



*Season's
Greetings*

City of Quincy

City Hall

404 West Jefferson Street

Quincy, Florida 32351

www.myquincy.net



Tuesday, December 8, 2020
6:00 PM

City Hall Commission Chambers

City Commission

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

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





AGENDA

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

City Hall Commission Chambers

Call to Order

Invocation

Pledge of Allegiance

Roll Call

Approval of Agenda

Special Presentations

Proclamations

Items for Consent by the Commission

1. Approval of Minutes of the November 10, 2020 Regular Meeting
 - Janice Shackelford, City Clerk
2. Approval of Minutes of the November 17, 2020 Special Meeting
 - Janice Shackelford, City Clerk
3. Approval of Minutes of the November 24, 2020 Special Meeting
 - Janice Shackelford, City Clerk
4. Human Resources Monthly Report
 - Jack L. McLean Jr., City Manager
 - Ann Sherman, Human Resources Director
5. Police Monthly Reports
 - Traffic Report | Monthly Crime Report
 - Jack L. McLean Jr., City Manager
 - Glenn Sapp, Police Chief

6. Fire Monthly Reports

Monthly Activity Report | District Calls

- Jack L. McLean Jr., City Manager
- Curtis Bridges, Fire Chief

7. Finance Monthly Reports

P-Card Statements | Allocations | Arrearage Report | Cash Requirements | Financial Report

- Jack L. McLean Jr., City Manager
- Marcia Carty, Finance Director

Public Hearings and Ordinances as Scheduled or Agendaed

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

Reports, Requests and Communications by the City Manager

8. Approval of Minutes of the October 27, 2020 Regular Meeting

- Janice Shackelford, City Clerk

9. Renovations to City Hall Status Update

- Jack L. McLean Jr., City Manager

10. Renaming of the Kelly Lot

- Jack L. McLean Jr., City Manager

Reports by Boards and Committees

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

Comments

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

Comments from the Audience

Adjournment

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



APPROVAL OF MINUTES

Regular Meeting

November 10, 2020

CITY COMMISSION
Tuesday, November 10, 2020
6:02 P.M. (Eastern)

VIRTUAL REGULAR MEETING
QUINCY, FLORIDA 32351

CITY COMMISSION VIRTUAL REGULAR MEETING MINUTES

The City of Quincy City Commission met in a regular virtual session via Zoom Communication and Video Conferencing, Tuesday, November 10, 2020, with **Mayor Ronte Harris** presiding and the following Commissioners present:

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

City Staff and Guest:

Jack L. McLean Jr., City Manager
Gary Roberts, City Attorney
Janice Shackelford, City Clerk
Glenn Sapp, Police Chief, and Sergeant-at-Arms
Bernard Piawah, Building and Planning Director
DeCody Fagg, Parks and Recreations Director
Reggie Bell, Public Works Director
Curtis Bridges, Fire Chief
Dr. Beverly Nash, Grants
Vancheria Perkins, Executive Assistant to the City Manager
Robin Ryals, Utilities Director
Marcia Carty, Finance Director
David Rittman, IT Administrator
Rob Nixon, CRA Manager
Jim Southerland Sr., WQTN-13 Administrator

Carolyn Ford, NFEDC Executive Director
Arrie Battles, Coordinator
Debra Porter, Coordinator
Dorothy Thomas, Coordinator

Terry Presnal, Jacobs (OMI) Representative

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

- **Called to Order:**

Mayor Harris called the regular virtual meeting to order at 6:02 pm. Rev. Robin Ryals provided the invocation. Mayor Harris opened the meeting, reciting the Pledge of Allegiance. Roll call was requested by Mayor Harris.

- **Approval of Agenda**

Mayor Harris stated that, before the Commission is an amended agenda.

Mayor Harris offered a motion to approve the amended agenda.

Commissioner Dowdell accepted and made a motion to approve the amended agenda with the deletion of item #10, Non-Profit Organizations' Distributions.

Mayor Pro Tem Sapp seconded the motion.

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

The Motion carried 5 to 0.

Special Presentation

- 2020 Census Update
 - Carolyn Ford, NFEDC Executive Director

Summary of the Discussion by Guests, Staff, and the Commission

City Manager Jack L. McLean Jr. stated that former Commissioner Carolyn Ford would present the 2020 Census update.

City Manager Jack L. McLean Jr. stated that the group is large and would come before the Commission in smaller groups to observe the social distancing practices.

NFEDC Executive Director, Carolyn Ford, thanked the Commission and staff for allowing the opportunity to work with the young people for two months.

NFEDC Executive Director, Carolyn Ford, stated that the project consisted of thirty-five youth and six adult coordinators.

Coordinator Arrie Battles introduced her team members and thanked the Commission for the opportunity to work with the young people.

Coordinator Arrie Battles stated that the young people in her group were respectful and worked well together.

Youth worker Liberty Gibson thanked the Commission for allowing an opportunity to work and gain knowledge through this project.

Mayor Harris thanked Arrie Battles and her group for their dedication and hard work on the 2020 US Census.

Coordinator Debra Porter introduced her team members and thanked the Commission for the opportunity to work with the young people.

Mayor Harris thanked Debra Porter and her group for their dedication and hard work on the 2020 US Census.

Youth worker Joshua Davis introduced his team members and coordinator Dorothy Thomas.

Youth worker Joshua Davis thanked the Commission for allowing the young people to work and gain experience.

Mayor Pro Tem Sapp stated how overwhelmed she is and how well organized the coordinators and participating youth accomplished the goals that were set.

Mayor Pro Tem Sapp stated that there is a need for getting young people out and into the community to knock on doors to make a difference.

Mayor Pro Tem Sapp commended former Commissioner Carolyn Ford and her team for an outstanding job.

Coordinator Dorothy Thomas thanked the Commission for the opportunity to get to know the youth participating in the program.

Commissioner Canidate thanked the team for their outstanding work.

Commissioner Canidate stated that the youth provided excellent leadership in informing the community on the importance of participating in the 2020 US Census.

Commissioner Canidate stated that these young people are our future leaders.

NFEDC Executive Director Carolyn Ford wrapped up the presentation by showing pictures of the many activities the group participated in.

Mayor Harris thanked the City Manager Jack L. McLean Jr. for his vision of partnering with NFEDC to do the leg work on the 2020 US Census project.

Mayor Harris stated that more partnerships with non-profit organizations and the community are needed to make a difference in the City of Quincy.

Executive Session

- Betty Ervin vs. City of Quincy
 - Gary Roberts, City Attorney

Summary of the Discussion by the Commission

Mayor Harris offered a motion to moved into an executive session.

Commissioner Dowdell accepted and made a motion to moved into an executive session.

Mayor Pro Tem Sapp seconded the motion.

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

The Motion carried 5 to 0.

Approval of Items for Consent by the Commission

- Approval of Minutes of the October 27, 2020, Regular Meeting
 - Janice Shackelford, City Clerk
- R2P2 Final Report
 - Jack L. McLean Jr., City Manager
 - Dr. Beverly Nash, Grants Writer

Summary of the Discussion by the Commission

Mayor Harris stated that, before the Commission is two items for consent.

Mayor Pro Tem Sapp offered a motion to approve item #3, Approval of the October 27, 2020, Regular Meeting Minutes, and item #4 R2P2 Final Report.

Commissioner Dowdell seconded the motion.

Mayor Harris recognizes Commissioner Bass Prieto.

Commissioner Bass Prieto stated that she had requested an opinion from the attorney on the point of order regarding when a commissioner can remove consent items for discussion.

Commissioner Bass Prieto referred to Sec. 2.54 of Ordinance 1058-2013.

Mayor Harris suggested that City Attorney Gary Roberts provide Commissioner Bass Prieto a complete answer in its entirety at a later date.

Commissioner Bass Prieto asked to pull the minutes.

Mayor Harris stated to Commissioner Bass Prieto that items under the consent agenda would be discussed and not pulled.

Commissioner Bass Prieto stated that she wants the language changed on page 5 of 22, line four [4] of the minutes to "like you" at the end of the sentence.

Commissioner Bass Prieto stated that she didn't know what "explicitly" meant.

Mayor Harris stated that he is concerned about the word "explicitly" used in the sentence and noted that the wrong word had been used.

Mayor Harris asked the City Clerk, Janice Shackelford, for her correction on the word used in that sentence.

City Clerk Janice Shackelford stated that the correct word is "expletive."

Mayor Harris agreed with the City Clerk, Janice Shackelford, to remove the word "explicitly" and replace it with "expletive."

Commissioner Bass Prieto asked the City Clerk, Janice Shackelford, to respond with the expletive word.

City Clerk Janice Shackelford stated that the expletive word Commissioner Bass Prieto said is "Fuck You."

Commissioner Bass Prieto stated that the words she used are "I'm a Commissioner Like You."

Commissioner Bass Prieto stated that she does not use profanity.

Commissioner Bass Prieto stated that a better way to handle this situation is to ask her.

Commissioner Bass Prieto stated that she would like the correction made.

Mayor Harris stated that he heard the expletive word said by Commissioner Bass Prieto and chose not to stop the meeting to keep order and avoid going back and forth.

Mayor Harris stated that he reviewed the tape several times.

Mayor Harris stated that "expletive" is an appropriate correction.

Commissioner Bass Prieto stated that an expert is needed to determine what she said.

Commissioner Bass Prieto stated she knows what she said and knows how she speaks.

Commissioner Bass Prieto stated that, if the Commission desires to change the word to "expletive," the exact comment said should be included in the minutes.

Mayor Harris recognizes Mayor Pro Tem Sapp.

Mayor Pro Tem Sapp stated that the City records the meetings.

Mayor Pro Tem Sapp stated that Commissioner Bass Prieto made an excellent suggestion to hire a linguist to listen to the comment made by her.

Mayor Pro Tem Sapp stated that she could not vouch for what anyone will or will not say.

Mayor Pro Tem Sapp stated that she would like others to listen to the tape to determine what Commissioner Bass Prieto said.

Mayor Pro Tem Sapp stated that she had heard an expletive said before, and nothing was done about it.

Mayor Harris stated that he would allow the Clerk to correct the error by placing the correct word in its place.

Mayor Harris recognizes Commissioner Dowdell.

Commissioner Dowdell stated that he had not heard the expletive used by Commissioner Bass Prieto.

Mayor Harris asked if the comment by Commissioner Bass Prieto is available.

City Clerk Janice Shackelford stated, "yes."

Commissioner Bass Prieto stated that she did not want to play the recording.

Commissioner Dowdell stated that he wanted to hear the recording.

Commissioner Bass Prieto stated that there is plenty of time to listen to the recording.

Commissioner Dowdell stated that he had the time "right now" and wanted to hear what was said.

Commissioner Dowdell stated that, after hearing the recording, the exact word used by Commissioner Bass Prieto should be included in the minutes.

Mayor Harris reiterated that he heard Commissioner Bass Prieto's comment but chose to continue the meeting until he was confident of her statement.

Mayor Harris stated that the rise and fall in Commissioner Bass Prieto's voice did not accommodate her claim of saying, "like you."

Mayor Harris stated, again, he did not stop the meeting to afford going back and forth.

Mayor Harris stated that he believes in moving at the will and pleasure of the Commission.

Mayor Harris stated, again, that the motion on the floor is to approve the consent agenda.

Mayor Harris stated that more discussion on Commissioner Bass Prieto's comments by the Commission could come later.

Commissioner Dowdell stated that he wanted the exact word(s) Commissioner Bass Prieto said in quotations.

City Attorney Gary Roberts referred to Sec. 2.67 and Sec. 2.49 in the City's Charter as rules falling under this subject matter.

City Attorney Gary Roberts stated that the minutes could pass by replacing the word "explicitly" with the word "expletive" after confirming Commissioner Bass Prieto's statement.

City Manager Jack L. McLean Jr. stated that the best way is to not pass the minutes until confirmation of Commissioner Bass Prieto's statement.

Mayor Harris clarified Commissioner Bass Prieto's question that the motion given is to approve items #3 and #4 on the consent agenda.

Mayor Harris stated that item #3, the minutes are in question.

Mayor Pro Tem Sapp rescinded her motion to approve the consent agenda.

Commissioner Dowdell rescinded his second to that motion.

Mayor Pro Tem Sapp offered a motion to pull item #3, the minutes from the consent agenda, until an expert is hired and listens to the statement made by Commissioner Bass Prieto and renders an opinion.

Commissioner Canidate seconded the motion.

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

The Motion carried 4 to 1.

Mayor Harris stated one remaining item #4 R2P2 Final Report remains on the consent agenda.

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

Mayor Pro Tem Sapp offered a motion to approve item #4 R2P2 Final Report on the consent agenda.

Commissioner Dowdell seconded the motion.

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

The Motion carried 5 to 0.

Mayor Harris recognizes Mayor Pro Tem Sapp.

Mayor Pro Tem Sapp asked how soon could an expert be hired to listen to the recording.

City Manager Jack L. McLean Jr. stated that the recording could be sent to an independent transcribing company or a court reporter.

City Manager Jack L. McLean Jr. stated either of the two would be sufficient.

City Manager Jack L. McLean Jr. stated that they are professionals, trained to listen to pitch changes in a person's voice.

Mayor Pro Tem Sapp stated that Commissioner Bass Prieto is due her right to have this done as quickly as possible.

City Manager Jack L. McLean Jr. responded to Commissioner Canidate's question regarding whether the cost would be minimal to transcribe.

Commissioner Bass Prieto stated that she would prefer a specialist from FDLE trained in linguistics.

Commissioner Bass Prieto stated that she had seen bad jobs done by court reporters.

Mayor Harris stated that proper etiquette would be maintained in the Commission Meetings.

Mayor Harris stated that he had respected previous Mayors and their way of handling meetings.

Mayor Harris stated that a Commissioner does not control what happens next after being given the floor.

Mayor Harris stated that this is a meeting of the Commission to make and pass policies and not spend time questioning staff.

Mayor Harris suggested that Commissioners should get their questions answered by staff before the meeting.

City Manager Jack L. McLean Jr. stated that he would call FDLE, depending on their schedule; he is uncertain how long the process would be.

City Manager Jack L. McLean Jr. stated that a court reporter or transcribing company would be quicker.

Commissioner Dowdell made a motion to hire an independent transcribing company or a court reporter to transcribe the comments made by Commissioner Bass Prieto.

Mayor Harris seconded the motion.

Mayor Harris recognizes Commissioner Bass Prieto.

Commissioner Bass Prieto stated that she objects to the hiring of an independent transcribing company because they're not trained in linguistics or to listen and interpret individuals speaking with southern accents.

Commissioner Bass Prieto asked for City Attorney Gary Roberts' opinion.

City Attorney Gary Roberts stated that, in his career of conducting numerous depositions, he had never seen when a court reporter did not get it right.

City Attorney Gary Roberts stated that court reporters type and record while depositions are being taken.

City Attorney Gary Roberts stated that court reporters listen to the recordings to ensure that what is being said is consistent with what they hear.

Mayor Harris stated there's a motion on the floor to have the recording transcribed by an independent transcribing company or court reporter.

Commissioner	Vote
Commissioner Bass Prieto	No
Commissioner Dowdell	Yes
Commissioner Canidate	Yes
Mayor Pro Tem Sapp	Not present
Mayor Harris	Yes

The Motion carried 3 to 1.

Public Hearings and Ordinances as Scheduled or Agendaed

None

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

None

Reports, Requests, and Communications by the City Manager

- Jacobs (OMI) Water Notice Update
 - Terry Presnal, Jacobs Representative

Summary of the Discussion by Staff and the Commission

City Manager Jack L. McLean Jr. stated that Jacob OMI manages the City's water and well system.

City Manager Jack L. McLean Jr. stated that Terry Presnal, Jacobs (OMI) Representative, would present the item.

Terry Presnal asked the Commission if they needed for him to read the presentation.

Mayor Harris stated asked the Commission if they had any questions for Mr. Presnal.

Commissioner Dowdell asked were there anything not in the presentation that the Commission needed to know.

Terry Presnal stated that water samples were taken from the well field and Stewart Street.

Terry Presnal stated that, after repeat testing, all issues are non-existence at the water field.

Terry Presnal stated that every quarter sampling would be taken.

Terry Presnal stated that Stewart Street still lists elevated readings.

Terry Presnal stated that none of the water on Stewart Street is spilling over into the drinking water.

Terry Presnal clarified Commissioner Dowdell's question that well numbers 1, 3, and 5 are currently not used.

Terry Presnal clarified that wells 6, 7, 8, and 9 are production wells.

Terry Presnal clarified Commissioner Bass Prieto's question that residents would receive a notice in the mail this weekend.

Terry Presnal stated that he would forward calls to his cellphone to answer any residents' questions.

Terry Presnal stated that well nine [9] would get tested quarterly.

Terry Presnal stated that well four [4] would require four samples before the end of the year.

Mayor Harris thanked Terry Presnal for the presentation.

- **Special Use Permission to Locate a Daycare Facility at 1222 Live Oak Street**
 - Jack L. McLean Jr., City Manager
 - Bernard Piawah, Building and Planning Director

Summary of the Discussion by Staff and the Commission

Building and Planning Director, Bernard Piawah, stated that this is a request for special permission to operate a daycare facility at 1222 Live Oak Street.

Building and Planning Director, Bernard Piawah, stated that the Charter provides that a child care facility is not permitted unless given special permission by the City Commission after the review by the Planning and Development Review Board.

Building and Planning Director Bernard Piawah stated that the recommended property was once a daycare.

Building and Planning Director, Bernard Piawah, stated that there are no issues with the property.

Building and Planning Director, Bernard Piawah, stated that the recommendation is to approve special permission for a daycare facility.

Mayor Harris thanked Dr. Piawah.

Mayor Harris recognizes Mayor Pro Tem Sapp.

Mayor Pro Tem Sapp stated that this request meets the criteria offered in land use and approval of the Planning and Development Review Board.

Mayor Harris recognizes Mayor Pro Tem Sapp.

Mayor Pro Tem Sapp offered a motion to approve option one, to approve the request for a special use permission for a daycare facility at 1222 Live Oak Street, Quincy, Florida.

Commissioner Canidate seconded the motion.

Commissioner	Vote
Commissioner Bass Prieto	Yes
Commissioner Dowdell	Not present
Commissioner Canidate	Yes
Mayor Pro Tem Sapp	Yes
Mayor Harris	Yes

Note: Commissioner Dowdell provided his vote to the clerk upon reentering the dais.

The Motion carried 5 to 0.

- **Request to Purchase Equipment for Utilities Department**
 - Jack L. McLean, City Manager
 - Robin Ryals, Utilities Director

Summary of the Discussion by Staff and the Commission

Utilities Director Robin Ryals stated that the backhoe purchased several years is now costing monies to repair.

Utilities Director Robin Ryals stated that the backhoe had not been working correctly.

Utilities Director Robin Ryals stated that the John Deere Compact Loader skid steer tractor is a handy machine.

Utilities Director Robin Ryals stated that this machine would be handy for storm work clean up and daily operations.

Utilities Director Robin Ryals stated that there would be a need to purchase a trailer to move the machine to different job locations.

Utilities Director Robin Ryals stated that to purchase the equipment is below the budgeted amount.

Mayor Harris recognizes Mayor Pro Tem Sapp.

Mayor Pro Tem Sapp stated there is a need for upgrading machinery to continue offering the services to the City's residents.

Mayor Pro Tem Sapp stated that the equipment is old and sees no issue with making the purchase.

Utilities Director Robin Ryals clarified Commissioner Bass Prieto's question that this purchase is a budgeted item.

Mayor Harris recognizes Mayor Pro Tem Sapp.

Mayor Pro Tem Sapp offered a motion to approve the purchase of the equipment for the Utilities Department.

Commissioner Canidate seconded the motion.

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

The Motion carried 5 to 0.

- **Power Outages Resiliency Report**
 - Jack L. McLean Jr., City Manager
 - Robin Ryals, Utilities Director

Summary of the Discussion by the Staff and the Commission

Utilities Director Robin Ryals stated that, from 2017 to the present, power outages have come down.

Utilities Director Robin Ryals stated that 2020 had been a good year with fewer power outages because of tree trimming.

Utilities Director Robin Ryals stated that squirrels play a part in power outages.

City Manager Jack L. McLean Jr. stated that the decision that the Commission made in February 2019 had resulted in having fewer power outages.

City Manager Jack L. McLean Jr. stated that citizens see the value of tree trimming.

- **Update on the Purchase of Joyland Water System**

- Jack L. McLean Jr., City Manager
- Gary Roberts, City Attorney
- Robin Ryals, Utilities Director

Summary of the Discussions by the Staff, City Attorney, and the Commission

City Attorney Gary Roberts stated that the Joyland property acquisition was completed on October 30, 2020.

City Attorney Gary Roberts stated that all documents are signed and that the deed to the property is in hand.

City Attorney Gary Roberts stated that the title policy is still outstanding.

City Manager Jack L. McLean Jr. stated that Joyland water had been connected to the City's water system.

City Manager Jack L. McLean Jr. stated his understanding is that the City owns the pipes that sit on the property.

Utilities Director Robin Ryals stated that the City owns the right to improve the Joyland Water System.

Mayor Harris thanked City Attorney Gary Roberts for securing the contract.

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

- **Christmas Festivities**

- Jack L. McLean Jr., City Manager

Summary of the Discussions by the Staff and the Commission

City Manager Jack L. McLean Jr. stated that he met with Ms. O'Connell and Parks and Recreation concerning the Christmas Festivities.

City Manager Jack L. McLean Jr. stated that the consideration is a drive-through Christmas parade.

City Manager Jack L. McLean Jr. stated that Washington Street would be blocked off to accommodate the parade.

City Manager Jack L. McLean Jr. stated that the driving portion would be worked out with the Police Department.

City Manager Jack L. McLean Jr. stated that City Hall's holiday lighting decorations would be up around Thanksgiving.

City Manager Jack L. McLean Jr. stated that the City would engage the community involvement with holiday decorations and offer prizes.

City Manager Jack L. McLean Jr. stated that it had been a long nine months dealing with COVID and that the goal is to light up the City with holiday decorations.

City Manager Jack L. McLean Jr. stated that the City, in the past, had decorated Tanyard Creek with holiday lighting.

Mayor Pro Tem Sapp stated that the park was beautifully decorated.

Mayor Pro Tem Sapp stated that she's please that the City is decorating early and getting people in the holiday spirit.

Mayor Pro Tem Sapp stated everyone could use a bit of happiness due to the pandemic.

Comments by the City Manager

- City Manager Jack L. McLean Jr.
 - Stated that the City to receive \$250,000 from the County (Cares Act Funding)
 - Provided a breakdown of person's, applications, and monies from the Cares Act Utility Residential Funding.
 - Stated that Donald Woods provided lunch to public works and parks and recreation departments.
 - Stated that an upcoming meeting would be held with the new Joyland customers to discuss rate implementation and set-up with the customer service system.
 - Provided an overview of Quincy Police Officers providing security services for Leon County Schools.
 - Stated that Police Officers have begun wearing body cameras.
 - Stated that the City provided projections and safety tips on the website regarding Tropical Storm Eta.
 - Stated that the Public Works Department Citywide Cleanup is scheduled for November 9-20, 2020.
 - Provided workshop dates.

- Provided an overview of the Spring Awakening.
- Stated that Thanksgiving baskets would be completed by November 23, 2020.
- Stated that the City would be closed in observance of Veterans Day.
- The standard practice is to cancel regular commission meetings scheduled on the Tuesday before Thanksgiving and the last regular commission meeting in December.

Comments by Commissioners and City Staff

• **City Clerk**

City Clerk Janice Shackelford

- Asked the Mayor Pro Tem if she wanted to offer a vote to the hiring of a transcription company to transcribe comments made by Commissioner Bass Prieto.
- Asked Commissioner Dowdell if he wanted to offer a vote to approve Special Use Permission to Locate a Daycare Facility at 1222 Live Oak Street.
- City Attorney Gary Roberts
 - **None**

• **Commissioners**

• **Mayor Pro Tem Sapp**

- Thanked staff for the informative reports.
- Stated that she is looking forward to the Crime Prevention Workshop.
- Asked for a start date on filling hole on Stewart Street.
- Stated that the hole is an accident waiting to happen.
- Thanked the City Manager for the informative flyers, and hoped that the Commissioners are sharing them with their constituents as she does on her Facebook page.
- Saluted all Veterans.
- Stated that we're better than the image we are portraying.
- Stated that individuals do look at the Commission.
- Stated that too much time was given to an incident.
- Stated that every Commissioner should watch and be careful about how they speak.
- Stated that she is a Commissioner to improve the quality of life for everyone living in the City of Quincy and not just those living in her district.
- Stated that the Commission should set examples for each other.

• **Commissioner Bass Prieto**

- Asked for the status on speed humps on N. Love Street between Jefferson and King Street.
- Stated that she's pleased to hear that the Police Officers would be wearing body cameras.
- Stated that there are problems with parking in Shaw Quarters and Burmah Heights.
- Stated that street sweepers are needed in Shaw Quarters.
- Stated that potholes need filling.
- Stated that complaints have come in regarding utility trucks being parked on the road.
- Stated that several trees on Jefferson Street are leaning towards power lines.
- Asked for a copy of the Cares Act bonus given to employees.
- Surprised to hear something from the past that had been resolved as not being her.
- Stated that, when she speaks, she is interrupted.
- Stated that she should have been asked what she said.
- Stated that no one said a word when a Commissioner referred to her as baby.
- Stated that people will assume the worst.
- Stated that she had been called all kinds of names.
- Stated that the rules and etiquette only apply to her.
- **Commissioner Canidate**
 - Stated that the informative information being sent out by the City Manager is very good.
 - Stated that, as the newest member on the dais, everything does not need to be said on the citizen's time.
 - Stated that there is a need for listening and effective communication among the Commission.
 - Stated that tonight was an embarrassment.
 - Stated that we should conduct ourselves as adults.
- **Commissioner Dowdell**
 - Stated that he took the required ethics training online.
 - Stated "Happy Thanksgiving" to all.
 - Stated that Commissioner Bass Prieto brings things on herself.
 - Stated that Commissioner Bass Prieto should have left it alone.
 - Stated to Commissioner Bass Prieto to call the City Clerk with her concerns about the minutes before the meeting.
 - Stated that Commissioner Bass Prieto does not want to accept advice but wants to give advice.
 - Stated that questions should be worked out before meetings.
 - Stated too much time is given by going over reports.
 - Stated that conversations should be between the five Commissioners during meetings.
 - Stated to Commissioner Bass Prieto that she keeps havoc going, and once she stops, everything else would stop.
- **Mayor Harris**
 - Stated that Robert Monroe had an undefeated season in football.

- Stated that the Jaguars had not done poorly.
 - Thanked the civic and local organizations for driving up voter participation in this election.
 - Thanked staff for the safety measures on the dais to keep everyone safe.
 - Stated that he is focus driven on the beautification of the City.
 - Thanked the Commission for supporting the upgrades to City Hall.
 - Stated that the purpose of a consent agenda is to assist in moving along the agenda to avoid having a lengthy meeting.
 - Stated that Commissioners get all questions answered on the consent agenda to avoid taking up too much staff time.
 - Stated that, after meeting with staff on consent items, if there are things still unsettling, bring only those in front of the Commission.
 - Stated that as the Mayor, he will give the Commissioners ample time to voice their opinions.
 - Stated that no one Commissioner will hijack the meeting.
 - Stated that he was not going to bring up Commissioner Bass-Prieto's comment, until she brought it up.
 - Stated that the comment would be dealt with and the Commission will move on.
- Comments from the Audience

Mayor Harris asked City Clerk Janice Shackelford if there were any comments from the audience.

City Clerk Janice Shackelford stated yes.

Mayor Harris directed City Clerk Janice Shackelford to read comments received by citizens.

Comments Read by the City Clerk Janice Shackelford

City Clerk Janice Shackelford read comments from Bettye Brown [no address stated] how upset she is after hearing Commissioner Bass Prieto use the "F-You" word.

City Clerk Janice Shackelford read comments from Rick McKinnon [no address stated] that Commissioner Bass Prieto, Alex Sink, and Paula Phillips do not speak for all of the residents in District 4.

City Clerk Janice Shackelford read comments from Jacqueline Gordon, 432 North Madison Street, stated that when Commissioner Dowdell called Commissioner Bass Prieto "baby," she called for his resignation, and the same should be done for Commissioner Bass Prieto by saying "F-You" to Mayor Harris.

City Clerk Janice Shackelford read comments from Donald Fitzgerald, Marshall Street, stated that Commissioner Bass Prieto crossed the line.

City Clerk Janice Shackelford read comments from M. Brinson [no address stated] that Commissioner Bass Prieto's comment is unacceptable, and she should be removed from office.

There being no further business to discuss. The adjournment was motioned by Mayor Harris and seconded by Mayor Pro Tem Sapp at 8:47 pm.

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

Submitted by Janice Shackelford, City Clerk

APPROVED:

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

ATTEST:

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

APPROVAL OF MINUTES

Special Meeting

November 17, 2020

CITY COMMISSION
Tuesday, November 17, 2020
6:08 P.M. (Eastern)

VIRTUAL SPECIAL MEETING
QUINCY, FLORIDA 32351

CITY COMMISSION VIRTUAL REGULAR MEETING MINUTES

The City of Quincy City Commission met in a special virtual session via Zoom Communication and Video Conferencing, Tuesday, November 17, 2020, with **Mayor Ronte Harris** presiding and the following Commissioners present:

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

City Staff and Guest:

Jack L. McLean Jr., City Manager
Gary Roberts, City Attorney
Janice Shackelford, City Clerk
Glenn Sapp, Police Chief and Sergeant-at-Arms
Bernard Piawah, Building and Planning Director
DeCody Fagg, Parks and Recreations Director
Reggie Bell, Public Works Director
Curtis Bridges, Fire Chief
Dr. Beverly Nash, Grants
Robin Ryals, Utilities Director
Marcia Carty, Finance Director
David Rittman, IT Administrator
Rob Nixon, CRA Manager
Jim Southerland Sr., WQTN-13 Administrator

Grace Robinson, Executive Director of Gadsden Arts Center and Museum

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

• **Called to Order:**

Mayor Harris called the regular virtual meeting to order at 6:08 pm. Roll call requested by Mayor Harris.

Mayor Harris offered a motion to excuse Commissioner Dowdell from the meeting.

Mayor Pro Tem Sapp accepted and made a motion to excuse Commissioner Dowdell from the meeting.

Commissioner Canidate seconded the motion.

Commissioner	Vote
Commissioner Bass Prieto	Yes
Commissioner Dowdell	Not present
Commissioner Canidate	Yes
Mayor Pro Tem Sapp	Yes
Mayor Harris	Yes

The Motion carried 4 to 0.

Special Meeting Items of Discussion

- Non-Profit Organizations Funding
 - Jack L. McLean Jr., City Manager
 - Marcia Carty, Finance Director
 - NAACP
 - Toys for Tots
 - Gadsden County Art Center
 - Born 2 Be A Man
 - Legal Services of North Florida

Summary of Discussion by Staff and the Commission

Mayor Harris recognizes City Manager Jack L. McLean Jr.

City Manager Jack L. McLean Jr. stated that the Commission, during the budgeting process, appropriated approximately \$80,000 to the non-profit organizations.

City Manager Jack L. McLean Jr. stated that the non-profit organizations submitted letters of interest in funding.

City Manager Jack L. McLean Jr. stated that NAACP and Toys for Tots had received funding from the Commission and the Gadsden County Art Center.

City Manager Jack L. McLean Jr. stated that the community had benefited from the Gadsden County Art Center.

City Manager Jack L. McLean Jr. stated that Born 2 Be A Man is a new organization requesting funding.

City Manager Jack L. McLean Jr. stated that Born 2 Be A Man mentors young men.

City Manager Jack L. McLean Jr. stated that Born 2 Be A Man is worthy of funding.

City Manager Jack L. McLean Jr. stated that Legal Services of North Florida received funding last year.

City Manager Jack L. McLean Jr. stated that staff recommends funding for Legal Services of North Florida.

City Manager Jack L. McLean Jr. stated that Legal Services helps the less fortunate.

City Manager Jack L. McLean Jr. stated that staff recommends that the NAACP receives funds for \$3,000.

City Manager Jack L. McLean Jr. stated that staff recommends Toys for Tots receives funds for \$5,000.

City Manager Jack L. McLean Jr. stated that staff recommends Gadsden County Art Center gets \$10,000 in funding.

City Manager Jack L. McLean Jr. stated that the Gadsden County Art Center had provided exceptional work during the pandemic.

City Manager Jack L. McLean Jr. stated that the City was able to use the services from Legal Services of North Florida and recommends \$10,000 in funding.

City Manager Jack L. McLean Jr. stated that staff recommends funding Born 2 Be A Man for \$5,000.

City Manager Jack L. McLean Jr. stated that Born 2 Be A Man mentees are from Quincy.

Mayor Harris stated that founder Russell Harrison of Born 2 Be A Man meets regularly at the Parkway Center.

Mayor Harris recognizes Mayor Pro Tem Sapp.

Mayor Pro Tem Sapp stated that it is vital that individuals take the time to mentor and develop young men's character.

Mayor Pro Tem Sapp stated she had gone to Odell's to purchase an old fashion chicken sandwich.

Mayor Pro Tem Sapp stated that, while at Odell's, she saw a group of young men eating.

Mayor Pro Tem Sapp stated that, after introducing herself, she learned that the young men were from Bainbridge, GA, and had visited the Gadsden Art Center.

Mayor Pro Tem Sapp stated that it was good to see visitors enjoying our City and patronizing our businesses.

Mayor Pro Tem Sapp thanked Grace Robinson for recommending Odell's to the group of young men and chaperons.

Mayor Harris recognizes Commissioner Bass Prieto.

Commissioner Bass Prieto commented on Legal Services of North Florida and stated people could not get clean titles to their homes being air property.

Commissioner Bass Prieto stated that air property is one of the most massive community wealth drain.

Commissioner Bass Prieto stated if the Commission would emphasize to Legal Services of North Florida the importance of assisting homeowners gain titles.

Commissioner Bass Prieto stated that these homes get abandoned and become a eye sore within our community.

City Manager Jack L. McLean Jr. stated that there are sufficient funds budgeted for non-profit organizations.

Mayor Harris recognizes Mayor Pro Tem Sapp.

Mayor Pro Tem Sapp made a motion to fund NAACP, Toys for Tots, Gadsden County Art Center, Born 2 Be A Man and Legal Services of North Florida at the recommended amount by staff.

Mayor Harris seconded the motion.

Non-Profit Organization	Fund Recommendation
NAACP	\$3,000
Toys for Tots	\$5,000
Gadsden County Art Center	\$10,000
Born 2 Be A Man	\$5,000
Legal Services of North Florida	\$10,000

Commissioner	Vote
Commissioner Bass Prieto	Yes
Commissioner Dowdell	Not Present
Commissioner Canidate	Yes
Mayor Pro Tem Sapp	Yes
Mayor Harris	Yes

The Motion carried 4 to 0.

Grace Robinson, Executive Director of Gadsden County Art Center, thanked the City for its 15-year partnership.

Grace Robinson, Executive Director of Gadsden County Art Center, stated that the Center had grown in staff, helping to reach more children.

Grace Robinson, Executive Director of Gadsden County Art Center, stated that 170 middle school children had signed up virtually.

Grace Robinson, Executive Director of Gadsden County Art Center, stated that the Center works with several schools providing virtual field trips for students.

Grace Robinson, Executive Director of Gadsden County Art Center, stated that the Center is working on a program to engage students in seeing themselves in the arts.

Grace Robinson, Executive Director of Gadsden County Art Center, stated that the Center has strong programming after the pandemic is over for students.

Mayor Harris thanked Ms. Robinson for all that she does for the community.

Mayor Pro Tem Sapp thanked Ms. Robinson for listening and communicating with the Commission and making adjustments.

Mayor Pro Tem Sapp suggested that Born 2 Be A Man should incorporate the arts as a part of its program.

Grace Robinson, Executive Director of Gadsden County Art Center, thanked the Commission for doing the Coke Cola Mural.

Grace Robinson, Executive Director of Gadsden County Art Center, thanked the Commission for Dr. Nash's assistance.

Commissioner Bass Prieto thanked Ms. Robinson for all that she does for the community and for providing a detailed report.

Grace Robinson, Executive Director of Gadsden County Art Center, stated that the Center would partner with other non-profit organizations.

Grace Robinson, Executive Director of Gadsden County Art Center, stated to the Commission to inform the Center when community partnerships are available.

Grace Robinson, Executive Director of Gadsden County Art Center, stated that through a partnership, the Center got 400 art home kits out to children.

Workshop Items for Discussion

- Reopening Government
- Jack L. McLean Jr., City Manager

Summary of the Discussion by Staff and the Commission

Mayor Harris stated that the meeting would continue with the workshop.

Mayor Harris recognizes City Manager Jack L. McLean Jr.

City Manager Jack L. McLean Jr. stated that the document before the Commission is called Quincy's COVID Reopening Plan: "Wear A Mask and Let's Get to Work and Play Safely."

City Manager Jack L. McLean Jr. stated that this plan would assist the City in getting back to the usual way of doing business or close to it safely.

City Manager Jack L. McLean Jr. stated that the plan stresses the importance of wearing a mask.

City Manager Jack L. McLean Jr. stated that the COVID-19 positivity rate would go up this winter.

City Manager Jack L. McLean Jr. stated that some cities across the country had ordered refrigerated trucks to accommodate the death rate increase.

City Manager Jack L. McLean Jr. stated that vaccines are promising game-changers, but the game is not over.

City Manager Jack L. McLean Jr. stated that there would be a challenge in getting three hundred million or so individuals vaccinated.

City Manager Jack L. McLean Jr. stated that he had a conversation with Dr. Cooksey, public health department administrator for Gadsden County.

City Manager Jack L. McLean Jr. stated that the Public Health Department would implement phases as we advance.

City Manager Jack L. McLean Jr. stated that the infrastructure in delivering the vaccine would be at the testing sites, already in place.

City Manager Jack L. McLean Jr. stated that Dr. Cooksey believes that a vaccine would be available to the public in 2021.

City Manager Jack L. McLean Jr. stated that page 2 of Quincy's COVID-19 Reopening Plan provides phases on how the COVID-19 vaccine would be administered.

City Manager Jack L. McLean Jr. stated that wearing masks had slowed down the spread in Gadsden County.

City Manager Jack L. McLean Jr. stated that family gatherings are a trigger for spreading COVID-19.

City Manager Jack L. McLean Jr. stated that the City's implementation on funerals' gatherings had been positive.

City Manager Jack L. McLean Jr. stated that the County had available testing to determine if an individual had COVID-19.

City Manager Jack L. McLean Jr. stated that seventeen employees had tested positive.

City Manager Jack L. McLean Jr. stated that approximately nine employees were quarantined.

City Manager Jack L. McLean Jr. stated that many employees are not able to stay home and do their jobs.

City Manager Jack L. McLean Jr. stated that this plan encourages employers to provide regular COVID-19 testing to its employees.

City Manager Jack L. McLean Jr. responded to Mayor Harris's questions whether health care providers are testing their employees regularly.

City Manager Jack L. McLean Jr. stated that many employers stay within CDC guidelines of testing only employees who have CoVID-19 symptoms or have come in contact with a person positive for the coronavirus.

City Manager Jack L. McLean Jr. stated more testing and resources are available in Gadsden County.

City Manager Jack L. McLean Jr. stated that he had asked the human resource department to begin scheduling employees for regular COVID-19 testing.

City Manager Jack L. McLean Jr. stated that regular testing works, referring to the NBA, who played the entire season without any positives among the players.

City Manager Jack L. McLean Jr. stated that it is vital to wash your hands regularly.

City Manager Jack L. McLean Jr. stated that the governor is not mandating mask-wearing.

City Manager Jack L. McLean Jr. stated that the City would engage in an active campaign on mask-wearing and testing.

City Manager Jack L. McLean Jr. recapped the City's eight-step plan of reopening the government:

1. "Authorize all business and government operations to open within the City's guidelines and Plan;
2. Encourage all businesses to implement a regular testing program for its employees using sites provided by and through the Gadsden County Health Department;
3. Move steadily to reopen all city government operations;
4. Adopt a high test-PCR-regiment employed by the NBA to test all employees routinely.
5. Mandate mask-wearing as a job requirement and, when in public [socially distanced], and in places of business;
6. Encourage employees/the public to maintain a small social network, stay socially distanced, and wash their hands;
7. Prohibit generally public and family gatherings; and
8. Develop and implement a public awareness campaign to alert the public of the City's reopening requirements."

Mayor Harris recognizes Mayor Pro Tem Sapp.

Mayor Pro Tem Sapp asked City Manager Jack L. McLean Jr. if the newly-elected Superintendent had been contacted regarding testing employees.

Mayor Pro Tem Sapp stated that, at her work facility, there are no testing requirements.

Mayor Pro Tem Sapp stated that two programs were quarantined.

Mayor Pro Tem Sapp stated that the school system should be included in regular testing.

Mayor Harris recognizes Commissioner Bass Prieto.

Commissioner Bass Prieto stated that she agreed with an educational program and regular testing.

Commissioner Bass Prieto expressed concerns with individuals who don't want to wear a mask.

Mayor Pro Tem Sapp responded to Commissioner Bass Prieto's concern about making people wear a mask and stated that you could not make people wear a mask.

Mayor Pro Tem Sapp stated that educating people is the best way to stop the spread of COVID-19.

Mayor Pro Tem Sapp thanked City Manager Jack L. McLean Jr. for a well thought-out plan.

Mayor Harris recognizes Commissioner Canidate.

Commissioner Canidate stated that reopening is too soon.

Commissioner Canidate stated that the numbers are spiking and suggested holding off reopening until the first of the year.

Mayor Harris asked City Manager Jack L. McLean Jr. what the amount of traffic was coming into City Hall.

City Manager Jack L. McLean Jr. stated that at the beginning of the pandemic, no one came into City Hall, now few individuals frequent inside.

City Manager Jack L. McLean Jr. stated that he is scheduling office appointments.

City Manager Jack L. McLean Jr. stated that there are immediate needs that require an in-person meeting.

City Manager Jack L. McLean Jr. stated that customers are willing to meet in open spaces and noted that cold weather is coming.

City Manager Jack L. McLean Jr. stated that some departments need to meet with customers in person.

Mayor Harris recognizes Commissioner Canidate.

Commissioner Canidate stated that the City should be more innovative in ways to interact with citizens.

Commissioner Canidate suggested a video conferencing with customers may be a way of satisfying their needs with departments, instead of face-to-face.

Commissioner Canidate stated that a collaboration of every municipality in Gadsden County should be considered.

Mayor Harris recognizes Commissioner Bass Prieto.

Commissioner Bass Prieto stated that she had her car service in a neighboring county, and not one person had on a mask.

Commissioner Bass Prieto agreed that a county-wide plan is a great idea.

City Manager Jack L. McLean Jr. stated that he would update the current document to include the Police and Fire Departments, as well as the Commissioner's suggestions.

City Manager Jack L. McLean Jr. stated that the City had the authority to keep its mask mandate if the County lifts the mask mandate.

There being no further business to discuss. The adjournment was motioned by Mayor Pro Tem Sapp and seconded by Mayor Harris at 8:30 pm.

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

Submitted by Janice Shackelford, City Clerk.

APPROVED:

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

ATTEST:

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

APPROVAL OF MINUTES

Special Meeting

November 24, 2020

CITY COMMISSION
Tuesday, November 24, 2020
6:00 P.M. (Eastern)

VIRTUAL SPECIAL MEETING
QUINCY, FLORIDA 32351

CITY COMMISSION VIRTUAL REGULAR MEETING MINUTES

The City of Quincy City Commission met in a special virtual session via Zoom Communication and Video Conferencing, Tuesday, November 24, 2020, with **Mayor Ronte Harris** presiding and the following Commissioners present:

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

City Staff and Guest:

Jack L. McLean Jr., City Manager
Gary Roberts, City Attorney
Janice Shackelford, City Clerk
Glenn Sapp, Police Chief, and Sergeant-at-Arms
Bernard Piawah, Building and Planning Director
DeCody Fagg, Parks and Recreations Director
Reggie Bell, Public Works Director
Curtis Bridges, Fire Chief
Dr. Beverly Nash, Grants
Robin Ryals, Utilities Director
Marcia Carty, Finance Director
David Rittman, IT Administrator
Rob Nixon, CRA Manager
Jim Southerland Sr., WQTN-13 Administrator

Penny O'Connell, Executive Director of Quincy Main Street
J.L. Gaymon, President of Shaw Quarters Neighborhood Watch and
Community Action Program

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

• **Called to Order:**

Mayor Harris called the special virtual meeting to order at 6:00 pm. Roll call requested by Mayor Harris.

Mayor Pro Tem Sapp accepted and made a motion to excuse Commissioner Dowdell and Commissioner Canidate until they arrive at the meeting.

Mayor Harris seconded the motion.

Commissioner	Vote
Commissioner Bass Prieto	No
Commissioner Dowdell	Not present
Commissioner Canidate	Not present
Mayor Pro Tem Sapp	Yes
Mayor Harris	Yes

The Motion carried 2 to 1.

Special Meeting Items of Discussion

1. Non-Profit Organizations Funding

- Jack L. McLean Jr., City Manager
- Marcia Carty, Finance Director
 - Capital Area Community Action Agency
 - Gadsden County Development Council
 - Gadsden County Chambers of Commerce
 - Quincy Main Street
 - Shaw Quarters Neighborhood Watch
 - Gadsden Senior Services

2. Approval of October 27, 2020, Commission Meeting Minutes

- Non-Profit Organizations Funding

Summary of Discussion by Guests and the Commission

Mayor Harris stated that the first item on the agenda is the non-profit organizations.

Mayor Harris recognizes City Manager Jack L. McLean Jr.

City Manager Jack L. McLean Jr. stated that this is the second half of the non-profit organizations' applicants.

City Manager Jack L. McLean Jr. stated that the non-profit organization Capital Area Community Action Agency is requesting \$5000 in funding.

City Manager Jack L. McLean Jr. stated that the non-profit organization Gadsden County Development Council is requesting \$20,000 in funding.

City Manager Jack L. McLean Jr. stated that the non-profit organization Gadsden County Chambers of Commerce is requesting \$15,000 in funding.

City Manager Jack L. McLean Jr. stated that the non-profit organization Quincy Main Street is requesting \$40,000 in funding.

City Manager Jack L. McLean Jr. stated that the non-profit organization Shaw Quarters Neighborhood Watch is requesting \$1,000 in funding, and non-profit organization Gadsden Senior Services is requesting \$10,000 in funding.

City Manager Jack L. McLean Jr. stated that \$47,000 remains in the budget line item to fund non-profit organizations.

City Manager Jack L. McLean Jr. stated that additional budget information was requested from Quincy Main Street.

City Manager Jack L. McLean Jr. stated that the Gadsden County Chambers of Commerce had provided the requested additional information.

Mayor Harris recognized Commissioner Canidate's arrival at the meeting.

Mayor Harris stated that he would like to address the Shaw Quarters Neighborhood Watch funding request and recognizes Mr. JL Gaymon's presence.

President of Shaw Quarters Neighborhood Watch, Mr. Gaymon, thanked the Commission for continued support.

Mayor Harris asked what the will and pleasure of the Commission on funding the Shaw Quarters Neighborhood Watch for \$1000 is.

Commissioner Bass Prieto accepted and offered a motion to fund the Shaw Quarters Neighborhood Watch for \$1000.

Commissioner Canidate seconded the motion.

Commissioner	Vote
Commissioner Bass Prieto	Yes
Commissioner Dowdell	Not present
Commissioner Canidate	Yes
Mayor Pro Tem Sapp	Yes
Mayor Harris	Yes

The Motion carried 4 to 0.

Mayor Harris thanked Mr. Gaymon for his continued work in the Shaw Quarters community.

Commissioner Bass Prieto thanked Mr. Gaymon for always being available and the community at large for their excellent spirit in taking care of one another.

Mayor Harris stated that the next non-profit organization on the agenda is the Capital Area Community Action Agency.

Mayor Harris recognizes City Manager Jack L. McLean Jr.

City Manager Jack L. McLean Jr. stated that the Capital Area Community Action Agency assists with helping the City's customers.

City Manager Jack L. McLean Jr. stated that the Capital Area Community Action Agency waiting list and non-responsive to citizens are problematic.

City Manager Jack L. McLean Jr. stated that eighteen months ago, he offered a meeting to Capital Area Community Action Agency to address the citizen's concerns and did not receive a response.

City Manager Jack L. McLean Jr. stated that further discussion is needed with the Capital Area Community Action Agency regarding citizens' attentiveness.

City Manager Jack L. McLean Jr stated that the recommendation is for \$2500.

Mayor Harris recognizes Commissioner Bass Prieto.

Commissioner Bass Prieto stated that her concerns with the elderly applying for assistance with Capital Area Community Action Agency require to upload documents into a computer that is not accessible, and many elderly are not comfortable leaving home.

Commissioner Bass Prieto stated that the pandemic had placed stress on eligible individuals unable to apply for services at the Capital Area Community Action Agency.

Commissioner Bass Prieto stated that she agrees that a sit-down meeting is needed.

Mayor Harris stated that he had called Capital Area Community Action Agency to assist a citizen and that no one answered the phone.

Mayor Harris stated that he heard the City Manager's recommendation and would like to place the item on hold until a meeting with Capital Area Community Action Agency occurs.

Mayor Pro Tem Sapp stated that the Capital Area Community Action Agency is a needed agency for the community and suggested funding the City Manager's recommended amount of \$2500 and holding the remainder until further discussion.

Mayor Harris stated that the City's funds could go towards operational costs.

Mayor Pro Tem Sapp recognizes Attorney Gary Roberts's arrival at the meeting.

Mayor Harris recognizes Commissioner Canidate.

Commissioner Canidate suggested that the need to identify the problem may not be workforce, but structure prevented Capital Area Community Action Agency from serving citizens promptly.

Mayor Pro Tem Sapp offered a motion to fund Capital Area Community Action Agency 50% of the requested amount or \$2500 until they have proven that they deserve more.

Mayor Harris seconded the motion.

Commissioner	Vote
Commissioner Bass Prieto	Yes
Commissioner Dowdell	Not present
Commissioner Canidate	Yes
Mayor Pro Tem Sapp	Yes
Mayor Harris	Yes

The Motion carried 4 to 0.

Mayor Harris stated that the next non-profit organization on the agenda is the Gadsden County Development Council.

Mayor Harris recognizes City Manager Jack L. McLean Jr.

City Manager Jack L McLean Jr. stated that the Gadsden County Development Council is helpful to the City.

City Manager Jack L. McLean Jr. stated that the Gadsden County Development Council assisted the City in obtaining a \$300,000 grant.

City Manager Jack L. McLean Jr. stated that last year the Gadsden County Development Council received \$15,000 in funding, and this year's request is \$20,000.

City Manager Jack L. McLean Jr. stated that the recommendation is to maintain funding at \$15,000 for the Gadsden County Development Council.

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

Mayor Pro Tem Sapp offered a motion to fund the Gadsden County Development Council at \$15,000 per the City Manager's recommendation.

Mayor Harris seconded the motion.

Commissioner	Vote
Commissioner Bass Prieto	No
Commissioner Dowdell	Not present
Commissioner Canidate	Yes
Mayor Pro Tem Sapp	Yes
Mayor Harris	Yes

The Motion carried 3 to 1.

Mayor Harris stated that the next non-profit up for discussion was the Gadsden County Chamber of Commerce.

Mayor Harris stated that he had asked for some additional information from the Gadsden County Chamber of Commerce.

Mayor Harris stated that he had concerns about the type of businesses and the lack of small businesses included.

Mayor Harris stated that Gadsden County comprises 70% African Americans, and less than 10% of the minority businesses are not listed with the chamber of commerce.

Mayor Harris stated that another concern is with the diversity of the board.

Mayor Harris stated that when funding non-profits, he looks at how impactful the non-profit organizations are to the at large community.

Mayor Harris stated that he would like to withhold funding from the Gadsden County Chambers of Commerce.

Mayor Harris recognizes Mayor Pro Tem Sapp.

Mayor Pro Tem Sapp stated that these funds are accumulative from the citizens and do not come from the Commission pockets.

Mayor Pro Tem Sapp stated that when the Commission is funding non-profit organizations, consideration should be given to organizations that are doing what is asked from the Commission.

Mayor Pro Tem Sapp stated the Grace Robinson of Gadsden County Art Center is an example of getting it right and providing excellent diversity services to everyone.

Mayor Harris recognizes Commissioner Bass Prieto.

Commissioner Bass Prieto commented that the chamber is membership driven.

Mayor Harris recognizes Commissioner Canidate.

Commissioner Canidate asked how do small businesses or citizens know what services are available through the chamber.

Mayor Harris stated that this is another concern because the chamber's information outlines the scope of work, but there is no evidence.

Mayor Harris stated that he would prefer placing funding the Gadsden County Chamber of Commerce on hold.

Mayor Pro Tem Sapp offered a motion to place funding the Gadsden County Chamber of Commerce on hold until receiving more information.

Mayor Harris seconded the motion.

Commissioner	Vote
Commissioner Bass Prieto	Yes
Commissioner Dowdell	Not

	present
Commissioner Canidate	Yes
Mayor Pro Tem Sapp	Yes
Mayor Harris	Yes

The Motion carried 4 to 0.

Mayor Harris stated that the next non-profit organization up for discussion is Quincy Main Street.

Mayor Harris recognizes City Manager Jack L. McLean Jr.

City Manager Jack L. McLean Jr. stated that Quincy Main Street had requested funding of \$40,000.

City Manager Jack L. McLean Jr. stated that Quincy Main Street participated in the Coca Cola Mural event.

City Manager Jack L. McLean Jr. stated that his recommendation is to fund Quincy Main Street \$13,000 for Quincy Fest.

Mayor Harris recognizes Penny O'Connell, Executive Director of Quincy Main Street.

Executive Director of Quincy Main Street, Penny O'Connell, stated that in the past, funds received from the City had been divided into operating and program costs.

Executive Director of Quincy Main Street, Penny O'Connell stated that the request is for operating costs.

Executive Director of Quincy Main Street, Penny O'Connell, stated that this past budget, they'd received \$ 15,000 in operating costs and \$20,000 in the program cost.

Executive Director of Quincy Main Street, Penny O'Connell, stated that the remaining balance is \$13,949 in which she would like the funds to go towards "Porch Fest."

Mayor Harris clarified that once the Commission funds the non-profit organization is is not necessary to ask permission on how they spend the leftover money.

City Manager Jack L. McLean stated that the Commission needs the accountability of how the leftover funds are being spent for auditing purposes.

Executive Director of Quincy Main Street, Penny O'Connell stated that she's requesting funding for the fiscal year of 2021.

Executive Director of Quincy Main Street, Penny O'Connell, stated that the organization is not able to upfront funds and be reimbursed.

Mayor Harris stated that he would like to look at the Thomasville model.

Mayor Harris stated that he visioned moving Quincy Main Street closer to the City.

Mayor Harris stated that he agrees to fund Quincy Main Street at \$13,000 and then discuss what a \$40,000 investment looks like.

Mayor Harris stated that he requested the overall budget for Quincy Main Street.

Mayor Harris recognizes Mayor Pro Tem Sapp.

Mayor Pro Tem Sapp stated that the Commission needs to move past how much Main Street and Quincy are working together.

Mayor Pro Tem Sapp asked how much did Main Street contribute to the Coca Cola event.

City Manager Jack L. McLean Jr. responded \$2500.

Mayor Pro Tem Sapp stated before Ms. O'Connell's arrival, Main Street was to have put on the Coca Cola and several other events, and it never happened.

Mayor Pro Tem Sapp stated that this is not the fault of Ms. O'Connell.

Mayor Pro Tem Sapp stated that she would like to see some continuity.

Mayor Harris stated that if Quincy Main Street worked closer, many things would not get duplicated by the CRA and vice versa.

Executive Director of Quincy Main Street, Penny O'Connell, stated that she would appreciate it if the Commission would consider funding operating costs.

Mayor Harris asked that it was possible to get a copy of Main Street's overall budget.

Executive Director of Quincy Main Street, Penny O'Connell, stated she would discuss providing the budget with board members.

Mayor Harris recognizes Commissioner Bass Prieto.

Commissioner Bass Prieto stated that Thomasville Main Street gets funded hundreds of thousands of dollars compared to Quincy's Main Street.

Commissioner Bass Prieto stated that Thomasville Main Street does not have a CRA.

Commissioner Bass Prieto stated that this is like comparing apples to oranges.

Commissioner Bass Prieto stated this is not a time to cut Main Street's funding.

Commissioner Bass Prieto stated that money is needed to jump-start Quincy Main Street, especially after the pandemic.

Commissioner Bass Prieto stated that Main Street had worked with the City in events.

Mayor Harris recognizes Mayor Pro Tem Sapp.

Mayor Pro Tem Sapp stated that she would like to fund Quincy Main Street as soon as the Commission received a copy of the overall budget.

Mayor Pro Tem Sapp stated she didn't see a concern with funding the 2021 Porch Fest and Mistletoe Market.

Mayor Harris stated that he's okay with funding \$13,000 for Quincy Fest.

City Manager Jack L. McLean Jr. stated that the City had always covered additional expenses for Quincy Fest, such as police security and employees from the public works department.

City Manager Jack L. McLean Jr. stated that Quincy Fest is a City-funded event.

Mayor Harris responded to Commissioner Bass Prieto's question that Quincy Main Street has funds for the 2020 Porch Fest and Mistletoe Market within their current budget.

Mayor Harris reiterated that he favors funding \$13,000 for 2021 Quincy Fest, provided that the City would be working hand in hand with Main Street and that the City would take care of the police officers and public works department payroll while working in the event.

Mayor Harris stated that he is not in favor of funding operating costs until

Mayor Pro Tem Sapp offered a motion to fund Quincy Main Street for the 2021 fiscal year for the funding of Quincy Fest and Mistletoe Market, and any carryover funds approximately \$13,000 from the previous budget be used to fund Mistletoe Market and Porch Fest. The Commission would consider any operational costs after meeting requested financial obligations.

Commissioner Canidate seconded the motion.

Mayor Harris recognizes Commissioner Bass Prieto.

Commissioner Bass Prieto stated that she didn't want to limit Quincy Main Street with just two events.

Commissioner Bass Prieto stated that Ms. O'Connell had given a great deal of time assisting the City this year.

Commissioner Bass Prieto stated that Ms. O'Connell's meetings with the City are where some operational costs are.

Commissioner Bass Prieto stated that there should be some wiggle room when it comes to operational costs.

Mayor Harris recognizes Mayor Pro Tem Sapp.

Mayor Pro Tem Sapp stated that the Commission knows how hard Ms. O'Connell works.

Mayor Pro Tem Sapp stated that undoubtedly Main Street's board members wouldn't mind sharing the overall budget with the Commission to get the requesting funds allocated.

Mayor Pro Tem Sapp stated that \$40,000 is a lot of the citizen's money being asked to fund.

Mayor Pro Tem Sapp stated that the Commission gets scrutinized on accountability.

Mayor Harris recognizes Commissioner Bass Prieto.

Commissioner Bass Prieto stated that the City does use the skills and resources from Quincy Main Street.

Commissioner Bass Prieto stated that she would like to see some operational costs given in the budget.

Commissioner	Vote
Commissioner Bass Prieto	Yes
Commissioner Dowdell	Not present
Commissioner Canidate	Yes
Mayor Pro Tem Sapp	Yes
Mayor Harris	Yes

The Motion carried 4 to 0.

Note to the record: Commissioner Bass Prieto changed her vote from No to Yes after clarification of the motion by Mayor Harris that the Commission would consider operational costs after receiving the overall budget from Quincy Main Street.

Mayor Harris stated that the last non-profit organization up for discussion is Gadsden Senior Services.

Mayor Harris recognizes City Manager Jack L. McLean Jr.

City Manager Jack L. McLean Jr. stated that the recommendation is to fund Gadsden Senior Services at \$2500.

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

Mayor Pro Tem Sapp offered a motion to fund Gadsden Senior Services at \$2500.

Commissioner Canidate seconded the motion.

Commissioner	Vote
Commissioner Bass Prieto	Yes
Commissioner Dowdell	Not present
Commissioner Canidate	Yes
Mayor Pro Tem Sapp	Yes
Mayor Harris	Yes

The Motion carried 4 to 0

City Manager Jack L. McLean Jr. stated that the remaining balance left in the non-profits line item is \$13,000.

- Approval of October 27, 2020, Commission Meeting Minutes

Summary of Discussion by the Commission

Mayor Harris stated that the next item up for discussion is the approval of the October 27, 2020, Commission Meeting Minutes.

Mayor Harris stated that two independent companies, one from Phipps Reporting and the other from Rev. com.

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

Mayor Harris recognizes Commissioner Bass Prieto.

Commissioner Bass Prieto stated that she received the packet 3 hours ago and did not have an opportunity to read the transcripts.

Commissioner Bass Prieto stated that she had not gotten any advice.

Commissioner Bass Prieto stated her objections to addressing the approval of the October 27, 2020 minutes.

Commissioner Bass Prieto stated her concerns about scheduling the special meeting the days before and rescheduling the meeting in less than 24 hours.

Commissioner Bass Prieto stated that the City Manager and City Attorney are aware of her vision problem and that she needs ample time to read.

Mayor Harris recognizes Mayor Pro Tem Sapp.

Mayor Pro Tem Sapp stated that since the approval of the October 27, 2020 minutes involves Commissioner Bass Prieto, she'd like to give Commissioner Bass Prieto ample time to go over the transcriptions and get help.

Mayor Pro Tem Sapp stated that this matter could be taken up in a special or regular meeting.

Mayor Harris stated that he had no objections in tabling the approval of the October 27, 2020, Commission Meeting minutes.

Mayor Pro Tem Sapp offered a motion to table the approval of October 27, 2020, Commission Meeting minutes to give Commissioner Bass Prieto ample to read and get help to interpret.

Mayor Harris seconded the motion.

Commissioner Bass Prieto asked if a date would be set.

Mayor Harris stated that since the holiday is upon us, the approval of the October 27, 2020 minutes would be placed on December 8, 2020, regular commission meeting agenda.

Commissioner	Vote
Commissioner Bass Prieto	Yes
Commissioner Dowdell	Not present
Commissioner Canidate	Yes
Mayor Pro Tem Sapp	Yes
Mayor Harris	Yes

The Motion carried 4 to 0

City Manager Jack L. McLean Jr. stated that the Holiday Baskets had gone out.

City Manager Jack L. McLean Jr. stated that the Holiday Baskets did not involve government funds.

City Manager Jack L. McLean Jr. stated that the managers and directors donated funds for the holiday baskets.

City Manager Jack L. McLean Jr. extended an invitation to the Commission to the holiday luncheon.

There being no further business to discuss. The adjournment was motioned by Mayor Pro Tem Sapp and seconded by Mayor Harris at 8:15 pm.

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

Submitted by Janice Shackelford, City Clerk.

APPROVED:

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

ATTEST:

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

HUMAN RESOURCES

Monthly Reports

HUMAN REOSOURCES
MONTHLY REPORT
October 20, 2020– December 02, 2020

NEW HIRES

Name	Department	Ethnicity	Gender
Anthony Albritton	Utilities	B	M
Diante Davis	Fire	B	M
Matthew Barrett	Fire	W	M
James McLeod	Fire	W	M

PROMOTIONS

Name	Department	Ethnicity	Gender

RESIGNATIONS

Name	Department	Ethnicity	Gender
Clifton Strickland	Police	W	M
Kandace Horne	Building & Planning	B	F

TERMINATIONS

Name	Department	Ethnicity	Gender

RETIREMENT

Name	Department	Ethnicity	Gender
Chief Curtis Bridges	Fire	B	M
(effective Dec 2020)			

POLICE DEPT

Monthly Traffic Report

Quincy Police Department
Monthly Traffic Enforcement Report
November 2020

For the month of November 2020, the Quincy Police
Department reports:

Citations

11

Warnings

39

Quincy Police Department
Monthly Traffic Enforcement Report
November 2020

District 1

VIOLATION	DATE	LOCATION	WARNING	CITATION
Unlawful Speed				
Unlawful Speed	11/23/2020	Pat Thomas Parkway/Live Oak St	X	
Aggressive Driving				
DUI				
Other Moving				
Infractions				
Red Light Violation	11/18/2020	Pat Thomas Parkway/Live Oak St	X	
Stop Sign Violation	11/28/2020	MLK BLVD/S Shelfer St	X	
Non-Moving				
Infractions				

Quincy Police Department
Monthly Traffic Enforcement Report
November 2020

District 2

VIOLATION	DATE	LOCATION	WARNING	CITATION
Unlawful Speed				
Unlawful Speed	11/01/2020	W Jefferson St/Zeta Ln	X	
Unlawful Speed	11/01/2020	MLK BLVD/S Stewart St	X	
Unlawful Speed	11/01/2020	MLK BLVD/S Key St	X	
Unlawful Speed	11/05/2020	W Jefferson St/S Stewart St	X	
Unlawful Speed	11/19/2020	W Crawford St/S Calhoun St	X	
Aggressive Driving				
DUI				
Other Moving				
Infractions				
Red Light Violation	11/05/2020	W Crawford St/Ward St	X	
Red Light Violation	11/14/2020	W Jefferson St/S Calhoun St	X	
Red Light Violation	11/28/2020	Pat Thomas Parkway/MLK BLVD		X
Red Light Violation	11/28/2020	Pat Thomas Parkway/MLK BLVD	X	
Non-Moving				
Infractions				
Tag Attached Not Assigned	11/18/2020	MLK BLVD/S 11 th St		X
Tint Violation	11/30/2020	W Jefferson St/Zeta Ln		X

Quincy Police Department
Monthly Traffic Enforcement Report
November 2020

District 3

VIOLATION	DATE	LOCATION	WARNING	CITATION
Unlawful Speed				
Unlawful Speed	11/01/2020	E Jefferson St/S Duval St	X	
Unlawful Speed	11/01/2020	E Jefferson St/S Duval St	X	
Unlawful Speed	11/01/2020	Malcolm St/McGhee St	X	
Unlawful Speed	11/04/2020	E Jefferson St/Patton St	X	
Unlawful Speed	11/04/2020	E Jefferson St/S Madison St	X	
Unlawful Speed	11/23/2020	E Jefferson St/S Duval St	X	
Unlawful Speed	11/23/2020	E Jefferson St/Circle Drive	X	
Unlawful Speed	11/24/2020	E Jefferson St/Circle Drive	X	
Aggressive Driving				
DUI				
Other Moving				
Infractions				
Non-Moving				
Infractions				
Expired Registration	11/15/2020	E Jefferson St/S Shadow St	X	

Quincy Police Department
Monthly Traffic Enforcement Report
November 2020

District 4

VIOLATION	DATE	LOCATION	WARNING	CITATION
Unlawful Speed				
Unlawful Speed	11/01/2020	E Jefferson St/N Love St	X	
Unlawful Speed	11/01/2020	W Jefferson St/N Monroe St	X	
Unlawful Speed	11/01/2020	W Jefferson St/N Monroe St	X	
Unlawful Speed	11/04/2020	E Jefferson St/N Love St	X	
Unlawful Speed	11/04/2020	N Stewart St/King St	X	
Unlawful Speed	11/05/2020	W Jefferson St/N Ward St	X	
Unlawful Speed	11/17/2020	E Jefferson St/Kelly St	X	
Aggressive Driving				
DUI				
Other Moving				
Infractions				
Violation/Right of Way	11/04/2020	King St/N 14 th St		X
Stop Sign Violation	11/05/2020	King St/N Adams St	X	
Non-Moving				
Infractions				
Expired Registration	11/05/2020	W Jefferson St/N 10 th St	X	
DWLSR	11/07/2020	W Washington St/Main St		X
DWLSR	11/10/2020	E King St/N Madison St		X
Tag Attached Not Assigned	11/19/2020	W Jefferson St/N Ward St		X
Expired Registration	11/19/2020	King St/N Adams St	X	

Quincy Police Department
Monthly Traffic Enforcement Report
November 2020

District 5

VIOLATION	DATE	LOCATION	WARNING	CITATION
Unlawful Speed				
Unlawful Speed	11/01/2020	King St/N 14 th St	X	
Unlawful Speed	11/10/2020	W Jefferson St/Graves St	X	
Unlawful Speed	11/14/2020	W Jefferson St/Graves St	X	
Unlawful Speed	11/18/2020	W Jefferson St/N 14 th St	X	
Unlawful Speed	11/23/2020	W Jefferson St/N Cleveland St	X	
Aggressive Driving				
DUI				
Other Moving				
Infractions				
Fail to Maintain Lane	11/04/2020	W Jefferson St/Graves St	X	
Non-Moving				
Infractions				
Expired Registration	11/01/2020	W Jefferson St/N Cleveland St	X	
No Tag Displayed	11/10/2020	W Jefferson St/N Cleveland St	X	
No Valid DL	11/10/2020	W Jefferson St/N Shelfer St		X
Seatbelt Violation	11/13/2020	W Washington St/Main St	X	
No Valid DL	11/18/2020	W Jefferson St/N 14 th St		X
DWLSR	11/24/2020	W Jefferson St/Lillian Springs Rd		X
No Valid DL	11/29/2020	W Jefferson St/N Cleveland St		X

POLICE DEPT

Monthly Crime Report

Quincy Police Department

Citywide Incident Summary

November 2020

	District One	District Two	District Three	District Four	District Five
Assault	2	0	1	1	0
Battery	2	2	5	5	5
Residential Burglary	0	1	3	0	5
Vehicle Burglary	0	0	1	1	0
Stolen Vehicle	1	2	0	0	3
Shooting Incident	4	1	1	0	2
House/Business Checks	94	156	59	30	196
Foot Patrols	23	4	5	5	20
Escorts, funeral	3	1	1	0	0
Escorts, business	0	5	9	28	3
Suspicious Incidents	10	14	8	7	12
Alarm Activations	2	7	9	9	9
Verbal Disturbance	15	23	6	6	11
Loud Noise/Music	2	12	5	4	5
Animal Complaint	1	1	3	1	0
Baker Act	1	4	1	0	1
Trespassing	1	3	3	2	5
Missing Person	0	0	1	0	0
Wanted Person	0	0	0	1	0
Lost/Stolen Tag	0	0	0	0	0
Bomb Threat	0	0	0	0	0
Fire	0	1	1	2	0

FIRE DEPT

Monthly Activity Report



Quincy Fire Dept. Monthly Report October 2020



	<u>2020</u>	<u>2019</u>
Total Fire Calls	101	87
City	69	65
County	32	22
Total Man Hours		
City	102 hrs 58 mins	87 hrs 18 mins
County	36 hrs 40 mins	50 hrs 8 mins
	66 hrs 18 mins	37 hrs 10 mins
Type Fire Calls - City		
Structure	0	2
Vehicle	2	1
False Alarm	8	2
Hazard	2	0
Rescue	0	0
Wood & Grass	0	2
Other	13	18
Type Fire Calls - County		
Structure	6	2
Vehicle	9	4
False Alarm	2	1
Hazard	3	0
Rescue	0	0
Woods & Grass	10	6
Other	0	14
Fire Causes		
Accidental	5	7
Undetermined	4	7
Suspicious	0	0
Arson	0	0
Average Response Time		
City	5.12 mins	3.28 mins
County	9.31 mins	7.92 mins
Average Firefighters per Call		
City	3.91	3.96
County	2.89	2.92
Average Time Spent per Call		
City	15.37 mins	15.76 mins
County	35.62 mins	34.74 mins

	<u>2020</u>	<u>2019</u>
Responses Out of District	0	1
Mutual Aid Responses *	0	3
Deaths	0	0
Injuries	0	0
Fire Prevention Programs	1	12
Fire Safety Inspection	11	6
Fire Investigation	0	0
Plans Review	1	0
Training Man Hours	303 hrs 45 mins	350 hrs 45 mins
Hydrants Serviced/Painted	0	0
Utility Turn Ons	46	35
Smoke Detector/Battery Installs	0	0

FIRE DEPT

District Calls Report



Quincy Fire Dept. District Fire Calls October 2020



<u>District</u>	<u>Location</u>	<u>Type of Incident</u>
District 1		
10/10/2020	1618 Hardin Street	Arcing electrical outlet
10/14/2020	1732 Lucky Street	Good intent
10/20/2020	1400 Gadsden Street	False alarm
10/31/2020	1747 McKelvy Street	Canceled en route
District 2		
10/6/2020	900 3rd Street	Wood/grass fire
10/12/2020	932 7th Street	No incident found
10/9/2020	413 11th Street	Canceled en route
10/24/2020	803 7th Street	Hazardous condition
District 3		
10/19/2020	312 GF & A Drive	Medical assist
10/22/2020	200 Greenwood Circle	Cooking fire
District 4		
10/14/2020	641 N. Calhoun Street	Public Service
10/19/2020	118 North Street	Medical assist
10/29/2020	205 N. Love Street	Alarm activation no fire
District 5		
10/2/2020	1820 W. Washington Street	Lawn mower fire
10/2/2020	64 N. Cleveland Street	Alarm system activation no fire
10/23/2020	64 N. Cleveland Street	False alarm
10/26/2020	6749 Ben Bostic Road	Alarm system activation no fire
10/27/2020	1724 W. Jefferson Street	Dumpster fire

FINANCE

P-Card Statements

October 05, 2020 - November 04, 2020

Company Statement

This is an electronic reproduction of your statement and may not contain all of the disclosures included with your original statement.

FL CITY OF QUINCY
 XXXX-XXXX-XXXX-5777
 October 05, 2020 - November 04, 2020
 Page 3 of 4

Cardholder Activity Summary

Account Number	Credits	Cash	Purchases and Other Debits	Total Activity
BELL, REGINALD XXXX-XXXX-XXXX-5834				
5,000	0.00	0.00	978.02	978.02
DEPARTMENT, FIRE XXXX-XXXX-XXXX-1137				
5,000	0.00	0.00	632.80	632.80
FAGG, DECODY XXXX-XXXX-XXXX-9825				
5,000	0.00	0.00	341.24	341.24
JR., JACK L. MCLEAN XXXX-XXXX-XXXX-6847				
5,000	0.00	0.00	2,050.36	2,050.36
RYALS, ROBIN XXXX-XXXX-XXXX-3736				
5,000	0.00	0.00	974.96	974.96
SAPP, GLENN H XXXX-XXXX-XXXX-2285				
5,000	0.00	0.00	1,640.80	1,640.80
TECHNOLOGY, INFORMATION XXXX-XXXX-XXXX-5776				
5,000	0.00	0.00	699.21	699.21

Transactions

Posting Transaction	Date	Date	Description	Reference Number	MCC	Charge	Credit
FL CITY OF QUINCY							Total Activity
Account Number: XXXX-XXXX-XXXX-5777							-\$12,602.58
10/16	10/16		AUTO PAYMENT DEDUCTION		0071		12,602.58
BELL, REGINALD							Total Activity
Account Number: XXXX-XXXX-XXXX-5834							978.02
10/09	10/07		CARROT TOP INDUSTRIES 919-7326200 NC	24073140282900784900835	5131	316.40	
10/09	10/08		CELLULAR SALES AL-QY QUINCY FL	24210730283400340000015	4812	69.99	
10/19	10/16		OFFICE DEPOT #108 TALLAHASSEE FL	24137460291100273176915	5943	369.99	
10/21	10/20		SIGNS NOW TALLAHASSEE FL	24801970294400948000015	5999	88.00	
10/21	10/20		WAL-MART #0488 QUINCY FL	24226380295091001030946	5411	124.00	
10/26	10/23		DOLLARTREE QUINCY FL	24445000298000815156298	5331	9.64	
DEPARTMENT, FIRE							Total Activity
Account Number: XXXX-XXXX-XXXX-1137							632.80
10/08	10/07		SOUTHSIDE MOWER TALLAHASSEE FL	24122590281030015703010	5046	625.32	
10/26	10/23		WM SUPERCENTER #488 QUINCY FL	24445000298400182895009	5411	7.48	
FAGG, DECODY							Total Activity
Account Number: XXXX-XXXX-XXXX-9825							341.24
10/07	10/06		WM SUPERCENTER #488 QUINCY FL	24445000281400164482239	5411	42.20	
10/19	10/16		GADSDEN COUNTY HEALTH DE QUINCY FL	24431060291286284500036	8099	250.00	
10/30	10/29		WAL-MART #0488 QUINCY FL	24226380304091000430112	5411	49.04	
JR., JACK L. MCLEAN							Total Activity
Account Number: XXXX-XXXX-XXXX-6847							2,050.36
10/08	10/07		USPS PO 1178450655 QUINCY FL	24137460282001107980228	9402	288.41	
10/16	10/15		GRAMMARLY COG8UWYLA GRAMMARLY.COMCA	24492150289719765726794	5734	139.95	
10/16	10/15		USPS PO 1178450655 QUINCY FL	24137460290001326031274	9402	510.16	
10/19	10/15		HAMPTON INNS 229-8963099 GA	24755420290172904456418	3665	445.53	
			Arrival: 10/12/20				
10/19	10/16		HAMPTON INNS 229-8963099 GA	24755420291152914629229	3665	148.51	
			Arrival: 10/12/20				
10/26	10/25		ZOOM.US 888-799-9666 CA	24493980300026497049782	5968	402.47	
11/02	10/30		LAREDO GRILL OF QUINCY QUINCY FL	24013390304004383735151	5812	75.33	
11/04	11/03		ZOOM.US 888-799-9666 CA	24493980309026467274288	5968	40.00	
RYALS, ROBIN							Total Activity
Account Number: XXXX-XXXX-XXXX-3736							974.96
10/08	10/07		ACTION GM 229-2430800 GA	24275470281583402761421	5541	107.53	
10/19	10/15		HAMPTON INNS 229-8963099 GA	24755420290172904456517	3665	639.24	
			Arrival: 10/11/20				
10/19	10/16		HAMPTON INNS 229-8963099 GA	24755420291152914629153	3665	159.81	
			Arrival: 10/11/20				
10/22	10/21		WM SUPERCENTER #488 QUINCY FL	24445000296400168420295	5411	11.97	
11/03	11/02		WALGREENS #10147 QUINCY FL	24445000308000710774409	5912	56.41	

FL CITY OF QUINCY
 XXXX-XXXX-XXXX-5777
 October 05, 2020 - November 04, 2020
 Page 4 of 4

Transactions

Posting Transaction

Date	Date	Description	Reference Number	MCC	Charge	Credit
SAPP, GLENN H						Total Activity
Account Number: XXXX-XXXX-XXXX-2285						1,640.80
10/07	10/06	WAL-MART #0488 QUINCY FL	24226380281091007823019	5411	15.48	
10/08	10/07	FLORIDA POLICE CHIEFS 850-2193631 FL	24559300281900018949537	8398	210.00	
10/09	10/08	BUDGET PRINTING CENTERS 850-576-3332 FL	24607940283200616900021	7338	73.00	
10/13	10/12	SQ *BARKLEY'S DETAILING LQuincy FL	24692160286100253844839	8999	300.00	
10/26	10/23	BLUE360 MEDIA LLC 435-604-6970 UT	24055220297206609500148	8999	311.40	
10/27	10/26	BUDGET PRINTING CENTERS TALLAHASSEE FL	24607940301200616100059	7338	163.21	
10/28	10/26	THE HOME DEPOT #6374 TALLAHASSEE FL	24610430301010181642386	5200	152.70	
10/28	10/27	SPECIAL TAG ISSUANCE 8506172000 FL	24431060302207075300128	9399	25.05	
11/04	11/02	STAPLES 00110726 TALLAHASSEE FL	24164070308105006462262	5943	389.96	
TECHNOLOGY, INFORMATION						Total Activity
Account Number: XXXX-XXXX-XXXX-5776						699.21
10/05	10/02	BESTBUYCOM806332365783 RICHFIELD MN	24399000276503311042955	5732	179.94	
10/06	10/05	BESTBUYCOM806333572696 RICHFIELD MN	24399000279503358003222	5732	159.99	
10/06	10/05	ZOOM.US 888-799-9666 CA	24493980280026976218340	5968	163.32	
10/12	10/09	ADOBE PHOTOGRAPHY PLAN 408-536-6000 CA	24431060283700797540727	5734	9.99	
11/03	11/02	BEST BUY 00004358 TALLAHASSEE FL	24399000307295005002006	5732	95.98	
11/03	11/02	BEST BUY 00004358 TALLAHASSEE FL	24399000307295005002014	5732	89.99	

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.

FINANCE

P-Card Allocations

P-Card Allocations for October 2020

BANK OF AMERICA			Vendor# 11646	5-Oct		October 5, 2020 - November 4, 2020
DEPARTMENT	Date	Amount	Vendor Name	GL Number	COVID	Justification
FIRE	10/7/2020	\$ 625.32	Southside Mower	001-230-522-30462	No	K-12 Saw Repair
FIRE	10/23/2020	\$ 7.48	Walmart	001-230-522-30521	No	Dish Detergent for Fire Department
POLICE	10/6/2020	\$ 15.48	Walmart	001-210-521-30511	No	Dividers for 911 PST Academy Students
POLICE	10/7/2020	\$ 210.00	Florida Police Chiefs	001-210-521-30540	No	Chief of Police Dues for FPCA
POLICE	10/8/2020	\$ 73.00	Budget Printing Centers	001-210-521-30521	No	SFSE Cards for Officers
POLICE	10/12/2020	\$ 300.00	Barkley Detailing	001-210-521-30511	100	Cleaned Vehicle - COVID Response
POLICE	10/23/2020	\$ 311.40	Blue360 Media	001-210-521-30540	No	Statute Books for Officers
POLICE	10/26/2020	\$ 163.21	Budget Printing Centers	001-210-521-30511	No	Envelopes for Evidence Office
POLICE	10/26/2020	\$ 152.70	Home Depot	001-220-521-30522	No	Totes to Store File Records
POLICE	10/27/2020	\$ 25.05	Special Tag Issuance	001-220-521-30407	No	CID Tag Renewal and Decal
POLICE	11/2/2020	\$ 389.96	Staples	001-220-521-60641	No	Dispatch Chairs (2)
CITY MANAGER	10/7/2020	\$ 288.41	USPS	001-160-512-30491	No	Community Release Mailout
CITY MANAGER	10/15/2020	\$ 139.95	Grammarly	001-160-512-30491	No	Subscription for Executive Assistant
CITY MANAGER	10/15/2020	\$ 510.16	USPS	001-130-519-30343	No	Community Release Mailout
CITY MANAGER	10/15/2020	\$ 445.53	Hampton Inn	403-520-531-30402	No	Hotel Stay for Utilities Employee's Training
CITY MANAGER	10/16/2020	\$ 148.51	Hampton Inn	403-520-531-30402	No	Hotel Stay for Utilities Employee's Training
CITY MANAGER	10/25/2020	\$ 402.47	Zoom	508-539-539-60644	No	Zoom Webinar Subscription
CITY MANAGER	10/30/2020	\$ 75.33	Laredo Grill	001-160-512-30491	No	Regional Planning Council Tour Lunch
CITY MANAGER	11/3/2020	\$ 40.00	Zoom	508-539-539-60644	No	Transcribe 8/18/2020 Commission Meeting
UTILITIES	10/7/2020	\$ 107.53	Action GM	404-539-533-30406	No	Hinge for U-5
UTILITIES	10/15/2020	\$ 639.24	Hampton Inn	403-520-531-30402	No	Hotel Stay for Utilities Employee's Training
UTILITIES	10/16/2020	\$ 159.81	Hampton Inn	403-520-531-30402	No	Hotel Stay for Utilities Employee's Training
UTILITIES	10/21/2020	\$ 11.97	Walmart	403-520-531-30521	No	First Aid Kit for Gas Truck
UTILITIES	11/2/2020	\$ 56.41	Walmart	403-520-531-30521	No	First Aid Supplies
PARKS & REC	10/6/2020	\$ 42.20	Walmart	001-310-572-30491	No	Air Fresher for Rec Center
PARKS & REC	10/16/2020	\$ 250.00	Gadsden Co Health Dept	001-310-572-30524	No	Permit for King Street Pool
PARKS & REC	10/29/2020	\$ 49.04	Walmart	001-310-572-30491	No	Fans for Fitness Room
PUBLIC WORKS	10/7/2020	\$ 316.40	Carrot Top Industries	001-440-519-30491	No	Replacement Flags
PUBLIC WORKS	10/8/2020	\$ 69.99	Cellular Sales	001-410-539-30511	No	Phone Charger for PW Director
PUBLIC WORKS	10/16/2020	\$ 369.99	Office Depot	001-440-519-30491	No	Desk for Customer Service
PUBLIC WORKS	10/20/2020	\$ 88.00	Signs Now	001-430-541-30530	No	Signs for Customer Service
PUBLIC WORKS	10/20/2020	\$ 124.00	Walmart	001-440-519-30491	No	Tent for Customer Service
PUBLIC WORKS	10/23/2020	\$ 9.64	Dollar Tree	001-440-519-30463	No	Posters for Breast Cancer Awareness Lights
INFO TECH	10/2/2020	\$ 179.94	Best Buy	508-539-539-60644	No	Ethernet Adapters for Laptops
INFO TECH	10/5/2020	\$ 159.99	Best Buy	403-520-531-30521	No	Lan Switch for Utilities
INFO TECH	10/5/2020	\$ 163.32	Zoom	001-284-515-31000	No	002-250-552-30491 Zoom for CRA/Building/Planning
INFO TECH	10/9/2020	\$ 9.99	Adobe	508-539-539-60644	No	Photoshop for Executive Assistant
INFO TECH	11/2/2020	\$ 95.98	Best Buy	002-250-552-30491	No	001-210-521-30521 Wifi for CRA/QPD
INFO TECH	11/2/2020	\$ 89.99	Best Buy	508-539-539-60644	No	Wifi for City Hall

\$ 7,317.39

FINANCE

Arrearage Report

Aged Accounts Receivable

Utility Accounts Current and 30 Days Past Due (or with Payment Plans)

OCTOBER 2020

Account Number	Current 10.31.2020	30 Day 09.30.2020	60 Day 08.31.2020	90 Day 07.31.2020	Account Balance	STATUS	Date
Cycle 1 Minimum Balance 50.00							
56670058	3,655	3,655	1,687	0	8,997	BA	11/17/2020
52025	6,200	2,486	0	0	8,685	DH	11/17/2020
1729011	5,259	2,945	11	0	8,215	DH	11/17/2020
5937002	5,096	2,858	0	0	7,954	C	11/17/2020
8564001	6,576	215	222	54	7,067	NP	11/17/2020
976015	1,129	758	687	2,535	5,109	PP	11/17/2020
1769011	759	564	455	2,591	4,368	NP	11/17/2020
647011	1,893	1,044	982	378	4,297	D	11/17/2020
5477003	2,338	1,385	0	0	3,723	NP	11/17/2020
1981011	2,661	518	0	0	3,180	D	11/17/2020
2412015	1,901	852	373	0	3,127	NP	11/17/2020
4696017	2,081	1,010	0	0	3,091	NC	11/17/2020
497011	359	194	200	1,996	2,749	W	11/17/2020
5873005	794	696	421	769	2,680	NP	11/17/2020
8559001	856	378	531	875	2,640	NP	11/17/2020
5882001	1,959	54	0	0	2,013	D	11/17/2020
8430001	200	116	117	1,085	1,518	W	11/17/2020
645011	513	280	295	277	1,364	NP	11/17/2020
5159006	670	587	0	0	1,257	NP	11/17/2020
6691017	773	299	185	0	1,257	PP	11/17/2020
1106014	431	461	333	0	1,225	PP	11/17/2020
1402013	895	243	0	0	1,138	D	11/17/2020
538023	566	211	174	155	1,106	D	11/17/2020
8520001	0	0	0	1,066	1,066	NA	11/17/2020
998012	672	387	0	0	1,059	PP	11/17/2020
1454012	1,054	717	0	0	1,054	D	11/17/2020
5989001	25	112	49	865	1,050	W	11/17/2020
2118011	734	265	0	0	999	NC	11/17/2020
537028	597	395	0	0	992	NP	11/17/2020
2195012	218	35	174	508	934	NP	11/17/2020
1744016	312	432	186	0	931	NP	11/17/2020
546014	807	67	0	0	874	NP	11/17/2020
5388002	577	288	0	0	865	NP	11/17/2020
1010020	210	264	380	0	855	D	11/17/2020
1435019	277	129	129	273	808	NP	11/17/2020
1633011	571	199	0	0	769	PP	11/17/2020
393016	708	50	0	0	759	PP	11/17/2020
262017	449	210	82	0	741	D	11/17/2020
1510016	451	287	0	0	739	D	11/17/2020
484011	462	247	9	0	719	NP	11/17/2020
644016	428	236	14	0	678	NP	11/17/2020
2346022	376	252	30	0	657	NP	11/17/2020
1804013	554	90	0	0	644	D	11/17/2020
152017	435	156	0	0	591	NP	11/17/2020
392012	105	54	62	370	590	PP	11/17/2020
6689013	271	296	0	0	567	NP	11/17/2020
31013	245	179	124	0	548	NP	11/17/2020
1873014	480	51	0	0	531	D	11/17/2020

Aged Accounts Receivable

Utility Accounts Current and 30 Days Past Due (or with Payment Plans)

OCTOBER 2020

Account Number	Current 10.31.2020	30 Day 09.30.2020	60 Day 08.31.2020	90 Day 07.31.2020	Account Balance	STATUS	Date
Cycle 1 Minimum Balance 50.00							
112014	497	14	0	0	511	PP	11/17/2020
1252019	364	84	0	0	448	D	11/17/2020
4959007	243	139	47	0	429	NP	11/17/2020
2212011	325	100	0	0	424	NP	11/17/2020
439012	316	93	5	0	414	NP	11/17/2020
1828012	312	100	0	0	413	D	11/17/2020
58021	50	40	92	194	375	NP	11/17/2020
8209014	251	65	0	0	317	D	11/17/2020
3421015	210	57	0	0	266	D	11/17/2020
582020	187	77	0	0	264	D	11/17/2020
2347021	13	0	0	239	251	D	11/17/2020
8379001	43	25	24	103	195	D	11/17/2020
8233013	32	0	0	74	106	D	11/17/2020
146025	0	0	0	87	87	C	11/17/2020
4973004	0	0	0	81	81	C	11/17/2020

Total in Arrears	61,423	28,001	8,081	14,572	111,360		
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Arrears Percentages	55%	25%	7%	13%	100%		
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Total Billed	1,529,693	1,355,453	1,320,405	1,359,834	5,565,385		
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Total Arrears' Percentage	4.0%	2.1%	0.6%	1.1%	2.0%		
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Total Percentage Collected	96.0%	97.9%	99.4%	98.9%	98.0%		
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Account Number	Current 10.31.2020	30 Day 09.30.2020	60 Day 08.31.2020	90 Day 07.31.2020	Account Balance	STATUS	Date
Cycle 2 Minimum Balance 50.00							
8332001	55	32	38	0	124	D	11/17/2020
6612003	173	0	0	0	173	NP	11/17/2020
4201012	124	23	30	0	176	NP	11/17/2020
5709009	0	0	0	186	186	D	11/17/2020
5667014	234	220	163	964	234	C	11/17/2020
4628022	74	0	0	223	297	OB	11/17/2020
4607027	251	87	0	0	338	NP	11/17/2020
4922002	0	0	0	348	348	F	11/17/2020
4146010	293	82	0	0	374	D	11/17/2020
6011002	129	65	62	158	414	PP	11/17/2020
8269007	278	131	11	0	420	NP	11/17/2020
3138011	309	113	0	0	421	D	11/17/2020
3953011	110	161	99	118	488	NP	11/17/2020
3311026	228	89	132	100	549	NP	11/17/2020
57410010	184	172	147	61	565	NP	11/17/2020
5708006	156	149	130	154	588	NP	11/17/2020
4606027	434	169	0	0	603	NP	11/17/2020
5150018	348	269	0	0	617	NP	11/17/2020
6320004	382	267	0	0	649	NP	11/17/2020

Aged Accounts Receivable
Utility Accounts Current and 30 Days Past Due (or with Payment Plans)
OCTOBER 2020

Account Number	Current 10.31.2020	30 Day 09.30.2020	60 Day 08.31.2020	90 Day 07.31.2020	Account Balance	STATUS	Date
Cycle 2 Minimum Balance 50.00							
5784008	234	0	102	401	737	PP	11/17/2020
8568001	480	180	56	41	757	CB	11/17/2020
3412011	655	112	0	0	767	PP	11/17/2020
5904008	673	97	0	0	771	NC	11/17/2020
2659018	630	251	0	0	881	PP	11/17/2020
6405001	655	184	91	0	929	D	11/17/2020
4045023	709	229	0	0	938	NC	11/17/2020
3134012	389	193	342	126	1,050	NP	11/17/2020
2678012	1,100	238	235	0	1,572	PP	11/17/2020
3376015	813	399	416	0	1,628	NC	11/17/2020
4269013	869	969	0	0	1,838	NP	11/17/2020
4229013	1,573	158	254	0	1,986	NC	11/17/2020
8436002	1,066	443	422	263	2,195	D	11/17/2020
6414006	1,407	754	809	0	2,970	NP	11/17/2020
Total in Arrears	15,012	6,236	3,539	3,143	26,582		
Arrears Percentages	56.5%	23.5%	13.3%	11.8%	100.0%		
Total Billed	580,785	622,613	549,241	639,695	2,392,334		
Total Arrears' Percentage	2.6%	1.0%	0.6%	0.5%	1.1%		
Total Percentage Collected	97.4%	99.0%	99.4%	99.5%	98.9%		

LEGEND MEANING

BA	Bankruptcy
B	Budget Plan
C	Current
CM	City Manager Discussion
DH	Door Hanger
F	Final
G	Gas, issue not resolved
N	NEW ACCOUNT
NA	No Activity
NC	Not Current, will set up payment plan
NP	Not Paying
P	Payment Plan
TRNSFR	Prior Bill Transferred
W	Water Issue

FINANCE

Cash Requirements

CITY OF QUINCY
Cash Requirements Report

By Vendor No

Vendor/ Invoice No	Vendor Name/ Invoice Date	Due Date 10.31.2020	Due Date 11.30.2020	Due Date 12.31.2020	Due Date 01.31.2021	Future Date	Retainage Amount	Invoice Amount
18	AMERICAN FUNDS							
	Vendor Total	20,672.01	0.00	0.00	0.00	0.00	0.00	20,672.01
23	PRE-PAID LEGAL SERVICES, INC.							
	Vendor Total	82.71	0.00	0.00	0.00	0.00	0.00	82.71
26	FLORIDA POLICE BENEVOLENT							
	Vendor Total	630.00	0.00	0.00	0.00	0.00	0.00	630.00
28	UNITED WAY OF BIG BEND							
	Vendor Total	24.00	0.00	0.00	0.00	0.00	0.00	24.00
34	AFLAC WORLDWIDE HEADQUARTERS							
	Vendor Total	7,162.53	0.00	0.00	0.00	0.00	0.00	7,162.53
39	AMERICAN GENERAL INSURANCE							
	Vendor Total	380.54	0.00	0.00	0.00	0.00	0.00	380.54
426	CONTINENTAL AMERICAN INSURANCE							
	Vendor Total	28.92	0.00	0.00	0.00	0.00	0.00	28.92
5603	ALLSTATE AMERICAN HERITAGE LIF							
	Vendor Total	348.16	0.00	0.00	0.00	0.00	0.00	348.16
5649	SONITROL OF TALLAHASSEE INC							
	Vendor Total	0.00	123.53	0.00	0.00	0.00	0.00	123.53
9863	FIRST CALL TRUCK PARTS							
	Vendor Total	1,910.01-	0.00	0.00	0.00	0.00	0.00	1,910.01-
9998	DEPARTMENT OF THE TREASURY							
	Vendor Total	54,822.68	0.00	0.00	0.00	0.00	0.00	54,822.68
11646	BANK OF AMERICA							
	Vendor Total	0.00	12,602.58	0.00	0.00	0.00	0.00	12,602.58
144958	CAPITAL HEALTH PLAN							
	Vendor Total	108,305.46	0.00	0.00	0.00	0.00	0.00	108,305.46
146884	THE STANDARD INSURANCE COMPANY							
	Vendor Total	1,343.74	0.00	0.00	0.00	0.00	0.00	1,343.74
146886	THE STANDARD INSURANCE COMPANY							
	Vendor Total	4,293.59	0.00	0.00	0.00	0.00	0.00	4,293.59
147043	THE STANDARD							
	Vendor Total	631.46	0.00	0.00	0.00	0.00	0.00	631.46
	REPORT TOTAL	196,815.79	12,726.11	0.00	0.00	0.00	0.00	209,541.90

FINANCE

Expenditures Report

Account Number	Description	Approved Budget 10/1/2020	1 Month YTD 10/31/2020	OVER (UNDER) Budget	8%	PRIOR YTD Amount 10/31/2019	PRIOR YTD % 10/31/2019
BUDGET VS ACTUAL EXPENSES							
	GEN FUND EXP						
	CITY COMMISSION						
001-110-511-10110	SALARIES & WAGES	85,428	3,120	82,308	4%	3,159	4%
001-110-511-10210	FICA TAXES	6,025	223	5,802	4%	230	4%
001-110-511-10220	RETIREMENT CONTRIBUTIONS	9,865	374	9,491	4%	379	4%
001-110-511-10230	LIFE & HEALTH INSURANCE	10,572	540	10,033	5%	0	0%
001-110-511-30343	PROFESSIONAL SERVICES	70,000	1,650	68,350	2%	0	0%
001-110-511-30402	TRAVEL	5,914	0	5,914	0%	500	22%
001-110-511-30435	JUNIOR COMMISSION	13,405	0	13,405	0%	0	0%
001-110-511-30436	COMMUNITY OUTREACH - CRIME & C	100,000	0	100,000	0%	0	0%
001-110-511-30491	OTHER EXPENSES	24,012	646	23,366	3%	1,151	8%
001-110-511-31000	OTHER OPERATING IT SUPPORT	8,400	1,050	7,350	13%	667	8%
001-110-511-80820	AID TO PRIVATE ORGANIZATIONS	80,000	0	80,000	0%	1,000	1%
001-110-552-60641	OFFICE FURNITURE & EQUIPMENT	12,500	0	12,500	0%	0	0%
	TOTAL CITY COMMISSION	426,121	7,604	418,517	2%	7,087	-2%
	CITY MANAGER						
001-160-512-10110	SALARIES & WAGES	75,704	4,950	70,754	7%	4,038	5%
001-160-512-10120	REGULARY SALARIES & WAGES	49,425	3,233	46,192	7%	1,265	3%
001-160-512-10210	FICA TAXES	9,894	620	9,274	6%	1,009	10%
001-160-512-10220	RETIREMENT CONTRIBUTIONS	15,521	982	14,539	6%	1,596	10%
001-160-512-10230	LIFE & HEALTH INSURANCE	16,066	429	15,637	3%	401	6%
001-160-512-30341	CONTRACTUAL SERVICES	1,590	0	1,590	0%	0	0%
001-160-512-30343	PROFESSIONAL SERVICES	515	100	415	19%	0	0%
001-160-512-30402	TRAVEL EXPENSE	1,362	0	1,362	0%	0	0%
001-160-512-30403	GAS	157	61	96	39%	43	17%
001-160-512-30410	TELEPHONE	7,359	769	6,590	10%	52	1%
001-160-512-30461	REPAIR & MAINTENANCE OFFICE EQ	382	0	382	0%	0	0%
001-160-512-30491	OTHER OPERATING EXPENSE	1,887	504	1,383	27%	26	1%
001-160-512-30493	TRAINING	520	0	520	0%	0	0%
001-160-512-30511	OFFICE SUPPLIES GENERAL	669	148	521	22%	112	19%
001-160-512-31000	OTHER OPERATING EXP - IT SUPPO	8,400	700	7,700	8%	667	8%
001-160-519-00001	ADMINISTRATIVE EXPENSE	30,000	0	30,000	0%	0	0%
	TOTAL CITY MANAGER	219,451	12,495	206,956	6%	9,210	5%
	CITY ATTORNEY						
001-120-514-30341	CONTRACTUAL SERVICES	164,000	950	163,050	1%	2,961	2%
001-120-514-30343	PROFESSIONAL SERVICES	1,000	0	1,000	0%	0	0%
001-120-514-30402	TRAVEL	1,000	0	1,000	0%	0	0%
001-120-514-30491	OTHER OPERATING EXPENSE	515	0	515	0%	0	0%

Account Number	Description	Approved Budget 10/1/2020	1 Month YTD 10/31/2020	OVER (UNDER) Budget	8%	PRIOR YTD Amount 10/31/2019	PRIOR YTD % 10/31/2019
BUDGET VS ACTUAL EXPENSES							
001-120-514-30540	PUBLICATIONS,SUBSCRIP,& MEMBER	1,485	0	1,485	0%	0	0%
001-120-514-31000	OTHER OPERATING EXP - IT SUPPO	8,400	700	7,700	8%	667	8%
	TOTAL CITY ATTORNEY	176,400	1,650	174,750	1%	3,628	2%
	CITY CLERK						
001-130-519-10110	SALARIES & WAGES	45,000	5,229	39,771	12%	2,496	4%
001-130-519-10210	FICA TAXES	3,443	411	3,032	12%	176	4%
001-130-519-10220	RETIREMENT CONTRIBUTIONS	5,399	627	4,772	12%	300	4%
001-130-519-10230	LIFE & HEALTH INSURANCE	4,500	165	4,335	4%	521	8%
001-130-519-30341	CONTRACTUAL SERVICES	2,060	0	2,060	0%	0	0%
001-130-519-30343	PROFESSIONAL SERVICES	1,594	680	914	43%	950	33%
001-130-519-30410	TELEPHONE	1,509	335	1,174	22%	0	0%
001-130-519-30461	REPAIR & MAINT - OFFICE EQUIPM	103	0	103	0%	0	0%
001-130-519-30491	OTHER OPERATING EXPENSE	1,376	41	1,335	3%	26	1%
001-130-519-30500	LEGAL ADS AND RECORDING FEES	1,656	100	1,556	6%	217	15%
001-130-519-30511	OFFICE SUPPLIES-GENERAL	119	45	74	37%	35	7%
001-130-519-31000	OTHER OPERATING EXP - IT SUPPO	8,400	700	7,700	8%	667	8%
	TOTAL CITY CLERK	75,159	8,333	66,826	11%	5,388	5%
	NON-DEPARTMENTAL						
001-001-519-10272	INVESTMENT EXPENSE	11,000	0	11,000	0%	0	0%
001-001-519-30320	ACCOUNTING & AUDITING SERVICES	30,062	0	30,062	0%	0	0%
001-001-519-30341	CONTRACTUAL SERVICES	20,000	0	20,000	0%	0	0%
001-001-519-30342	RECORDING OF THE COMMISSION MT	43,350	3,500	39,850	8%	0	0%
001-001-519-30343	PROFESSIONAL SERVICES	3,000	0	3,000	0%	0	0%
001-001-519-30390	CONTINGENCIES	33,792	0	33,792	0%	0	0%
001-001-519-30410	TELEPHONE	2,300	0	2,300	0%	0	0%
001-001-519-30440	SUMMER YOUTH WORK PROGRAM	10,300	0	10,300	0%	0	0%
001-001-519-30451	INSURANCE	526,064	85,791	440,273	16%	92,610	19%
001-001-519-30465	COPIER PAYMENT	2,119	0	2,119	0%	0	0%
001-001-519-30491	OTHER OPERATING EXPENSE	33,695	100	33,595	0%	26	0%
001-001-519-30512	POSTAGE	3,976	39	3,937	1%	140	3%
001-001-519-70730	TRANSFER DEBT SVC CAP IMP BOND	365,130	0	365,130	0%	30,000	8%
001-001-519-70731	HONEWELL LOAN PRINCIPAL	20,421	0	20,421	0%	0	0%
001-001-519-70732	HONEYWELL LOAN INTEREST	2,307	0	2,307	0%	0	0%
001-001-519-90000	TRANSFER TO INTERNAL SERVICE F	61,800	5,150	56,650	8%	5,000	8%
001-001-552-30645	CRA TIF: ECONOMIC ENVIRON.	171,576	0	171,576	0%	0	0%
	TOTAL NON-DEPARTMENTAL	1,340,892	94,580	1,246,312	7%	127,776	10%

Account Number	Description	Approved Budget 10/1/2020	1 Month YTD 10/31/2020	OVER (UNDER) Budget	8%	PRIOR YTD Amount 10/31/2019	PRIOR YTD % 10/31/2019
BUDGET VS ACTUAL EXPENSES							
	PERSONNEL						
001-260-513-10110	EXE SALARIES & WAGES	32,445	2,122	30,323	7%	1,111	3%
001-260-513-10120	REGULAR SALARIES & WAGES	51,200	2,973	48,227	6%	1,519	3%
001-260-513-10130	OTHER SALARIES & WAGES - P/T	15,450	385	15,065	2%	0	0%
001-260-513-10140	OVERTIME	668	0	668	0%	0	0%
001-260-513-10210	FICA TAXES	7,632	411	7,221	5%	190	3%
001-260-513-10220	RETIREMENT CONTRIBUTIONS	11,972	583	11,389	5%	316	4%
001-260-513-10230	LIFE & HEALTH INSURANCE	9,910	424	9,486	4%	459	7%
001-260-513-30314	PSYCHIATRIC EVALUATIONS	4,500	0	4,500	0%	0	0%
001-260-513-30315	EMPLOYEE QUALITY OF LIFE	5,000	0	5,000	0%	0	0%
001-260-513-30319	TUITION REIMBURSEMENT	5,000	0	5,000	0%	0	0%
001-260-513-30341	CONTRACTUAL SERVICES	14,000	1,624	12,376	12%	69	1%
001-260-513-30343	PROFESSIONAL SERVICES	8,500	0	8,500	0%	672	9%
001-260-513-30345	VOLUNTEER SERVICES PROGRAM EXP	1,545	0	1,545	0%	0	0%
001-260-513-30402	TRAVEL EXPENSE	1,500	0	1,500	0%	0	0%
001-260-513-30410	TELEPHONE	5,211	658	4,553	13%	19	0%
001-260-513-30461	REPAIR AND MAINTENANCE OFFICE	1,000	0	1,000	0%	116	12%
001-260-513-30491	OTHER OPERATING EXPENSE	2,000	0	2,000	0%	14	1%
001-260-513-30493	TRAINING	2,000	0	2,000	0%	0	0%
001-260-513-30511	OFFICE SUPPLIES GENERAL	1,545	0	1,545	0%	0	0%
001-260-513-31000	OTHER OPERATING EXP - IT SUPPO	8,400	700	7,700	8%	667	8%
	TOTAL PERSONNEL	189,478	9,880	179,598	5%	5,151	3%
	FINANCE						
001-271-513-10110	EXE SALARIES & WAGES	24,978	1,633	23,345	7%	1,673	7%
001-271-513-10120	REGULAR SALARIES & WAGES	42,451	3,019	39,432	7%	679	2%
001-271-513-10140	OVERTIME	1,000	268	732	27%	0	0%
001-271-513-10210	FICA TAXES	5,175	368	4,807	7%	168	4%
001-271-513-10220	RETIREMENT CONTRIBUTIONS	8,118	529	7,589	7%	282	4%
001-271-513-10230	LIFE & HEALTH INSURANCE	13,530	468	13,062	3%	740	8%
001-271-513-30343	PROFESSIONAL SERVICES	24,000	535	23,465	2%	0	0%
001-271-513-30402	TRAVEL EXPENSE	3,811	0	3,811	0%	0	0%
001-271-513-30410	TELEPHONE	6,059	743	5,316	12%	14	0%
001-271-513-30491	OTHER OPERATING EXPENSE	1,545	55	1,490	4%	51	6%
001-271-513-30493	TRAINING	2,060	0	2,060	0%	0	0%
001-271-513-30511	OFFICE SUPPLIES GENERAL	5,322	0	5,322	0%	280	4%
001-271-513-30512	POSTAGE	150	26	124	18%	0	0%
001-271-513-30521	OPERATING SUPPLIES	1,545	0	1,545	0%	0	0%
001-271-513-30540	DUES, PUBLICATIONS, & MEMBERSH	2,500	0	2,500	0%	0	0%
001-271-513-31000	OTHER OPERATING EXP - IT SUPPO	8,400	700	7,700	8%	667	8%
001-271-513-60000	Software	2,575	0	2,575	0%	0	0%
001-271-513-60641	OFFICE FURNITURE & EQUIPMENT	5,525	0	5,525	0%	0	0%

Account Number	Description	Approved Budget 10/1/2020	1 Month YTD 10/31/2020	OVER (UNDER) Budget	8%	PRIOR YTD Amount 10/31/2019	PRIOR YTD % 10/31/2019
BUDGET VS ACTUAL EXPENSES							
	TOTAL FINANCE	158,744	8,343	150,401	5%	4,555	3%
	GENERAL SERVICES ADM						
001-276-513-10110	EXE SALARY & WAGES	45,000	0	45,000	0%	422	3%
001-276-513-10210	FICA	3,443	0	3,443	0%	29	3%
001-276-513-10220	RETIREMENT	5,400	0	5,400	0%	51	3%
001-276-513-10230	LIFE & HEALTH INSURANCE	6,750	0	6,750	0%	129	8%
	TOTAL GEN SERVICES ADM	60,593	0	60,593	0%	630	4%
	LAW ENFORCEMENT ADM						
001-210-521-10110	EXE SALARIES & WAGES	80,000	5,231	74,769	7%	2,820	4%
001-210-521-10120	REGULAR SALARIES & WAGES	105,174	7,073	98,101	7%	3,921	4%
001-210-521-10150	SPEC PAY-INCENTIVE,HOL,LV BUYB	1,522	46	1,477	3%	65	4%
001-210-521-10210	FICA TAXES	14,282	926	13,356	6%	502	3%
001-210-521-10220	RETIREMENT CONTRIBUTIONS	22,404	1,482	20,922	7%	817	4%
001-210-521-10230	LIFE & HEALTH INSURANCE	26,138	1,900	24,238	7%	2,074	8%
001-210-521-30341	CONTRACTUAL SERVICES	40,000	1,971	38,029	5%	183	1%
001-210-521-30402	TRAVEL EXPENSE	1,500	0	1,500	0%	0	0%
001-210-521-30403	GAS & DIESEL	4,000	220	3,780	6%	486	12%
001-210-521-30404	OIL & GREASE	361	0	361	0%	0	0%
001-210-521-30405	TIRES	824	0	824	0%	0	0%
001-210-521-30406	VEHICLE PARTS ONLY	3,750	0	3,750	0%	15	2%
001-210-521-30407	VEHICLE REPAIRS	1,500	0	1,500	0%	0	0%
001-210-521-30410	TELEPHONE	40,000	2,309	37,691	6%	127	0%
001-210-521-30430	UTILITIES	9,000	587	8,414	7%	708	12%
001-210-521-30464	REPAIRS & MAINTENANCE-RADIO	2,000	0	2,000	0%	0	0%
001-210-521-30491	OTHER OPERATING EXPENSE	2,000	0	2,000	0%	175	7%
001-210-521-30492	INVESTIGATIVE FUNDS	2,960	0	2,960	0%	11	0%
001-210-521-30493	TRAINING	800	0	800	0%	0	0%
001-210-521-30511	OFFICE SUPPLIES-GENERAL	3,771	498	3,273	13%	15	0%
001-210-521-30521	OPERATING MATERIALS & SUPPLIES	750	73	677	10%	0	0%
001-210-521-30522	OPERATING SUPPLIES-UNIFORMS	500	0	500	0%	0	0%
001-210-521-30540	PUBLICATIONS, SUBSCRIP. & MEMB	750	521	229	70%	0	0%
001-210-521-31000	OTHER OPERATING EXP - IT SUPPO	8,400	700	7,700	8%	667	8%
001-210-521-60620	BUILDINGS	1,187	0	1,187	0%	0	0%
001-210-521-60641	OFFICE FURNITURE & EQUIPMENT	2,000	0	2,000	0%	0	0%
	TOTAL LAW ENFORCEMENT ADM	375,573	23,536	352,037	6%	12,585	3%

Account Number	Description	Approved Budget 10/1/2020	1 Month YTD 10/31/2020	OVER (UNDER) Budget	8%	PRIOR YTD Amount 10/31/2019	PRIOR YTD % 10/31/2019
BUDGET VS ACTUAL EXPENSES							
	LAW ENFORCEMENT OPERATIONS						
001-220-521-10120	REGULAR SALARIES & WAGES	1,250,676	104,649	1,146,027	8%	42,543	4%
001-220-521-10130	OTHER SALARIES & WAGES - P/T	35,314	3,166	32,148	9%	1,446	4%
001-220-521-10140	OVERTIME	158,101	15,439	142,662	10%	6,258	4%
001-220-521-10150	SPEC PAY-INCENTIVE,HOL, LV BUY	15,561	448	15,113	3%	710	4%
001-220-521-10210	FICA TAXES	110,898	9,272	101,626	8%	3,720	3%
001-220-521-10220	RETIREMENT CONTRIBUTIONS	173,958	16,928	157,030	10%	6,219	3%
001-220-521-10230	LIFE & HEALTH INSURANCE	277,565	16,964	260,601	6%	21,131	8%
001-220-521-30341	CONTRACTURAL SERVICES	1,071	0	1,071	0%	0	0%
001-220-521-30402	TRAVEL EXPENSE	1,000	0	1,000	0%	0	0%
001-220-521-30403	GASOLINE & DIESEL	33,000	3,509	29,491	11%	3,737	10%
001-220-521-30404	OIL & GREASE	1,750	160	1,590	9%	0	0%
001-220-521-30405	TIRES	3,724	49	3,675	1%	0	0%
001-220-521-30406	VEHICLE PARTS ONLY	7,250	6,567	683	91%	59	1%
001-220-521-30407	OTHER AUTO EXPENSE	1,605	25	1,580	2%	0	0%
001-220-521-30435	YOUTH DEVELOPMENT ACADEMY & PR	2,000	0	2,000	0%	0	0%
001-220-521-30462	REPAIR & MAINT.-EQUIPMENT & TO	600	0	600	0%	86	14%
001-220-521-30464	REPAIR & MAINTENANCE - RADIOS	500	0	500	0%	0	0%
001-220-521-30491	OTHER OPERATING EXPENSE	17,530	0	17,530	0%	3,012	22%
001-220-521-30493	TRAINING	6,000	50	5,950	1%	0	0%
001-220-521-30499	CANINE EXPENSE	1,500	0	1,500	0%	0	0%
001-220-521-30511	OFFICE SUPPLIES	1,500	470	1,030	31%	104	5%
001-220-521-30514	HUMAN INTELLIGENCE - REWARDS	20,000	0	20,000	0%	0	0%
001-220-521-30521	OPERATING MATERIALS & SUPPLIES	13,639	13,314	325	98%	0	0%
001-220-521-30522	OPERATING SUPPLIES - UNIFORMS	26,729	209	26,520	1%	0	0%
001-220-521-60641	OFFICE FURNITURE & EQUIPMENT	1,377	390	987	28%	0	0%
001-220-521-60642	VEHICLES	25,000	4,648	20,352	19%	0	0%
001-220-521-60644	EQUIPMENT	4,000	0	4,000	0%	0	0%
	TOTAL LAW ENFORCEMENT OPERAT	2,191,848	196,256	1,995,592	9%	89,024	4%
	FIRE CONTROL ADM						
001-210-522-10110	EXE SALARIES & WAGES	73,347	4,447	68,900	6%	2,466	4%
001-210-522-10120	REGULAR SALARIES & WAGES	46,870	2,834	44,036	6%	1,618	4%
001-210-522-10150	SPEC PAY-INCENTIVE,HOL,LV BUYB	2,874	46	2,829	2%	65	4%
001-210-522-10210	FICA TAXES	9,774	536	9,238	5%	280	3%
001-210-522-10220	RETIREMENT CONTRIBUTIONS	40,579	1,697	38,882	4%	959	4%
001-210-522-10230	LIFE & HEALTH INSURANCE	25,362	1,435	23,927	6%	1,959	8%
001-210-522-30410	TELEPHONE	19,789	1,695	18,094	9%	14	0%
001-210-522-30430	UTILITIES	22,317	710	21,607	3%	1,706	7%
001-210-522-30461	REPAIR & MAINTENANCE-OFFICE EQ	1,548	0	1,548	0%	0	0%
001-210-522-30463	REPAIR & MAINT.-BUILDINGS & GR	8,577	51	8,526	1%	402	5%

Account Number	Description	Approved Budget 10/1/2020	1 Month YTD 10/31/2020	OVER (UNDER) Budget	8%	PRIOR YTD Amount 10/31/2019	PRIOR YTD % 10/31/2019
BUDGET VS ACTUAL EXPENSES							
001-210-522-30464	REPAIR & MAINTENANCE-RADIO	1,915	0	1,915	0%	0	0%
001-210-522-30465	COPIER PAYMENT	2,119	0	2,119	0%	0	0%
001-210-522-30491	OTHER OPERATING EXPENSE	500	0	500	0%	0	0%
001-210-522-30494	Software License	3,424	0	3,424	0%	226	4%
001-210-522-30511	OFFICE SUPPLIES-GENERAL	700	33	667	5%	29	4%
001-210-522-30521	OPERATING MATERIALS & SUPPLIES	1,208	130	1,078	11%	0	0%
001-210-522-30522	OPERATING SUPPLIES - UNIFORMS	416	93	323	22%	30	3%
001-210-522-31000	OTHER OPERATING EXP -IT SUPPOR	8,400	700	7,700	8%	667	8%
001-210-522-60620	Buildings and Other Improvemen	5,000	0	5,000	0%	0	0%
001-210-522-60641	OFFICE FURNITURE & EQUIPMENT	5,150	0	5,150	0%	0	0%
	TOTAL FIRE CONTROL ADM	279,869	14,406	265,463	5%	10,420	2%
FIRE CONTROL OPERATIONS							
001-230-522-10120	REGULAR SALARIES & WAGES	725,205	48,870	676,335	7%	26,108	3%
001-230-522-10130	OTHER SALARIES & WAGES - P/T	21,321	0	21,321	0%	0	0%
001-230-522-10140	OVERTIME	51,072	4,121	46,951	8%	2,594	2%
001-230-522-10150	SPEC PAY-INCENTIVE,HOL,LV BUYB	14,695	406	14,289	3%	570	3%
001-230-522-10210	FICA TAXES	62,140	3,994	58,146	6%	2,107	3%
001-230-522-10220	RETIREMENT CONTRIBUTIONS	191,836	11,788	180,048	6%	6,762	3%
001-230-522-10230	LIFE & HEALTH INSURANCE	170,582	9,977	160,605	6%	12,899	7%
001-230-522-30402	TRAVEL EXPENSE	1,500	0	1,500	0%	0	0%
001-230-522-30403	GASOLINE & DIESEL	8,500	611	7,889	7%	858	9%
001-230-522-30404	OIL & GREASE	500	81	419	16%	48	4%
001-230-522-30405	TIRES	3,090	0	3,090	0%	0	0%
001-230-522-30406	VEHICLE PARTS ONLY	1,766	311	1,455	18%	0	0%
001-230-522-30462	REPAIR & MAINT. - EQUIPMENT &	8,422	1,290	7,133	15%	0	0%
001-230-522-30491	OTHER OPERATING EXPENSE	1,200	6	1,194	0%	69	6%
001-230-522-30493	TRAINING	5,019	0	5,019	0%	0	0%
001-230-522-30511	OFFICE SUPPLIES	1,000	0	1,000	0%	0	0%
001-230-522-30521	OPERATING MATERIALS & SUPPLIES	1,560	7	1,553	0%	314	16%
001-230-522-30522	OPERATING SUPPLIES - UNIFORMS	15,283	1,417	13,866	9%	1,075	7%
001-230-522-60644	EQUIPMENT	35,000	0	35,000	0%	0	0%
	TOTAL FIRE CONTROL OPERATIONS	1,319,691	82,879	1,236,812	6%	53,405	4%
BUILDING & PLANNING							
001-284-515-10110	EXE SALARIES & WAGES	74,213	4,647	69,566	6%	2,476	3%
001-284-515-10120	REGULAR SALARIES & WAGES	74,079	5,009	69,070	7%	2,695	4%
001-284-515-10130	OTHER SALARIES & WAGES - P/T	15,000	0	15,000	0%	0	0%
001-284-515-10140	OVERTIME	1,247	66	1,181	5%	0	0%
001-284-515-10210	FICA TAXES	12,587	724	11,863	6%	372	3%
001-284-515-10220	RETIREMENT CONTRIBUTIONS	19,744	1,129	18,615	6%	499	3%
001-284-515-10230	LIFE & HEALTH INSURANCE	24,681	1,501	23,180	6%	1,882	8%
001-284-515-30341	CONTRACTUAL SERVICES	288,158	3,450	284,708	1%	0	0%

Account Number	Description	Approved Budget 10/1/2020	1 Month YTD 10/31/2020	OVER (UNDER) Budget	8%	PRIOR YTD Amount 10/31/2019	PRIOR YTD % 10/31/2019
BUDGET VS ACTUAL EXPENSES							
001-284-515-30342	CONTRACTUAL SERVICES HOUSING D	30,000	0	30,000	0%	0	0%
001-284-515-30343	PROFESSIONAL SERVICES	50,000	0	50,000	0%	0	0%
001-284-515-30402	TRAVEL EXPENSE	2,000	0	2,000	0%	0	0%
001-284-515-30403	GAS & DIESEL	200	63	137	31%	75	5%
001-284-515-30404	OIL & GREASE	200	0	200	0%	0	0%
001-284-515-30405	TIRES	1,000	0	1,000	0%	0	0%
001-284-515-30406	VEH PARTS ONLY	1,000	0	1,000	0%	0	0%
001-284-515-30410	TELEPHONE	7,178	697	6,481	10%	38	0%
001-284-515-30461	REPAIR & MAINT. OFFICE EQUIPME	1,000	0	1,000	0%	0	0%
001-284-515-30491	OTHER OPERATING EXPENSE	2,000	400	1,600	20%	(500)	-22%
001-284-515-30493	TRAINING	4,540	348	4,192	8%	0	0%
001-284-515-30500	ADVERTISEMENTS	1,900	0	1,900	0%	0	0%
001-284-515-30511	OFFICE SUPPLIES GENERAL	1,500	75	1,425	5%	0	0%
001-284-515-31000	OTHER OPERATING EXP - IT SUPPO	8,400	863	7,537	10%	667	8%
001-284-515-60641	OFFICE FURNITURE & EQUIPMENT	8,000	138	7,862	2%	0	0%
001-284-515-60642	VEHICLES	30,000	0	30,000	0%	0	0%
	TOTAL BUILDING & PLANNING	658,627	19,110	639,517	3%	8,204	2%
RECREATIONAL ACTIVITY							
001-310-572-10110	EXE SALARIES & WAGES	52,000	3,185	48,815	6%	1,655	3%
001-310-572-10120	REGULAR SALARIES & WAGES	220,551	13,448	207,103	6%	8,032	4%
001-310-572-10130	OTHER SALARIES & WAGES - P/T	41,541	147	41,394	0%	959	2%
001-310-572-10140	OVERTIME	675	0	675	0%	0	0%
001-310-572-10210	FICA TAXES	24,080	1,245	22,835	5%	738	3%
001-310-572-10220	RETIREMENT CONTRIBUTIONS	37,772	1,854	35,918	5%	1,156	3%
001-310-572-10230	LIFE & HEALTH INSURANCE	66,101	3,516	62,585	5%	6,073	8%
001-310-572-30341	CONTRACTUAL SERVICES	5,000	1,611	3,389	32%	0	0%
001-310-572-30390	CONTINGENCY	10,000	0	10,000	0%	0	0%
001-310-572-30402	TRAVEL EXPENSE	1,000	0	1,000	0%	0	0%
001-310-572-30403	GAS & DIESEL	5,998	759	5,239	13%	569	7%
001-310-572-30404	OIL & GREASE	468	71	397	15%	0	0%
001-310-572-30405	TIRES	460	287	173	62%	16	2%
001-310-572-30406	VEH PARTS ONLY	693	38	655	5%	0	0%
001-310-572-30407	VEHICLE REPAIRS	158	0	158	0%	0	0%
001-310-572-30410	TELEPHONE	9,765	735	9,030	8%	52	1%
001-310-572-30440	RENTAL OF EQUIPMENT & BUILDING	400	31	369	8%	0	0%
001-310-572-30441	SWIMMING POOL REPAIRS	7,000	0	7,000	0%	0	0%
001-310-572-30462	REPAIR & MAINT-EQUIPMENT & TOO	5,150	67	5,083	1%	0	0%
001-310-572-30491	OTHER OPERATING EXPENSES	20,600	551	20,049	3%	966	6%
001-310-572-30492	MAINTENANCE OF TANYARD CREEK P	5,150	5	5,145	0%	0	0%
001-310-572-30511	OFFICE SUPPLIES - GENERAL	1,648	0	1,648	0%	11	1%
001-310-572-30521	OPERATING MATERIALS & SUPPLIES	2,060	174	1,886	8%	33	1%
001-310-572-30522	OPERATING SUPPLIES - UNIFORMS	3,614	252	3,362	7%	0	0%

Account Number	Description	Approved Budget 10/1/2020	1 Month YTD 10/31/2020	OVER (UNDER) Budget	8%	PRIOR YTD Amount 10/31/2019	PRIOR YTD % 10/31/2019
BUDGET VS ACTUAL EXPENSES							
001-310-572-30523	OPERATING SUP - CHEM	515	0	515	0%	0	0%
001-310-572-30524	SWIMMING POOL SUPPLIES	515	250	265	49%	0	0%
001-310-572-30525	ATHLETIC EQUIPMENT - FOOTBALL	23,934	0	23,934	0%	3,977	21%
001-310-572-30526	ATHLETIC EQUIP BASEBALL & SOFT	2,060	0	2,060	0%	0	0%
001-310-572-30528	ATHLETIC EQUIPMENT - BASKETBAL	6,010	0	6,010	0%	0	0%
001-310-572-30529	ATHLETIC EQUIPMENT - OTHER	1,790	0	1,790	0%	0	0%
001-310-572-30540	OTHER RECREATIONAL ACTIVITIES	14,649	0	14,649	0%	3,717	25%
001-310-572-31000	OTHER OPERATING EXP - IT SUPPO	8,400	700	7,700	8%	667	8%
001-310-572-60641	OFFICE FURNITURE & EQUIPMENT	4,120	0	4,120	0%	0	0%
	TOTAL RECREATIONAL ACTIVITY	583,877	28,926	554,951	5%	28,620	4%
	PARKS						
001-440-572-30341	CONTRACTUAL SERVICES	20,000	0	20,000	0%	0	0%
001-440-572-30391	PARKS & FACILITY	15,000	79	14,921	1%	943	4%
001-440-572-30430	UTILITIES	13,395	997	12,398	7%	1,367	5%
001-440-572-30440	RENTAL OF EQUIPMENT & BUILDING	5,000	0	5,000	0%	0	0%
001-440-572-30462	REPAIR & MAINT.-EQUIPMENT & TO	4,000	0	4,000	0%	0	0%
001-440-572-30463	REPAIR & MAINTENANCE-BLDGS. &	10,000	0	10,000	0%	2,792	37%
001-440-572-60610	HILLSIDE PARK DEVELOPMENT	0	437	(437)	0%	0	0%
001-440-572-60644	EQUIPMENT	15,000	0	15,000	0%	0	0%
	TOTAL PARKS	82,395	1,513	80,882	2%	5,102	3%
	PUBLIC WORKS ADM						
001-410-539-10110	EXE SALARIES & WAGES	45,489	3,060	42,429	7%	1,696	4%
001-410-539-10120	REGULAR SALARIES & WAGES	7,608	519	7,089	7%	288	4%
001-410-539-10140	OVERTIME	500	0	500	0%	0	0%
001-410-539-10210	FICA TAXES	4,100	263	3,837	6%	136	4%
001-410-539-10220	RETIREMENT CONTRIBUTIONS	6,432	429	6,003	7%	238	4%
001-410-539-10230	LIFE & HEALTH INSURANCE	11,255	654	10,601	6%	895	9%
001-410-539-30410	TELEPHONE	8,775	449	8,326	5%	0	0%
001-410-539-30430	UTILITIES	68,000	6,147	61,853	9%	5,381	8%
001-410-539-30440	REPAIR & MAINT BUILDING	1,500	0	1,500	0%	0	0%
001-410-539-30491	OTHER OPERATING EXPENSE	10,041	0	10,041	0%	0	0%
001-410-539-30493	TRAINING	3,000	0	3,000	0%	0	0%
001-410-539-30511	OFFICE SUPPLIES	400	78	322	19%	0	0%
001-410-539-30521	OPERATING MATERIALS & SUPPLIES	2,000	0	2,000	0%	0	0%
001-410-539-30522	OPERATING EXPENSE - UNIFORMS	15,000	1,876	13,124	13%	635	5%
001-410-539-30524	OPERATING SUPPLIES - TOOLS	500	0	500	0%	0	0%
001-410-539-31000	OTHER OPERATING EXP - IT SUPPO	8,400	700	7,700	8%	667	8%
001-410-539-60641	OFFICE FURNITURE & EQUIPMENT	918	0	918	0%	0	0%
	TOTAL PUBLIC WORKS ADM	193,918	14,176	179,742	7%	9,937	5%
	ROADS & STREETS						

Account Number	Description	Approved Budget 10/1/2020	1 Month YTD 10/31/2020	OVER (UNDER) Budget	8%	PRIOR YTD Amount 10/31/2019	PRIOR YTD % 10/31/2019
BUDGET VS ACTUAL EXPENSES							
001-430-541-10110	SALARIES & WAGES	15,835	437	15,398	3%	662	8%
001-430-541-10120	REGULAR SALARIES & WAGES	304,003	27,126	276,877	9%	13,049	4%
001-430-541-10140	OVERTIME	5,000	559	4,441	11%	196	2%
001-430-541-10210	FICA TAXES	24,850	2,491	22,359	10%	1,002	4%
001-430-541-10220	RETIREMENT CONTRIBUTIONS	38,982	2,599	36,383	7%	1,637	4%
001-430-541-10230	LIFE & HEALTH INSURANCE	63,842	9,690	54,152	15%	4,708	8%
001-430-541-30341	CONTRACTUAL SERVICES	50,000	4,129	45,871	8%	0	0%
001-430-541-30403	GASOLINE & DIESEL	55,000	3,889	51,111	7%	5,972	12%
001-430-541-30524	OPERATING SUPPLIES - SMALL TOO	5,000	337	4,663	7%	0	0%
001-430-541-30530	ROAD MATERIALS & SUPPLIES	37,000	1,304	35,696	4%	2,002	6%
001-430-541-60632	RESURF & SIDEWALKS	770,939	4,370	766,570	1%	112	0%
001-430-541-60634	STORM WATER FACILITIES	100,000	(5,840)	105,840	-6%	0	0%
001-430-541-60643	HEAVY EQUIPMENT	76,000	7,975	68,025	10%	0	0%
	TOTAL ROADS & STREETS	1,546,451	59,065	1,487,386	4%	29,340	2%
	CEMETERIES & GROUNDS						
001-431-542-10120	REGULAR SALARIES & WAGES	79,116	6,150	72,966	8%	2,439	3%
001-431-542-10140	OVERTIME	2,122	158	1,964	7%	23	1%
001-431-542-10210	FICA TAXES	6,215	467	5,748	8%	175	3%
001-431-542-10220	RETIREMENT CONTRIBUTIONS	1,155	571	584	49%	286	3%
001-431-542-10230	LIFE & HEALTH INSURANCE	16,248	1,031	15,217	6%	1,012	7%
001-431-542-30521	OPERATING SUPPLIES	1,000	0	1,000	0%	0	0%
	TOTAL CEMETERIES & GROUNDS	105,856	8,378	97,478	8%	3,935	4%
	BUILDINGS & GROUNDS						
001-440-519-10120	REGULAR SALARIES & WAGES	169,608	12,767	156,841	8%	6,202	4%
001-440-519-10140	OVERTIME	3,000	190	2,810	6%	23	0%
001-440-519-10210	FICA TAXES	13,205	962	12,243	7%	441	3%
001-440-519-10220	RETIREMENT CONTRIBUTIONS	20,713	1,245	19,468	6%	738	4%
001-440-519-10230	LIFE & HEALTH INSURANCE	34,522	2,182	32,340	6%	2,821	8%
001-440-519-30341	CONTRACTUAL SERVICES	70,000	0	70,000	0%	1,040	2%
001-440-519-30463	REPAIR & MAINT.-BUILDINGS & GR	80,000	260	79,740	0%	87	0%
001-440-519-30491	OTHER OPERATING EXPENSE	15,000	898	14,102	6%	4	0%
001-440-519-60641	OFFICE FURNITURE & EQUIPMENT	10,000	0	10,000	0%	0	0%
001-440-519-60644	EQUIPMENT	12,000	0	12,000	0%	0	0%
	TOTAL BUILDINGS & GROUNDS	428,048	18,505	409,543	4%	11,356	2%
	FLEET MAINTENANCE						
001-450-541-10120	REGULAR SALARIES & WAGES	60,000	4,922	55,078	8%	1,218	2%
001-450-541-10140	OVERTIME	1,000	5	995	1%	0	0%
001-450-541-10210	FICA TAXES	4,667	363	4,304	8%	82	1%
001-450-541-10220	RETIREMENT CONTRIBUTIONS	7,320	505	6,815	7%	146	2%
001-450-541-10230	LIFE & HEALTH INSURANCE	12,200	814	11,386	7%	716	6%

Account Number	Description	Approved Budget 10/1/2020	1 Month YTD 10/31/2020	OVER (UNDER) Budget	8%	PRIOR YTD Amount 10/31/2019	PRIOR YTD % 10/31/2019
BUDGET VS ACTUAL EXPENSES							
001-450-541-30404	OIL & GREASE	4,000	253	3,747	6%	69	1%
001-450-541-30405	TIRES	6,500	2,594	3,906	40%	0	0%
001-450-541-30406	VEH PARTS ONLY	35,000	7,052	27,948	20%	247	1%
001-450-541-30407	VEHICLE REPAIRS	20,000	0	20,000	0%	31	0%
001-450-541-30491	OTHER OPER EXPENSE	8,500	229	8,271	3%	162	2%
	TOTAL FLEET MAINT	159,187	16,737	142,450	11%	2,671	2%
	TOTAL GEN FUND EXPENDITURES	10,572,178	626,371	9,945,807	6%	428,021	4%
COMMUNITY REDEVELOPMENT AGENCY							
002-250-552-10110	EXECUTIVE SALARIES & WAGES	68,705	4,295	64,410	6%	2,453	4%
002-250-552-10120	REGULAR SALARIES & WAGES	15,000	1,560	13,440	10%	0	0%
002-250-552-10210	FICA	6,438	320	6,118	5%	188	3%
002-250-552-10220	RETIREMENT CONTRIBUTIONS	10,044	515	9,529	5%	0	0%
002-250-552-10230	LIFE & HEALTH INSURANCE	7,346	643	6,703	9%	0	0%
002-250-552-30341	CONTRACTUAL SERVICES	15,000	500	14,500	3%	0	0%
002-250-552-30343	PROFESSIONAL SERVICES	41,200	1,192	40,008	3%	0	0%
002-250-552-30390	CONTINGENCIES - TANYARD CREEK	3,700	0	3,700	0%	0	0%
002-250-552-30402	TRAVEL EXPENSES	500	0	500	0%	0	0%
002-250-552-30403	GAS & DIESEL	250	0	250	0%	0	0%
002-250-552-30410	TELEPHONE	1,500	0	1,500	0%	14	3%
002-250-552-30490	BANK CHARGES	500	22	478	0%	32	6%
002-250-552-30491	OTHER OPERATING EXPENSES	5,000	271	4,729	5%	0	0%
002-250-552-30493	TRAINING	1,000	0	1,000	0%	0	0%
002-250-552-30500	LEGAL ADS & RECORDINGS	800	0	800	0%	0	0%
002-250-552-30512	POSTAGE	100	0	100	0%	0	0%
002-250-552-30521	OPERATING SUPPLIES	5,250	145	5,105	3%	0	0%
002-250-552-31000	OTHER OPERATING EXPENSE- IT SU	4,000	333	3,667	8%	83	8%
002-250-552-32000	ADMINISTRATIVE SUPPORT SERVICE	20,000	1,668	18,332	8%	1,667	8%
002-250-552-60000	SENIOR ENERGY EFF PROGRAM	32,040	0	32,040	0%	0	0%
002-250-552-60010	BEAUTIFICATION PROJECTS	5,000	0	5,000	0%	0	0%
002-250-552-60040	CRA CATALYST PROJECTS	255,000	3,700	251,300	1%	55,427	22%
002-250-552-60641	OFFICE FURNITURE & EQUIPMENT	1,000	0	1,000	0%	0	0%
002-250-552-70710	CRA LINE OF CREDIT PRINCIPAL	64,100	0	64,100	0%	0	0%
002-250-552-70711	CRA LINE OF CREDIT INTEREST	1,500	429	1,071	0%	0	0%
	TOTAL CRA	564,973	15,593	549,379	3%	59,864	7%
ENTERPRISE FUND							
FINANCIAL SERVICES							
400-271-513-10110	EXECUTIVE SALARIES & WAGES	74,933	4,899	70,034	7%	2,510	4%
400-271-513-10120	REGULAR SALARIES & WAGES	127,355	9,859	117,496	8%	4,548	4%
400-271-513-10210	FICA TAXES	15,475	1,104	14,371	7%	504	4%
400-271-513-10220	RETIREMENT CONTRIBUTIONS	24,274	1,586	22,689	7%	847	4%

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BUDGET VS ACTUAL EXPENSES							
400-271-513-10230	LIFE & HEALTH INSURANCE	28,320	1,404	26,916	5%	2,219	8%
400-271-513-30341	CONTRACTUAL SERVICES	26,500	2,380	24,120	9%	0	0%
	TOTAL FINANCIAL SERVICES	296,857	21,231	275,626	7%	10,628	4%
CUSTOMER SERVICES							
400-274-513-10110	EXE SALARIES & WAGES	32,445	2,122	30,323	7%	1,111	3%
400-274-513-10120	REGULAR SALARIES & WAGES	100,243	5,108	95,135	5%	3,245	5%
400-274-513-10140	OVERTIME	2,947	634	2,313	21%	0	0%
400-274-513-10210	FICA TAXES	10,376	603	9,773	6%	316	3%
400-274-513-10220	RETIREMENT CONTRIBUTION	16,276	840	15,436	5%	523	3%
400-274-513-10230	LIFE & HEALTH INSURANCE	20,345	488	19,857	2%	1,531	6%
400-274-513-30280	Credit Card Processing Charges	96,436	90	96,346	0%	1,936	5%
400-274-513-30410	TELEPHONE	7,499	809	6,690	11%	19	0%
400-274-513-30461	REPAIR & MAINTAIN OFFICE EQUIP	2,119	0	2,119	0%	0	0%
400-274-513-30491	OTHER OPERATING EXPENSES	1,030	76	954	7%	142	5%
400-274-513-30493	TRAINING	2,000	0	2,000	0%	0	0%
400-274-513-30511	OFFICE SUPPLIES-GENERAL	750	0	750	0%	379	42%
400-274-513-31000	OTHER OPERATING EXPENSE IT SUP	8,400	700	7,700	8%	667	8%
400-274-513-60641	OFFICE FURNITURE & EQUIPMENT	4,230	0	4,230	0%	168	4%
	TOTAL CUSTOMER SERVICES	305,096	11,468	293,628	4%	10,036	5%
SEWER ADMINISTRATION							
402-520-535-10110	EXE SALARIES & WAGES	14,901	955	13,946	6%	524	4%
402-520-535-10120	REGULAR SALARIES & WAGES	112,426	4,622	107,804	4%	2,087	3%
402-520-535-10140	OVERTIME	4,474	243	4,231	5%	96	2%
402-520-535-10210	FICA TAXES	9,241	428	8,813	5%	184	3%
402-520-535-10220	RETIREMENT CONTRIBUTIONS	14,495	615	13,880	4%	313	3%
402-520-535-10230	LIFE & HEALTH INSURANCE	24,160	1,304	22,856	5%	1,790	8%
402-520-535-30320	ACCOUNTING & AUDITING SERVICES	8,408	0	8,408	0%	0	0%
402-520-535-30341	CONTRACTUAL SERVICES	45,844	0	45,844	0%	2,164	33%
402-520-535-30343	PROFESSIONAL SERVICES	49,125	0	49,125	0%	0	0%
402-520-535-30390	CONTINGENCY	41,000	0	41,000	0%	0	0%
402-520-535-30402	TRAVEL EXPENSE	200	0	200	0%	0	0%
402-520-535-30403	GAS & DIESEL	200	0	200	0%	0	0%
402-520-535-30404	OIL & GREASE	400	0	400	0%	0	0%
402-520-535-30405	TIRES	200	0	200	0%	0	0%
402-520-535-30410	TELEPHONE	14,000	1,251	12,749	9%	0	0%
402-520-535-30440	RENTALS & LEASES	3,000	115	2,885	4%	0	0%
402-520-535-30451	INSURANCE - PROPERTY LIABILITY	38,041	9,729	28,312	26%	8,768	24%
402-520-535-30491	OTHER OPERATING EXPENSE	4,239	187	4,052	4%	43	1%
402-520-535-30511	OFFICE SUPPLIES	300	0	300	0%	0	0%
402-520-535-30521	OPERATING SUPPLIES	300	31	269	10%	0	0%
402-520-535-30522	OPERATING SUPPLIES - UNIFORMS	300	16	284	5%	11	4%

Account Number	Description	Approved Budget 10/1/2020	1 Month YTD 10/31/2020	OVER (UNDER) Budget	8%	PRIOR YTD Amount 10/31/2019	PRIOR YTD % 10/31/2019
BUDGET VS ACTUAL EXPENSES							
402-520-535-31000	OTHER OPERATING EXP - IT SUPPO	8,400	700	7,700	8%	667	8%
402-520-535-60644	EQUIPMENT	10,000	0	10,000	0%	0	0%
402-520-535-70031	2003 BOND DEBT SERVICE PRINCIP	97,096	48,298	48,798	50%	86,250	81%
402-520-535-70032	2003 BOND DEBT SERVICE INTERES	20,373	10,437	9,936	51%	32,344	91%
402-520-535-70111	2011 BOND DEBT SERVICE PRINCIP	26,851	13,333	13,518	50%	23,400	85%
402-520-535-70112	2011 BOND DEBT SERVICE INTERES	16,195	8,190	8,005	51%	16,129	86%
402-520-535-70731	HONEYWELL LOAN PRINCIPAL	48,907	0	48,907	0%	0	0%
402-520-535-70732	HONEWELL LOAN INTEREST	6,230	0	6,230	0%	0	0%
402-520-535-70733	DEBT SERVICE SRL 641090 PRINCI	12,438	0	12,438	0%	0	0%
402-520-535-70734	DEBT SERVICE SRL 641090 INTERE	5,518	0	5,518	0%	0	0%
402-520-535-70735	DEBT SERVICE SRL 200100 PRINCI	23,188	276	22,912	1%	0	0%
402-520-535-70736	DEBT SERVICE SRL 200100 INTERE	4,019	14	4,006	0%	0	0%
402-520-535-70737	DEBT SERVICE SRL 200110	44,586	0	44,586	0%	0	0%
402-520-535-70738	DEBT SERVICE SRL 200110 INTERE	2,347	0	2,347	0%	0	0%
402-520-535-90990	TRANSFER OF PROFIT	141,800	11,817	129,983	8%	9,587	8%
402-520-535-90991	TRANSFER CAPITAL IMPROVEMENT	30,000	0	30,000	0%	0	0%
402-520-535-91000	BUSINESS ACTIVITY SHARED EXP	48,719	4,060	44,659	8%	3,775	8%
	TOTAL SEWER ADM	931,921	116,620	815,302	13%	188,131	19%
	SEWER TREATMENT						
402-531-535-30341	CONTRACTUAL SERVICES	816,000	116,842	699,158	14%	57,793	7%
402-531-535-30343	PROFESSIONAL SERVICES	125,000	0	125,000	0%	0	0%
402-531-535-30430	UTILITIES	145,000	3,477	141,523	2%	12,449	6%
402-531-535-30466	REPAIR & MAINTENANCE - PLANT	12,000	0	12,000	0%	0	0%
402-531-535-30491	OTHER OPERATING EXPENSE	5,000	0	5,000	0%	0	0%
402-531-535-60620	BUILDING AND BUILDING IMPROVEM	3,530,067	0	3,530,067	0%	0	0%
402-531-535-60644	EQUIPMENT	270,000	0	270,000	0%	0	0%
	TOTAL SEWER TREATMENT	4,903,067	120,320	4,782,748	2%	70,241	4%
	HURRICANE MICHAEL-SEWER						
402-539-531-10120	REGULAR SALARIES & WAGES - LIN	13,745	1,427	12,318	10%	507	3%
402-539-531-10140	OVERTIME - LINE CLEARING CREW	1,023	133	890	13%	21	1%
402-539-531-10210	FICA TAXES- LINE CLEARING CREW	1,057	117	940	11%	37	3%
402-539-531-10220	RETIREMENT CONTRIBUTIONS - LIN	1,582	132	1,450	8%	61	3%
402-539-531-10230	LIFE & HEALTH INS - LINE CLEAR	2,967	186	2,781	6%	256	6%
	TOTAL HURRICANE MICHAEL- SEWER	20,374	1,995	18,379	10%	883	3%
	SEWER DISTRIBUTION						
402-540-535-10120	REGULAR SALARIES & WAGES	102,303	6,387	95,916	6%	2,911	3%
402-540-535-10140	OVERTIME	7,626	331	7,295	4%	204	5%
402-540-535-10210	FICA TAXES	8,482	495	7,987	6%	210	3%
402-540-535-10220	RETIREMENT CONTRIBUTIONS	13,382	590	12,792	4%	338	3%
402-540-535-10230	LIFE & HEALTH INSURANCE	21,972	1,549	20,423	7%	2,187	8%

Account Number	Description	Approved Budget 10/1/2020	1 Month YTD 10/31/2020	OVER (UNDER) Budget	8%	PRIOR YTD Amount 10/31/2019	PRIOR YTD % 10/31/2019
BUDGET VS ACTUAL EXPENSES							
402-540-535-30312	ENGINEERING STUDY	2,060	0	2,060	0%	0	0%
402-540-535-30341	CONTRACTUAL SERVICES	3,000	0	3,000	0%	0	0%
402-540-535-30390	BAD DEBTS	200	0	200	0%	0	0%
402-540-535-30393	RATE STABILIZATION	2,000	0	2,000	0%	0	0%
402-540-535-30401	AUTO EXPENSE	500	0	500	0%	0	0%
402-540-535-30403	GASOLINE & DIESEL	2,000	151	1,850	8%	101	5%
402-540-535-30404	OIL & GREASE	1,197	92	1,105	8%	0	0%
402-540-535-30405	TIRES	8,000	60	7,941	0%	0	0%
402-540-535-30406	AUTO PARTS	200	200	0	100%	0	0%
402-540-535-30462	REPAIR & MAINT.-EQUIPMENT & TO	4,000	197	3,803	5%	0	0%
402-540-535-30467	MAINTENANCE OF MAINS & LINES	731,140	0	731,140	0%	8,455	1%
402-540-535-30491	OTHER OPERATING EXPENSE	500	0	500	0%	0	0%
402-540-535-30521	OPERATING SUPPLIES	400	26	374	6%	42	10%
402-540-535-30522	OPERATING SUPPLIES - UNIFORMS	2,000	141	1,859	7%	99	5%
402-540-535-60644	EQUIPMENT	833,485	0	833,485	0%	0	0%
402-540-535-60646	EQUIPMENT - FIBER OPTIC SYSTEM	39,000	527	38,474	1%	0	0%
	TOTAL SEWER DISTRIBUTION	1,783,447	10,743	1,772,704	1%	14,546	1%
	TOTAL SEWER FUND	7,638,809	249,678	7,389,132	3%	273,801	7%
	ELECTRIC ADMINISTRATION						
403-520-531-10110	EXE SALARIES & WAGES	172,023	4,031	167,992	2%	1,048	1%
403-520-531-10120	REGULAR SALARIES & WAGES	134,567	6,704	127,863	5%	3,300	3%
403-520-531-10140	OVERTIME	682	233	449	34%	0	0%
403-520-531-10210	FICA TAXES	23,506	868	22,638	4%	316	2%
403-520-531-10220	RETIREMENT CONTRIBUTIONS	36,873	1,288	35,585	3%	522	3%
403-520-531-10230	LIFE & HEALTH INSURANCE	49,164	571	48,593	1%	1,171	7%
403-520-531-30320	ACCOUNTING & AUDITING SERVICES	26,779	0	26,779	0%	0	0%
403-520-531-30341	CONTRACTUAL SERVICES	120,000	2,910	117,090	2%	4,974	3%
403-520-531-30343	PROFESSIONAL SERVICES	75,000	0	75,000	0%	0	0%
403-520-531-30370	PURCHASED ELECTRIC	6,600,000	437,804	6,162,196	7%	0	0%
403-520-531-30390	CONTINGENCY	160,000	0	160,000	0%	0	0%
403-520-531-30391	RESERVES	1,621,764	0	1,621,764	0%	0	0%
403-520-531-30402	TRAVEL EXPENSE	3,000	2,108	892	70%	2,208	74%
403-520-531-30403	GASOLINE & DIESEL	15,000	972	14,028	6%	2,203	14%
403-520-531-30404	OIL & GREASE	250	0	250	0%	0	0%
403-520-531-30405	TIRES	400	0	400	0%	0	0%
403-520-531-30406	VEHICLE PARTS ONLY	500	0	500	0%	0	0%
403-520-531-30407	VEHICLE REPAIRS	200	0	200	0%	0	0%
403-520-531-30410	TELEPHONE	3,500	249	3,251	7%	0	0%
403-520-531-30440	RENTALS/LEASES	15,000	115	14,885	1%	0	0%
403-520-531-30451	INSURANCE - PROPERTY LIABILITY	131,919	37,527	94,392	28%	23,798	18%
403-520-531-30462	REAPIR & MAINT-EQUIPTMENT & TO	3,000	0	3,000	0%	0	0%

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BUDGET VS ACTUAL EXPENSES							
403-520-531-30491	OTHER OPERATING EXPENSE	37,000	161	36,839	0%	43	0%
403-520-531-30493	TRAINING	10,000	847	9,153	8%	2,700	17%
403-520-531-30500	LEGAL ADS & RECORDING	1,000	0	1,000	0%	56	2%
403-520-531-30511	OFFICE SUPPLIES	515	495	20	96%	0	0%
403-520-531-30512	POSTAGE	10,094	2,405	7,689	24%	0	0%
403-520-531-30521	OPERATING SUPPLIES	700	228	472	33%	0	0%
403-520-531-30522	OPERATING SUPPLIES - UNIFORMS	1,000	47	953	5%	33	5%
403-520-531-30540	DUES, PUBLICATION, & MEMBERSHI	40,000	19,800	20,200	50%	8,787	25%
403-520-531-30580	STATE ASSESSMENT TAXES	2,100	0	2,100	0%	59	2%
403-520-531-30591	UNCLAIMED PROPERTY UTILITY REF	5,000	0	5,000	0%	0	0%
403-520-531-30646	ECONOMIC DEVELOPMENT INITIATIV	100,000	2,504	97,496	3%	0	0%
403-520-531-31000	OTHER OPERATING EXP - IT SUPPO	23,690	1,974	21,716	8%	1,917	8%
403-520-531-60641	OFFICE FURNITURE & EQUIPMENT	3,145	0	3,145	0%	0	0%
403-520-531-70031	2003 BOND DEBT SERVICE PRINCIP	194,193	96,596	97,597	50%	172,500	81%
403-520-531-70032	BOND DEBT SERVICE INTEREST	40,747	20,873	19,874	51%	64,688	91%
403-520-531-70111	2011 BOND DEBT SERVICE PRINCIP	125,993	62,563	63,430	50%	109,800	85%
403-520-531-70112	2011 BOND DEBT SERVICE INTERES	75,990	38,428	37,562	51%	75,682	55%
403-520-531-90990	TRANSFER OF PROFIT	4,609,940	384,162	4,225,778	8%	363,408	8%
403-520-531-90991	TRANSFER OF TECH COSTS	31,529	2,628	28,901	8%	6,771	4%
403-520-531-90993	INTERFUND TRANSFER TO SEWER	314,002	26,167	287,835	8%	0	0%
403-520-531-90995	INTERFUND TRANSFER TO GAS	122,308	10,192	112,116	8%	0	0%
403-520-531-91000	BUSINESS ACTIVITY SHARED EXP	388,139	32,345	355,794	8%	25,061	8%
	TOTAL ELECTRIC ADM	15,330,212	1,197,797	14,132,415	8%	871,046	6%
	ELECTRIC DISTRIBUTION						
403-591-531-10120	REGULAR SALARIES & WAGES	415,273	27,701	387,572	7%	12,891	4%
403-591-531-10140	OVERTIME	31,885	525	31,360	2%	990	4%
403-591-531-10210	FICA TAXES	34,208	2,087	32,121	6%	988	4%
403-591-531-10220	RETIREMENT CONTRIBUTIONS	53,659	2,772	50,887	5%	1,435	4%
403-591-531-10230	LIFE & HEALTH INSURANCE	67,074	4,428	62,646	7%	4,909	8%
403-591-531-30341	CONTRACTUAL SERVICES	360,000	0	360,000	0%	0	0%
403-591-531-30403	GASOLINE & DIESEL	7,560	847	6,713	11%	972	5%
403-591-531-30404	OIL & GREASE	1,330	68	1,262	5%	53	5%
403-591-531-30405	TIRES	2,545	0	2,545	0%	556	16%
403-591-531-30406	PARTS	15,000	11	14,989	0%	239	2%
403-591-531-30407	VEHICLE REPAIRS-LABOR & PARTS	20,000	1,065	18,935	5%	630	3%
403-591-531-30430	UTILITIES	45,000	1,477	43,523	3%	1,327	2%
403-591-531-30440	RENTALS / LEASES	2,000	0	2,000	0%	0	0%
403-591-531-30461	REPAIR & MAINT - OFFICE EQUIPM	2,500	0	2,500	0%	0	0%
403-591-531-30462	REPAIR & MAINT - EQUIPMENT & T	8,500	547	7,953	6%	0	0%
403-591-531-30467	REPAIR & MAINT-MAINS & LINES	35,000	660	34,340	2%	660	0%
403-591-531-30468	REPAIR & MAINTENANCE - SERVICE	6,816	200	6,616	3%	200	2%
403-591-531-30469	CONTRACTUAL TREE TRIMMING & LI	30,000	0	30,000	0%	0	0%

Account Number	Description	Approved Budget 10/1/2020	1 Month YTD 10/31/2020	OVER (UNDER) Budget	8%	PRIOR YTD Amount 10/31/2019	PRIOR YTD % 10/31/2019
BUDGET VS ACTUAL EXPENSES							
403-591-531-30491	OTHER OPERATING EXPENSES	5,000	0	5,000	0%	0	0%
403-591-531-30521	OPERATING SUPPLIES	800	88	712	11%	0	0%
403-591-531-30522	OPERATING SUPPLIES - UNIFORMS	14,049	1,088	12,961	8%	791	5%
403-591-531-60635	STREET LIGHTS	20,600	0	20,600	0%	0	0%
403-591-531-60636	SIGNALIZATION	40,000	0	40,000	0%	0	0%
403-591-531-60642	VEHICLES	110,000	0	110,000	0%	0	0%
403-591-531-60646	EQUIPMENT - FIBER OPTIC SYSTEM	183,000	2,471	180,530	1%	0	0%
403-591-531-70731	HONEYWELL LOAN PRINCIPAL	86,946	0	86,946	0%	0	0%
403-591-531-70732	HONEYWELL LOAN INTEREST	11,076	0	11,076	0%	0	0%
403-591-531-70733	BUCKET TRUCKS LOAN PRINCIPAL	141,495	0	141,495	0%	0	0%
403-591-531-70734	BUCKET TRUCK LOAN INTEREST	14,086	0	14,086	0%	0	0%
	TOTAL ELECTRIC DISTRIBUTION	1,765,402	46,035	1,719,367	3%	26,641	1%
	ELECTRIC WAREHOUSE						
403-502-531-10120	REGULAR SALARIES & WAGES	31,022	2,500	28,522	8%	1,114	4%
403-502-531-10140	OVERTIME	3,667	143	3,524	4%	57	3%
403-502-531-10210	FICA TAXES	2,654	192	2,462	7%	77	3%
403-502-531-10220	RETIREMENT CONTRIBUTIONS	4,163	244	3,919	6%	134	4%
403-502-531-10230	LIFE & HEALTH INSURANCE	6,938	386	6,552	6%	510	8%
403-502-531-30430	UTILITIES	4,000	894	3,106	22%	279	7%
403-502-531-30461	R/M-OFFICE EQUIPMENT	300	0	300	0%	0	0%
403-502-531-30462	REPAIR & MAINT - EQUIP AND TOO	5,000	0	5,000	0%	0	0%
403-502-531-30463	REPAIR & MAINT - BLDS AND GROU	3,000	0	3,000	0%	88	3%
403-502-531-30491	OTHER OPERATING EXPENSE	500	76	424	15%	(9,761)	-1302%
403-502-531-30521	OPERATING SUPPLIES	1,500	0	1,500	0%	0	0%
403-502-531-30522	OPERATING SUPPLIES - UNIFORMS	700	47	653	7%	33	5%
	TOTAL ELECTRIC WAREHOUSE	63,444	4,483	58,961	7%	(7,470)	-11%
	HURRICANE MICHEAL- ELECTRIC						
403-539-531-10120	REGULAR SALARIES & WAGES - LIN	94,378	5,960	88,418	6%	3,859	3%
403-539-531-10140	OVERTIME - LINE CLEARING CREW	6,200	384	5,816	6%	30	0%
403-539-531-10210	FICA TAXES - LINE CLEARING CRE	7,694	452	7,242	6%	282	3%
403-539-531-10220	RETIREMENT CONTRIBUTIONS - LIN	12,069	573	11,496	5%	463	3%
403-539-531-10230	LIFE & HEALTH INS - LINE CLEAR	18,508	1,130	17,378	6%	1,632	6%
403-539-531-30343	PROFESSIONAL SERVICES	55,462	8,334	47,129	15%	0	0%
403-539-531-30469	CONTRACTUAL SRVC TREE TRIMMING	140,000	10,668	129,332	8%	10,013	6%
403-539-531-60640	STORM HARDENING POLES EQUIPME	15,000	0	15,000	0%	0	0%
403-539-531-70191	H-M LOAN CCB 3M '19 PRINCIPAL	1,000,000	0	1,000,000	0%	0	0%
403-539-531-70192	H-M LOAN CCB 3M '19 INT	65,500	0	65,500	0%	0	0%
	TOTAL HURRICANE MICHAEL	1,414,811	27,500	1,387,311	2%	16,280	2%
	TOTAL ELECTRIC FUND	18,573,869	1,275,816	17,298,053	7%	906,497	5%

Account Number	Description	Approved Budget 10/1/2020	1 Month YTD 10/31/2020	OVER (UNDER) Budget	8%	PRIOR YTD Amount 10/31/2019	PRIOR YTD % 10/31/2019
BUDGET VS ACTUAL EXPENSES							
	WATER ADMINISTRATION						
404-520-533-10110	EXE SALARIES & WAGES	14,901	955	13,946	6%	524	4%
404-520-533-10120	REGULAR SALARIES & WAGES	19,685	2,851	16,834	14%	727	2%
404-520-533-10140	OVERTIME	300	190	110	63%	0	0%
404-520-533-10210	FICA TAXES	2,551	306	2,245	12%	91	3%
404-520-533-10220	RETIREMENT CONTRIBUTIONS	4,147	457	3,690	11%	150	3%
404-520-533-10230	LIFE & HEALTH INSURANCE	4,535	307	4,228	7%	334	7%
404-520-533-30320	ACCOUNTING & AUDITING SERVICES	8,408	0	8,408	0%	0	0%
404-520-533-30341	CONTRACTUAL SERVICES	10,869	0	10,869	0%	2,164	21%
404-520-533-30343	PROFESSIONAL SERVICES	27,866	0	27,866	0%	0	0%
404-520-533-30390	CONTINGENCY	40,000	0	40,000	0%	0	0%
404-520-533-30402	TRAVEL EXPENSE	200	0	200	0%	0	0%
404-520-533-30404	OIL & GREASE	100	0	100	0%	0	0%
404-520-533-30405	TIRES	400	0	400	0%	0	0%
404-520-533-30410	TELEPHONE	3,594	249	3,345	7%	0	0%
404-520-533-30440	RENTALS & LEASES	2,000	115	1,885	6%	0	0%
404-520-533-30451	INSURANCE - PROPERTY LIABILITY	39,111	11,119	27,992	28%	10,020	24%
404-520-533-30491	OTHER OPERATING EXPENSE	3,753	187	3,566	5%	43	1%
404-520-533-30493	TRAINING	1,000	0	1,000	0%	0	0%
404-520-533-30501	PERMITS & FEES	1,000	0	1,000	0%	0	0%
404-520-533-30511	OFFICE SUPPLIES	208	0	208	0%	0	0%
404-520-533-30521	OPERATING SUPPLIES	300	0	300	0%	0	0%
404-520-533-30522	OPERATING SUPPLIES - UNIFORMS	198	16	182	8%	11	4%
404-520-533-31000	OTHER OPERATING EXP - IT SUPPO	8,400	700	7,700	8%	667	8%
404-520-533-70031	2003 BOND DEBT SERVICE PRINCIP	97,096	48,298	48,798	50%	86,250	81%
404-520-533-70032	2003 BOND DEBT SERVICE INTERES	20,373	10,437	9,936	51%	32,344	91%
404-520-533-70111	2011 BOND DEBT SERVICE PRINCIP	26,851	13,333	13,518	50%	23,400	85%
404-520-533-70112	2011 BOND DEBT SERVICE INTERES	16,195	8,190	8,005	51%	16,129	55%
404-520-533-70710	SRL DRNK WTR 200601 PRIN	230,433	0	230,433	0%	0	0%
404-520-533-70720	DRK WTR SRL 200601 INT	26,604	0	26,604	0%	0	0%
404-520-533-70722	2020C FDEP BBT PRINCIPAL	141,071	0	141,071	0%	0	0%
404-520-533-70723	2020C FDEP BBT INTEREST	41,360	0	41,360	0%	0	0%
404-520-533-70731	HONEYWELL LOAN PRINCIPAL	27,171	0	27,171	0%	0	0%
404-520-533-70732	HONEYWELL LOAN INTEREST	3,461	0	3,461	0%	0	0%
404-520-533-90420	Transfer to Sewer	134,005	11,167	122,838	8%	0	0%
404-520-533-90990	TRANSFER OF PROFIT	36,311	3,026	33,285	8%	3,101	8%
404-520-533-90991	TRANSFER TO REFUSE	56,639	4,720	51,919	8%	0	0%
404-520-533-91000	BUSINESS ACTIVITY SHARED EXP	64,998	5,417	59,582	8%	5,033	8%
404-520-535-30393	RATE STABILIZATION	30,000	0	30,000	0%	0	0%
	TOTAL WATER ADM	1,146,094	122,039	1,024,055	11%	180,988	19%
	WATER TREATMENT						
404-530-533-30341	CONTRACTUAL SERVICES	395,044	62,915	332,129	16%	30,755	8%

Account Number	Description	Approved Budget 10/1/2020	1 Month YTD 10/31/2020	OVER (UNDER) Budget	8%	PRIOR YTD Amount 10/31/2019	PRIOR YTD % 10/31/2019
BUDGET VS ACTUAL EXPENSES							
404-530-533-30430	UTILITIES	88,523	7,531	80,992	9%	231	0%
404-530-533-30469	REPAIR & MAINT RESERVOIRS	98	0	98	0%	0	0%
404-530-533-60644	EQUIPMENT	179,000	0	179,000	0%	0	0%
	TOTAL WATER TREATMENT	662,665	70,446	592,219	11%	30,986	5%
	HURRICANE MICHAEL - WATER						
404-539-531-10120	REGULAR SALARIES & WAGES - LIN	13,745	1,427	12,318	10%	507	3%
404-539-531-10140	OVERTIME- LINE CLEARING CREW	1,021	133	888	13%	21	1%
404-539-531-10210	FICA TAXES - LINE CLEARING CRE	1,056	117	939	11%	37	3%
404-539-531-10220	RETIREMENT CONTRIBUTIONS - LIN	1,582	132	1,450	8%	61	3%
404-539-531-10230	LIFE & HEALTH INS - LINE CLEAR	2,967	186	2,781	6%	256	6%
	TOTAL HURRICANE MICHAEL -WATER	20,371	1,995	18,376	10%	882	3%
	WATER DISTRIBUTION						
404-539-533-10120	REGULAR SALARIES & WAGES	98,260	6,387	91,873	6%	2,911	3%
404-539-533-10140	OVERTIME	7,458	331	7,127	4%	204	3%
404-539-533-10210	FICA TAXES	8,161	495	7,666	6%	210	3%
404-539-533-10220	RETIREMENT CONTRIBUTIONS	12,876	590	12,286	5%	338	4%
404-539-533-10230	LIFE & HEALTH INSURANCE	21,130	1,535	19,595	7%	2,187	8%
404-539-533-30403	GASOLINE & DIESEL	2,351	254	2,097	11%	346	12%
404-539-533-30404	OIL & GREASE	399	0	399	0%	0	0%
404-539-533-30405	TIRES	489	0	489	0%	189	25%
404-539-533-30406	AUTO PARTS	586	608	(22)	104%	0	0%
404-539-533-30407	VEHICLE REPAIRS-PARTS AND LABO	675	1,031	(356)	153%	0	0%
404-539-533-30440	RENTALS/LEASES	500	0	500	0%	0	0%
404-539-533-30462	REPAIR & MAINT- EQUIPMENT & TO	646	0	646	0%	0	0%
404-539-533-30467	REPAIR & MAINT.-MAINS & LINES	5,000	0	5,000	0%	0	0%
404-539-533-30468	REPAIR & MAINT.- SERVICES	3,500	0	3,500	0%	0	0%
404-539-533-30491	OTHER OPERATING EXPENSE	1,000	26	974	3%	0	0%
404-539-533-30521	OPERATING SUPPLIES	500	0	500	0%	0	0%
404-539-533-30522	OPERATING SUPPLIES - UNIFORMS	1,786	141	1,645	8%	99	5%
404-539-533-60644	EQUIPMENT	36,000	0	36,000	0%	0	0%
404-539-533-60646	EQUIPMENT FIBER OPTIC SYSTEM U	39,000	527	38,474	1%	0	0%
	TOTAL WATER DISTRIBUTION	240,317	11,922	228,395	5%	6,484	1%
	TOTAL WATER FUND	2,069,447	206,402	1,863,045	10%	219,340	10%
	GAS ADMINISTRATION						
405-520-532-10110	EXE SALARIES & WAGES	14,758	955	13,803	6%	524	4%
405-520-532-10120	REGULAR SALARIES & WAGES	19,496	1,324	18,172	7%	727	4%
405-520-532-10140	OVERTIME	298	116	182	39%	0	0%
405-520-532-10210	FICA TAXES	2,643	180	2,463	7%	91	3%
405-520-532-10220	RETIREMENT CONTRIBUTIONS	4,148	273	3,875	7%	150	4%

Account Number	Description	Approved Budget 10/1/2020	1 Month YTD 10/31/2020	OVER (UNDER) Budget	8%	PRIOR YTD Amount 10/31/2019	PRIOR YTD % 10/31/2019
BUDGET VS ACTUAL EXPENSES							
405-520-532-10230	LIFE & HEALTH INSURANCE	5,183	245	4,938	5%	334	7%
405-520-532-30320	ACCOUNTING & AUDITING SERVICES	8,408	0	8,408	0%	0	0%
405-520-532-30341	CONTRACTUAL SERVICES	16,120	0	16,120	0%	2,164	12%
405-520-532-30343	PROFESSIONAL SERVICES	10,041	0	10,041	0%	0	0%
405-520-532-30380	PURCHASED GAS	722,911	0	722,911	0%	0	0%
405-520-532-30390	CONTINGENCY	17,794	0	17,794	0%	0	0%
405-520-532-30393	RATE STAABILIZATION	16,750	0	16,750	0%	0	0%
405-520-532-30402	TRAVEL EXPENSE	200	0	200	0%	0	0%
405-520-532-30403	GAS & DIESEL	500	0	500	0%	0	0%
405-520-532-30404	OIL & GREASE	100	0	100	0%	0	0%
405-520-532-30405	TIRES	100	0	100	0%	0	0%
405-520-532-30410	TELEPHONE EXPENSE	3,595	249	3,346	7%	0	0%
405-520-532-30440	RENTALS/LEASES	443	115	328	26%	0	0%
405-520-532-30451	INSURANCE - PROPERTY LIABILITY	24,444	6,949	17,495	28%	6,263	24%
405-520-532-30491	OTHER OPERATING EXPENSE	3,550	187	3,363	5%	43	1%
405-520-532-30493	TRAINING	5,000	0	5,000	0%	0	0%
405-520-532-30511	OFFICE SUPPLIES	300	219	81	73%	0	0%
405-520-532-30521	OPERATING SUPPLIES	300	0	300	0%	0	0%
405-520-532-30522	OPERATING SUPPLIES - UNIFORMS	200	16	184	8%	11	4%
405-520-532-30580	TAXES-STATE ASSESMENT	3,006	0	3,006	0%	0	0%
405-520-532-31000	OTHER OPERATING EXP - IT SUPPO	8,400	700	7,700	8%	667	8%
405-520-532-70111	2011 BOND DEBT SERVICE PRINCIP	26,851	13,333	13,518	50%	23,400	85%
405-520-532-70112	2011 BOND DEBT SERVICE INTERES	16,195	8,190	8,005	51%	16,129	86%
405-520-532-90990	TRANSFER OF PROFIT	341,507	28,459	313,048	8%	29,165	8%
405-520-532-91000	BUSINESS ACTIVITY SHARED EXP	46,377	3,865	42,512	8%	3,575	8%
	TOTAL GAS ADM	1,319,618	65,374	1,254,244	5%	83,242	6%
GAS DISTRIBUTION							
405-561-532-10120	REGULAR SALARIES & WAGES	126,836	10,768	116,068	8%	3,722	5%
405-561-532-10140	OVERTIME	3,148	196	2,952	6%	139	3%
405-561-532-10210	FICA TAXES	7,974	831	7,143	10%	272	4%
405-561-532-10220	RETIREMENT CONTRIBUTIONS	12,508	1,089	11,419	9%	429	3%
405-561-532-10230	LIFE & HEALTH INSURANCE	20,847	1,119	19,728	5%	1,786	8%
405-561-532-30403	GASOLINE & DIESEL	2,000	222	1,778	11%	202	5%
405-561-532-30404	OIL & GREASE	500	100	400	20%	0	0%
405-561-532-30405	TIRES	500	22	478	4%	189	38%
405-561-532-30406	VEHICLE PARTS	1,300	7	1,293	1%	0	0%
405-561-532-30407	VEHICLE REPAIR PARTS AND LABO	500	0	500	0%	0	0%
405-561-532-30430	UTILITIES	2,520	127	2,393	5%	124	5%
405-561-532-30440	RENTALS/LEASES	400	0	400	0%	0	0%
405-561-532-30462	REPAIR & MAINT-EQUIPMENT & TOO	600	0	600	0%	0	0%
405-561-532-30467	MAINT. OF MAINS & LINES - GAS	9,360	1,795	7,565	19%	0	0%
405-561-532-30468	MAINTENANCE OF SERVICES - GAS	5,030	402	4,628	8%	0	0%

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BUDGET VS ACTUAL EXPENSES							
405-561-532-30491	OTHER OPERATING EXPENSE	500	44	456	9%	0	0%
405-561-532-30520	OPER SUPP-WATER HEATERS	1,200	0	1,200	0%	0	0%
405-561-532-30521	OPERATING SUPPLIES	200	90	110	45%	0	0%
405-561-532-30522	OPERATING SUPPLIES - UNIFORMS	1,984	157	1,827	8%	110	5%
405-561-532-60644	EQUIPMENT	5,000	0	5,000	0%	0	0%
405-561-532-60646	EQUIPMENT - FIBER OPTIC SYSTEM	39,000	527	38,474	1%	0	0%
	TOTAL GAS DISTRIBUTION	241,907	17,495	224,412	7%	6,972	2%
	TOTAL GAS FUND	1,561,525	82,869	1,478,656	5%	90,214	5%
	REFUSE ADMINISTRATION						
406-410-539-30320	ACCOUNTING & AUDITING SERVICES	8,408	0	8,408	0%	0	0%
406-410-539-30390	CONTINGENCY	22,023	0	22,023	0%	0	0%
406-410-539-30443	RESIDENTIAL REFUSE	650,628	53,138	597,490	8%	857	0%
406-410-539-30451	INSURANCE - PROPERTY LIABILITY	19,555	5,560	13,995	28%	5,010	22%
406-410-539-30480	YARD/SOLID WASTE TIPPING FEES	117,682	11,269	106,413	10%	0	0%
406-410-539-31443	COMMERCIAL REFUSE	552,420	45,960	506,612	8%	0	0%
406-410-539-90000	TRANSFER TO LANDFILL	17,274	1,023	16,251	6%	0	0%
406-410-539-90990	TRANSFER PROFITS TO GF	33,758	2,813	30,945	8%	2,883	8%
406-410-539-91000	BUSINESS ACTIVITY SHARED EXP	48,719	4,060	44,659	8%	3,775	8%
	TOTAL REFUSE ADM	1,470,467	123,823	1,346,644	8%	12,525	1%
	TOTAL REFUSE FUND	1,470,467	123,823	1,346,644	8%	12,525	1%
	LANDFILL OPERATIONS						
407-422-536-10120	REGULAR SALARIES & WAGES	48,390	5,233	43,158	11%	1,560	2%
407-422-536-10140	OVERTIME	2,575	9	2,566	0%	70	3%
407-422-536-10210	FICA TAXES	3,899	390	3,509	10%	115	2%
407-422-536-10220	RETIREMENT CONTRIBUTIONS	6,116	447	5,669	7%	187	2%
407-422-536-10230	LIFE & HEALTH INSURANCE	10,193	839	9,354	8%	811	6%
407-422-536-30312	ENGINEERING FEES	4,500	0	4,500	0%	0	0%
407-422-536-30341	CONTRACTUAL SERVICES	21,000	0	21,000	0%	0	0%
407-422-536-30346	MONITORING FEES	30,000	0	30,000	0%	0	0%
407-422-536-30390	CONTINGENCY	10,000	0	10,000	0%	0	0%
407-422-536-30393	INTEREST - CAPITAL CITY BANK	5,000	0	5,000	0%	0	0%
407-422-536-30430	UTILITIES	1,200	78	1,122	7%	74	6%
407-422-536-30462	REPAIR & MAINT-EQUIPMENT & TOO	500	0	500	0%	0	0%
407-422-536-30463	REPAIR & MAINT.-BUILDINGS & GR	2,100	9	2,091	0%	0	0%
407-422-536-30491	OTHER OPERATING EXPENSE	500	76	424	15%	0	0%
407-422-536-30493	TRAINING	3,000	0	3,000	0%	0	0%
407-422-536-90990	TRANSFER PROFIT	37,892	3,158	34,734	8%	3,236	8%
407-422-536-91000	BUSINESS ACTIVITY SHARED EXP	5,000	417	4,583	8%	0	0%
	TOTAL LANDFILL OPERATIONS	191,865	10,656	181,209	6%	6,053	3%

Account Number	Description	Approved Budget 10/1/2020	1 Month YTD 10/31/2020	OVER (UNDER) Budget	8%	PRIOR YTD Amount 10/31/2019	PRIOR YTD % 10/31/2019
BUDGET VS ACTUAL EXPENSES							
	TELECOMMUNICATIONS						
508-539-539-10110	EXECUTIVE SALARIES & WAGES	50,000	3,209	46,791	6%	1,779	3%
508-539-539-10210	FICA	3,825	193	3,632	5%	125	4%
508-539-539-10220	RETIREMENT CONTRIBUTIONS	6,000	385	5,615	6%	214	3%
508-539-539-10230	LIFE & HEALTH INSURANCE	10,000	687	9,313	7%	899	8%
508-539-539-30341	CONTRACTUAL SERVICES	75,000	228	74,772	0%	11,559	23%
508-539-539-30343	PROFESSIONAL SERVICES	1,000	18	983	2%	0	0%
508-539-539-30402	TRAVEL EXPENSE	1,000	0	1,000	0%	0	0%
508-539-539-30403	GAS & DIESEL	500	0	500	0%	0	0%
508-539-539-30410	TELEPHONE	3,000	0	3,341	-11%	25	1%
508-539-539-30430	UTILITIES	8,231	749	7,482	9%	782	8%
508-539-539-30491	OTHER OPERATING EXPENSES	26,983	76	26,907	0%	130	0%
508-539-539-60642	VEHICLES	26,000	0	26,000	0%	0	0%
508-539-539-60644	EQUIPMENT	35,490	6,088	29,402	18%	0	0%
	TOTAL TELECOMMUNICATIONS	247,029	11,633	235,396	5%	15,513	6%
	TOTAL ENTERPRISE FUND	32,919,937	2,008,719	30,911,218	6%	1,604,473	6%
	TOTAL ALL FUNDS	43,492,115	2,635,090	40,857,025	6%	2,032,494	5%

FINANCE

Revenues Report

Account Number	Description	Approved Budget 10/1/2020	1 Month YTD 10/31/2020	OVER (UNDER) Budget	8%	PRIOR YTD Amount 10/31/2019	PRIOR YTD % 10/31/2019
GEN FUND REV							
001-311-10000	CURRENT AD VALOREM TAX	1,137,371	0	1,137,305	0%	222	0 %
001-312-41000	SALES-LOCAL OPTION GAS TAX	223,214	11,793	211,421	5%	13,750	5 %
001-312-60000	LOCAL GOV INFRASTRUCTURE SURTA	502,191	34,662	467,529	7%	35,689	7 %
001-314-80000	UTILITY SERVICE TAX - PROPANE	8,800	457	8,343	5%	833	7 %
001-315-00000	COMMUNICATION SERVICES TAX	219,559	19,465	200,094	9%	16,316	8 %
001-321-10000	PROFESSIONAL & OCCUPATION LICE	11,000	10,929	72	99%	3,040	28 %
001-321-11000	COMPETENCY LICENSE	275	0	275	0%	0	0 %
001-322-10000	PERMITS	148,608	13,253	135,355	9%	25,532	21 %
001-329-10000	OTHER LICENSES, FEES & PERMITS	1,660	25	1,635	2%	25	1 %
001-331-50000	FEMA REIMBURSEMENT MICHAEL	500,000	10,059	489,941	2%	0	0 %
001-334-49000	State Grant - Transportation	472,939	0	472,939	0%	0	0 %
001-335-12000	STATE REVENUE SHARING PROCEEDS	246,411	24,089	222,322	10%	26,645	9 %
001-335-14000	STATE - MOBILE HOME LICENSE	1,423	78	1,345	5%	39	3 %
001-335-15000	STATE - ALCOHOLIC BEVERAGE LIC	5,043	0	5,043	0%	0	0 %
001-335-17000	STATE - D O T REIMBURSEMENT	123,345	7,250	116,095	6%	0	0 %
001-335-18000	STATE - HALF CENT SALES TAX	259,356	26,179	233,177	10%	26,191	9 %
001-335-23000	FIREFIGHTERS SUPP COMPENSATION	1,474	0	1,474	0%	0	0 %
001-335-41000	STATE - REBATE ON MUN VEH FUEL	10,483	2,279	8,204	22%	0	0 %
001-335-43000	STATE DEPARTMENT OF HIGHWAY PA	605	30	575	5%	0	0 %
001-335-50000	STATE - ECONOMIC DEVELOPMENT	75,000	0	75,000	0%	0	0 %
001-340-21000	SERVICES - COUNTY FIRE PROTECT	460,000	121,672	338,328	26%	115,000	25 %
001-340-21500	SERVICES-FIRE INSPECTIONS	2,500	250	2,250	10%	200	8 %
001-347-21000	REVENUE - BASEBALL	8,500	0	8,500	0%	0	0 %
001-347-22000	REVENUE - FOOTBALL	5,500	0	5,500	0%	1,065	19 %
001-347-23000	REVENUE - BASKETBALL	5,429	0	5,429	0%	(45)	0 %
001-347-24000	REVENUE - DAY CAMP	3,500	0	3,500	0%	0	0 %
001-347-26000	REVENUE - SOFTBALL	1,500	0	1,500	0%	0	0 %
001-347-27000	REVENUE - OTHER ACTIVITY FEES	1,500	0	1,500	0%	0	0 %
001-347-30000	RENT ON FACILITIES	12,701	0	12,701	0%	(250)	0 %
001-347-30010	RENTAL TANYARD CREEK	2,600	0	2,600	0%	0	0 %
001-347-50000	COKE FUND REVENUE	600	27	573	4%	90	0 %
001-359-10000	OTH FINES & FORFEITS	35,500	1,155	34,345	3%	3,907	11 %
001-361-10000	INTEREST INC ON INVESTMENTS	2,500	0	2,500	0%	0	0 %
001-364-11000	SALE OF LAND - HILLCREST CEMET	39,000	1,000	38,000	3%	1,000	8 %
001-364-12000	SALE OF LAND - SUNNYVALE CEMET	53,000	8,200	44,800	15%	2,180	6 %
001-366-10003	FLORIDA DEO RIF GRANT	273,158	0	273,158	0%	0	0 %
001-369-90000	OTHER MISCELLANEOUS REVENUES	44,725	2,327	42,398	5%	5,213	7 %
001-369-92000	CRA Administrative Fees	20,000	1,668	18,332	8%	1,667	8 %
001-369-95000	Insurance Proceeds	50,000	4,646	45,354	9%	0	0 %
001-369-96000	DONATIONS	0	200	(200)	0%	0	0 %
001-382-10000	CONTRIBUTION FR INTER OPER-ELE	4,609,940	384,162	4,225,778	8%	363,408	8 %

Account Number	Description	Approved Budget 10/1/2020	1 Month YTD 10/31/2020	OVER (UNDER) Budget	8%	PRIOR YTD Amount 10/31/2019	PRIOR YTD % 10/31/2019
GEN FUND REV							
001-382-20000	CONTRIBUTION FR INTER OPER-GAS	341,507	28,459	313,048	8%	29,165	8 %
001-382-30000	CONTRIBUTION FR INTER OPER-WAT	36,311	3,026	33,285	8%	3,101	8 %
001-382-40000	CONTRIBUTION FR INTER OPER-REF	33,758	2,813	30,945	8%	2,883	8 %
001-382-50000	CONTRIBUTION FR INTER OPER-SEW	141,800	11,817	129,983	8%	9,587	8 %
001-382-60000	CONTRIBUTION FR INTER OPER LAN	37,892	3,158	34,734	8%	3,236	8 %
001-389-00000	USE OF FUND BALANCE	400,000	0	400,000	0%	0	0 %
	TOTAL GENERAL FUND REVS	10,572,178	735,124	9,837,054	7%	689,690	6 %
COMMUNITY REDEVELOPMENT FUND							
002-341-00000	CRA TIF COUNTY FUNDS	297,973	0	297,973	0%	0	0 %
002-341-10000	CRA TIF CITY FUNDS	171,576	0	171,576	0%	0	0 %
002-361-10000	INTEREST REVENUE	0	9	9	0%	103	0 %
002-385-00000	CREDIT LINE	0	0	0	0%	64,100	100 %
002-389-00000	USE OF FUND BALANCE	95,424	0	95,424	0%	0	0 %
	TOTAL CRA REVENUE	564,973	9	564,982	0%	64,203	8 %
BUSINESS ACTIVITY AND CUSTOMER							
400-381-10000	INTERFUND TRANSFER	601,953	50,163	551,790	8%	41,219	8 %
ENTERPRISE FUND REVENUES							
SEWER							
402-331-35000	EPA Grant Reimbursement	663,485	0	663,485	0%	0	0 %
402-331-36000	CDBG GRANT	686,140	0	686,140	0%	0	0 %
402-331-38000	FLORIDA DEO GAA GRANT	75,000	0	75,000	0%	0	0 %
402-343-10000	SALES	1,999,365	186,876	1,812,489	9%	175,150	9 %
402-343-16000	CONNECTIONS	3,823	588	3,235	15%	0	0 %
402-343-17000	FORFEITED DISCOUNTS - PENALTIE	25,936	2,915	23,021	11%	3,040	15 %
402-343-19000	CUT ON/OFF FEES	13,850	0	13,850	0%	0	0 %
402-343-50000	SEWER SURCHARGE O/S	849	5,713	(4,864)	673%	4,416	7 %
402-361-10000	INTEREST REVENUE	0	0	0	0%	173	330 %
402-381-10000	INTERFUND TRANSFER	448,007	37,334	410,673	8%	6,771	5 %
402-381-39000	CLEAN WATER SRL GRANT	3,577,000	0	3,577,000	0%	0	0 %
402-389-90000	LOAN PROCEEDS	30,354	0	30,354	0%	0	0 %
402-389-90001	USE OF RETAINED EARNINGS	115,000	0	115,000	0%	0	0 %
	TOTAL SEWER REV	8,240,762	283,589	7,957,173	3%	230,769	5 %
ELECTRIC							
403-331-01019	H-M FEMA REIMB MICHAEL	2,950,000	0	2,950,000	0%	0	0 %
403-343-11000	RESIDENTIAL SALES	5,449,653	487,792	4,961,861	9%	527,750	9 %
403-343-12000	COMMERCIAL SALES	6,536,029	641,270	5,894,759	10%	708,741	10 %
403-343-13000	INDUSTRIAL SALES	1,476,684	111,676	1,365,008	8%	101,125	7 %

Account Number	Description	Approved Budget 10/1/2020	1 Month YTD 10/31/2020	OVER (UNDER) Budget	8%	PRIOR YTD Amount 10/31/2019	PRIOR YTD % 10/31/2019
GEN FUND REV							
403-343-14000	STREET LIGHTING SALES	126,917	133	126,784	0%	168	0 %
403-343-15000	INTERDEPARTMENTAL SALES	306,952	22,606	284,346	7%	23,960	7 %
403-343-16000	CONNECTIONS	66,514	309	66,205	0%	746	7 %
403-343-16500	Hurricane Michael Surcharge	927,294	91,183	836,111	10%	102,277	11 %
403-343-17000	FORFEITED DISCOUNTS - PENALTIE	148,887	12,647	136,240	8%	27,479	20 %
403-343-18000	SALE OF MATERIAL	3,396	0	3,396	0%	0	0 %
403-343-18500	SPECIAL PROJECT - MATERIAL SAL	111,459	0	111,459	0%	0	0 %
403-343-19000	CUT ON/OFF FEES	33,046	6,368	26,678	19%	2,541	8 %
403-343-24000	TRANSFORMER RENT	7,750	705	7,045	9%	705	8 %
403-343-27000	MISCELLANEOUS CHARGES	18,072	908	17,164	5%	981	13 %
403-343-90000	MISCELLANEOUS REVENUES	16,232	123	16,109	1%	0	0 %
403-361-10000	INTEREST REVENUE	2,552	0	2,552	0%	666	0 %
403-389-90000	LOAN PROCEEDS	142,432	0	142,432	0%	0	0 %
403-389-90001	USE OF RETAINED EARNINGS	250,000	0	250,000	0%	0	0 %
	TOTAL ELECTRIC REV	18,573,869	1,375,721	17,198,148	7%	1,497,138	9 %
	WATER						
404-343-10000	SALES	1,681,097	157,246	1,523,851	9%	161,280	10 %
404-343-15000	INTERDEPARTMENTAL SALES	89,527	4,340	85,187	5%	4,539	5 %
404-343-16000	CONNECTIONS	18,257	572	17,685	3%	31	0 %
404-343-17000	FORFEITED DISCOUNTS-PENALTIES	21,532	2,529	19,003	12%	2,886	14 %
404-343-19000	CUT ON/OFF FEES	135	0	135	0%	0	0 %
404-343-27000	MISCELLANEOUS CHARGES	13,028	0	13,028	0%	0	0 %
404-343-30000	WATER SURCHARGE O/S	96,570	9,006	87,564	9%	8,373	9 %
404-361-10000	INTEREST REVENUE	3,947	7	3,940	0%	743	12 %
404-381-10000	INTERFUND TRANSFER	115,000	0	115,000	0%	0	0 %
404-389-90000	LOAN PROCEEDS	30,354	0	30,354	0%	0	0 %
	TOTAL WATER REV	2,069,447	173,699	1,895,748	8%	177,852	8 %
	GAS						
405-343-10000	GAS SALES	1,331,481	63,147	1,268,334	5%	60,517	4 %
405-343-15000	GAS INTERDEPARTMENTAL SALES	7,066	170	6,896	2%	231	3 %
405-343-16000	GAS CONNECTIONS	2,144	250	1,894	12%	1,896	90 %
405-343-17000	GAS FORFEITED DISCS-PENALTIES	12,680	1,356	11,324	11%	194	1 %
405-343-19000	GAS CUT ON/OFF FEES	140	0	140	0%	0	0 %
405-343-27000	GAS OTHER CHARGES	621	0	621	0%	(68)	0 %
405-361-10000	INTEREST REVENUE	0	0	0	0%	142	0 %
405-369-90000	MISCELLANEOUS REVENUE	54,731	0	54,731	0%	0	0 %
405-381-10000	INTERFUND TRANSFER	122,308	10,192	112,116	8%	0	0 %
405-389-90000	LOAN PROCEEDS	30,354	0	30,354	0%	0	0 %
	TOTAL GAS REV	1,561,525	75,115	1,486,410	5%	62,911	4 %

Account Number	Description	Approved Budget 10/1/2020	1 Month YTD 10/31/2020	OVER (UNDER) Budget	8%	PRIOR YTD Amount 10/31/2019	PRIOR YTD % 10/31/2019
GEN FUND REV							
	REFUSE						
406-343-11000	RESIDENTIAL SALES	748,168	60,506	687,662	8%	60,725	8 %
406-343-12000	COMMERCIAL SALES	500,991	42,011	458,980	8%	43,476	9 %
406-343-15000	YARD TRASH COLLECTION	148,194	11,817	136,377	8%	11,921	8 %
406-343-17000	FORFEITED DISCOUNTS-PENALTIES	16,475	1,485	14,990	9%	1,932	12 %
406-381-00010	Non-Operating Transfer	56,639	4,720	51,919	8%	0	0 %
	TOTAL REFUSE REV	1,470,467	120,538	1,349,929	8%	118,053	8 %
	LANDFILL						
407-343-44000	GARBAGE TIPPING FEES	179,591	13,920	165,671	8%	0	0 %
407-381-00010	Non-Operating Transfer	12,274	1,023	11,251	8%	0	0 %
	TOTAL LANDFILL REV	191,865	14,942	176,923	8%	0	0 %
	TELECOMMUNICATION						
508-381-00010	Non-Operating Transfer	149,690	12,474	137,216	8%	9,338	7 %
508-381-10000	INTERFUND TRANSFER FROM GENERA	61,800	5,150	56,650	8%	5,000	8 %
508-381-20000	INTERFUND TRNFR FROM ENTERPRIS	31,539	2,628	28,911	8%	4,252	8 %
508-381-30000	INTERFUND TRANSFER FROM CRA	4,000	333	3,667	8%	83	0 %
	TOTAL TELECOMMUNICATIONS REV	247,029	20,586	226,443	8%	18,673	8 %
	TOTAL ENTERPRISE FND REVS	32,354,964	2,064,191	30,290,773	6%	2,105,397	8 %
	TOTAL REVENUES	43,492,115	2,799,315	40,692,800	6%	2,919,817	8 %

APPROVAL OF MINUTES

Regular Meeting

October 27, 2020

CITY COMMISSION
Tuesday, October 27, 2020
6:11 P.M. (Eastern)

VIRTUAL REGULAR MEETING
QUINCY, FLORIDA 32351

CITY COMMISSION VIRTUAL REGULAR MEETING MINUTES

The City of Quincy City Commission met in a regular virtual session via Zoom Communication and Video Conferencing, Tuesday, October 27, 2020, with **Mayor Ronte Harris** presiding and the following Commissioners present:

Mayor Pro-Tem Angela G. Sapp
Commissioner Anessa A. Canidate
Commissioner Keith A. Dowdell
Commissioner Frieda Bass-Prieto

City Staff and Guest:

Jack L. McLean Jr., City Manager
Gary Roberts, City Attorney
Janice Shackelford, City Clerk
Glenn Sapp, Police Chief, and Sergeant-at-Arms
Bernard Piawah, Building and Planning Director
DeCody Fagg, Parks and Recreations Director
Reggie Bell, Public Works Director
Curtis Bridges, Fire Chief
Dr. Beverly Nash, Grants
Vancheria Perkins, Executive Assistant to the City Manager
Robin Ryals, Utilities Director
Marcia Carty, Finance Director
David Rittman, IT Administrator
Rob Nixon, CRA Manager
Jim Southerland Sr., WQTN-13 Administrator

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

1. Called to Order:

Mayor Harris called the regular virtual meeting to order at 6:11 pm. Rev. Robin Ryals provided the invocation. Mayor Harris led out in reciting the Pledge of Allegiance. Roll call requested by Mayor Harris.

Mayor Harris offered a motion to excuse Mayor Pro Tem Sapp from the meeting or until she arrives.

Commissioner Dowdell accepted and made a motion to excuse Mayor Pro Tem Sapp from the meeting or until she arrives.

The motion was seconded by Commissioner Canidate.

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

The Motion carried 4 to 0.

2. Approval of Amended Agenda

Mayor Harris stated that printed on the screen is an amended agenda.

Mayor Harris offered a motion to approve the amended agenda as printed.

Commissioner Dowdell accepted and made the motion to approve the amended agenda as printed.

Commissioner Canidate seconded the motion.

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

The Motion carried 4 to 0

3. Proclamations

Mayor Harris directed the City Clerk, Janice Shackelford, to read in part the three proclamations listed on the amended agenda.

City Clerk Janice Shackelford read in part, as directed by Mayor Harris, proclamations for Breast Cancer Awareness Month, Domestic Violence Month, and Red Ribbon Week.

4. Special Presentations

Presentations: Souls to the Polls/Trunks of Treats

- Rev. Charles Morris, United Gadsden Inc./New Bethel AME Church

Summary of Discussion by Guests, Staff, and the Commission

Rev. Morris stated that due to COVID-19, no more than forty persons would be on the courthouse square during the event.

Rev. Morris stated that the event would be broadcast via Christian TV Network and live on Facebook.

Rev. Morris stated that the program would consist of music and speakers.

Rev. Morris stated that there would be a need to close off Washington Street at 2 pm – 4:30 pm to accommodate the trunk of treats portion of the event.

Rev. Morris stated that the event would take place on Sunday, November 1, 2020.

Rev Morris stated that the trunk of treats would be drive-through to hand out candy to the children sitting in the car and accompanied by their parent(s) or guardian.

Mayor Harris asked the City Manager Jack L. McLean Jr. could the Commission vote on Rev. Morris's request to close Washington Street from Adams to Madison without a resolution.

City Manager Jack L. McLean Jr. stated that a vote from the Commission would be acceptable.

Mayor Harris offered a motion to approve the closure of Washington Street from Adams to Madison for the Souls to the Polls/Trunks of Treats event.

Commissioner Dowdell accepted and made a motion for the closure of Washington Street from Adams to Madison for the Souls to the Polls/Trunks of Treat event.

Commissioner Canidate seconded the motion.

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

The Motion carried 5 to 0.

Mayor Harris recognized that Mayor Pro Tem Sapp is present.

Police Chief Glenn Sapp clarified Commissioner Bass Prieto's concerns on street closures and cones in place for traffic flow.

Rev. Morris invited everyone.

Mayor Harris thanked Rev. Morris for spearheading this event.

5. Approval of Items for Consent by the Commission

Discussion by the Commission

Mayor Harris stated that before the Commission is a consent agenda.

Commissioner Dowdell made a motion to approve the consent agenda.

Mayor Pro Tem Sapp seconded the motion.

Mayor Harris recognizes Commissioner Bass Prieto.

Commissioner Bass Prieto asked to pull the financial statements and the minutes.

Mayor Harris asked Commissioner Dowdell if he would accept the amendment from Commissioner Bass Prieto to pull the financial statement and minutes for discussion.

Commissioner Dowdell stated he would not change his motion and that the Commission had discussions on this matter before and agreed to get with staff on any questions concerning the consent agenda before the meeting.

Mayor Harris called for the vote to approve the consent agenda.

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

The Motion carried 4 to 1.

Mayor Harris recognizes Commissioner Bass Prieto.

Commissioner Bass Prieto stated that she would like clarification from the parliamentary on Robert Rules of Order related to stopping a commissioner from talking.

Commissioner Bass Prieto stated that she needed items pulled for discussion on the consent agenda.

Commissioner Bass Prieto asked for an opinion from City Attorney Gary Roberts.

Commissioner Bass Prieto stated that she would not be shut down and that her citizens have a right to be heard.

Mayor Harris asked that City Attorney Gary Roberts hold his comments.

Commissioner Bass Prieto stated that she had the floor and wanted her opinion as requested, without interruption.

Mayor Harris stated to Commissioner Bass Prieto that he is the chair and had allowed her to speak.

Commissioner Bass Prieto stated again that a request had been made by her and would like for City Attorney Gary Roberts to address.

Mayor Harris stated to Commissioner Bass Prieto that she does not decide when the City Attorney answers during a commission meeting.

Commissioner Bass Prieto stated that she is a commissioner and responded explicitly to Mayor Harris.

Mayor Harris stated to Commissioner Bass Prieto that after she's allowed to speak, she has no control over what happens next.

Mayor Harris reminded the Commission that Commissioner Dowdell rendered a motion to approve the consent agenda, and Mayor Pro Tem Sapp had seconded the motion correctly.

Mayor Harris stated that the motion passed 4 to 1, and he is moving on with the agenda, which is proper parliamentary order.

Mayor Harris stated that he had given his ruling unless the Commission votes to overturn it.

Mayor Harris stated to Commissioner Bass Prieto that she would have an opportunity to speak during the Commission comments.

Public Hearings and Ordinances as Scheduled or Agendaed

None

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

None

Reports, Request, and Communications by the City Manager

6. FDLE FIBRS Grant Acceptance

- Jack L. McLean Jr., City Manager
- Glenn Sapp, Police Chief

Summary of Discussion by Staff and the Commission

Police Chief Glenn Sapp stated that back in April 2020, he came before the Commission requesting permission to apply for the FDLE Grant.

Police Chief Glenn Sapp stated that the department applied for \$127,693 in grant assistance and received \$26,453.00.

Police Chief Glenn Sapp stated that monies awarded would go o updating QPD (Quincy Police Department) Uniform Crime Report hardware and software.

Police Chief Glenn Sapp stated that the police department submits the Uniform Crime Report to the Federal Bureau of Investigations. They gather information from other police agencies and sends the crime data to cities, municipalities around the nation.

Police Chief Glenn Sapp stated that FDLE made it possible for police agencies to apply for a grant to comply with the FDLE transition to the FIBRS program.

Police Chief Glenn Sapp stated that monies awarded would also be used to upgrade the police department's record management software.

Police Chief Glenn Sapp stated that he's asking permission from the Commission to accept the grant.

Mayor Harris thanked Chief Sapp for his presentation.

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

Mayor Harris recognizes Mayor Pro Tem Sapp.

Mayor Pro Tem Sapp thanked the chief for his presentation.

Mayor Pro Tem Sapp asked Chief Sapp how the department would make up the difference in funds needed.

Police Chief Glenn Sapp stated that the next agenda item would answer her question.

Mayor Harris recognizes Mayor Pro Tem Sapp.

Mayor Pro Tem Sapp offered a motion for the police department to accept the FDLE award of \$26,453,00 and authorized City Manager Jack L. McLean to sign off on the police department's grant.

Commissioner Dowdell seconded the motion.

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

The Motion carried 5 to 0.

7. FDLE Coronavirus Emergency Supplemental Funding (CESF) Grant Submittal Approval

- Jack L. McLean Jr., City Manager

- Glenn Sapp, Police Chief

Summary of Discussion of Staff and Commission

Mayor Harris recognizes Police Chief Glenn Sapp.

Police Chief Glenn Sapp thanked the Mayor for allowing him to speak.

Police Chief Glenn Sapp stated that the US Department of Justice allocated monies to FDLE for police agencies within the State of Florida impacted by covid-19.

Police Chief Glenn Sapp stated that a \$50,000.00 grant is available for the police department in Gadsden County through FDLE.

Police Chief Glenn Sapp stated that the purpose of this grant is to prevent and respond to the coronavirus pandemic, along with completing the software update.

Police Chief Glenn Sapp stated that the police department would utilize the \$50,000 grant funds in Mobile Data Computers (MDTs) and support software, allowing police officers to work remotely in the field writing reports while away from the police station.

Police Chief Glenn Sapp stated that this would reduce the risk of spreading covid-19 among the officers and civilian support workers at QPD Headquarters.

Police Chief Glenn Sapp stated that 5-6 police officers contracted covid-19 and recovered.

Police Chief Glenn Sapp stated that the primary use for the grant would be to make up some of the \$26,453.00 difference.

Police Chief Glenn Sapp stated that if awarded the \$50,000 grant, he believed that the department would secure most of its needs.

Mayor Harris thanked Police Chief Glenn Sapp for the presentation.

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

Mayor Harris recognizes Mayor Pro Tem Sapp.

Mayor Pro Tem Sapp thanked Police Chief Glenn Sapp for clarifying the shortfall.

Mayor Pro Tem Sapp offered a motion for the police department to apply for Coronavirus grant funds from FDLE for \$50,000.00.

Commissioner Dowdell seconded the motion.

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

Mayor Harris	Yes
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The Motion carried 5 to 0.

8. CARES Act County Grant Submission

- Jack L. McLean Jr., City Manager
- Dr. Beverly Nash, Grants Writer
- Marcia Carty, Finance Director

Summary of the Discussion by Staff and the Commission

Mayor Harris recognizes City Manager Jack L. McLean Jr.

City Manager Jack L. McLean Jr. stated that Grant Writer Dr. Beverly Nash would present the item.

Grant Writer Dr. Beverly Nash stated that based on the federal and state level declaration, the Commission approved on July 14, 2020, to start applying and receiving Public Assistance Sub-Grant Funding.

Grant Writer Dr. Beverly Nash stated that Gadsden County, on behalf of the six municipalities, applied and received funds under the Florida Division of Emergency Management.

Grant Writer Dr. Beverly Nash stated that the funds are for public health expenses.

Grant Writer Dr. Beverly Nash stated that the deadline to apply for funding the \$250,000 grant through the Florida Department of Emergency Management (DEM) is November 16, 2020.

Grant Writer Dr. Beverly Nash stated that the request before the Commission is to engage in the application process through Gadsden County CARES ACT to receive up to \$250,000.

Mayor Harris recognizes City Manager Jack L. McLean Jr.

City Manager Jack L. McLean Jr. stated that the County Commission had allocated \$250,000 to the City of Quincy and that the request is to apply for the funds.

City Manager Jack L. McLean Jr. stated that the funding is part of the CARES ACT.

City Manager Jack L. McLean Jr. stated that a letter sent to the County Commission asked for funding and reimbursement associated with covid-19 within the police department and public works.

Mayor Harris thanked City Manager Jack L. McLean Jr.

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

Commissioner Dowdell offered a motion to approve option one to engage in the Gadsden County CARES ACT grant funding to receive funds.

Mayor Pro Tem Sapp seconded the motion.

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

The Motion carried 5 to 0.

9. FEMA Hurricane Sally Grant

- Jack L. McLean Jr., City Manager
- Dr. Beverly Nash, Grants Writer

Summary of the Discussion by Staff and the Commission

Mayor Harris recognizes City Manager Jack L. McLean Jr.

City Manager Jack L. McLean Jr. stated that this item stems from a declaration that freed up monies after Hurricane Sally's landfall and damages that occurred in our area.

City Manager Jack L. McLean Jr. stated that Dr. Beverly Nash would present this item.

Grant Writer Dr. Beverly Nash stated that these are FEMA public assistance funds similar to Hurricane Michael.

Grant Writer Dr. Beverly Nash stated that the grant is federal share costs, with assistance no less than 75% of the eligible costs.

Grant Writer Dr. Beverly Nash stated that FEMA would determine the remainder allocated if any portion.

Grant Writer Dr. Beverly Nash stated that the City received an estimated 5 to 6 inches of rain within 90 – 120 minutes.

Grant Writer Dr. Beverly Nash referred to page 3 of 4, which covers damage and flooded areas caused by Hurricane Sally's rain.

Grant Writer Dr. Beverly Nash stated this agenda item is to authorize engagement to receive the FEMA funds.

Mayor Harris recognizes City Manager Jack L. McLean Jr.

City Manager Jack L. McLean Jr. stated numbers 1-6 on page 3 of 4 identifies immediate damaged areas in need of repair.

City Manager Jack L. McLean Jr. stated that numbers 1-22, including Franklin Street, are areas Hurricane Sally flooded.

City Manager Jack L. McLean Jr. stated that FEMA might allow homeowners to apply for this grant.

City Manager Jack L. McLean Jr. stated that he would get an answer to Commissioner Dowdell's question from the FEMA consultant if homeowners are eligible to apply.

Mayor Harris recognizes Mayor Pro Tem Sapp.

Mayor Pro Tem Sapp stated that she's glad to see that repairs to the Stewart Street road had begun.

Mayor Pro Tem Sapp stated that it's a dangerous situation having a gap in a massive traffic area on Stewart Street.

City Manager Jack L. McLean clarified Commissioner Canidate's question that the City would engage in a conversation with the consultant on all flooded areas needing repairs to be placed on the list to receive funding.

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

Mayor Pro Tem Sapp offered a motion to approve staff to engage in the application process to receive public assistance funds and to engage in a conversation with the FEMA consultant regarding repairs need to all of the flooded areas damaged by Hurricane Sally and to report back to the Commission.

Commissioner Bass Prieto seconded the motion.

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

The Motion carried 5 to 0.

10. Request for Forgiveness of Code Enforcement Lien on 2134 Kennedy Lane

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

Summary of the Discussion by Staff and the Commission

Building and Planning Director Bernard Piawah stated that the request for forgiveness of Code Enforcement Lien comes from Lillian Jack, the property owner, located at 2134 Kennedy Lane.

Building and Planning Director Bernard Piawah stated that years ago, the City provided notices to the owner for overgrown grass, a violation of the ordinance.

Building and Planning Director Bernard Piawah stated that the Code Magistrate placed a fine on the property for failure to maintain the lot.

Building and Planning Director Bernard Piawah stated that the owner corrected the violation and is maintaining the property.

Building and Planning Director Bernard Piawah stated that the owner requests forgiveness of the lien.

Building and Planning Director Bernard Piawah stated that the current lien is hindering from building a residential home on the property.

Building and Planning Director Bernard Piawah stated that the request is to forgive the lien and allow the owner to pay the administrative costs of \$250.

Mayor Harris recognizes Mayor Pro Tem Sapp.

Mayor Pro Tem Sapp asked were there any other incurring costs other than the \$250.

Building and Planning Director Bernard Piawah stated that he could not locate any.

Building and Planning Director clarified Commissioner Bass Prieto's question that the property owner is responsible for notifying that the code violation is corrected.

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

Mayor Pro Tem Sapp offered a motion that the City release the property at 2134 Kennedy Lane from the lien, provided the owner makes a payment of \$250.00 to the City to cover the administrative cost associated with filing the lien.

Commissioner Dowdell seconded the motion.

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

The Motion carried 5 to 0.

11. City of Gretna Water Agreement Amendment

- Jack L. McLean Jr., City Manager
- Robin Ryals, Utilities Director

Summary of Discussion from Staff and the Commission

City Manager Jack L. McLean Jr. stated that the City has an agreement with the City of Gretna to sell water wholesale.

City Manager Jack L. McLean Jr. stated that the City of Gretna and staff wishes to amend the agreement to conform to the City of Quincy's and the City of Gretna's fiscal year.

City Manager Jack L. McLean Jr. stated that the City of Gretna wishes to pay for all water used in November of each year.

City Manager Jack L. McLean Jr. stated that staff recommends option one.

Mayor Harris recognizes Commissioner Bass Prieto.

Commissioner Bass Prieto questioned if the contract with the City of Gretna had expired.

Utilities Director Robin Ryals stated that the agreement had a few more years before expiration.

City Manager Jack L. McLean Jr. responded to Commissioner Bass Prieto's question that the City of Gretna had not used more than 1/3 of water stated in the contract.

City Manager Jack L. McLean Jr. stated that the City of Gretna is considering purchasing another well.

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

Commissioner Dowdell made a motion to approve the amending of the Interlocal Agreement between the City of Quincy and the City of Gretna.

Mayor Pro Tem Sapp seconded the motion.

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

The Motion carried 5 to 0.

12. Renovations to City Hall

- Jack L. McLean Jr., City Manager

Summary of the Discussion from Staff and the Commission

City Manager Jack L. McLean Jr. stated that this item is to approve renovations to the Commission chambers.

City Manager Jack L. McLean Jr. stated that the building was erected in 1965 and is 55 years old.

City Manager Jack L. McLean Jr. stated that there had not been significant modifications to the building.

City Manager Jack L. McLean Jr. stated that minor modifications to the building occurred in 2006 and 2011.

City Manager Jack L. McLean Jr. stated that in July/August, Mayor Harris and staff visited the meeting chambers in Leon County and met with two firms to discuss the renovation and gain a feel for the project cost.

City Manager Jack L. McLean Jr. stated that renovations are needed, especially living in a covid-19 environment.

City Manager Jack L. McLean Jr. stated that the renovations include upgrades to the grounds of City Hall.

City Manager Jack L. McLean Jr. stated that the anticipated project cost is between \$300,000 to \$350,000.

City Manager Jack L. McLean Jr. stated that staff would negotiate with the architect for their services.

City Manager Jack L. McLean Jr. stated that staff recommends that the Commission authorizes staff to negotiate for professional architectural services for the City chambers renovation.

City Manager Jack L. McLean Jr. stated that after completing the negotiation process, staff would submit the architectural design firm and contract to the Commission.

City Manager Jack L. McLean Jr. stated that the funds for this project would come from insurance proceeds.

Mayor Harris recognizes Mayor Pro Tem Sapp.

Mayor Pro Tem Sapp stated that she's glad to see that upgrades to City Hall are in the making, especially those which address security and safety.

Mayor Pro Tem Sapp stated that the building is old and not ADA compliant.

Mayor Pro Tem Sapp stated that City Hall upgrades would be something that future generations would appreciate.

Mayor Harris recognizes Commissioner Bass Prieto.

Commissioner Bass Prieto stated that she could not see spending \$300,000 when roads need paving, citizens still paying Hurricane Michael surcharge, and individuals suffering from covid-19.

Commissioner Bass Prieto stated that renovating restrooms to meet ADA compliant and replacing carpet is fine.

Commissioner Bass Prieto said that we need to set priorities in order.

Commissioner Bass Prieto stated that citizens care about having more police officers patrolling their districts and getting rid of Hurricane Michael's surcharge.

Mayor Harris recognizes Mayor Pro Tem Sapp.

Mayor Pro Tem Sapp stated that the citizens prioritized what the Commission does.

Mayor Pro Tem Sapp stated that she believes that staff would submit to the Commission a reasonable price for the renovations.

Mayor Pro Tem Sapp stated that she believes the citizens expect improvements to a 55-year-old building.

Mayor Pro Tem Sapp stated that Crime Prevention would address the need for more police officers.

Mayor Pro Tem Sapp stated that the City of Quincy must project an image that draws people to live here.

Mayor Pro Tem Sapp stated that it is time for a change.

Mayor Harris recognizes Commissioner Canidate.

Commissioner Canidate stated that she believes the citizens would see the need in the renovations knowing that the Commission is proactive by bringing the building up to ADA compliance and safeguarding the building due to covid-19, especially knowing that covid-19 would get worse before better.

Commissioner Canidate stated that the Commission should find innovative ways to accommodate citizens without transportation coming to City Hall to pay their utilities.

Mayor Harris recognizes Commissioner Bass Prieto.

Commissioner Bass Prieto reiterates that her concerns are not making restrooms ADA compliant, replacing the carpet, and accommodating citizens without transportation coming to City Hall and paying a utility bill.

Commissioner Bass Prieto stated that the Commission should make hard decisions to improve the lives of the citizens.

Commissioner Bass Prieto stated that the Commission chambers get used twice a month, and spending this kind of money is unnecessary.

Mayor Harris recognizes Commissioner Dowdell.

Commissioner Dowdell stated that the request is to authorize staff to negotiate for professional architectural services to say what renovations are needed.

Commissioner Dowdell stated that the discussion should not be on the projected amount of money until the Commission knows what is needed.

Commissioner Dowdell stated that there might be something everyone could agree on once the staff presents the architectural report.

Mayor Harris stated that we put pressure on our businesses and want downtown Quincy to look good and fail to take care of City Hall.

Mayor Harris stated that he's disappointed in the way the public spaces look at City Hall.

Mayor Harris stated that the citizens deserve better.

Mayor Harris stated that the Commission is responsible for taking care of the City Hall.

Mayor Harris stated that the Commission had done patchwork on the building.

Mayor Harris stated that he believes that the City of Quincy could be first-class and look first-class.

Mayor Harris reiterated Mayor Pro Tem Sapp's comments that citizens take the lead from the Commission and that the Commission gives examples of what that lead is.

Mayor Harris stated that the Commission should not struggle over having outdated technology and an old building.

Mayor Harris stated that staff deserves the best to do the job the Commission requires of them.

Mayor Harris stated that he had not heard any complaints about the police department and public works driving new vehicles.

Mayor Pro Tem Sapp offered a motion to authorize staff to negotiate with architectural firms for the design work and a design contract and to agenda the firm selection and contract for Commission approval.

Commissioner Dowdell seconded the motion.

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

The Motion carried 4 to 1.

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

13. Christmas, Thanksgiving, and Related Holiday Scheduling, Trunk of Treats/Souls to the Polls

- Commissioner Freida Bass Prieto, District 4

Summary of the Discussion from Staff and the Commission

Commissioner Bass Prieto stated that citizens had called her concerning not having or having trick-a-treating and the Christmas parade.

Commissioner Bass Prieto stated that since there's only one meeting in November, this would be the best time to discuss holiday events.

Commissioner Bass Prieto asked if the Commission is allowing trick-a-treating.

Commissioner Bass Prieto asked if the City is having a Christmas parade.

Commissioner Bass Prieto questioned how the City would operate having these events and maintain social distancing.

Mayor Harris stated that a citizen telephoned him regarding trick-a-treating.

Mayor Harris stated that the City is not in a position to place limitations on trick-a-treating.

Mayor Harris stated that residents participating in trick-a-treating should be mindful and cautious.

Mayor Harris asked Commissioner Bass Prieto if she had any suggestions.

Commissioner Bass Prieto stated that several citizens had called and suggested not having trick-a-treating due to covid-19 and possibly spreading the virus.

Commissioner Bass Prieto stated that in speaking with the City Manager, he wasn't in favor of having trick-a-treating.

Mayor Harris stated that for those homes not participating in trick-a-treating, the custom is to leave the porch light off.

Mayor Harris stated that he is not prepared to place limitations on trick-a-treating.

Mayor Harris stated that he would like to hear from the other Commissioners.

Mayor Harris recognizes Mayor Pro Tem Sapp.

Mayor Pro Tem Sapp stated that trick-a-treating is not a City-sponsored event.

Mayor Pro Tem Sapp stated that trick-a-treating is an individual's choice.

Mayor Harris asked City Manager Jack L. McLean Jr. permission to allow Police Chief Glenn Sapp to speak on this subject of trick-a-treating.

Police Chief Glenn Sapp stated that he had conversations with other police chiefs on the subject.

Police Chief Glenn Sapp stated that individuals not participating in Halloween and trick-a-treating should turn off the porch light and not have any blow-up figures lit in their yard; this would indicate non-participation in the Halloween activities.

Police Chief Glenn Sapp stated that the police department is not involved in any City-sponsored trick-a-tricking event usually held at Wards lot, due to covid-19.

Police Chief Glenn Sapp stated that this year parents are on their own to decide to participate in trick-a-treating.

Police Chief Glenn Sapp stated that all safety measures should be adhered to and wear bright clothing for individuals choosing to participate in trick-a-treating.

Mayor Pro Tem Sapp stated that the City could share safety measures and best practices on its Facebook and the City's page to show citizens the Commission stand on the issue.

Police Chief Glenn Sapp stated that he would put something together with the assistance of the City Manager and Ms. Perkins.

Police Chief Glenn Sapp stated that the coronavirus would worsen according to health experts, and we should not lose sight that there is still a pandemic going on.

Mayor Harris recognizes Commissioner Bass Prieto.

Commissioner Bass Prieto stated that before it got too late, the Commission needed to address the Christmas parade.

Mayor Harris stated that the main street director had suggested a drive-through parade.

Mayor Harris suggests that staff come up with ideas on having a Christmas parade and bring back to the Commission the recommendation.

Commissioner Bass Prieto recommended that staff report the options in a week due to the scheduling of the next Commission meeting and the approaching holiday.

Commissioner Bass Prieto made a motion to hold a special meeting to discuss the Christmas parade.

Mayor Harris stated that he had no objections.

Mayor Harris stated to Ms. Perkins that City Manager Jack L. McLean is having technical problems and to make a note that a request made by Commissioner Bass Prieto to hold a special meeting the first week in November to address the holiday event.

Mayor Pro Tem Sapp seconded the motion.

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

The Motion carried 5 to 0.

Mayor Harris stated that City Manager Jack L. McLean Jr. would give a date to hold the special meeting.

Comments by the City Staff and the Commission

14. City Clerk

- None

15. City Attorney

- Stated that the slip and fall case of Betty Irvin vs. The City of Quincy entered into executive session, and reached a tentative agreement subject to the approval of the Commission.
- Stated that the judge in the Daniel McMillian vs. The City of Quincy ruled that the City is entitled to attorney fees.

16. City Manager

- Stated that the coupon program had been successful.
- Stated that there had been no complaints regarding the coupon program.

- Stated that citizens received the program well.
- Stated that Commissioner Bass Prieto's financial concerns would be addressed, by the financial department.
- Stated that there had been no change in where the solar funds would come from.
- Stated that the City is preparing for the auditors.
- Stated that the City is not overdrawn in the general fund.
- Stated that the City had not overspent in the line items or enterprise funds.
- Stated that any citizens desiring to come and go over the finances of the City are welcome, and staff would be available.
- Stated that a citizen donated monies to assist others with their utility bill.
- Stated that no FEMA funds will or had been spent inappropriately.
- Stated that the FEMA funds are reimbursements for monies already spent.
- Stated that the transformers were ordered; however, it takes time for delivery.
- Stated that the City had not had monies in reserves in 25 years.
- Stated that the City is making the system reliable and better.
- Stated that the City is moving forward.
- Stated that the legal team had done an outstanding job.
- Stated that no one on his team is misappropriating funds,
- Stated that there will be several workshops schedule.
- Stated that the desire is for citizens to see after the pandemic a new visual look for Quincy.
- Stated that no one is trolling citizens on Facebook.

17. Commission

i. Commissioner Bass Prieto

- Stated that a citizen is requesting a speed hump on North Love St. between US 90 and King St.
- Stated concerns of going over-budget in Commission salaries.
- Stated concerns not ordering electric transformers encumbered from the 2019 budget, even though approved by the Commission.
- Stated concerns that the Commission approved to change a line item to purchase of equipment for Joy Land repairs, which is now listed under the line item of land and rights acquisition.
- Stated concerns regarding the Joy Land line item not appearing on the new budget,
- Stated concerns on where the money would from for the \$30 coupon rebate since the financial report states the funds are exhausted, and the coupon is good from October 7 through November 7.
- Stated concerns of extra pensions not reflecting on the final budget
- Stated concerns with leftover monies in departments and the transfer of funds into departments and not using funds.
- Stated the need for clarification on the 2020 loan, which pertains to the solar.
- Stated concerns regarding not recording comments of citizens.
- Asked for clarification on what the City of Quincy's Response Team is.

- Stated concerns about spending taxpayer's money trolling citizens' Facebook page.
- Stated that a citizen is owed an apology for customer service, providing missed information on their utility account.

ii. Commissioner Canidate

- No comments

iii. Commissioner Dowdell

- No comments

iv. Mayor Pro Tem Sapp

- Stated that the Coca-Cola event was a fantastic event.
- Commended City Manager Jack L. McLean Jr. and kiddos to Dr. Beverly Nash for putting together a grand celebration.
- Stated that several citizens thought that the event showed how the City is reaching new heights.
- Stated concerns about the laundering of individuals appearing to be camping out on Ward Street near City Hall.
- Looking forward to the district ride along.
- Stated concerns about break-ins on the rise and investing in home security.
- Looking for an individual to teach CPR.
- Thanked the City Manager for the pink lights around City Hall and resolution for Breast Cancer Awareness Month.
- Expressed concerns about practicing social distancing and visiting during the holidays.

v. Mayor Harris

- Thanked the staff for making the Coca Cola event successful.
- Stated that the Coca Cola event reflect the model of the City of Quincy.
- Thanked the CRA and Main Street Director for making the Coca Cola event successful.
- Stated that the Coca Cola event sparked ideas for signature future events.
- Stated that Commissioners should get questions and answers to items falling under the consent agenda to reduce lengthy meetings.
- Stated that he values the work done by staff and the department head, as well as each Commissioner.
- Stated that he would defend the work done by the Commission board.
- Stated that it's an honor to serve among this Commission.

18. Comments from the Audience

Summary of Discussion by the Commission

Mayor Harris directed the clerk to read comments received by citizens.

City Clerk Janice Shackelford read comments from Kenneth Frame, no address provided, stated that the customer service department had not responded to his request about placing a street light in front of his home and his high utility bill.

City Clerk Janice Shackelford read comments from Alexander Sink, 235 E. King St., stated displeasure on how the 2.6 million dollars in FEMA money would be spent and that FEMA provided a specific criteria on how the money should be spent. Mr. Sink added that the Commission should immediately terminate the Hurricane Michael surcharge.

City Clerk Janice Shackelford read comments from Clarence Tennell, 722 West King St., stated that his understanding of repairs to damaged grids, poles, and lines came from the citizens paying the Hurricane Michael surcharge, and not the 2.6 million FEMA dollars. Mr. Tennell stated that these funds should not be used to purchase new vehicles, give raises, and place into the general budget.

City Clerk Janice Shackelford read comments from Paula Phillips, 816 Sunset Dr., questioned since the City would be getting 2.4 million dollars from FEMA, when would the Hurricane Michael surcharge end.

There being no further business to discuss. Mayor Harris offered a motion to adjourn.

Mayor Pro Tem Sapp accepted and made a motion to adjourn the meeting.

Mayor Harris seconded the motion at 8:43 pm.

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

Submitted

by Janice Shackelford, City Clerk

APPROVED:

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

ATTEST:

Janice Shackelford, City Clerk per

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

Phipps Reporting Transcription of October 27, 2020

City of Quincy Commission Meeting

Taped Transcription

PHIPPS REPORTING

Raising the Bar!

March 24, 2020

CITY OF QUINCY COMMISSION MEETING
CONVERSATION BETWEEN MAYOR RONTE HARRIS
AND
COMMISSIONER FRIEDA BASS-PRIETO

Tuesday, March 24, 2020

City of Quincy City Hall
Commissioner Chambers
404 West Jefferson Street
Quincy, Florida 32351

Stenographically Transcribed Audio Recording By:
Shelby Rosenberg, Florida Professional Reporter

Job No.: 165680

1 Thereupon,
2 the following proceedings were transcribed from an audio
3 file:

4 COMMISSIONER BASS-PRIETO: I don't -- you know,
5 please don't interrupt me, I'm asking for his
6 opinion. If you want to speak -- you're the Mayor --
7 but until such a time, I would like for our attorney
8 to speak.

9 MAYOR HARRIS: Okay. Madam Commissioner, I
10 want to remind you that I am the Mayor and I am the
11 Chair of this meeting --

12 COMMISSIONER BASS-PRIETO: You may be the
13 Chair --

14 MAYOR HARRIS: -- and I have given you the floor
15 and you've said your piece.

16 COMMISSIONER BASS-PRIETO: I've made a request
17 that our attorney may answer questions for me and
18 that does not include your comments. Please let him
19 address my questions --

20 MAYOR HARRIS: You do not get to make that
21 decision at this time, okay?

22 COMMISSIONER BASS-PRIETO: I am a Commissioner.
23 Fuck you.

24 MAYOR HARRIS: You have been given the floor
25 and you have made your request, you have made your

1 statement.

2 (Audio file has ended.)

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CERTIFICATE OF REPORTER

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STATE OF FLORIDA)
COUNTY OF BROWARD)

I, Shelby Rosenberg, Florida Professional Reporter,
certify that I was authorized to and did
stenographically report the foregoing audio
transcription to the best of my ability and that the
transcript is a true and complete record of my
stenographic notes.

Dated this 19th of November, 2020.



Shelby Rosenberg, Florida Professional Reporter

<hr/>	Commissioner	2:18	<hr/>
1	2:4,9,12,16, 22	interrupt	Q
<hr/>	complete	2:5	<hr/>
19th	4:12	<hr/>	questions
4:15	COUNTY	M	2:17,19
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2	D	Madam	R
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2020	Dated	made	record
4:15	4:15	2:16,25	4:12
<hr/>	decision	make	remind
A	2:21	2:20	2:10
<hr/>	E	Mayor	report
ability	<hr/>	2:6,9,10,14, 20,24	4:10
4:11	ended	meeting	Reporter
address	3:2	2:11	4:1,8,19
2:19	F	N	request
attorney	<hr/>	<hr/>	2:16,25
2:7,17	file	notes	Rosenberg
audio	2:3 3:2	4:13	4:8,19
2:2 3:2 4:10	floor	November	<hr/>
authorized	2:14,24	4:15	S
4:9	Florida	O	<hr/>
<hr/>	4:4,8,19	opinion	Shelby
B	foregoing	2:6	4:8,19
<hr/>	4:10	<hr/>	speak
BASS-PRIETO	Fuck	P	2:6,8
2:4,12,16,22	2:23	<hr/>	STATE
BROWARD	H	piece	4:4
4:5	<hr/>	2:15	statement
<hr/>	HARRIS	proceedings	3:1
C	2:9,14,20,24	2:2	stenographic
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CERTIFICATE	<hr/>	4:8,19	stenographicall
4:1	include		y
certify			4:10
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2:11,13			<hr/>
comments			time
2:18			

2:7,21

transcribed

2:2

transcript

4:12

transcription

4:11

true

4:12

Rev.com
Transcription of
October 27, 2020

Woman:

I don't... You know, please don't interrupt me, I'm asking for his opinion. Then if you want to speak to that, you know, you... You're the mayor. But until [inaudible 00:00:08] time [crosstalk 00:00:08], I would like for our attorneys to speak.

Mayor Ronte Harris:

Okay, madam. Commissioner, I want to remind you that I am the mayor and I am the chair of this meeting.

Woman:

You may be the chair-

Mayor Ronte Harris:

And I have giv- I have given you the floor and you've said your piece, and I am asking-

Woman:

I-

Mayor Ronte Harris:

... for the same of you.

Woman:

I have made a request-

Mayor Ronte Harris:

Okay, you made the-

Woman:

... that our attorneys [inaudible 00:00:25] answer question for me...

Mayor Ronte Harris:

You made the-

Woman:

... and that does not include your comments.

Mayor Ronte Harris:

Okay. [crosstalk 00:00:30] You don't get-

Woman:

... questions-

Mayor Ronte Harris:

Commissioner, you do not get to make that decision at this time. Okay? You've given... You've been given the floor-

Woman:

I am the commissioner-

Mayor Ronte Harris:

You have been given-

Woman:

Fuck you.

Mayor Ronte Harris:

... the floor and you have made your request. You have made your statement.

CITY HALL RENOVATIONS

Status Update

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

Date of Meeting: December 8, 2020, 2020

Date Submitted: December 4, 2020

To: Honorable Mayor and Members of the City Commission

From: Jack L. McLean Jr., City Manager

Subject: City Hall Chambers Renovations Architectural Contract

Statement of Issue:

The City Commission directed the City Manager to negotiate an architectural design contract for significant upgrade and improvement to the 1965 City Hall building. The enhancements and modifications will be to the building's interior and exterior to City Commissions Chambers.

Background:

Currently, the City does not have a plan for the building of a new City Hall. The City Chambers Renovation approach mirrors the approach used for the renovation of the R. D. Edwards Police Department building: Renovate instead of rebuilding a new structure. Renovating buildings is one of the least expensive ways to address the issues/challenges presented by the current City Commission Chambers and grounds. The exciting expansion of the front entrance to increase accessibility to City Hall further exemplifies the City's commitment to sensitive and inclusive design.

Analysis:

In July/August, Mayor Harris and Staff visited the meeting chambers in Leon County and Tallahassee July/August 2000 and met with two firms to discuss the renovation and gain a feel for the project cost. Mayor Harris met with Barnett Fronczak Barlowe & Shuler Architects and 4M Design Group, PA. 4M Design Group was the architect on the CRA S. Adams Street project, and Dewberry Professional Service is the architect working with Dewberry on the public works planned capital construction.

These are the firms the city manager negotiated with about the City Hall renovation. The selection criteria are below:

- Awareness and understanding of our needs and wants
- Ability to solve the specific project problems
- Experience in project type
- Ability to control project cost through design
- Continuity - recurring business with other clients and could do other projects for us
- Principal's level of involvement
- Local working contacts with consultants, contractors, public approval boards
- "Reasonable fee" and fee structure
- Interest in this project

- Support equipment - CAD, 3D modeling, renderings in house, etc.
- Out of town design, production, and administration
- Local design, production, and administration

Both firms have superior design and architectural experience and extensive work in the public sector. Each of them rates high on the selection criteria and are comparable to one another. This project's fee is between nine (9) and ten (10) percent of the project cost. This is the standard rate for architectural work. Barnett Fronczak Barlowe & Shuler Architects' public projects are large in scope; however, the firm is involved in Blountstown's public works, a small-scale project. 4M Design Group's principal was the design architect for Leon County Courthouse, and the firm was the design architect on the CRA South Adams Renovation Project.

4M Design Group has the most experience with local artisans, consultants, contractors, and members of local government approval boards.

The selected design architectural firm will incorporate the overall project description, including programming, site redevelopment, and landscape redesign. The construction documentation would consist of material specifications, finish material layouts, interior and exterior lighting, signage, color and texture selection, restroom ADA and Florida Accessibility Standards upgrades, new architectural façade enhancements for the exterior and interior of Jefferson Street façade, design of new planting and signage, lighting and other façade improvements including an examination of life safety for egress and access, for the existing City of Quincy Florida City Hall building. Services on the exterior shall include removing excessive hardscape and new entryway/exiting on Jefferson Street/US 90 right-of-way and redesigning the parking lot conditions, including new landscape and flag court on the rear façade of the existing structure, possible replacement of the non-insulated exterior windows, new flooring and wall finishes, ceiling layout and redesign of the current Commission Chambers to update the mid-century modern façade.

The anticipated project cost ranges between \$300,000 \$385,000. The architect fee for interior and exterior design services, including landscape design and plant material specification, is 9% of the project cost.

Recommendation:

Staff recommends that the City Commission enter a contract for architectural service with the 4M Design Group.

Options:

- Option 1: Authorize the Mayor to execute the architectural design contract with 4M Design Group Staff.
- Option 2: Do not authorize the Mayor to execute the architectural design contract with 4M Design Group.

Staff Recommendation:

Option 1.

Enclosures

- A. 4M Design Group Contract
- B. Barnett Fronczak Barlowe & Shuler Proposal

Professional Services Proposal & Contract

PROPOSAL DATE: July 27, 2020

PROJECT NAME: Renovations to Interior and Exterior of the City Hall Building for the City of Quincy, Florida, including exterior landscape and lighting signage and complete interior renovation of the City Commission Chambers

PROJECT ADDRESS: 404 West Jefferson Street, Quincy, Florida 32351 PARTY RESPONSIBLE FOR

INVOICES AND PAYMENTS: Honorable Mayor Ronte R. Harris INVOICING ADDRESS: (C/O City Manager Jack L. McLean Jr.) 404 West Jefferson Street, Quincy, Florida 32351 PROJECT

TELEPHONE NUMBER: (850)-618-0020 X 1881 (City Manager Jack McLean)

OWNER CONTACT Email: City Manager: jmclean@myquincy.net

Mayor: rharris@myquincy.net

Scope of Services

Project Description

Programming, Site redevelopment and landscape redesign Schematic and Design development, and construction documentation, including material specifications, finish material layouts including interior and exterior lighting, signage, color and texture selection, restroom A.D.A. and Florida Accessibility Standards upgrades, Accessibility compliance upgrades for the internal circulation, and approaches, ADA/FAC compliance for the lectern, chamber and the Commission Dias, the December 8, 2020 scope of service identified in the even date agenda item, and recommendations for electrical upgrades as required. This proposal will include Bidding and Negotiation, and other construction phase serves, including and construction Observation and Administration services as defined herein, for the Quincy City Hall building's renovations and updating.

Description of Services

The Architect shall design new architectural façade enhancements for the exterior and interior of Jefferson Street façade, design of new planting and signage, lighting, and other façade improvements including an examination of life safety for egress and access, for the existing City of Quincy Florida City Hall building. Services on the exterior shall include removing excessive hardscape and unused entryway/exiting on Jefferson Street/U.S. 90 right-of-way and redesign and redevelopment of the parking lot conditions including new landscape and flag court rear façade of the existing structure. The design will address building and area up-lighting architectural features, including new landscape elements, potential recommendations, and visualization of color and textural changes necessary to update the mid-century modern façade and address parking and vehicular circulation. Design services on the interior shall include new flooring and wall finishes, color and potential textural solutions, ceiling layout, and materials, emphasizing redesigning the existing Commission Chambers, including the dais and circulation and safety upgrades chambers.

All initial design services will be based on a percentage of the estimated cost of construction, the Florida D.M.S. Fee Curve or other traditional professional architectural services fee structure modeling. Projects based on percentages of construction costs shall be subject to incremental and reasonable fee increases commensurate with the escalation of construction costs, which may occur due to scope modifications during the design and construction period. Escalation of construction costs due to materials price changes and labor conditions are not cause for adjustments in architectural fees.

All cost estimating services shall be outsourced by 4m Design group, P.A. to ensure validity and prevent conflict of Interest issues from arising.

Phase 1 | Architectural Conceptual Design Phase

4M Design Group will provide interior and exterior redevelopment scenarios, space planning, square footage allocation, functional programming and adjacencies, Code compliance for exiting, accessibility, mechanical and upgrades necessary for compliance with the Americans With Disabilities Act ("A.D.A.") and its successor in Florida the Florida Accessibility Code. ("FAC"). Where possible, the Architect will examine electrical and mechanical deficiencies and recommend necessary upgrades to comply with energy and sanitary requirements. 4M Design Group will employ 3D modeling, diagramming, and other graphic aids to provide the owner/client with a clear vision of necessary spaces and intended layouts that will inform the design process.

Phase 2 | Schematic Design Phase

4M Design Group will advance the site and conceptual development drawings and provide a more detailed definition, including specific adjacencies, demolition of existing structures (if necessary), and site integration to advance the project goals. In this phase of the work, initial material specifications will be developed in accordance with determinations informed by the results of various empirical data including but not limited to subsurface soils conditions, available survey data, any community covenants, and restrictions, or other regulatory frameworks which are designed to inform the architectural forms and aesthetic, (including owner/client preferences) the Florida Building Code (FBC) and the Life Safety Code, and the Florida Accessibility Code. This work will include circulation, parking, drainage, and a more full development scenario for the entire site.

Phase 3 | Design Development Phase

4M Design Group will advance the Schematic Design to the Design Development Phase, or approximately 65% of the Construction Drawings and specifications. This phase will be critical for cost estimating prior to Construction Documents' execution and completion of the project material specifications. This Phase work will provide for a final opportunity to revise, remove, or modify programmatic spaces to the various building design prior to permitting.

Phase 4 | Construction Documents and Specifications

Based on the Owner's approval of the design documents, 4M Design Group will provide for the Owner's approval: Complete construction drawings, including floor plans, reflected ceiling plans, interior and exterior elevations, wall sections, millwork and furnishing plans and details, and schedules for finishes, etc. which will provide adequate direction for bidders to make all necessary connections of new architectural features, etc. Interior Design Services may be obtained for selection of finishes, paint colors, flooring including wood, carpet, LVT (luxury vinyl tile) and ceramic and porcelain tile, plumbing and feature electrical fixtures and other appliances necessary to complete the design work, as an additional service not included under this basic service agreement. 4M Design Group shall incorporate into the construction documents the design requirements of governmental authorities having jurisdiction over the Project.

4M Design Group will include structural engineering, mechanical engineering including plumbing and fire protection design services, and electrical engineering design for power distribution and lighting for its design work. These required services will be provided by licensed and insured professional design services providers, registered engineers licensed and in good standing to practice as a Registered Engineer in the State of Florida and under the employ of 4M Design Group.

Phase 4 | Construction Documents and Specifications (continued)

At the time of construction document review, any mutually determined need for more substantial Structural, Mechanical, including Plumbing and Fire Protection and/or Electrical Engineering will be provided as an additional service with supplemental fees agreed to by the Owner. 4M Design Group is not responsible for any miscommunication or duplication of work or services for any design related service when not contracted directly under the direction of 4M Design Group.

Phase 5 | Bidding and Negotiation

4M Design Group will provide minimal bidding and negotiation services. Bidding & negotiation work shall be accomplished in concert with the Owner from pre-qualified sub-contractors under Contract to the Owner. 4M Design Group may outside the agreement's scope provide more than minimal bidding, negotiation service, and contract/project management services to select and manage subcontractors. Notwithstanding the foregoing, the Owner shall not be deemed to be in privity with any subcontractor and/or vendor, and 4M Design Group shall have no liability for any work performed at the Project by reason of Owner's involvement in the review or award of the work or otherwise.

Phase 6 | Construction Administration / Construction Observation Services

4M Design Group will assist the Owner with the construction administration. 4M Design

Group's construction administration will commence upon the commencement of work by the Owner as the prime Contractor of a construction contract (the "Construction Contract"), and its

services will include, but not be limited to the following:

- Assistance with Contractor on any proposed substitutions for cost reductions, if necessary;
- General clarifications and minor design decisions during construction;
- Review and approval of all shop drawings, excluding structural and electrical panel distribution circuitry;
- Coordination/correspondence with the Owner(s), contractor(s), subcontractor(s) and all consultants during construction;
- Weekly or bi-monthly Site visits/field observations to verify that construction is consistent with the construction documents and specifications;
- Keep the Owner reasonably informed about the progress and quality of the portion of the work completed, report to the Owner (i) known deviations from the construction documents and the most recent construction schedule submitted by the Contractor, and (ii) defects and deficiencies observed in the work.
- Authority to reject work that does not conform to the construction documents and has the authority to require inspection or testing of such work;
- Approval of material samples, concurrence with construction methods, material(s) compatibility as detailed in the construction documents;
- Approval and certification of Contractor's pay requests (as required by A.I.A. Contract and in accordance with the Invoicing section below).

Proposed Budget allocation (MAY be added to by the Owner; based on the scope of work described in previous meetings with the City, = \$350,000 plus 10% contingency (+\$35,000) Totaling \$385,000 Architect proposed fee for Interior and Exterior Renovation design services including Landscape Design and plant material specification, those services reference in and interior Design materials discounting.

Proposed Scope= \$385,000 x .09% Proposed fee = \$ 34,650.00.

Fee Cost Calculation

1. Conceptual /Schematic Design (15%)	\$ 5,198.00
2. Architectural Programming & Site Planning (15%)	\$ 5,197.00
3. Design Development Phase (20%)	\$ 6,930.00
4. Construction Document Phase (35%).....	\$12,130.00
5. Bidding & Negotiation Services (5%)	\$ 1,730.00
6. Construction Administration Services (10%)	\$ 3,465.00
Total Proposed Design Services Fees	\$ 34,650.00
Surveying &Field Measuring Existing Structures to be contracted by others	

Fee Distribution

Plus, any required ADDITIONAL SERVICES initiated, requested, or agreed to by the Owner must be agreed to in advance as either a fixed rate or invoiced on an Hourly basis (refer to Hourly Rates)

Ongoing Services

Reimbursable Expenses [Varies by Project – ALLOWANCE *] \$ 950.00

Fee Distribution

Fee Cost	\$ 34,650.00
Allowance for Reimbursable Expenses	\$ 950.00
Total Fee Proposed Fees	\$ 35,500.00

The Owner is advised that all services provided by the Professional Architect registered in the State of Florida require that construction phase services are required, or no assertion of liability claims can arise out of this agreement. The Architect must agree to the materials, methods, and procedures used in the construction process, including the work product's care and craftsmanship, the integrity of assemblies, and the work's execution without defect for the Architect to be held responsible for any design defects. If engaged to provide construction phase services, the Architect shall immediately report any defects, poor workmanship, or omissions to the Owner and Contractor. Construction defects that are unknown to the Architect or revised during the construction without the Architect's knowledge or consent provide exoneration of liability for the Design Professional. All parties mutually agree that the Architect is working under their best judgment and that there continues to be a separation of services. NO Surveying services, Civil Engineering, Geotechnical Engineering, Energy analysis, Mechanical, Electrical, or plumbing engineering, or Structural engineering requirements, including wind loading analysis for residential structures are included in this proposal. These can be obtained or are detailed as a separate line item cost proposal paid directly by the Owner/Client or through 4M Design Group with the appropriate consulting multiplier or [aid directly to the consultant engaged to provide those services as a portion of this proposal.

Contract General Conditions

Invoicing

Invoices will be based on the work completed on your account by 4M Design Group, P.A., and is due upon receipt of invoice. No payment(s) due on any invoice will be withheld based on financing conditions, contractual real estate arrangements, or any condition outside the scope of 4M Design Group, P.A.'s responsibilities, including dissatisfaction of workmanship by a contractor or a sub-contractor. Any amount unpaid after 30 days of issuance will incur a late fee of 1.5% of the total invoiced amount. The 1.5% late fee will be applied every 60 days net until the invoice is paid in full. The Project will begin on the date the owner/client signs the Contract and pays the stipulated retainer amount of at least twenty percent (15%) or \$ **5,198.00**, which authorizes 4M Design Group, P.A. to commence work.

Hourly Rates/Additional Services Fees

Suppose additional time is requested by the Owner (s) for any extra work that was not in the basic scope of work outline in this Contract. In that case, it will be charged the following hourly rates for architects, designers, personnel, and all other additional services.

▪ Mark Tarmey, Architect- Principal	\$190.00/hr.
▪ John Lane, Architect-Principal	\$180.00/hr.
▪ Andrea Heath, Architect-Principal	\$180.00/hr.
▪ Registered Professional Architect	\$170.00/hr.
▪ Intern/Graduate Architect	\$155.00/hr.
▪ Licensed Interior Designer	\$150.00/hr.
▪ Intern/Graduate Interior Designer	\$135.00/hr.
▪ Drafting/C.A.D. Technician	\$ 95.00/hr.
▪ Clerical/administrative	\$ 65.00/hr.
▪ Consultant's -	

PAID direct to Consultant upon Invoice

OR 1.5 x amount billed to 4M Design Group, P.A.

Description of Ongoing Services

Reimbursable Expenses

Reimbursable Expenses are any expense that 4M Design Group, P.A. incurs in the interest of the Project that was not included in the base cost. Reimbursable expenses include but are not limited to field measuring or acquisition of drawings of existing conditions, copying, printing and photography, digital transfer of information for larger than usual files, long-distance telecommunication fees, CAD plotting, and authorized travel. Standard office CAD plots are \$5.50 for each 24" x 36" plot. Site visits or any automobile travel in the interest of the Project will incur a cost of \$0.52 per mile or the prevailing I.R.S. mileage allowance for travel by automobile. Any reimbursable expense that is contracted by an outside source will be charged a multiple of 1.5 times the amount invoiced to 4M Design Group, P.A. or paid directly to the consultant/vendor.

Ownership of Design Concepts, Plans, Drawings, and Documents

The final drawings, specifications, and other documents prepared by 4M Design Group, P.A. for this Project are instruments of the City of Quincy's intellectual property and instruments. The City of Quincy shall not for non-governmental purposes be retransferred or reused without the Architect's specific written permission or compensation for their reuse, however.

Ownership of Design Concepts, Plans, Drawings, and Documents (continued)

Any proposed reuse of these designs and/or plans for non-governmental purposes must be approved in writing by 4M Design Group, P.A. prior to contemplation or execution of any reuse. Payment of the non-governmental use stipulated reuse fee will be due prior to 4M Design Group, P.A. Plans may not be assigned, transferred, or otherwise provided to any other design professional or para-professional for reuse, copying, revisions, or modifications for non-government use without the written release of the Architect of Record, 4M Design Group, PA. Failure to adhere to these terms and/or the redistribution to outside design consultants for non-government use will be subject to legal action appropriate to protect the Architects intellectual property rights, including the copyright. It will absolve the Architect from all liabilities for any design related omissions and errors.

Dispute Resolution/Termination or Suspension of Project

Disputes and questions concerning our work are rare, but they can occur. Our firm's philosophy is to maintain reasonable ways to mitigate conflict and resolve any problems that arise in an equitable manner. Should we be unable to resolve an issue or disagreement, the owner/client may cancel the work by informing us in writing. Email transmission is an acceptable form of notice; however, a telephonic "text message" is not considered adequate notice for termination. Upon receipt of the notice of termination, we will immediately cease work on behalf of the Project and send a final invoice for all services rendered up to the date of receipt of a written notice of termination. The owner/client will be responsible for payment under the terms of the invoicing clause of this Contract. A.I.A. contractual agreement stipulates that a good faith effort to resolve any issues first through mediation; however, should an issue elevate to litigation, the prevailing party shall be entitled to recover from the non-prevailing party all costs incurred, including reasonable attorneys' fees. In the event of litigation, the action will be subject to Florida law, with the venue being in Gadsden County.

Compensation and Construction Costs

All payments due to 4M Design Group, P.A. are based on the reasonable performance of the scope of services outlined in this contract/proposal. 4M Design Group, P.A. is not responsible for variations and increases in the cost of construction materials and labor costs over the course of the period allocated to design and construction. Provided that the drawings address the stipulated description of the Owner's program and scope and meet the minimum standards and requirements of the building regulatory authorities having jurisdiction over the Project, the work shall be deemed satisfactory for the construction this design service was crafted. All revisions to the drawings and/or plans required to revise the size, character proportion, scale, or to revise the cost of construction following approval from the Owner will be noticed to the Owner/Client as an Additional Service. Projects based on percentages of construction costs shall be subject to reasonable incremental fee increases commensurate with the escalation of construction labor and materials costs that may occur during the design and construction period.

Design/Drawing Revisions, Material Substitutions & Cost Containment (Value Engineering)

The Architect IS NOT obliged to redesign or revise drawings without compensation for any scope change, design revisions, and/or drawing revisions required by the Owner or Contractor to revise or otherwise reduce the construction costs. Revisions required after acceptance of the Design Development phase or the Construction Document phase, and during or after building permit submittal, related to suggested cost-saving measures which were not included in the proposed design shall be subject to supplemental compensation for said design modifications. The Owner and the Architect must approve material substitutions for cost savings and other cost containment measures employed by the Contractor/Builder in order to reduce construction costs prior to installation. The Architect will have the full authority to veto or otherwise deny the use of any material substitutions which diminish structural integrity, proportion, architectural assemblies, connections, energy efficiency values, or any other element which potentially poses an increased liability risk to the Architect. From time to time, the Architect may object or express his objections to modified design conditions without prejudice. Design changes may be enacted as a response to Owner/Clients design directives; however, if objected to by the Architect and installed over said objections, writing, such changes shall have the effect of waiving the Architects liability for those changes. Materials that have been installed in compromised conditions or against the Architect's professional advice shall have the same effect of waiver of liability. The cost for revisions will be provided to the client as an additional service to the Contract in either lump sum form or on an hourly basis, prior to commencing changes to address cost or scope changes directed by the Owner or client.

Deviations or Alterations and Additional Services

Any deviations from or alterations to the construction documents and specifications initiated by the Owner and/or Contractor must be agreed upon in writing by 4M Design Group, P.A. prior to commencement of work. Written authorization must also be given for clarifications and changes made during construction resulting from omissions, errors, or unclear directions in the construction documents and specifications. Owner directives for changes during construction without the agreement and approval in writing by the Architect shall waive all professional responsibilities of the Architect, and the Owner/Client shall hold the Architect harmless for actions directed by the owner/client without the written consent of the Architect. Failure to obtain written authorization to change or alter these items shall absolve 4M Design Group, P.A. and its various Consultants from any responsibility or liability for any damages or claims which may occur as a result. All design changes required for permitting are not added to the basic services fees. Changes to the in design documents including specification revisions, drawing supplementation, shop drawings revisions, and redesigns are subject to reasonable incremental fee increases to revise and correct the drawings for the Owner to appropriately reflect the finished "as-built" condition at construction completion or as required by the Agency Having Jurisdiction ("A.H.J.") for permitting.

Insurance Requirements /Costs

Prior to the commencement of the Services, 4M Design Group shall procure and maintain coverages, limits, and deductibles, as set forth below or as Owner, shall otherwise reasonably require, including, without limitation: Commercial General Liability, Workers Compensation, Comprehensive General Automobile Liability Insurance and Professional Errors and Omissions Insurance from an insurance company or companies lawfully authorized to do business in the jurisdiction in which the Project is located, satisfactory to Owner and with an A.M. Best rating of A X or better to protect 4M Design Group from claims which may arise out of or result from 4M Design Group's performance of services under this Contract, whether such performance is by 4M Design Group or by its agents, consultants, or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. Any insurances required by the Owner/Client above these limits shall be born within the costs of this contract proposal, and coverages and payment of premiums shall be included for a period of 48 months after the certificate of occupancy, or 84 months as the expiration of the statute of liability for Architects.

WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY INSURANCE in accordance with the law of the State of Florida with the following limits:

Workers' compensation	\$100,000
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COMMERCIAL GENERAL LIABILITY INSURANCE INCLUDING PRODUCTS/COMPLETED OPERATIONS, CONTRACTUAL LIABILITY INSURANCE AGAINST THE LIABILITY ASSUMED HEREIN ABOVE, and including, INDEPENDENT CONTRACTOR'S LIABILITY INSURANCE if 4M Design Group sublets to another all or any portion of the Services, PERSONAL INJURY, and UMBRELLA LIABILITY COVERAGE, with the following minimum limits:

Combined Single Limit	\$1,000,000
General Aggregate	\$1,000,000
Umbrella Liability	\$1,000,000*

A statement on the Certificate of Insurance and applicable endorsements provided by 4M Design Group to Owner that 4M Design Group's Commercial General Liability policy has been endorsed for the general aggregate to be a "per project" basis.

PROFESSIONAL LIABILITY ERRORS AND OMISSIONS INSURANCE, with a minimum limit of \$2,000,000 and with a maximum deductible of \$25,000.

Prior to the commencement of the Services, 4M Design Group shall name the Owner, the Owner's lender, if any, as an additional insured under its aforementioned insurance policies in the form satisfactory to the Owner and shall furnish an official Acord Certificate of Insurance in form and substance satisfactory to the Owner and its lender, if any, from each insurance company showing that such insurance policy is valid, in full force and effect, stating policy numbers, dates of expiration, and limits of liability thereunder, and further providing that such insurance policy will not be canceled or allowed to expire or changed until at least thirty (30) days prior written notice has been received by Owner and its lender if any. Owner and 4M Design Group acknowledge and agree that the insured's insurance policies as an additional insured shall be the primary insurance policies and that any other insurance carried by Owner



shall be in excess of all other insurance carried by the Contractor and shall not contribute with 4M Design Group's insurance.

Standard for Service

4M Design Group represents and agrees that (i) no conflict of interest exists between it and Owner, (ii) it has the necessary expertise to perform the Services to the standard set forth herein and otherwise to fulfill its obligations hereunder and that it will act, at all times, in the best interests of Owner, (iii) it will perform the services hereunder in accordance with professional architectural standards for projects of a similar nature (scope and complexity), with similar project characteristics for projects located in the State of Florida, (iv) it will maintain at all times all necessary and competent personnel to fulfill its obligations hereunder, (v) in connection with this engagement, it will comply in all material respects with applicable laws and regulations, now or hereafter in effect, and (vi) it will cooperate with all other independent consultants identified as such to it by Owner. 4M Design Group acknowledges and agrees that any errors, omissions, or defects in any design documents will be corrected promptly and at no additional cost to the Owner.

Miscellaneous

This Contract contains the parties' final and entire agreement and supersedes all prior and/or contemporaneous understandings and may not be modified or amended unless such modification is in writing and signed by all parties. Titles of sections herein are utilized for convenience only, and neither limits nor amplifies the provisions of this Contract. This Contract shall not be construed more strictly against any Party regardless of who is responsible for its drafting. This Contract shall not confer any rights or remedies upon any person other than the parties hereto and their respective successors and permitted assigns. Transmission by facsimile or .pdf or other electronic means of an executed portion with signature page hereof by a party hereto shall constitute due execution and delivery of this Contract by such party.

Authorization to Proceed

Please sign below and return an executed copy of this contract agreement along with the stipulated retainer to authorize us to proceed. By returning a signed copy of this contract agreement along with the stipulated amount, you are authorizing 4M Design Group, P.A. to begin work immediately on your Project as well as agreeing to all the terms outlined in this Contract. In addition to these General Conditions, the American Institute of Architects' conditions (A.I.A.) Contract Form A-201; Agreement between the Owner and Architect shall be in force as a supplementary document to this proposal.

Respectfully submitted by:



Mark A. Tarmey, Architect
Managing Principal Architect
D A T E: July 31, 2020

Accepted By:

(Signature)

(Name)

(Title)

(Date)



21 September 2020

Justin Ford, P.E.
Senior Associate
Dewberry
20684 Central Ave East
Blountstown, FL 32424

RE: Professional Architectural & Engineering Services Fee Proposal – Quincy City Hall - Renovation

Dear Mr. Justin Ford,
Barrett Fronczak Barlowe & Shuler Architects (BFBS) appreciates this opportunity to submit a professional architectural and engineering fee proposal for the interior and exterior renovation to the Quincy City Hall located in Quincy, Florida at 404 W Jefferson St, Quincy, FL 32351. The scope of the work will follow the 2017 Florida Building Code and the local jurisdiction Growth Management Building Department review procedures. This proposal is based on our firms site visit with the City of Quincy Mayor Ronte R. Harris on September 14, 2020. This site visit and discuss of the scope of work will be the criteria for the basis of design. Based on the information our firm has received, our professional architectural and engineering basic services fee is broken down below. Included in this fee are the architectural and engineering drawings needed to produce a permit-able set of construction/bid documents with construction administration services. Once the fee proposal is agreed upon, we will adhere to the design schedule provided by Dewberry and BFBS Architects.

Summary of Work

We understand the project will be to provide renovation construction documents for the Quincy City Hall. We understand the client's budget is \$250,000.00. With this being said, we understand \$250,000.00 will not be enough budget to complete all the task at hand, so we have broken down the tasks and fees to allow the client to selected which task the commission would like to undertake. The renovation areas are as follows:

1. The interior renovation of the City Chambers.
2. The interior renovation of the City Hall Corridors.
3. The interior renovation of the City Hall Men and Women Restrooms.
4. The exterior painting of City Hall.
5. The exterior landscaping of City Hall.
6. The exterior lighting of City Hall.

All of these tasks are broken out below.

Our Proposed Engineering Consultants

Tomahawk Engineering – Mechanical/Plumbing/Electrical Engineering – Michael Boyle, P.E.
Holt LA – Landscape Architect – Alan Holt, ASLA

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Architectural, Engineering & Landscape Architecture Basic Service Fee Breakdown:

A/E & LA Construction Documents

Building and Site Field and As-Built Documentation	\$2,500.00
The interior renovation of the City Chambers.	\$7,000.00
The interior renovation of the City Hall Corridors.	\$5,000.00
The interior renovation of the City Hall Men and Women Restrooms.	\$3,000.00
The exterior painting of City Hall.	\$5,500.00
The exterior landscape of City Hall.	\$5,500.00
The exterior lighting of City Hall.	\$1,500.00
Total Site Building Observation <i>(fee includes travel)</i>	\$30,000.00

A/E & LA Construction Administration Services

Permitting - GC RFI Questions – Bidding Administration	\$1,500.00
Construction Administration	\$2,500.00
Total Construction Documents - Building	\$4,000.00

Construction Administration – A/E (*Architecture & MEP*) will review product submittals and shop drawings as required by the project drawings and specifications. In-office support will also be available during the bidding and construction phase of the project.

Tasks carried out in the architect's office to facilitating project:

- Respond to Requests for Information (RFI)
- Issue Architect's Supplemental Instructions (ASI)
- Process shop drawings and submittals
- Review and certify contractor's application for payment
- Review material test reports
- Provide substantial and final completion

Not Included in this Proposal: Civil, Structural, Land Surveying or Fire Suppression Engineers unless requested. Testing for asbestos materials or lead base paint has not been provided in this proposal.

Printing Reimbursable:

Will provide a record of the number of prints and the month the print was produced. It is estimated Printing and Postage not to exceed \$500.00.

If other design or architectural services are needed or requested, or additional services exceed the basic fee amount, the hourly additional service rates, as well as the mileage rates of BFBS will apply.

We look forward to working with you. If you have any questions, or need additional information, please feel free to give me a call.



Doug Shuler, AIA
Partner

BARNETT FRONCZAK BARLOWE & SHULER ARCHITECTS

Justin Ford signature for approval

_____ date

COMPENSATION: Direct personnel expenses shall be defined as: the cost of salaries and fringe benefit costs related vacation, holiday and sick leave pay; contributions to Social Security, Workman's Compensation Insurance, retirement benefits, and medical and insurance benefits; unemployment and payroll taxes; and other allowed benefits of those employees directly engaged in the performance of the requested service. Reimbursable costs include fees of Professional Consultants (whose expertise is required to complete the project) and out-of-pocket expenses, the cost of which shall be charged at actual cost plus an administrative charge of 15% and shall be itemized and included in the invoice. Typical out-of-pocket expenses shall include, but not be limited to, travel expenses (lodging, meals, etc.) job related mileage at 44.5 cents per mile, long distance telephone calls, printing and reproduction costs, and project-related supplies and materials.

INVOICE PROCEDURE AND PAYMENT: BFBSA shall submit invoices to the Client for work accomplished during each calendar month or phase. For services provided on a Lump Sum basis, the amount of each monthly/phased invoice shall be determined on the "percentage or phase of completed", where BFBSA will estimate the percentage of total work (provided on a Lump Sum basis) accomplished during the invoicing period. Monthly/phased invoices shall include, separately listed, any charges for services for which time charges and/or unit costs shall apply. Such invoices shall also include, separately listed, any charges for Professional Consultants and reimbursable costs. Such invoices shall be submitted by BFBSA as soon as possible after the end of the month/phase in which the work was accomplished and shall be due and payable by the Client upon receipt. The client, as owner or authorized agent for the owner, or as an authorized representative of a governmental entity, hereby agrees that payment as provided herein will be made for said work within 30 days from the date the invoice is mailed to the Client at the address set out herein or is otherwise delivered, and in default of such payment, hereby agrees to pay all costs of collection, including reasonable attorney's fees, whether the action is brought or not. The Client hereby acknowledges that unpaid invoices shall accrue interest of 15% per annum after they have been outstanding for over 90 days. BFBSA reserves the right to suspend all services on the Client's project if an invoice remains unpaid 60 days after date of invoice. Such suspension shall remain in effect until all unpaid invoices are paid in full. Upon cancellation, abandonment or suspension of the project by the Client prior to completion of services to be performed, BFBSA shall be paid for all work accomplished to the date of cancellation, abandonment or suspension on a quantum merit basis in accordance with the provision for compensation contained herein.

COST ESTIMATES: Because the Architect does not control the costs of construction materials, labor etc.; the Client hereby acknowledges that BFBSA cannot warrant that opinions of probable construction costs provided by BFBSA will not vary from actual cost incurred by the Client.

LIMIT OF LIABILITY: The limit of liability of BFBSA to the Client for any cause or combination of causes to its employees against claims alleging negligent acts, errors, or omissions in the performance of architectural services shall be in total amount, limited to the architectural and engineering under this Agreement. BFBSA does carry professional liability insurance.

OWNERSHIP OF DOCUMENTS: Drawings and Specifications are and will remain the property of the Architect whether the project is executed or not. Owner may retain copies, including reproducible copies, of drawing and specifications for his use on the project but may not be used on other projects; additions to this project or for completion of this project by others provided the Architect is not in default under this Agreement, except by agreement in writing and with appropriate compensation to the Architect.

CONSTRUCTION SERVICES: If under this Agreement, professional services are provided during the construction phase of the project, BFBSA shall not be responsible for or have control over means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the work; nor shall BFBSA be responsible for the Contractor's failure to carry out the Work in accordance with the Contract Documents.

TYPICAL ITEMS NOT IN CONTRACT AND CONSIDERED ADDITIONAL SERVICES:

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| 1. Surveys/Boundary/Topographic Survey/Site Plans | 14. Not Used |
| 2. Not Used | 15. On-Site Project Representative |
| 3. 100 Year Flood Elevation Determination Letter | 16. As-Constructed Record Drawings |
| 4. Florida Product Approval Forms/Numbers | 17. Post Occupancy Evaluation |
| 5. Florida Energy Conservation Form 402 of 405 | 18. Telecommunications/Data/Security Design |
| 6. Hazardous Material Checklist | 19. Building Commissioning |
| 7. Asbestos Notification/Abatement/Contract Services | 20. LEED Certification |
| 8. Programming Services | 21. Fast-Track Design |
| 9. Additional Preliminary/Schematic Designs | 22. Permit Cost |
| 10. Extensive Measured Drawings/As-Built Documentation | 23. Furniture, Furnishing and Equipment Design |
| 11. Existing Facilities Surveys | 24. Architectural Interior Design (other than paint finishes) |
| 12. Marketing Building or Interior Renderings | 25. Fire Suppression Design Services |
| 13. Not Used | |
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26. Engineering for systems outside of the project area, except as required to extend electrical systems into the project area.
 27. Provisions to support future projects, renovations, or expansions.
 28. Special consultants, including but not limited to Civil Engineering, MEP Engineering, acoustics, lighting etc..
 29. Hidden or concealed conditions, beyond that which might be reasonably inferred, requiring additional design or investigation.
 30. Solicitation of construction bids or contract award.
 31. Facility needs assessment, or selection of special-purpose end-user equipment or machinery.
 32. Additional insurance beyond that which is normally carried by the Engineer.
 33. Value engineering or other Architect/Owner requested redesign work after delivery of permit documents.