reason for cancellation and, where appropriate, explain that an opportunity will be given to compete on any Resolicitation or any future procurement of similar items.
- K. **Disqualification of Vendors.** For any specific bid, vendors may be disqualified by the Procurement Director for the following reasons:
- (1) Failure to respond to bid invitation three consecutive times.
- (2) Failure to update the information on file including address, project or service, or business description.
- (3) Failure to perform according to contract provisions.
- (4) Conviction in a court of law of any criminal offense in connection with the conduct of business.
- (5) Clear and convincing evidence of a violation of any federal or state anti-trust law based on the submission of bids or proposals, or the awarding of contracts.
- (6) Clear and convincing evidence that the vendor has attempted to give a City employee a gratuity of any kind for the purpose of influencing a recommendation or decision in connection with any part of the City's purchasing activity.
- (7) Failure to execute a Public Entity Crimes Statement as required by Florida Statutes Chapter 287.133(3)(a).
- (8) Other reasons deemed appropriate by the City of Quincy.
- L. **No bids received.** If no competitive bids or proposals for commodity or services purchases are received, the Procurement Director may negotiate on the best terms and conditions. Award will be made by the City.

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Section 5.09 **COMPETITIVE SEALED PROPOSALS**

Section 5.091 **PROFESSIONAL ARCHITECTURAL, ENGINEERING, LANDSCAPE ARCHITECTURAL, AND LAND SURVEYING SERVICES**

A Public Announcement. It is the policy of the City to publicly announce all requirements for professional architectural, engineering, landscape architectural, and land surveying services and to negotiate such contracts on the basis of demonstrated competence and qualifications at fair and reasonable prices. In the procurement of such services, the Procurement Director may require firms to submit a statement of qualifications, performance data and other related information for the performance of professional services.

(1) Scope of Project Requirements. Prior to submission of the request for proposals for professional services as an agenda item for approval by the City, the using agency or agencies for which the professional services are requested shall submit to the Procurement Director written project requirements indicating the nature and scope of the professional services needed by the using agency or agencies, including but not limited to the following:

- (a) the general purpose of the service or study;
- (b) the objectives of the study or service;
- (c)..... estimated period of time needed for the service or the study;
- (d) the estimated cost of the service or study (where permissible by law);
- (e)..... whether the proposed study or service would or would not duplicate any prior or existing study or service;
- (f) list of current contracts or prior services or studies which are related to the proposed study or service; and
- (g) the desired qualifications, listed in order of importance, of the person or firm applicable to the scope and nature of the services requested.

(2) Review of Project Requirements. The Procurement Director or his/her designee shall review the scope of project requirements and, if revisions of project requirements are warranted to best meet the needs of the City, copies of the revised project requirements shall be submitted to the user department for consideration prior to public distribution of the project requirements.

(3) Distribution of Project Requirements. The Procurement Director shall distribute the written project requirements to all persons on the mailing list who have indicated an interest in being

considered for the performance of such professional services and to any other additional persons as the Procurement Director or using agency deems desirable. The project requirements shall be accompanied by an invitation to such persons to submit an indication of interest in performing the required services, and by notification of the date and time when such indications of interest are due. Public notice shall be as provided in Section 5.08 (C).

(4) Resolicitation. If the City receives indications of interest from less than three persons, the

Procurement Director may resolicit indications of interest from all persons previously solicited and from such additional persons as may seem advisable. However, if after reasonable efforts have determined that there exists little or no likelihood of additional responses, the Procurement Director may proceed to consider those persons responding to the solicitation or resolicitation.

(5) Modification Prohibition. After the publicized submission time and date, indications of interest shall not be modified or allowed to be modified in any manner except for correction of clerical errors or other similar minor irregularities as may be allowed by the Selection Committee (defined in Section 5.09(B)) prior to making its selection of those best qualified to be formally interviewed.

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- (6) Reuse of Existing Plans. There shall be no public notice requirements or utilization of the selection process as provided in this section for projects in which the City is able to reuse existing plans from a prior project. However, public notice of any plans which are intended to be reused at some future time shall contain a statement which provides that the plans are subject to reuse.
 - (7) Exemptions. This section shall not apply to a professional service contract for a project where the basic construction cost is estimated by the agency to be less than the threshold amount provided in s. 287.055, Florida Statutes, or for a planning or study activity when the fee for professional services is estimated by the agency to be less than the threshold amount provided in s. 287.055, Florida Statutes, or in cases of valid public emergency so certified by the City Manager. This section shall not apply to any requirement for professional services if a continuing contract is in effect and a determination is made to utilize the continuing contract to obtain such services.
- B. Selection Committee Membership and Evaluation. Depending on the expected complexity and expense of the professional services to be contracted, the City Manager or his/her designee shall determine whether a three member or five member selection committee will best serve the needs of the City.
- (1) Three Member Committee Composition. Membership of a three-member selection committee shall be appointed by the City Manager or his/her designee.
 - (2) Five Member Committee Composition. Membership of a five member selection committee shall be appointed by the City Manager or his/her designee.
 - (3) Selection Committee Evaluation. Only written responses of statements of qualifications, performance data, and other data received in the purchasing office by the publicized submission time and date shall be evaluated. Only those respondents who are determined to be best qualified based upon the evaluation of written responses and selected for formal interview may submit additional data. From among those persons evidencing, by timely submission of written responses, an interest in performing the services the Selection Committee shall:
 - (a)..... prepare an alphabetical list of those persons determined by the Selection Committee to be qualified, interested and available; and
 - (b) designate no less than three persons on the alphabetical list considered by the Selection Committee to be best qualified to perform the work required.
 - (4) Short listing. The best qualified respondents shall be based upon the Selection Committee's ability to differentiate qualifications applicable to the scope and nature of the services to be performed. The Selection Committee shall determine qualifications, interest and availability by reviewing the written responses that express an interest in performing the services, and by conducting formal interviews of no less than three selected respondents that are determined to be best qualified based upon the evaluation of written responses. The determinations may be based upon, but not limited to, the following considerations:
 - (a)..... competence, including technical education and training, experience in the kind of project to be undertaken, availability of adequate personnel, equipment and facilities, the extent of repeat business of the persons, and where applicable, the relationship of construction cost estimates by the person to actual costs on previous projects;
 - (b) current work load;
 - (c)..... financial responsibility;
 - (d) ability to observe and advise whether plans and specifications are being complied with, where applicable;
 - (e)..... record of professional accomplishments;
 - (f) proximity to the project involved, if applicable;
 - (g) record of performance;
 - (h) ability to design an approach and work plan to meet the project requirements, where applicable; and

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(5) Interviews and City Approval. After conducting the formal interviews, the Selection Committee shall list those respondents interviewed in order of preference based upon the considerations listed in subsection (4) above. The respondents so listed shall be considered to be the most qualified and shall be listed in order of preference starting at the top of the list. The list of best qualified persons shall be forwarded to the City for approval prior to beginning contract negotiations. Negotiation sequence shall be based on the order of preference.

C Negotiation Staff Contract negotiations shall be conducted by the City Manager unless the City Manager directs that negotiations be conducted by a Negotiation Committee.

(1) Negotiation Committee Membership. Membership of the three member Negotiation Committee shall consist of:

- (a) the City Manager, or the designee of the City Manager who shall chair the committee,
- (b) the head of the primary using department or agency, or his/her designee,
- (c) the City Attorney or designee.

(2) Negotiation The City Manager or the Negotiation Committee shall negotiate a contract with the firm considered to be the most qualified to provide the services at compensation and upon terms which the City Manager or the Negotiation Committee determines to be fair and reasonable to the City. In making this decision, the City Manager or the Negotiation Committee shall take into account the estimated value, the scope, the complexity, and the professional nature of the services to be rendered. Should the City Manager or the Negotiation Committee be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, negotiations with that firm shall be formally terminated. The City Manager or the Negotiation Committee shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, the City Manager or the Negotiation Committee shall formally terminate negotiations, and shall then undertake negotiations with the third most qualified firm. Should the City Manager or the Negotiation Committee be unable to negotiate a satisfactory contract with any of the selected firms, the Selection Committee shall select additional firms in order of their

competence and qualifications, and the City Manager or the Negotiation Committee shall continue negotiations in accordance with this Section until an agreement is reached or until a determination has been made not to contract for such services.

(3) Continuing Contracts. Nothing in this section (5.091) shall be construed to prohibit continuing contracts for professional services between a firm and the City.

Section 5.092 OTHER COMPETITIVE SEALED PROPOSALS

- A. Conditions for Use. When the Director of Purchasing determines that the use of competitive sealed bidding is either not practical or not advantageous to the City, a contract may be entered into by the use of competitive sealed proposals.
- B. Consultant's Competitive Negotiation Act. Professional services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered land surveying, as defined under the Consultant's Competitive Negotiation Act (Section 287.055, Florida Statutes), shall be secured under the provisions of Section 5.091.
- C. City Approval. Proposals anticipated to exceed the threshold established in Section 5 for Competitive Sealed Proposals shall be approved by the City of Quincy prior to solicitation.
- D. Public Notice. Adequate public notice of the Request for Proposals shall be given in the same manner as provided in subsection 5.08C of this policy for competitive sealed bidding.
- E. Evaluation/Selection Factors. The Request for Proposals shall state the relative importance of criteria outlined in the scope of services, fee proposal, and other evaluation.

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- F. **Proposal Cancellation or Postponement.** The Director of Purchasing may, prior to a proposal opening, elect to cancel or postpone the date and/or time for proposal opening or submission.
- G. **Revisions and Discussions with Responsible Offerors.** Discussions may be conducted with responsible offerors who submit proposals determined to be qualified of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining the best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing offerors.
- H. **Award.** Award shall be made to the lowest responsible offeror whose proposal is determined in writing to be the most advantageous to City of Quincy, taking into consideration the evaluation factors set forth in the Request for Proposals. No other factors or criteria shall be used in the evaluation criteria that is not included in the Request for Proposal.

Section 5.10 SOLE SOURCE PURCHASES

- A. **Sole Source Certification.** A contract may be awarded for a supply, service, material, equipment or construction item(s) without competition when the Procurement Director, with the concurrence of the City Manager, certifies in writing, after conducting a good faith review of available sources, that there is only one available source for the required material, supply, service, equipment, or construction item(s). Such awards will be made within the authorized procurement limits. When a purchase exceeds the threshold amount for City Manager approval, the item will be placed on the agenda for City approval and certification that the vendor has been determined to be a sole source.
- B. **Additional Purchases from Certified Sole Source.** The Procurement Director shall be authorized, after initial sole source certification, to make additional purchases from a sole source vendor for not less than one year or until such time as contrary evidence is presented regarding sole source eligibility, whichever period is less.

Section 5.11 EMERGENCY PURCHASES

- A. **Authorization During Normal Business Hours.** In the case of emergencies which require the immediate purchase of goods, equipment or services, the City Manager, Procurement Director, Department Head, or his designee shall be empowered to secure such goods or services without competitive bidding when there exists: a threat to public health, welfare, or safety; natural unexpected events; accidents; or loss to the City under emergency conditions. In this event, all measures reasonably possible under the circumstances shall be taken to assure the maximum cost benefit to the City of the goods or services procured.
- B. **Authorization Outside of Normal Business Hours.** A department or division head, during non-business hours, is authorized to make purchases without competitive bids, when an emergency arises and such purchases are necessary to protect the safety, health, welfare, or property of the City or any of its citizens.
- C. **Documentation and Approval.** Documentation for emergency purchases pertaining to the above shall be submitted to the Purchasing Office on the standard emergency requisition form with a detailed explanation, and support material attached, if applicable, within ten (10) work days after the event occurred. Emergency purchases that exceed the competitive sealed bid threshold shall be ratified by the City. Emergency purchases within the informal bid thresholds shall be approved by the City Manager after-the-fact.

Section 5.12 COOPERATIVE PURCHASING

- A. **State Contracts.** The Procurement Director is authorized to purchase goods or services for any dollar amount from authorized vendors listed on the respective state contracts of the Florida Department of Management Services. Such purchases shall be made without competitive bids provided that funding has been appropriated and approved by the City of Quincy in Department/Division accounts.

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- B. **Federal Supply Service.** The Procurement Director is authorized to purchase goods or services for any dollar amount from authorized vendors listed on the respective Federal Supply Schedules issued by the Federal General Services Administration. Such purchases shall be made without competitive bids provided that funding has been appropriated and approved by the City of Quincy in Department/Division accounts.
- C. **Other Governmental Units.** The Procurement Director shall have the authority to join with other units of government in cooperative purchasing ventures when the best interest of the City would be served thereby, and the same is in accordance with the City and State law. The Procurement Director shall appropriately document such cooperative purchasing arrangements. The Procurement Director shall also be authorized to "piggy back" or utilize the results of competitive bids executed by other governmental units within the State of Florida.

Section 5.13 BID PROTEST

- A. **Right to Protest.** Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of contract may protest to the City of Quincy. Protestors shall seek resolution of their complaints initially with the Procurement Director, and secondly with the City Manager prior to protesting to the City Commission.
- B. **Filing a Protest.** Any person who is affected adversely by the decision or intended decision of the City shall file with the Purchasing Department a notice of protest in writing within 72 hours after the posting of the bid tabulation or after receipt of the notice of intended decision. The formal written protest must be filed within 10 calendar days after the date he/she filed the notice of protest. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings under this Section.

A written protest is filed with the City when it is delivered to and received by the Purchasing Department.

1. The notice of protest shall contain at a minimum: the name of the bidder; the bidder's address and phone number; the name of the bidder's representative to whom notices may be sent; the name and bid number of the solicitation; and, a brief factual summary of the basis of the protest.
 2. The formal written protest shall: identify the protestant and the solicitation involved; include a plain, clear statement of the grounds on which the protest is based; refer to the statutes, laws, ordinances, or other legal authorities which the protestant deems applicable to such grounds; and, specifically request the relief to which the protestant deems himself entitled by application of such authorities to such grounds. The protestant shall mail a copy of the notice of protest and the formal written protest to all parties to the procurement activity.
 3. Any person who files a formal written protest protesting a decision or intended decision for the award of a bid shall post with the Purchasing Department at the time of filing the formal written protest a bond payable to the City Commission, City of Quincy, in an amount equal to 1 percent of the City's estimate of the total volume of the contract or \$5000, whichever is less. If after completion of the hearing process and any appellate court proceedings, the agency prevails, it shall recover all costs and charges which shall be included in the final order of judgement, excluding attorney's fees. Upon payment of such costs and charges by the person protesting the award, the bond shall be returned to him. If the person protesting the award prevails, he shall recover from the agency all costs and charges which shall be included in the final order of judgement, excluding attorney's fees.
- C. **Settlement and Resolution.** The Director of Purchasing shall, within 14 calendar days of the formal written protest, attempt to resolve the protest prior to any proceedings arising from the position. The Procurement Director is authorized to settle any protest regarding the solicitation or award of a City contract, prior to an appeal to the City Manager, but may not settle any such protest or claim for consideration of \$10,000 or greater in value.
- D. **Protest Proceedings.** The decision of the Procurement Director may be appealed to the City Manager by the protestor by filing a formal written appeal with the Procurement Director within 5 calendar days of receipt of the decision. The City Manager shall conduct or designate another as a hearing officer to conduct a protest proceeding pursuant to the following procedures.

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1. Protest Proceeding Procedures

- (a)..... The hearing officer shall give reasonable notice to all substantially affected persons or businesses. Otherwise petitions to intervene will be considered on their merits as received.
- (b)..... At or prior to the protest proceeding, the protestant may submit any written or physical materials, objects, statements, affidavits, and arguments which he/she deems relevant to the issues raised.
- (c)..... In the proceeding, the protestant, or his representative or counsel, may also make an oral presentation of his evidence and arguments. However, neither direct nor cross examination of witnesses shall be permitted, although the hearing officer may make whatever inquiries he/she deems pertinent to a determination of the protest.
- (d)..... The judicial rules of evidence shall not apply and the hearing officer shall base his/her decision on such information given in the course of the proceeding upon which reasonable prudent persons rely in the conduct of their affairs.
- (e)..... Within seven (7) working days of the conclusion of the proceeding, the hearing officer shall render a decision which sets forth the terms and conditions of any settlement reached.
- (f)..... Any party may arrange for the proceedings to be stenographically recorded and shall bear the expense of such recording.

- 2. **Intervenor.** The participation of intervenors shall be governed by the terms of the order issued by the hearing officer in response to a petition to intervene.
- 3. **Time Limits.** The time limits in which protests must be filed as provided herein may be altered by specific provisions in the invitation for bids or request for proposals documents or upon the mutual written consent of the protestor and the City.
- 4. **Entitlement to Costs.** In no case will the protesting bidder or offeror be entitled to any costs incurred with the solicitation, including bid preparation costs and attorney's fees.

E. Appeal to City Commission. The decision of the hearing officer may be appealed to the City Commission by the protestor by filing a formal written appeal with the Procurement Director within 5 calendar days of receipt of the decision. The Procurement Director shall agenda the protest for the next regularly scheduled City Commission meeting and notify all parties to the procurement of the time and date of the meeting. The agenda item shall contain the record of the protest for action by the City.

F. Stay of Procurement During Protests. In the event of a timely protest under Subsection A of this Section, the Procurement Director shall not proceed further with the solicitation or award of the contract until all administrative remedies have been exhausted or until the City Manager makes a written determination that the award of a contract without delay is necessary to protect the substantial interests of the City.

Section 5.14 CONTRACT CLAIMS

A. Authority of the Procurement Director to Settle Bid Protests and Contract Claims. The Procurement Director is authorized to settle any protest regarding the solicitation or award of a City contract, or any claim arising out of the performance of a City contract, prior to an appeal to the City of Quincy or the commencement of an action in a court of competent jurisdiction, but may not settle any such protest or claim for consideration of \$10,000 or greater in value without the prior approval of the City of Quincy.

B. Decision of the Procurement Director. All claims by a contractor against the City relating to a contract, except bid protests, shall be submitted in writing to the Procurement Director for a decision. The contractor may request a conference with the Procurement Director on the claim. Claims include, without limitation, disputes arising under a contract, and those based upon breach of contract, mistake, misrepresentation, or other cause for contract modification or rescission.

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- C. **Notice to the Contractor of the Procurement Director's Decision.** The decision of the Procurement Director shall be promptly issued in writing, and shall be immediately mailed or otherwise furnished to the contractor. The decision shall state the reasons for the decision reached, and shall inform the contractor of his appeal rights under Subsection D of this Section.
- D. **Finality of Procurement Director's Decision: Contractor's Right to Appeal.** The Procurement Director's decision shall be final and conclusive unless, within ten calendar days from the date of receipt of the decision, the contractor files a notice of appeal with the City of Quincy.
- F. **Failure to Render Timely Decision.** If the Procurement Director does not issue a written decision regarding any contract controversy within fourteen calendar days after receipt of a written request for a final decision, or within such longer period as may be agreed upon between the parties, then the aggrieved party may proceed as if an adverse decision had been issued.

Section 5.15 REMEDIES FOR SOLICITATIONS OR AWARDS IN VIOLATION OF LAW

- A. **Prior to Bid Opening or Closing Date for Receipt of Proposals.** If prior to the bid opening or the closing date for receipt of proposals, the Procurement Director, after consultation with the City Attorney, determines that a solicitation is in violation of federal, state, or local law or ordinance, then the solicitation shall be canceled or revised to comply with applicable law.
- B. **Prior to Award.** If after bid opening or the closing date for receipt of proposals, but prior to the award of contract, the Procurement Director, after consultation with the City Attorney, determines that a solicitation or a proposed award of a contract is in violation of federal, state, or municipal law or ordinance, then the solicitation or proposed award shall be canceled.
- C. **After Award.** If, after award, the Procurement Director, after consultation with the City Attorney, determines that a solicitation or award of a contract was in violation of applicable law or ordinance, then:
 - (1) if the person awarded the contract has not acted fraudulently or in bad faith:
 - (a)..... the contract may be ratified and affirmed, provided it is determined that doing so is in the best interest of the City; or
 - (b) the contract may be terminated and the person awarded the contract shall be compensated for the actual costs reasonably incurred under the contract, plus a reasonable profit, but excluding attorney's fees, prior to termination; or
 - (2) if the person awarded the contract has acted fraudulently or in bad faith the contract may be declared null and void or voidable, if such action is in the best interests of the City.

Section 6 CONTRACT ADMINISTRATION

Section 6.1 CONTRACT PROVISIONS

- A. **Standard Contract Clauses and Their Modification.** The Procurement Director, after consultation with the City Attorney, may establish standard contract clauses for use in City contracts. However, the Procurement Director may, upon consultation with the City Attorney, vary any such standard contract clauses for any particular contract.
- B. **Contract Clauses.** All City contracts for supplies, services, and construction shall include provisions necessary to define the responsibilities and rights of the parties to the contract. The Procurement Director, after consultation with the City Attorney, may propose provisions appropriate for supply, service, or construction contracts, addressing among others the following subjects:
 - (1) the unilateral right of the City to order, in writing, changes in the work within the scope of the contract;

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- (2) the unilateral right of the City to order, in writing, temporary stopping of the work or delaying performance that does not alter the scope of the contract;
- (3) variations occurring between estimated quantities of work in contract and actual quantities;
- (4) defective pricing;
- (5) time of performance and liquidated damages;
- (6) specified excuses for delay or nonperformance;
- (7) termination of the contract for default;
- (8) termination of the contract in whole or in part for the convenience of the City;
- (9) suspension of work on a construction project ordered by the City;
- (10) site conditions differing from those indicated in the contract, or ordinarily encountered, except that a differing site conditions clause need not be included in a contract:
 - (a)..... when the contract is negotiated;
 - (b) when the contractor provides the site or design;
 - (c) when the parties have otherwise agreed with respect to the risk of differing site conditions
- (11) value engineering proposals

Section 6.2 PRICE ADJUSTMENTS

- A. **Methods of Price Adjustment.** Adjustments in price during the term of a contract shall be computed in one or more of the following ways upon approval by the City:
- (1) by agreement on a fixed price adjustment before commencement of the pertinent performance or as soon thereafter as practicable;
 - (2) by unit prices specified in the contract or subsequently agreed upon;
 - (3) by the costs attributable to the events or situations under such clauses with adjustment of profit or fee, all as specified in the contract or subsequently agreed upon by the City;
 - (4) in such other manner as the contracting parties may mutually agree; or
 - (5) in the absence of agreement by the parties, by a unilateral determination by the City of the costs attributable to the events or situations under such clauses with adjustment of profit or fee as computed by the City, subject to the provisions of this section.
- B. **Cost or Pricing Data Required.** A contractor shall be required to submit cost or pricing data if any adjustment in contract price is subject to the provisions of this Section.

Section 6.3 CHANGE ORDERS/CONTRACT AMENDMENTS

- A. **Change Orders.** For change orders, whether a capital improvement or a consultant services project, the following limits shall apply:

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- (1) The City Manager is granted authority to approve, within budgeted funds, change orders not to exceed ten thousand dollars (\$10,000)
 - (2) Change orders which exceed ten thousand dollars (\$10,000) shall require approval of the City Commission.
- B. **Contract Amendments** Contract amendments, other than change orders, which provide for the alteration of specifications, delivery point, time, payments, quantity, or similar provisions of a contract without changing the scope of the project may be approved by an appropriate person based upon the dollar value of the amendment. The purchasing categories' thresholds designated in Sections 5 through 5.09 shall govern the appropriate level of approval.

Section 6.4 ASSIGNMENTS OF CONTRACTS

No agreement made pursuant to any section of this policy shall be assigned or sublet as a whole or in part without the written consent of the City nor shall the contractor assign any monies due or to become due to the contractor hereunder without the previous written consent of the City.

Section 6.5 RIGHT TO INSPECT PLANT

The City may, at its discretion, inspect the part of the plant or place of business of a contractor or any subcontractor which is related to the performance of any contract awarded, or to be awarded, by City of Quincy. The right expressed herein shall be included in all contracts or subcontracts that involve the performance of any work or service involving City of Quincy.

Section 7 RIGHTS OF CITY OF QUINCY

Nothing in this Policy shall be deemed to abrogate, annul, or limit the right of the City, in the best interests of the City, to reject all bids received in response to a request, to determine in its sole discretion the responsiveness and responsibility of any bidder, to approve and authorize or to enter into any contract it deems necessary and desirable for the public welfare, or to vary the requirements of the Policy in any instance when desirable for the public good.

Section 8 CITY PROCUREMENT RECORDS

- A. **Procurement Files.** All determinations and other written records pertaining to the solicitation, award, or performance of a contract shall be maintained for the City in appropriate files by the Procurement Director.
- B. **Retention of Procurement Records.** All procurement records shall be retained and disposed of by the City in accordance with records retention guidelines and schedules established by the State of Florida.

Section 9 SPECIFICATIONS

Section 9.1 MAXIMUM PRACTICABLE COMPETITION

All specifications shall be drafted to promote overall economy and encourage competition in satisfying the City's needs and shall not be unduly restrictive. This policy applies to all specifications including, but not limited to, those prepared for the City by architects, engineers, designers, and draftsmen.

Section 9.2 USE OF BRAND NAME OR EQUIVALENT SPECIFICATIONS

- A. **Use.** Brand name or equivalent specifications may be used when the Procurement Director determines that:
 - (1) no other design, performance, or qualified product list is available;
 - (2) time does not permit the preparation of another form of purchase description, not including a brand name specification;

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- (3) the nature of the product or the nature of the City requirements makes use of a brand name or equivalent specification suitable for the procurement; or
 - (4) use of a brand name or equivalent specification is in the City's best interests.
- B. Designation of Several Brand Names. Brand name or equivalent specifications shall seek to designate three, or as many different brands as are practicable, as "or equivalent" references and shall further state that substantially equivalent products to those designated may be considered for award.
- C. Required Characteristics. Unless the purchasing agent determines that the essential characteristics of the brand names included in the specifications are commonly known in the industry or trade, brand name or equivalent specifications shall include a description of the particular design, functional, or performance characteristics required.
- D. Nonrestrictive Use of Brand Name or Equivalent Specifications. Where a brand name or equivalent specification is used in a solicitation, the solicitation shall contain explanatory language that the use of a brand name is for the purpose of describing the standard of quality, performance, and characteristics desired and is not intended to limit or restrict competition.
- E. Determination of Equivalents. Any prospective bidder may apply, in writing, for a pre-bid determination of equivalence by the Procurement Director. If sufficient information is provided by the prospective bidder, the Procurement Director may determine, in writing and prior to the bid opening time, that the proposed product would be equivalent to the brand name used in the solicitation.
- F. Specifications of Equivalents Required for Bid Submittal. Vendors proposing equivalent products must include in their bid submittal the manufacturer's specifications for those products. Brand names and model numbers are used for identification and reference purposes only.

Section 9.3 BRAND NAME SPECIFICATIONS

- A. Use of Brand Name Specifications. Since use of a brand name specification is restrictive of product competition, it may be used only when the Procurement Director makes a determination that only the identified brand name item or items will satisfy the City's needs.
- B. Competition. The Procurement Director shall seek to identify sources from which the designated brand name item or items can be obtained and shall solicit such sources to achieve whatever degree of price competition is practicable. If only one source can supply the requirement, the procurement shall be made under Section 5.10, Sole Source Purchases.

Section 10 ETHICS IN PUBLIC CONTRACTING

Section 10.1 CRIMINAL PENALTIES

To the extent that violations of the ethical standards of conduct set forth in this Section constitute violations of the State Criminal Code they shall be punishable as provided therein. Such penalties shall be in addition to civil sanctions set forth in this part.

Section 10.2 EMPLOYEE CONFLICT OF INTEREST

- A. Participation. It shall be unethical for any City employee to participate directly or indirectly in a procurement contract when the City employee knows that:
- (1) the City employee or any member of the City employee's immediate family (father, mother, brother, sister, child, grandparent, or grandchild of employee or spouse) has a financial interest pertaining to the procurement contract; or

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- (2) any other person, business, or organization with whom the City employee or any member of a City employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement contract.

- B. **Blind Trust.** A City employee or any member of a City employee's immediate family who holds a financial interest in a disclosed blind trust shall not be deemed to have a conflict of interest with regard to matters pertaining to that financial interest

Section 10.3 CONTEMPORANEOUS EMPLOYMENT PROHIBITED

It shall be unethical for any City employee who is participating directly or indirectly in the procurement process to become or to be, while such a City employee, the employee of any person contracting with the City

Section 10.4 USE OF CONFIDENTIAL INFORMATION

It shall be unethical for any employee knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated personal gain of any other person.

Section 10.5 WAIVERS FROM CONTEMPORANEOUS EMPLOYMENT PROHIBITION AND OTHER CONFLICTS OF INTEREST

The City Manager may grant a waiver from the employee conflict of interest provision or the contemporaneous employment provision upon making a written determination that:

- A. the contemporaneous employment or financial interest of the City employee has been publicly disclosed;
- B. the City employee will be able to perform his procurement functions without actual or apparent bias or favoritism; and
- C. the award will be in the best interest of the City.

Section 10.6 GRATUITIES AND KICKBACKS

- A. **Gratuities.** It shall be unethical for any person to offer, give, or agree to give any City employee, or for any City employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or performing in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, subcontract, or to any solicitation or proposal therefor.
- B. **Kickbacks.** It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
- C. **Contract Clause.** The prohibition against gratuities and kickbacks prescribed in this section shall be conspicuously set forth in every contract and solicitation therefor.

Section 10.7 SANCTIONS

- A. **Employee Sanctions.** Upon violation of the ethical standards by an employee, the City Manager, Procurement Director, or other appropriate authority may:
 - (1) impose one or more appropriate disciplinary actions as defined in the City Personnel Rules and Regulations up to and including termination of employment; and
 - (2) may request investigation and prosecution

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B. **Nonemployee Sanctions.** The City may impose any one or more of the following sanctions on a nonemployee for violation of the ethical standards:

- (1) written warnings;
- (2) termination of contracts; or
- (3) debarment or suspension as provided in Section 15.

Section 10.8 RECOVERY OF VALUE TRANSFERRED OR RECEIVED IN BREACH OF ETHICAL STANDARDS

A. **General Provisions.** The value of anything being transferred or received in breach of the ethical standards of this policy by a City employee or a nonemployee may be recovered from both City employee and nonemployee.

B. **Recovery of Kickbacks by the City.** Upon a showing that a subcontractor made a kickback to a prime contractor or a higher tier subcontractor in connection with the award of a subcontract or order thereunder, it shall be conclusively presumed that the amount thereof was included in the price of the subcontract or order and ultimately borne by the City and will be recoverable hereunder from the recipient. In addition, that amount may also be recovered from the subcontractor making such kickback. Recovery from one offending party shall not preclude recovery from other offending parties.

Section 11 FEDERAL POLICY NOTICE

Section 11.1 PATENTS

If a contract involving research and development, experimental, or demonstration work is being funded in whole or in part by assistance from a federal agency, then the contract shall include the following provisions.

A. **Notice to Contractor.** The contract shall give notice to the contractor of the applicable grantor agency requirements and regulations concerning reporting of, and rights to, any discovery or invention arising out of the contract.

B. **Notice by Contractor.** The contract shall require the contractor to include a similar provision in all subcontracts involving research and development, experimental, or demonstration work.

Section 11.2 NOTICE OF FEDERAL PUBLIC POLICY REQUIREMENTS

A. **Applicability.** If the contract is being funded in whole or in part by assistance from any federal agency, the contract is subject to one or more federal public policy requirements such as:

- (1) equal employment opportunity;
- (2) affirmative action;
- (3) fair labor standards;
- (4) energy conservation;
- (5) environmental protection; or
- (6) other similar socio-economic programs.

B. **Notice.** The Procurement Director shall include in the contract all appropriate provisions giving the contractor notice of these requirements. Where applicable, the Procurement Director shall include in the contract provisions the requirement that the contractor give a similar notice to all of its subcontractors.

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Section 12 INSURANCE REQUIREMENTS

- A. **Minimum Requirements.** Contractor shall purchase and maintain such insurance as will protect it from claims under Workers' Compensation laws, disability benefit laws or other similar employee benefit plans; from claims or damages because of bodily injury, occupational sickness or disease or death of its employees and claims insured by usual personal injury liability coverage in amounts determined by the provisions of the Risk Management Policy.
- B. **Certificates of Insurance.** Certificates of insurance acceptable to the City shall be filed with the Purchasing Department prior to the commencement of the work and periodically thereafter upon any renewals during the term of the contract.
- C. **Cancellation Clause.** These Certificates of Insurance shall contain a provision that coverage afforded under the policies will not be canceled until at least thirty (30) days prior written notice has been given to the City. The cancellation clause should read as follows: "Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the certificate holder named herein."
- D. **Change of Insurance Requirements.** The City of Quincy reserves the right to change the insurance requirements based on the project scope, or when determined in the best interest of the City.

Section 13 BONDS AND DEPOSITS

When any of the following bonds is (are) required, the bond(s) will be requested in the bid document. No work in connection with the fulfillment of a contract shall commence until the appropriate bond(s) is (are) accepted by the City.

Section 13.1 TYPES OF BONDS AND DEPOSITS:

- A. **Combination Payment and Performance Bond** - This type of bond is required for repairs, renovations, new construction, and other public works costing in excess of \$50,000. For projects less than that amount, it may be required at the discretion of the Procurement Director with the approval of the City Manager or his designee. When a payment and performance bond is required, the bond will be requested in the bid document. No work in connection with the fulfillment of a contract shall commence until the payment and performance bond is accepted by the City.
- B. **Performance Bond** - For a project of an estimated value less than \$50,000, requirement of a performance bond will be at the discretion of the Procurement Director with the approval of the City Manager or his designee. For projects estimated to be \$50,000 or more, such bond will be required to insure that a contract is carried out in accordance with the applicable specifications and at the agreed contract price.
- C. **Payment and Material Bond** - For a project of an estimated value less than \$50,000, requirement of a payment and material bond will be at the discretion of the Procurement Director with the approval of the City Manager or his designee. For projects estimated to be \$50,000 or more, such bond will be required to protect the City from suits for non-payment of debts which might be incurred by a contractor's performance for the City.
- D. **Warranty Bonds** - At the discretion of the Procurement Director, after consultation with user departments, a Warranty Bond may be required from a successful bidder to insure warranty provisions are fulfilled.
- E. **Guaranty of Good Faith Deposit (Bid Deposit)** - For projects estimated to be less than \$40,000, requirement of a bid bond will be at the discretion of the Procurement Director with the approval of the City Manager or his designee. For purchases where it is determined by the Procurement Director to be in the best interest of the City, and projects estimated to be \$40,000 or more, bidders will be required to submit with their bid or proposal a guaranty of good faith deposit. When in the best interest of the City, it is recommended by the Procurement Director and approved by the City Manager or his designee, these requirements may be waived.
 - (1) **Return of Bond.** Such deposit may not be withdrawn until a specified time after the proposals are opened and awards made. The deposit of the bond shall be retained by the Finance Officer of the City until the Procurement Director is satisfied that the Contractor's obligations have been satisfactorily completed.

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- F. **Deposits.** Cash deposits (cashier's check, money orders, bank drafts, etc.) of all bidders shall be forwarded to the Finance Officer of the City for deposit to the account of the City of Quincy. Upon award of contract, the Procurement Director or designee shall be responsible for approving the return of deposits to unsuccessful bidders.
- G. **Plans and Specification Deposit/Fees.** The Procurement Director is authorized to assess reasonable deposits and/or fees, not to exceed the cost of reproduction, for plans and specifications issued as a part of invitations for bids or requests for proposals. Deposits of all bidders for plans and specifications shall be forwarded to the Finance Officer of the City for deposit to the account of the City of Quincy. Upon award of contract, the Procurement Director or designee shall be responsible for approving the return of refundable deposits to unsuccessful bidders. Fees are to be deposited into the account from which applicable reproduction costs are paid.

Section 14 PAYMENT TO VENDORS

- A. **Outright Purchases.** Payment of invoices shall be made within thirty (30) days of receipt of invoice. All invoices shall be approved by the department or division head, or authorized designee and submitted to the Finance Officer of the City for payment.
- B. **Contractual Purchases.** Payment of invoices shall be made in accordance with the contract terms, conditions, and scopes of services being provided.
- C. **Prompt Payment Act.** All payment to vendors shall also be in accordance with the amended "Prompt Payment Act", Chapter 218.70, Florida Statutes.

Section 15 AUTHORIZATION TO DEBAR OR SUSPEND VENDOR(S)

- A. **Suspension.** After consultation with the City Attorney, the Procurement Director is authorized to suspend a person from consideration for award of contracts if there is probable cause to believe that the person has engaged in any activity which might lead to debarment. The suspension shall be for a period not to exceed three (3) months, and the Procurement Director shall immediately inform the City and provide notice to the affected person.
- B. **Debarment.** After reasonable notice and a reasonable opportunity for the suspended person to be heard, the City shall either disbar such person or terminate the suspension. The debarment should be for a period of not more than three (3) years.
- C. **Causes for Debarment.** The causes for debarment include:
- (1) entry of a plea of guilty, no contest, or nolo contendere to or conviction of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract;
 - (2) entry of a plea of guilty, no contest, or nolo contendere to or conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a City contractor;
 - (3) entry of a plea of guilty, no contest, or nolo contendere to or conviction under state or federal antitrust statutes arising out of the submission of bids or proposals;
 - (4) violation of contract provisions, as set forth below, of a character which is regarded by the City to be so serious as to justify debarment action:
 - (a)..... deliberate failure without good cause to perform in accordance with the specifications or within the time limit provided in the contract; or

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- (b) a recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts; provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for debarment;
 - (5) having been adjudicated guilty of any violation by the City of Quincy Contractor's Licensing Board, or the State of Florida Construction Industry Licensing Board within the past twelve (12) month period at the time of bid submittal;
 - (6) having been adjudicated guilty by the City of Quincy Code Enforcement Board of any violation of an environmental ordinance within the past six (6) month period at the time of bid submittal; and
 - (7) any other cause the Procurement Director or City determines to be so serious and compelling as to affect responsibility as a City contractor, including debarment by another governmental entity.
- D. **Notice of Decision.** The Procurement Director shall issue a written notice to the person of the decision to debar or suspend. The decision shall state the reasons for the action taken and inform the debarred or suspended person involved of his/her rights concerning judicial or administrative review. The written decision shall be mailed or otherwise furnished immediately to the debarred or suspended person.

Section 15.1 APPEAL OF DECISION TO DEBAR OR SUSPEND

The City's decision to debar or suspend a person or business shall be final and conclusive, unless the debarred person commences a timely action in court in accordance with applicable law.

Section 16 MINORITY BUSINESS ENTERPRISE PARTICIPATION PROGRAM

A Purpose and Scope

The purpose of the Minority Business Enterprise (MBE) Program is to enhance the participation of qualified minority owned businesses in providing goods and services and construction contracts required by the City of Quincy. This program describes procedures to accomplish this purpose and to monitor and evaluate the progress of all City Departments and Divisions responsible for implementing this program.

B. Policy Statement

1. It is the policy goal of the City of Quincy that up to twenty percent (20%) of City approved procurement as contained within both operating and capital improvement budgets (exclusive of in-house services and construction) shall be identified and let through the competitive bid process to minority owned businesses or persons when deemed practicable by the Procurement Director. Up to twenty percent (20%) participation by MBE subcontractors for construction projects, purchase of goods and other services, and procurement of professional services is established as the goal of this policy.
2. The Procurement Director is responsible for implementing this program and for making every reasonable effort to utilize MBEs when opportunities are available. The Procurement Director will take active steps to encourage full participation of qualified, capable, competent, and competitive minority owned businesses.
3. Regarding the implementation of this policy, it is the City's intent to foster economic development in the City of Quincy and the Gadsden County area by establishing its MBE goals based on availability of minority owned businesses located within the City of Quincy, Gadsden County and those counties comprising the Big Bend Economic Area as identified by the Tallahassee area Chamber of Commerce. This is in no way intended to limit or restrict competition. Rather, availability of area companies will be used to guide MBE goals.

Such geographical preference may be adjusted, amended or repealed by the City Commission, with or without a public hearing, as deemed necessary.

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4. In the purchase of or contract for personal property or contractual services of any nature, the City manager and the City Commission may give a preference in an amount not to exceed three percent (3%) of the bid price to local persons, firms, corporations or other business entities whose principal place of business is located within Gadsden County, Florida. A three percent (3%) preference, as stated above, may also be given to certified or certifiable MBE firms in the award of contracts and the evaluation of Requests for Proposals.

C. Definitions

1. Minority Business Enterprise (MBE): as used herein, means a business that is owned and controlled at least 51% by one or more minority persons (MBEs) and daily operations are controlled by one or more such persons.
2. Minority Person - an individual who is a citizen of the United States or a lawfully admitted permanent resident and who is a(n):
 - a. African/Black Americans - All persons having origins in any of the Black African racial groups not of Hispanic origins and having community identification as such.
 - b. Hispanic Americans - All persons (Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race) reared in a Hispanic environment and whose surname is Hispanic and having community identification as such.
 - c. Asian American - All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands and having community identification as such.
 - d. American Indians, Alaskan Natives and American Aleuts - All persons having origins in any of the original peoples of North American, maintaining identifiable tribal affiliations through membership and participation and having community identification as such.

D. Administrative Responsibilities

The Procurement Director is responsible for the coordination of the Minority Business Enterprise Program and registration.

1. Capital Improvement Projects

- a. Project Review. The Procurement Director shall review each proposed project or bid to determine potential for utilization of MBEs and report the findings to the City Manager. This review will be based on known availability of capable MBEs in the area in relation to the scope of the bid.
- b. Pre-Bid Activity
 - 1) Language regarding the Minority Business Enterprise Program will be inserted into bid specifications, when deemed practicable by the Procurement Director, to assure that prospective bidders are aware of a requirement to make good faith efforts to utilize MBEs
 - 2) The MBE participation plan for a specific project and the contractor commitment to carry out the program will become a part of the contract awarded by the City. Failure to keep these commitments will be deemed noncompliance with the contract and may result in a breach of contract.

2. Prime Contractor Responsibilities

- a. A contractor who determines that a MBE, named in the bid submittal, is unavailable or cannot perform, will request approval from the Procurement Director to name an acceptable alternate. Such requests will be approved when adequate documentation of cause for the change is presented by the contractor.

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- b. A contractor's MBE plan will utilize MBEs to perform commercially useful functions in the work bid. A MBE/WBE is performing a commercially useful function when it is responsible for the management and performance of a distinct element of the total work. Final determination of such will be made by the Procurement Director with direction from the City Manager.
- c. Contractors are required to make good faith efforts to obtain MBE participation when so stipulated by bid specifications and/or contracts. If these efforts are unsuccessful, the contractor will submit a statement of non-availability or refusal to participate and will request waiver of MBE participation.
- d. The contractor who is the successful bidder must receive approval from the City Manager for any modification to the MBE plan.

1 MBE Contractors' Responsibilities

MBEs must be certified or certifiable in order to participate in the Minority Business Enterprise Program. A preliminary certification may be issued by the Procurement

Director after review of satisfactory documentation.

4 Joint Venture Responsibilities

- a. All joint ventures between minority and non-minority contractors must be approved by the City Manager.
- b. The use by MBEs that prove to be "minority fronts" or other fraudulent practices which subvert the true meaning and spirit of the Minority Business Enterprise Program, will not be tolerated and may result in termination of participation.

E. Fulfilling MBE Participation Requirements

For the purpose of this policy, a general contractor may utilize the services of a MBE subcontractor, manufacturer, and/or supplier in estimating and satisfying the scope of work. When a contract for professional services is involved the Procurement Director shall make a determination on MBE utilization on a project by project basis.

F. Payment

Payment will be expedited by the City within thirty (30) days upon completion and acceptance of the project. Special consideration may be given to hardship cases.

Section 17 PROCUREMENT FOR COMMUNITY DEVELOPMENT BLOCK GRANT HOUSING PROGRAM

- A. It is the policy of the City of Quincy to obtain commodities and services efficiently and effectively in free and open competition for the Community Development Block Grant Housing Program through the use of sound procurement practices. All City staff and other persons (subgrantees or contractors) with designated responsibility for the administration of CDBG award contracts are responsible for ensuring compliance with all applicable federal and state laws and regulations. These include but are not limited to: OMB Circular A-102, Attachment O; 24 CFR Part 85 Section 85.36, s. 287.055, Florida Statutes; s. 290.047, Florida Statutes; Chapter 9B-43, Florida Administrative Code and the Procurement Policy of the City of Quincy, Florida.

**CITY OF QUINCY, FLORIDA
REGULAR CITY COMMISSION
Agenda Request**

Date of Meeting: January 25, 2022

Date Submitted: January 20, 2022

To: Honorable Mayor and Members of the City Commission

From: Dr. Beverly Nash, Ph.D., Interim City Manager
Marcia Carty, Director, Finance Department

Subject: Capital Items Not Funded (Unfunded) by the Approved Budget, FY 21-22.

Statement of Issue/Justification:

These capital expense items have come before the commission on numerous occasions. These are capital expense items identified for the FY 21-22, however, unfunded by the approved budget. The staff has reviewed, studied, researched and make recommendations based on an analyses of the critical need with assistance from department heads. These capital items are long-lasting goods that facilitate developing or managing the finished product, i.e., the fiber optic project.

Also, staff has judiciously reviewed, recommended and recognized that some capital expense items can be delayed until next year and/or have already been completed, therefore shortening the listing of unfunded capital expense items.

Action/Recommendation:

Staff recommendation is that critical expenses 1a-d and critical expense 2 (per attached chart) be considered by the commission with funding assigned to the American Rescue Plan Act (ARPA) funds (are a once in a generation injection of capital into all levels of government to respond to the COVID-19 public health emergency and its economic impacts).

Options:

Option 1: Approve recommendation of ARPA funding for critical capital expense items 1a-d and critical capital expense item 2.

Option 2: Provide direction to staff from the City Commission.

Staff Recommendation:

Option 1

Attachment:

**Exhibit A: Chart: Capital Expenses Not Funded by the Approved Budget,
FY 21-22**

City of Quincy, Florida

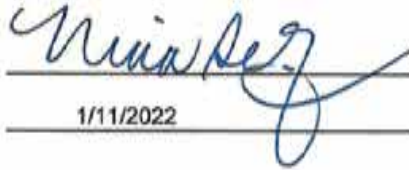
For Information ONLY

**CAPITAL AREA COMMUNITY ACTION AGENCY, INC.
PROJECT HELP: CITY OF QUINCY
MONTHLY REPORT FY 2021-2022**

YEAR	MONTH	RECEIPTS	ASSISTANCE PROVIDED	CLIENTS SERVED	Interest earned	BALANCE OF FUNDS
Balance from previous FY		\$ -				6,636.15
2021	October		300.00	1		6,336.15
2021	November	\$ -	0.00	0		6,336.15
2021	December	\$ -	0.00	0		6,336.15
2022	January					
2022	February					
2022	March					
2022	April					
2022	May					
2022	June					
2022	July					
2022	August					
2022	September					
		\$ -	\$ 300.00	1	\$ -	\$ 6,336.15

CEO/COO Tim Center / Nina Self

DATE SUBMITTED



1/11/2022

Beverly Nash

From: Vancheria Starling
Sent: Thursday, January 13, 2022 9:22 AM
To: Beverly Nash
Cc: Marcia Carty; Carolyn Bush
Subject: FW: PROJECT HELP REPORT
Attachments: PJH Report Dec 2021.pdf

Dr. Nash,

See the attached monthly report from Capital Area Community Action Agency.

Vancheria Starling

City of Quincy
Office of the City Manager
404 W. Jefferson Street
Quincy, Florida 32351
Office: 850.618.1881
Cell: 850.251.1569
Fax: 866.746.6998

"IN THE HEART OF FLORIDA'S FUTURE"

From: Victoria Mathis [mailto:victoria.mathis@cacaainc.org]
Sent: Thursday, January 13, 2022 9:17 AM
To: Vancheria Starling <vstarling@myquincy.net>
Subject: PROJECT HELP REPORT

Good morning,

Attached is the Dec PJH Report

Victoria Mathis
Emergency Services Program Manager
Capital Area Community Action Agency
309 Office Plaza Drive
Tallahassee, FL 32301
P. 850-222-2043 Ext. 109
F. 850-325-3535
victoria.mathis@cacaainc.org
www.cacaainc.org

QPRD YOUTH
BASKETBALL
DEVELOPMENT LEAGUE
2022 SCHEDULE



JAN 22

SATURDAY
9:00 AM

JAN 29

SATURDAY
9:00 AM

FEB 05

SATURDAY
9:00 AM

FEB 12

SATURDAY
9:00 AM

FEB 19

SATURDAY
9:00 AM

QPRD YOUTH MIGHTY-MITES

2022 BASKETBALL SCHEDULE

LAKERS vs. CLIPPERS



22

JAN

LAKERS VS. CLIPPERS

SATURDAY | 10:00 AM

29

JAN

CLIPPERS VS. LAKERS

SATURDAY | 10:00 AM

01

FEB

LAKERS VS. CLIPPERS

TUESDAY | 6:00 PM

05

FEB

CLIPPERS VS. LAKERS

SATURDAY | 10:00 AM

10

FEB

LAKERS VS. CLIPPERS

THURSDAY | 6:00 PM

12

FEB

CLIPPERS VS. LAKERS

SATURDAY | 10:00 AM

PLAYOFFS BEGIN FEBRUARY 15, 2022 (DOUBLE ELIMINATION)



QPRD YOUTH 2022 BASKETBALL PEE-WEE SCHEDULE



18

JAN

76ERS VS. CLIPPERS

TUESDAY | 6:00 PM

18

JAN

PISTONS VS. KINGS

TUESDAY | 7:00 PM

19

JAN

PISTONS VS. CLIPPERS

WEDNESDAY | 6:00 PM

19

JAN

LAKERS VS. 76ERS

WEDNESDAY | 7:00 PM

22

JAN

KINGS VS. LAKERS

SATURDAY | 11:00 AM

22

JAN

76ERS VS PISTONS

SATURDAY | 12:00 PM

26

JAN

KINGS VS. CLIPPERS

WEDNESDAY | 6:00 PM

26

JAN

LAKERS VS. PISTONS

WEDNESDAY | 7:00 PM

29

JAN

76ERS VS. KINGS

SATURDAY | 11:00 AM

29

JAN

LAKERS VS. CLIPPERS

SATURDAY | 12:00 PM

01

FEB

LAKERS VS. 76ERS

TUESDAY | 7:00 PM

03

FEB

KINGS VS. CLIPPERS

THURSDAY | 6:00 PM

03

FEB

PISTONS VS. LAKERS

THURSDAY | 7:00 PM

05

FEB

76ERS VS. CLIPPERS

SATURDAY | 11:00 AM


05

FEB

PISTONS VS. KINGS

SATURDAY | 12:00 PM

Playoffs begins Feb 15, 2022 (double elimination)



QPRD YOUTH 2022 BASKETBALL MIDGET SCHEDULE

22

JAN

NETS VS. HORNETS

SATURDAY | 1:00 PM

22

JAN

KINGS VS. 76ERS

SATURDAY | 2:00 PM

25

JAN

WARRIORS VS. NETS

TUESDAY | 6:00 PM

25

JAN

76ERS VS. HORNETS

TUESDAY | 7:00 PM

27

JAN

KINGS VS. NETS

THURSDAY | 6:00 PM

27

JAN

WARRIORS VS. HORNETS

THURSDAY | 7:00 PM

29

JAN

76ERS VS. WARRIORS

SATURDAY | 1:00 PM

29

JAN

KINGS VS. HORNETS

SATURDAY | 2:00 PM

02

FEB

WARRIORS VS. KINGS

WEDNESDAY | 6:00 PM

02

FEB

NETS VS. 76ERS

WEDNESDAY | 7:00 PM

08

FEB

HORNETS VS NETS

TUESDAY | 6:00 PM

08

FEB

76ERS VS. KINGS

TUESDAY | 7:00 PM

09

FEB

WARRIORS VS. NETS

WEDNESDAY | 6:00 PM

09

FEB

HORNETS VS. 76ERS

WEDNESDAY | 7:00 PM

10

FEB

WARRIORS VS. KINGS

THURSDAY | 7:00 PM

Playoffs begins Feb 15, 2022 (double elimination)