

# **City of Quincy**

City Hall

404 West Jefferson Street

Quincy, FL 32351

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



## **Meeting Agenda**

**Tuesday, February 11, 2014**

**6:00 PM**

**City Hall Commission Chambers**

## **City Commission**

**Keith Dowdell, Mayor (Commissioner District One)**  
**Larry Edwards, Mayor Pro-Tem (Commissioner District Five)**  
**Micah Brown (Commissioner District Two)**  
**Derrick Elias (Commissioner District Three)**  
**Andy Gay (Commissioner District Four)**

**AGENDA FOR THE REGULAR MEETING OF  
THE CITY COMMISSION OF  
QUINCY, FLORIDA  
Tuesday  
February 11, 2014  
6:00 PM  
CITY HALL CHAMBERS**

**Call to Order**

**Invocation**

**Pledge of Allegiance**

**Roll Call**

**Special Presentations by Mayor or Commission**

1. Proclamation honoring Alice Dupont

**Approval of the Minutes of the previous meetings**

2. Approval of Minutes of the 1/28/14 Regular Meeting  
(Sylvia Hicks, City Clerk)

**Public Hearings as scheduled or agendaed**

3. Ordinance No. 1059-2014 First Reading – Water Fund Rate Adjustment
4. Ordinance No. 1060-2014 First Reading – Sewer Fund Rate Adjustment

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

**Resolutions**

5. Resolution No. 1312-2014 – Establishing a City of Quincy Audit Committee

**Reports by Boards and Committees**

**Reports, requests and communications by the City Manager**

6. Water and Sewer Fund Rate Adjustment  
(Jack L. McLean Jr., City Manager)

7. Resolution establishing an Audit Committee  
(Jack L. McLean Jr., City Manager)
8. Lease of (4) New Police Vehicles  
(Jack L. McLean Jr., City Manager; Walter McNeil, Chief of Police)
9. Quincy-Business Park Proposed Certification  
(Jack L. McLean Jr., City Manager; Bernard Piawah, Building and Planning Director)
10. Candidate Selection for Downtown Master Plan Preparation  
(Jack L. McLean Jr., City Manager, Bernard Piawah, Building and Planning Director)
11. Use of Corry Field  
(Jack L. McLean Jr., City Manager; Greg Taylor, Parks and Recreation Director)
12. Mobile Food Vendors and Mobile Vendors  
(Jack L. McLean Jr., City Manager)
13. Financials/P-Card Statement  
(Jack L. McLean Jr., City Manager; Jeff Williams, Interim Finance Director )

**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**

\*Item(s) Not in Agenda Packet

# PROCLAMATION

HONORING  
MS. ALICE DUPONT

**WHEREAS**, Alice DuPont, Editor for the Gadsden County Times, after more than 30 years of outstanding and meritorious service to the Citizens of Quincy and Gadsden County; and,

**WHEREAS**, Alice DuPont touched numerous lives through her thoughtful insight and provocative columns, and has made unforgettable contributions to journalism, to the City of Quincy and to the entire Gadsden County area during her 30 years of journalism career capped off a 10 year career as Editor of the Gadsden County Times; and,

**WHEREAS**, Alice has earned the respect and admiration of the citizens of Quincy, Gadsden County, and her coworkers alike, with her knowledge, humor and proven professionalism to report stories "accurately, truthfully, and in an unbiased manner"; and,

**WHEREAS**, throughout her many years of service as a Journalist, Alice has served the citizens of the City of Quincy and Gadsden County with fairness and dedication; and,

**NOW, THEREFORE BE IT FURTHER RESOLVED**, by the power vested in me, Keith Dowdell as Mayor of the City of Quincy, Florida and on behalf of my colleagues of the City Commission: Mayor Pro-Tem Larry D. Edwards, Commissioner Micah Brown, Commissioner Derrick D. Elias, Commissioner Gerald A. Gay III, Employees of the City of Quincy and the Citizens of Quincy, Florida do hereby extend to Ms. Alice DuPont, our congratulations, and our best wishes to her and her family for continued success, happiness, and good health in the years to come.

*ADOPTED AT QUINCY, FLORIDA, THIS 11<sup>TH</sup> DAY OF FEBRUARY, 2014.*

*Keith Dowdell*  
Mayor

Sylvia Hicks  
City Clerk

Jack L. McLean Jr.  
City Manager

CITY COMMISSION  
CITY HALL  
QUINCY, FLORIDA

REGULAR MEETING  
JANUARY 28, 2014  
6:00 P.M.

The Quincy City Commission met in regular session Tuesday, January 28, 2014, with Mayor Commissioner Dowdell presiding and the following present:

Commissioner Larry D. Edwards  
Commissioner Micah Brown  
Commissioner Gerald A. Gay, III  
Commissioner Derrick D. Elias

Also Present:

City Manager Jack L. McLean, Jr.  
City Attorney Jerry Miller  
Deputy City Clerk Cynthia Shingles  
Police Chief Walt McNeil  
Customer Service Director Ann Sherman  
Utilities Director Mike Wade  
Fire Chief Scott Haire  
Planning Director Bernard Piawah  
Interim Finance Director Jeffrey Williams  
Public Works Director Willie Earl Banks, Sr.  
Parks and Recreation Director Greg Taylor  
Human Resources Director Bessie Evans  
Interim CRA Manager Regina Davis  
Account Specialist Catherine Robinson  
Accountant III Yvette McCullough  
Sergeant At Arms Chief Sapp

Also In Attendance

Dr. Murdaugh, TCC President  
Eugene Lamb, Chairman, TCC Board of Trustees  
Dr. Kimblin Nesmith, Executive Director of Gadsden Law Enforcement Academy  
Mr. David Wildes, TCC

**Call to Order:**

Mayor Commissioner Dowdell called the meeting to order, followed by the Lord's Prayer and the Pledge of Allegiance.

**Special Presentations by Mayor or Commission:**

### **Approval of the Minutes of the previous Regular Meeting**

Commissioner Edwards made a motion to approve the minutes of the January 14, 2014 regular meeting with corrections if necessary. Commissioner Gay seconded the motion. The ayes were unanimous.

### **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.)**

*Resolution No. 1310-2014 Black Heritage Parade and Road Closing*

Commissioner Edwards made a motion to approve Resolution No. 1310-2014 for the Black Heritage Parade and Temporary Road Closing. Commissioner Brown seconded the motion. The ayes were unanimous.

### **Resolution No. 1311-2014 – Quincy Wastewater Treatment Plant Bio-solids Dewatering Facility**

Utilities Director Mike Wade reported to the Commission that beginning in 2012, the City engaged the Florida Department of Environmental Protection's (FDEP) process to secure financial support in the amount of \$564,488 for an alternative waste water disposal mechanism, other than land application. The City was awarded a bid to construct the dewatering facility to Florida Construction, Inc. The company submitted the lowest bid for the project in the amount of \$489,138. Mr. Wade stated that FDEP has not moved forward to close the \$564,000 loan, because it is concerned that the City's rates in water and sewer funds are not sufficient to pay the dewatering loan, and the other two loans the City has with the Department. He also stated that FDEP's loan funding analysis does not give credit to the electric fund subsidization of the water and sewer funds. Each fund, according to the rate covenant, in a FDEP loan agreement, must stand on its own. City Manager McLean stated the preliminary study indicates that the water will increase approximately \$2.00 and the sewer by \$4.00. City Attorney Miller stated he reviewed the 2011 Bond Series and it is specific as to the maintenance, rate covenants, operating reviews and annual audits and it is the City's responsibility to abide by the covenants in the agreement and the Commission should make this a priority. Commissioner Gay made a motion to approve Resolution No. 1311-2014 and have the City Attorney and City Commission make changes as necessary. Commissioner Edwards seconded the motion. Attorney Miller stated that his firm does not provide compliance regarding tax regulations and securities. City Manager McLean stated we have not had a rate increase in 10 years. Commissioner Brown stated he does not approve of raising the rates but will support it if we have too. Commissioner Gay amended his motion to approve Resolution No. 1311-2014 to allow staff to make changes to the Resolution and report back to the Commission. Commissioner Edwards amended his second. City Manager McLean reported the subject will come back to the Commission in the form of an Ordinance. He stated the rate study shows that the average water bill would increase by \$1.92 and the sewer by \$5.53. The ayes were Commissioners Brown, Edwards, Gay, and Dowdell. Nay was Commissioner Elias. The motion carried.

### **Reports by Boards and Committees:**

## **Reports, Request and Communications by the City Manager:**

### *Tallahassee Community College: Quincy Campus Site Selection*

Building and Planning Director Bernard Piawah reported to the Commission that Tallahassee Community College (TCC) has chosen the City's property on Pat Thomas Parkway next to Workforce Plus for the Quincy Campus. The President of TCC, Dr. Murdaugh was present and stated they have been working on the project for two (2) years and is expected to have construction completed in 12-14 months. Commissioner Edwards made a motion to donate the property on Pat Thomas Parkway to TCC in exchange for the Ward's lot property donated to TCC by the Gadsden County School District. City Manager McLean reported that TCC does not own the Ward's Lot. Commissioner Edwards then amended his motion to approve that the City donates the Pat Thomas Property to TCC. Commissioner Gay seconded the motion. The ayes were unanimous.

### *Quincy Business Park Proposed Certification:*

No action was taken on this item.

### *Report on Quincy-Byrd Landfill Cell 9 Closure*

Building and Planning Director Bernard Piawah reported to the Commission that Cell 9 was permitted as a Class III landfill, it was never used as such, and the City used it for the disposal of land debris. He stated after several discussions and meetings, the Florida Department of Environmental Protection (FDEP) have agreed to the City's proposal to not close Cell 9 as a Class III landfill. He stated the City's Public Works staff will dig a test pit as part of their daily activities at little or no additional cost to the City, thus saving approximately \$300,000. Mr. Piawah stated that the Cell 9 permit expires on October 6, 2014 and after which, the City should apply for a land clearing debris permit for Cell 9 and provide documentation as to part of the application that Cell 9 would indeed use for disposal of land clearing debris. The cost to the field activities submittal of the LDC permit application and final closure report is estimated to be \$15,000.

### *IFAS Annexation Update*

Building and Planning Director Bernard Piawah reported to the Commission that the Department of Environmental Protection, acting as agent for the Board of Trustee for state-owned land, has formally approved the City's request for annexation of IFAS property into the City of Quincy. City Manager McLean stated that to complete the annexation, the City Attorney is requested to prepare the annexation.

*Youth Protection Ordinance Quarterly Report: No comments*

## *Municipality Finance Director Executive Search Report*

Human Resources Director Bessie Evans reported to the Commission that back in October, the City launched a Senior-Level Management Executive Search for a new Finance Director, with Bob Murray & Associates (BMA). The City hired an Interim Finance Director in December. She stated that BMA has provided successful executive searches for the City of Tallahassee. Ms. Evans stated that BMA has received 12 potential applicants and we could have a new Finance Director by the middle of April or early May. Commissioner Elias asked the total cost. The City Manager stated between \$10,000 and \$15,000 dollars. Commissioner Elias asked what line item did this come from. City Manager stated this is a HR function and Ms. Evans stated it would come from the contractual line item that has \$20,000 to do an actuary study, but at the time, there was no need for a Finance Director.

*Quincy Fire Department Monthly, Quarterly, and Yearly Report:* No comments

## *Report on the Status of the Audit of FY2012*

Interim Finance Director Jeffrey Williams reported to the Commission that we have received the 1<sup>st</sup> draft of the audit/financial report for the CRA and are reviewing it and will be adding budgetary information, updating discussion items and noting discrepancies. Commissioner Elias asked Mr. Williams if he had an anticipated date for the City's Audit. Mr. Williams stated that the Auditors have all the documents and he has not received anything back asking for more documentation. Commissioner Elias asked the Manager how much have we spent on this audit. The Manager stated \$120,000 plus \$4,400 to Jeff with Thomas, Howell and Ferguson. Commissioner Elias asked if there was a plan for the preparation for the 2013 audit. The Interim Finance Director stated that he would make some changes that would take approximately three weeks that would make the 2013 audit run smoothly. Commissioner Elias asked the Manager what is the plan for hiring a new firm for the 2013 Audit. The Manager stated he will bring back to the Commission two choices: to continue with the current firm or go with Thomas, Howell and Ferguson, who is also familiar with us. Commissioner Elias stated he is not comfortable with either of the choices. Commissioner Edwards stated he prefer we bid this out, but due to time constraints, he doesn't think we would meet the deadline. Mayor Dowdell stated we need to sit down with the Interim Finance Director to see what his plan is.

## **Other items requested to be agendaed by Commission Member(s), the City Manager and other City Officials**

### *City Manager's Contract:*

Commissioner Elias asked the Commission if they are ready to renegotiate the Manager's contract. Mayor Dowdell stated that in March of 2011, Commissioner Elias made a motion to renegotiate the Manager's Contract but it died for a lack of a second. Commissioner Elias stated he opposed the contract then and still does. Commissioner Edwards stated we need to wait until the first meeting in March. City Attorney Miller stated the contract is ambiguous and can lead to civil litigation, this is an



economic decision. Commissioner Elias stated this is an administrative decision. Commissioner Gay stated he doesn't think the contract is legal and binding with an evergreen clause and he agrees with Commissioner Elias that we need to renegotiate the Manager's contract, it needs to be simplified and several items in the contract need addressing. Commissioner Elias made a motion to renegotiate the Manager's contract. Commissioner Gay seconded the motion. Mayor Dowdell stated that back in 2008, the Commission learned about the evergreen clause and advised the Commission to listen at the recording. Upon roll call by the Deputy Clerk, the ayes were Commissioners Elias, Gay and Brown. Nays were Commissioners Edwards and Dowdell. The motion carried.

**Comments:**

**City Manager**

Fire Chief Haire announced that due to the upcoming cold weather, everyone should be very cautious of electric heaters and other forms of heating.

Police Chief Walt McNeil announced that an instant alert went out regarding the weather conditions and FDOT may close I-10 and the traffic will be redirected on U.S. 90, his staff will be out in full force, the schools are closed. He stated in the event that the power goes out, the Recreation Center would be available as a shelter.

**City Clerk:** None

**Attorney**

Attorney Miller stated that at the last meeting, Commissioner Elias asked for a copy of his invoice to the City. Mr. Miller stated he has provided a copy of his contract and last month's invoice.

Customer Service Director Ann Sherman reported that several tips are posted on the website and advise everyone to look at them i.e. (1) before the power goes out, turn your refrigerator and freezer up to the highest setting (2) during extreme cold weather, insulate exposed pipes and leave a faucet dripping to prevent pipes from bursting.

Ms. Sherman stated that Commissioner Edwards also stated that he had gotten several calls regarding their water bill and in each situation, the customer had a leak. She stated that when the customer make the repairs and show proof, the City would work with them on their bill.

**Commissioners:**

Commissioner Elias stated that at the last meeting, he mentioned that the water bill had gone up and the meter readers came out and there was a leaky toilet. He stated he appreciates staff coming out and finding the leak and encourage everyone to check their plumbing for leaks, a small leak can add up. He stated he brought the issue up

publicly and found in fact that he did have a leak and now publicly acknowledging that he did have a leak.

Commissioner Elias stated that the Big Bend Transportation Board that he sits on indicated to him that the City is 180 days in the arrears.

Commissioner Elias stated that the new by-pass is near completion and he is concerned with the increase in traffic on Strong Road. He stated that we need to be in on the front end of this because it is going to impact the new business, the nursing home and the apartment complexes with the increase in traffic.

Commissioner Elias stated that at the last meeting, we talked about saving money, we talked about vacant positions and asked if the Telecommunications Director position was still vacant. The Manager stated yes. Commissioner Elias asked if that person was still being paid. The Manager stated not for that position, we have to build out the fiber line for the project for the broadband system. Commissioner Elias asked where those funds are coming from. The Manager stated the IT budgeted \$5,000. Commissioner Elias asked how much of those funds have been expended. The Manager stated approximately \$3,500. Commissioner Elias asked if the former Finance Director was still being paid. The Manager stated no. Commissioner Elias asked if the former CRA Director was still being paid. The Manager stated no, you (Commission) have control of that.

Commissioner Elias stated that at the last meeting, he requested the current P-Card statements and he also noted that there was not a financial report in the packet for the month of January and asked how soon would he be able to receive one. The Interim Finance Director replied tomorrow.

Commissioner Elias stated that in the last meeting, they were told that \$350,000 was transferred from the reserves to the operating account and he doesn't see how that can take place without the Commission voting. He stated we now have \$1.1 million dollars in our reserves. The Manager stated we transferred the money from the unrestricted reserves to Capital City Bank in a savings account. Commissioner Elias made a motion to direct the Manager to transfer the money back to the Reserves. Commissioner Brown seconded the motion. Commissioner Gay asked for details. City Manager McLean stated that our cash flow plan that was presented in the workshop, we can do temporary borrowing from the various reserve funds, one of which is the Cantella account, the DEP Drinking Water Fund and the Replacement Funds, we have been doing that periodically to meet our debt, but will not spend it unless the Commission is notified. The ayes were Commissioners Elias and Brown. Nays were Commissioners Gay, Edwards and Dowdell. The motion failed.

Commissioner Elias stated at the last two meetings, he mentioned the purchase of police vehicles. He stated he doesn't want us to appropriate funds and then use them for other purposes and later come back and ask for them again. The Manager stated we are not in a position to go out and spend \$200,000 for police vehicles, we are looking at a lease option.

Commissioner Elias requested that the Smart-Grid report become part of the monthly finance report.

Commissioner Elias asked if we had paid anything on the line of credit. The Manager stated \$215,000 at the beginning of the month, we have challenges to meet our obligations, and we will have to see what our cash flow is prior to making any payments. Commissioner Elias stated that we still owe approximately \$750,000 and asked what the bank's position is. The Manager state they want it paid off.

Commissioner Elias stated that he is still getting multiple instant alert calls. The Manager stated that we have corrected the problem, it was a software issue.

Commissioner Gay requested a copy of the December financial report and he will email the Manager his concerns.

Commissioner Edwards stated the Mayor was recognized as TCC's honoree for the African American History Calendar, he also stated that a young man name Jerome Maples that was once homeless and is now a FSU graduate, was also an honoree.

Commissioner Brown reported that on Crawford Street, limbs are hanging over the lines and needs to be trimmed.

Commissioner Brown stated that at the corner of South Calhoun and Crawford Streets, the tree is blocking the view from the left.

Commissioner Dowdell stated that the Manager needs to make sure that when items are discussed, they are directed to the proper Department.

Mayor Dowdell thanked everyone for showing up at TCC, it was a very good event and thanked his fellow Commissioners because the event was for the City of Quincy, not just for him. Mayor Dowdell stated that nothing can be done without the assistance of two other Commissioners; we have done great things in the City. Commissioner Dowdell thanked the people in District I for having voted for him over the past 17 years and look forward to their support in April.

Mayor Dowdell stated that we are going to be the top dog for Relay for Life this year and announced that the City would be selling rib dinners on Friday for \$8.00 at noon.

#### **Comments from the Audience:**

Dr. Kimblin NeSmith, Executive Director of Gadsden Leadership & Law Academy thanked the Commission for the support letter they drafted and came before the Commission to introduce the 2013-2014 Gadsden Academy Cadets to the City of Quincy Commission and to ask for assistance for their training. The following list of cadets were introduced to the Commission: Nakia Baldwin, Nehemiah Bowers, Jaketriya Byrd, Mario Cortes, Ni'Keria Daniels, Shakyra Darden, Miquel Davis, Te'Aira Dennis, Stone Franklin, Markael George, DeShayla Graham, Malcom Grndberry, Ashley Grimes, Marquisha Gunn, Lorenza Hearn, Jasmaine Horne, Andria Johnson,

Chrimontrez Jones, Steven Jones, Kaliyah Martin, Ashley McSwain, Jasmine Mcwaite, Cha"Sani Mike, Kendrick Mitchell, Mia Palm, Devin Redding, Darin Robinson, Machel Skeete, De'Anthony Turner, D'Asoa Warner, Ta'Kasha Watson, Brandon Williams and Shalunna Washington. Former Police Chief Gerald McSwain was also present and spoke on behalf of the cadets and stated that Dr. NeSmith had not received any response from Dr. Murdaugh, TCC President. Mayor Dowdell stated that he would do what is necessary to assist them and need to talk with the Legislature. Mayor Dowdell stated he would personally go to the Legislature to assist the cadets.

Ms. Freida Bass Prieto thanked Mr. Banks for taking care of the pot holes on King Street and repairing the storm drain behind Hardees. Ms. Prieto stated that she had not received the October and December financial reports.

Commissioner Edwards made a motion to adjourn. Commissioner Brown seconded the motion. There being no further business to discuss, the meeting was adjourned.

APPROVED:

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

ATTEST:

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

# ORDINANCE NO. 1059-2014

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES, CITY OF QUINCY BY AMENDING SECTION 74-95, PERTAINING TO INCREASING THE WATER RATE CHARGES FOR ALL RESIDENTIAL CUSTOMERS; AND INCREASING THE RATE CHARGES FOR RESIDENTIAL, COMMERCIAL AND INDUSTRIAL CUSTOMERS; AND REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Commission of the City of Quincy, Florida meet in regular sessions; and

**WHEREAS**, Section 1-5 of the Code of Ordinances authorizes and empowers the City Commission to amend the City of Quincy Code of Ordinances;

**WHEREAS**, the City Commission, based on a water and sewer rate study conducted by the consulting firm of Hatch Mott MacDonald, has determined that the water and sewer rates do not generate sufficient revenues to cover expenses and debt obligation; and

**WHEREAS**, the City Commission has determined and declared to be necessary and conducive to the protection of the public health, safety, welfare and convenience of the City to collect charges from all users of the City waterworks system; the proceeds of such charges shall be sufficient to be used for the purpose of operating, replacing, repairing the public waterworks; and

**WHEREAS**, the City Commission is required to increase water user charges to cover any bonded indebtedness deficiencies in the debt service fund;

**NOW, THEREFORE BE IT ENACTED BY THE PEOPLE OF THE CITY OF QUINCY, FLORIDA:**

SECTION: 1. Section 74-95 of the Code of Ordinances of the City of Quincy, Florida is hereby amended to amend Section 74-95(1)(a), Monthly rate, Readiness to serve charge effective as of the date of the passage of said Ordinance and shall read as follows:

(1)(a)

Size of Water Meter (inches)	Minimum	Minimum Bill	Gallons Included in
¾ or smaller	<del>\$9.25</del>	\$10.45	3,000
1	<del>12.25</del>	\$13.85	3,000
1½	<del>15.25</del>	\$17.25	3,000
2	<del>25.75</del>	\$29.10	3,000
3	<del>38.25</del>	\$43.20	3,000
4	<del>59.75</del>	\$67.50	3,000
6	<del>108.25</del>	\$122.30	3,000

SECTION: 2. Section 74-95 of the Code of Ordinances of the City of Quincy, Florida is hereby amended to amend Section 74-95(1)(b), Commercial and Industrial readiness to serve charge effective as of the date of the passage of said Ordinance and shall read as follows:

(1)(b)

Size of Water Meter Minimum (inches)	Meter Charge	Gallons Included in
¾ or smaller	<del>\$23.50</del> \$26.55	3,000
1	<del>25.75</del> \$29.10	3,000
1½	<del>31.50</del> \$35.60	3,000
2	<del>38.00</del> \$42.95	3,000
3	<del>54.00</del> \$61.00	3,000
4	<del>79.50</del> \$89.85	3,000
6	<del>170.00</del> \$192.10	3,000

SECTION 3. Section 74-95 of the Code of Ordinances of the City of Quincy, Florida is hereby amended to amend Section 74-95(3), Residential usage charge to serve charge effective as of the date of the passage of said Ordinance and shall read as follows:

(3)

Usage Charge	Gallon Range
<del>\$2.30</del> \$2.60 per 1,000 gallons	3,001-12,999
<del>2.55</del> \$2.90 per 1,000 gallons	13,000-22,999
<del>2.90</del> \$3.30 per 1,000 gallons	23,000-199,999
<del>3.10</del> \$3.50 per 1,000 gallons	>199,999

SECTION 4. Section 74-95 of the Code of Ordinances of the City of Quincy, Florida is hereby amended to amend Section 74-95(4), Residential usage charge to serve charge effective as of the date of the passage of said Ordinance and shall read as follows:

(4)

Usage Charge	Gallon Range
<del>\$3.15</del> \$3.55 per 1,000 gallons	3,001-12,999
<del>3.40</del> \$3.85 per 1,000 gallons	13,000-22,999
<del>3.70</del> \$4.20 per 1,000 gallons	23,000-199,999
<del>3.90</del> \$4.40 per 1,000 gallons	>199,999

SECTION 5. If any word, phrase, clause, paragraph, section or provision of this Ordinance or the application thereof, to any person or circumstances, is held invalid or unconstitutional, such finding shall not affect the other provisions, or applications of the Ordinance, which can be given effect without the invalid or unconstitutional provision or application, and to this end, the provision of the Ordinance is declared severable.

SECTION 7. This Ordinance shall be effective upon its passage by the City Commission.

INTRODUCED, in open session of the City Commission of the City of Quincy, Florida, on the \_\_\_\_ day of February, A.D.2014.

PASSED, in open session of the City Commission of the City of Quincy, Florida, on the \_\_\_\_ day of February, A.D. 2014.

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

ATTEST:

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

# ORDINANCE NO. 1060-2014

AN ORDINANCE AMENDING THE CODE OF ORDINANCES, CITY OF QUINCY BY AMENDING SECTION 74-118, PERTAINING TO INCREASING THE SEWER RATE CHARGES FOR ALL RESIDENTIAL CUSTOMERS; AND INCREASING THE RATE CHARGES FOR RESIDENTIAL, COMMERCIAL AND INDUSTRIAL CUSTOMERS; AND REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, the City Commission of the City of Quincy, Florida meet in regular sessions; and

**WHEREAS**, Section 1-5 of the Code of Ordinances authorizes and empowers the City Commission to amend the City of Quincy Code of Ordinances;

**WHEREAS**, the City Commission, based on a water and sewer rate study conducted by the consulting firm of Hatch Mott MacDonald, has determined that the water and sewer rates do not generate sufficient revenues to cover expenses and debt obligation; and

**WHEREAS**, the City Commission, pursuant to Section 74-117, has determined and declared to be necessary and conducive to the protection of the public health, safety, welfare and convenience of the City to collect charges from all users who contribute wastewater to the city treatment work; the proceeds of such charges shall be sufficient to be used for the purpose of operating, replacing, repairing the public wastewater treatment works; and

**WHEREAS**, the City Commission, pursuant to Section 74-116 (b)(4), is required to increase wastewater user charges to cover any bonded indebtedness deficiencies in the debt service,

**NOW, THEREFORE BE IT ENACTED BY THE PEOPLE OF THE CITY OF QUINCY, FLORIDA:**

SECTION: 1. Section 74-118 of the Code of Ordinances of the City of Quincy, Florida is hereby amended to amend Section 74-118(b)(1), Residential Customers, Readiness to serve charge effective as of the date of the passage of said Ordinance and shall read as follows:

(b)(1)

Size of Water Meter (inches)	Minimum	Minimum Bill	Gallons Included in
¾ or smaller		<del>\$21.30</del> \$24.05	3,000
1		<del>25.50</del> 28.80	3,000
1½		<del>35.70</del> 40.35	3,000

SECTION: 2. Section 74-118 of the Code of Ordinances of the City of Quincy, Florida is hereby amended to amend Section 74-118(b)(3), Residential Customers, effective as of the date of the passage of said Ordinance and shall read as follows:



(3) Usage charge. All additional sewer usage above the minimum quantities shown above except usage between 30,000 gallons and 50,000 gallons to be charged at ~~\$3.20~~ \$3.65 per 1000 gallons above the minimum (up to maximum).

SECTION 3. Section 74-118 of the Code of Ordinances of the City of Quincy, Florida is hereby amended to amend Section 74-118(b)(4), Residential Customers, effective as of the date of the passage of said Ordinance and shall read as follows:

(4) Maximum charge, residential. There is no maximum charge set, however, there is no additional charge for usage between 30,000 gallons and 50,000 gallons. Quantities above 50,000 gallons to be charged at ~~\$3.20~~ \$3.65 per 1,000 gallons.

SECTION 4. Section 74-118 of the Code of Ordinances of the City of Quincy, Florida is hereby amended to amend Section 74-118 (1), Commercial And Industrial Customers , Readiness to serve charge, effective as of the date of the passage of said Ordinance and shall read as follows:

(1)

Size of Water Meter Minimum (inches)	Minimum Bill	Gallons Included in
3/4 or smaller	<del>\$34.10</del> \$38.55	3,000
1	<del>\$35.70</del> \$40.35	4,000
1 1/2	<del>\$46.50</del> \$52.55	8,000
2	<del>\$82.20</del> \$92.90	20,000
3	<del>\$113.40</del> \$128.15	30,000
4	<del>\$170.60</del> \$192.80	40,000
6	<del>\$247.80</del> \$280.00	60,000

SECTION 5. Section 74-118 of the Code of Ordinances of the City of Quincy, Florida is hereby amended to amend Section 74-118 (2), Commercial And Industrial Customers , Readiness to serve charge, effective as of the date of the passage of said Ordinance and shall read as follows:

(2) Usage charge. All additional sewer usage above the minimum quantities shown above to be charged at ~~\$4.00~~ \$4.55 per 1,000 gallons above the minimum (no maximum).

SECTION 6. If any word, phrase, clause, paragraph, section or provision of this Ordinance or the application thereof, to any person or circumstances, is held invalid or unconstitutional, such finding shall not affect the other provisions, or applications of the Ordinance which can be given effect, without the invalid or unconstitutional provision or application, and to this end, the provision of the Ordinance is declared severable.

SECTION 7. This Ordinance shall be effective upon its passage by the City Commission.

**INTRODUCED**, in open session of the City Commission of the City of Quincy, Florida, on the \_\_\_\_ day of February, A.D.2014.

**PASSED**, in open session of the City Commission of the City of Quincy, Florida, on the \_\_\_\_ day of February, A.D. 2014.

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

ATTEST:

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

**RESOLUTION NO. 1312-2014**

**RESOLUTION OF THE CITY OF QUINCY, FLORIDA,  
CREATING A CITY OF QUINCY AUDIT COMMITTEE  
TO IMPLEMENT CONTROLLING STATE LAW;  
PROVIDING FOR THE COMMITTEE'S PURPOSE,  
MEMBERSHIP, DUTIES, RESPONSIBILITIES, AND  
PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Chapter 218, Part III, Florida Statutes, contains the Uniform Local Government Financial Management and Reporting Act; and

**WHEREAS**, Section 218.391, Florida Statutes, provides that each local government shall establish an Audit Committee to assist the governing body in selecting an Auditor to conduct the annual financial audit required by Section 218.39, Florida Statutes; and

**WHEREAS**, Section 2-452, Code of Ordinances of the City of Quincy, provides for an independent annual audit of all city accounts and that the audit "shall be made by a Certified Public Accountant ...;"

**WHEREAS**, involvement of an Audit Committee in a City's auditing process improves accountability, transparency, and oversight of the fiscal operation of the City;

**WHEREAS**, Audit Committees have been studied at length and found to be effective in improving financial reporting quality; and

**WHEREAS**, Audit Committees tend to lead to timelier audit reports in a Commission-Manager structure,

**NOW THEREFORE, BE IT** adopted and resolved by the City Commission of the City of Quincy, Florida as follows:

A. The Quincy Audit Committee is established and shall consist of three (3) members. The three members shall be appointed by the City Commission and shall consist of the Mayor or a Commissioner and two citizens at large, who are residents of the City and did not have any direct financial or business interests involving the City.

B. The terms of the Mayor or Commissioner, and two Citizens at large shall be for two years each expiring on May 30<sup>th</sup> of each year or as established in the appointing Resolution.

C. In making the citizen at large appointments, the Commission shall give preference to persons with accounting or auditing experience, background or expertise specifically relevant to municipal government.

D. The Quincy Audit Committee shall be responsible to:

1. Recommend to the Commission an independent firm of Certified Public Accountants to perform the annual audit of the City.

2. Review the independent Auditor's significant findings and management letter in the annual audit report and make recommendations regarding such findings and/or letter to the City Manager and/or Commission.

3. Make recommendations, if any, to the Commission and/or City Manager regarding the annual financial statement.

PASSED AND ADOPTED by the City Commission of the City of Quincy, Florida, this 11<sup>th</sup> day of February, 2014.

ATTEST

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

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

**City of Quincy  
City Commission  
Agenda Request**

Date of Meeting: February 11, 2014  
Date Submitted: February 6, 2014  
To: Honorable Mayor and Members of the Commission  
From: Jack L. McLean Jr., City Manager  
Mike Wade, Director of Utilities  
Subject: Water and Sewer Fund Rate Adjustment

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**Statement of Issue:**

The Water and Sewer Funds are not generating sufficient revenues to cover O&M expenses, pay debt service or maintain the bond required debt coverage ratio. The water and sewer residential and commercial rates schedules have not been adjusted for inflation and/or raising O&M cost in ten years.

**Background:**

The last water and sewer rate adjustments occurred in 2003. In that year, the City issued the Utility System Improvement and Refunding Revenue Bonds, Series 2003, for the purpose, among other things, to finance the acquisition and construction of various capital improvements to the City's water, electrical and sewer systems. The rates schedules were adjusted contemporaneously with the bonds.

Since the 2003 rate adjustments, the Florida Department of Environmental Protection's (FDEP) regulatory changes and enforcement activity related to the City's wastewater operation has increased the cost of operation significantly in the Water and Sewer Funds. The City is currently under a Consent Order from FDEP to correct excessive inflow and infiltration of surface water into the sewer collection system that occurs during periods of heavy rainfall. The Consent Decree is the reason the City assumed \$500,000 debt obligation to corrective measures mandated in the Consent Decree.

In 2012, FDEP adopted a new rule that effectively eliminated the City's disposal of wastewater biosolids by land application. The Water and Sewer Funds operation were required to modify their operation to comply with the new rule. The funds assumed an additional \$564,000 in debt operation.

Ten years of stagnant rates and increasing regulatory costs, resulted in losses in the Water and Sewer Funds. A recent analysis of the City rates by Hatch, Mott, MacDonald, the City's rate consultant, showed a significant shortfall in revenues in previous years. For example, FY 2010 showed a shortfall of (\$111,856), FY 2011 a shortfall of (\$126,023), FY 2012, a shortfall of (\$347,444), and FY 2013 a shortfall of (\$557,355).

FDEP recently did an analysis of the funds and concluded that the funds did not generate sufficient revenues, standing alone, to cover debt service or comply with the rate coverage provisions in FDEP loans with the City. In response to FDEP's analysis, the City Commission adopted Resolution No. 1311-2014. That Resolution committed the City to adjust rates to eliminate the shortfall in revenue and periodically adjust rates to meet the rate coverage in FDEP's loan agreements, as well as the coverage requirements of all senior and parity debt obligations.

**Analysis:**

Based on the rate consultant's rate study, the rate increase will be less than the accumulated 23% rate of inflation during the last 10 years. (See Attachment 1). The rate increase will be 13%. (See Attachments 2 and 3). The average residential customer uses 5410 gallons of water each month. The amount charged will vary with each customer depending on usage, leakage, and other factors; however on average, a customer who resides inside the City limits, will pay \$89.38 more for water and sewer annually with the rates adjustment proposed. Residential customers who live outside of the City limits are likely to see a \$111.72 increase in their water and sewer cost. (See Attachment 4)

The rate adjustment is sized to cover the O& M and debt obligations. The amount in excess of the expense in FY 2015 is \$25,000; in FY 2016 is \$63,202; and in FY2017 is \$94,016. (See Attachment 5)

The proposed rate increase provides for an annual adjustment to keep pace with inflation. On October 1<sup>st</sup> of each fiscal year, the water and sewer rates will be adjusted to match the CPI inflation rate up to 3%.

The proposed ordinance change has rates going into effect March 1, 2014. Even with an increase in March, the Water and Sewer Funds operates in the negative for the remainder of this fiscal year. The operating deficiency is \$(197,355). (See Attachment 5) Delaying the rate adjustment will enlarge the deficiency and trigger an obligation to pay FDEP up to \$54,867 in this fiscal year. (See Attachment 6)

**Options:**

- Option 1: Approve Ordinance No. 1059-2014 on First Reading
- Option 2: Approve Ordinance No. 1060-2014 on First Reading
- Option 3: Do not approve Ordinance No. 1059-2014 on First Reading.
- Option 4: Do not approve Ordinance No. 1060-2014 on First Reading.

**Recommendations:**

Option 1 and Option 2

**Attachments:**

1. Consumer Price Index-All Urban Consumers
2. Hatch Mott MacDonald City of Quincy Water Rate Evaluation 2013 & Estimated Revenue Summary with Modified Rate Schedule
3. Hatch Mott MacDonald City of Quincy Sewer Rate Evaluation 2013 & Estimated Revenue Summary with Existing Rate Schedule
4. Rate Comparison-Before and After Increase
5. Schedule of Projected Revenue and Debt Coverage for Pledged Revenue
6. Resolution No. 1311-2014
7. Ordinance No. 1059 – Water Fund Rate Adjustment
8. Ordinance No. 1060 – Sewer Fund Rate Adjustment

<b>Consumer Price Index - All Urban Consumers</b>	
<b>12-Month Percent Change</b>	
<b>Series Id:</b>	CUUR0000SA0
<b>Not Seasonally Adjusted</b>	
<b>Area:</b>	U.S. city average
<b>Item:</b>	All items
<b>Base Period:</b>	1982-84=100
<b>Years:</b>	2003 to 2013
Year	Annual
2004	2.7
2005	3.4
2006	3.2
2007	2.8
2008	3.8
2009	-0.4
2010	1.6
2011	3.2
2012	2.1
2013	1.5
<b>Ten Year Total</b>	<b>23.9</b>







Attachment 4

UP

Rate Comparison - Before & After Increase

Average Residential Customer (5410 gallons)						
	Residential Inside (Monthly)		Annualized Increase	Residential Outside (Monthly)		Annualized Increase
	Before	After		Before	After	
Water	\$ 14.77	\$ 16.69	\$ 1.92	\$ 18.46	\$ 20.86	\$ 2.40
Sewer	\$ 27.21	\$ 32.74	\$ 5.53	\$ 34.01	\$ 40.92	\$ 6.91
Total	\$ 41.98	\$ 49.43	\$ 7.45	\$ 52.48	\$ 61.79	\$ 9.31

Customer Usage Less Than 3000 to 13000 Gallons

Monthly Usage (in Gallons)	Number of Customers	% of Total Residential Customers	Water			Sewer			Water & Sewer			Annualized Increase (12 Months)
			Before Increase	After Increase	Difference	Before Increase	After Increase	Difference	Before Increase	After Increase	Difference	
<3000	210	6%	\$ 9.25	\$ 10.45	\$ 1.20	\$ 20.25	\$ 24.05	\$ 3.80	\$ 29.50	\$ 34.50	\$ 5.00	\$ 60.00
≥3k≤4k	374	11%	\$ 11.55	\$ 13.05	\$ 1.50	\$ 23.15	\$ 27.67	\$ 4.52	\$ 34.70	\$ 40.72	\$ 6.02	\$ 72.24
≥4k≤5k	322	10%	\$ 13.85	\$ 15.65	\$ 1.80	\$ 26.05	\$ 31.29	\$ 5.24	\$ 39.90	\$ 46.94	\$ 7.04	\$ 84.48
≥5k≤6k	272	8%	\$ 16.15	\$ 18.25	\$ 2.10	\$ 28.95	\$ 34.91	\$ 5.96	\$ 45.10	\$ 53.16	\$ 8.06	\$ 96.72
≥6k≤7k	210	6%	\$ 18.45	\$ 20.85	\$ 2.40	\$ 31.85	\$ 38.53	\$ 6.68	\$ 50.30	\$ 59.38	\$ 9.08	\$ 108.96
≥7k≤8k	132	4%	\$ 20.75	\$ 23.45	\$ 2.70	\$ 34.75	\$ 42.15	\$ 7.40	\$ 55.50	\$ 65.60	\$ 10.10	\$ 121.20
≥8k≤9k	112	3%	\$ 23.05	\$ 26.05	\$ 3.00	\$ 37.65	\$ 45.77	\$ 8.12	\$ 60.70	\$ 71.82	\$ 11.12	\$ 133.44
≥9k≤10k	79	2%	\$ 25.35	\$ 28.65	\$ 3.30	\$ 40.55	\$ 49.39	\$ 8.84	\$ 65.90	\$ 78.04	\$ 12.14	\$ 145.68
≥10k≤11k	46	1%	\$ 27.65	\$ 31.25	\$ 3.60	\$ 43.45	\$ 53.01	\$ 9.56	\$ 71.10	\$ 84.26	\$ 13.16	\$ 157.92
≥11k≤12k	39	1%	\$ 29.95	\$ 33.85	\$ 3.90	\$ 46.35	\$ 56.63	\$ 10.28	\$ 76.30	\$ 90.48	\$ 14.18	\$ 170.16
	1796											
<3000	210	6%	\$ 11.56	\$ 13.06	\$ 1.50	\$ 25.31	\$ 30.06	\$ 4.75	\$ 36.88	\$ 43.13	\$ 6.25	\$ 75.00
≥3k≤4k	80	2%	\$ 14.44	\$ 16.31	\$ 1.88	\$ 28.94	\$ 34.59	\$ 5.65	\$ 43.38	\$ 50.90	\$ 7.53	\$ 90.30
≥4k≤5k	69	2%	\$ 17.31	\$ 19.56	\$ 2.25	\$ 32.56	\$ 39.11	\$ 6.55	\$ 49.88	\$ 58.68	\$ 8.80	\$ 105.60
≥5k≤6k	58	2%	\$ 20.19	\$ 22.81	\$ 2.63	\$ 36.19	\$ 43.64	\$ 7.45	\$ 56.38	\$ 66.45	\$ 10.08	\$ 120.90
≥6k≤7k	36	1%	\$ 23.06	\$ 26.06	\$ 3.00	\$ 39.81	\$ 48.16	\$ 8.35	\$ 62.88	\$ 74.23	\$ 11.35	\$ 136.20
≥7k≤8k	131	4%	\$ 25.94	\$ 29.31	\$ 3.38	\$ 43.44	\$ 52.69	\$ 9.25	\$ 69.38	\$ 82.00	\$ 12.63	\$ 151.50
≥8k≤9k	22	1%	\$ 28.81	\$ 32.56	\$ 3.75	\$ 47.06	\$ 57.21	\$ 10.15	\$ 75.88	\$ 89.78	\$ 13.90	\$ 166.80
≥9k≤10k	14	0.4%	\$ 31.69	\$ 35.81	\$ 4.13	\$ 50.69	\$ 61.74	\$ 11.05	\$ 82.38	\$ 97.55	\$ 15.18	\$ 182.10
≥10k≤11k	12	0.4%	\$ 34.56	\$ 39.06	\$ 4.50	\$ 54.31	\$ 66.26	\$ 11.95	\$ 88.88	\$ 105.33	\$ 16.45	\$ 197.40
≥11k≤12k	11	0.3%	\$ 37.44	\$ 42.31	\$ 4.88	\$ 57.94	\$ 70.79	\$ 12.85	\$ 95.38	\$ 113.10	\$ 17.73	\$ 212.70

643  
21.1.77

**SCHEDULE OF PROJECTED REVENUES AND DEBT COVERAGE  
FOR PLEDGED REVENUE**  
(Begin with the fiscal year preceding first anticipated semiannual loan payment)

	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
(a) Operating Revenues (Identify)					
<u>Water Sales</u>	<u>\$ 1,315,297</u>	<u>\$ 1,621,071</u>	<u>\$ 1,773,558</u>	<u>\$ 1,809,029</u>	<u>\$ 1,845,210</u>
<u>Sewer Sales</u>	<u>\$ 1,477,673</u>	<u>\$ 1,681,435</u>	<u>\$ 1,829,786</u>	<u>\$ 1,866,382</u>	<u>\$ 1,903,709</u>
(b) Interest Income	<u>\$ 53</u>				
(c) Other Incomes or Revenues (Identify)					
(d) <b>Total Revenues</b>	<u>\$ 2,793,023</u>	<u>\$ 3,302,506</u>	<u>\$ 3,603,344</u>	<u>\$ 3,675,411</u>	<u>\$ 3,748,919</u>
(e) Operating Expenses <sup>1</sup>	<u>\$ 2,396,965</u>	<u>\$ 2,343,443</u>	<u>\$ 2,384,453</u>	<u>\$ 2,426,181</u>	<u>\$ 2,468,639</u>
(f) <b>Net Revenues (f = d - e)</b>	<u>\$ 396,058</u>	<u>\$ 959,063</u>	<u>\$ 1,218,891</u>	<u>\$ 1,249,230</u>	<u>\$ 1,280,280</u>
(g) Existing Debt Service on Non-SRF Projects (including coverage)	<u>\$ 402,067</u>	<u>\$ 573,571</u>	<u>\$ 579,134</u>	<u>\$ 571,869</u>	<u>\$ 572,105</u>
(h) Existing SRF Loan Debt Service (including coverage)	<u>\$ 551,535</u>	<u>\$ 563,838</u>	<u>\$ 576,142</u>	<u>\$ 576,142</u>	<u>\$ 576,142</u>
(i) <b>Total Existing Debt Service (i = g + h)</b>	<u>\$ 953,602</u>	<u>\$ 1,137,409</u>	<u>\$ 1,155,276</u>	<u>\$ 1,148,011</u>	<u>\$ 1,148,247</u>
(j) Projected Debt Service on Non-SRF Future Projects (including coverage)					
(k) Projected SRF Loan Debt Service (including coverage)		<u>\$ 19,009</u>	<u>\$ 38,017</u>	<u>\$ 38,017</u>	<u>\$ 38,017</u>
(l) <b>Total Debt Service (Existing and Projected) (l = i + j + k)</b>	<u>\$ 953,602</u>	<u>\$ 1,156,418</u>	<u>\$ 1,193,293</u>	<u>\$ 1,186,028</u>	<u>\$ 1,186,264</u>
(m) <b>Net Revenues After Debt Service (m = f - l)</b>	<u>\$ (557,544)</u>	<u>\$ (197,355)</u>	<u>\$ 25,598</u>	<u>\$ 63,202</u>	<u>\$ 94,016</u>

Source:

Notes: (i.e. rate increases, explanations, etc.)

1. For existing and proposed facilities, excluding interest on debt, depreciation, and other non-cash items.
2. A rate increase of 13% will take place in the middle of FY 2014
3. Revenues will increase due to a 2% annual increase in rates starting in FY 15
4. Expenses are expected to increase at an annual rate of 1.75%
5. Expenses for FY 2014 are based on the average of the previous four years plus 1.75%
6. Debt service increases in FY 2014 due to a payment of \$ 21,398 for SRF Loan #641090 and a payment of \$ 168,355 for the 2011 bond issue

**RESOLUTION NO. 1311 – 2014**

**A RESOLUTION OF THE CITY OF QUINCY TO FACILITATE THE CLOSING OF A CONSTRUCTION LOAN FROM THE DEPARTMENT OF ENVIRONMENTAL PROTECTION'S STATE REVOLVING FUND PROGRAM FOR THE QUINCY WASTEWATER TREATMENT PLANT BIOSOLIDS DEWATERING FACILITY**

**WHEREAS**, this Resolution constitutes a valid and legal obligation of the City of Quincy to facilitate the closing of a construction loan from the Florida Department of Environmental Protection's State Revolving Loan Fund, in the amount of \$564,488 for the "Quincy Wastewater Treatment Plant Biosolids Dewatering Facility"; and

**WHEREAS**, the loan will provide funding for the design, construction and services during construction plus contingencies at a rate of 1.25%; and

**WHEREAS**, the City of Quincy filed a Request for Inclusion on or about January 1, 2012, to participate in the state revolving fund programs provided by the Florida Department of Environmental Protection; and

**WHEREAS**, the Department of Environmental Protection, during a Public Hearing, on or about August 12, 2012, approved the City's request for inclusion in the state revolving fund program; and

**WHEREAS**, the Department of Environmental Protection sent a January 14, 2013 letter to the City Manager, Jack L. McLean Jr., authorizing the City of Quincy to incur construction costs on the "Quincy Wastewater Treatment Plant Biosolids Dewatering Facility" and to proceed with construction without further delay; and

**WHEREAS**, the Department of Environmental Protection approved the loan amount of \$564,488 for the City of Quincy for the "Quincy Wastewater Treatment Plant Biosolids Dewatering Facility" at a hearing on February 13, 2013; and

**WHEREAS**, the annual payment amount amortized over 20 years for the loan is estimated to be approximately \$36,981 per year; and

**WHEREAS**, the City of Quincy, on March 26, 2013, awarded the bid to the lowest responsible bidder for the construction of the "Quincy Wastewater Treatment Plant Biosolids Dewatering Facility" and authorized the City Manager to execute the loan agreement with the Florida Department of Environmental Protection in the amount of \$564,488; and

**WHEREAS**, the successful bidder was approved by the Florida Department of Environmental Protection on April 19, 2013; and

**WHEREAS**, the successful bidder, North Florida Construction Company, Inc. started work shortly after April 19, 2013, completed the work on the "Quincy Wastewater Treatment Plant Biosolids Dewatering Facility" in January 2014 and submitted invoices for the work done to the City of Quincy; and

**WHEREAS**, the City of Quincy submitted a loan application to the Florida Department of Environmental Protection for the "Quincy Wastewater Treatment Plant Biosolids Dewatering Facility" on or about June 12, 2013; and

**WHEREAS**, the Florida Department of Environmental Protection, after review of the loan application and subsequent submittal materials, reached the conclusion that a rate adjustment was required pursuant to the existing loan documents with the City: the Drinking Water State Revolving Fund Construction Loan, DW2006010, Clean Water State Revolving Fund Loan, WW641090 and Clean Water State Revolving Fund Loan, 64107P; and

**WHEREAS**, The City Commission of the City of Quincy recognizes its existing loan obligations pursuant to the rate covenant provisions contained in the Florida Department of Environmental Protection loan agreements; and

**WHEREAS**, The City Commission of the City of Quincy seeks to provide the necessary assurances sought by the Florida Department of Environmental Protection to close the loan for the "Quincy Wastewater Treatment Plant Biosolids Dewatering Facility;" and

**NOW, THEREFORE BE IT RESOLVED**, that the City Commission of the City of Quincy will undertake the following activities to adjust the rates for the Water and Sewer funds to facilitate the immediate closing of the loan for "Quincy's Wastewater Treatment Plant Biosolids Dewatering Facility" and in the fulfillment of its obligation under Section 5.01, rate covenant provisions of the heretofore, describes loans with the Florida Department of Environmental Protection:

1. On or before March 15, 2014, the City Commission of the City of Quincy shall amend Section 74-95, water rates, fees and charges, and Section 74-1 18, sewer services and rates, fees and charges, of the Code of Ordinances for the City of Quincy, pursuant to a rate study, to adjust the water and sewer rates to pay the annual sums due in principal and interest on all Florida Department of Environmental Protection loans.

2. The adopted adjusted rates schedule shall bear a certification from the City's rate consultant that the rates are sufficient to cover the loan for the "Quincy Wastewater Treatment Plant Biosolids Dewatering Facility" and the Drinking Water State Revolving Fund Construction Loan, DW2006010, the Clean Water State Revolving Fund Loan, WW641090, and the Clean Water State Revolving Fund Loan, 64107P.

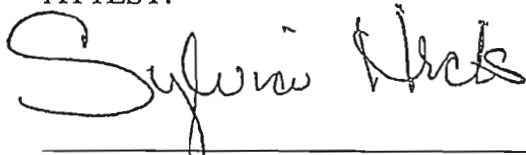
3. The adopted adjusted rates may take effect immediately, but no later than the start of the FY 2015 budget year and then only upon the immediate tender by the City of Quincy of 115% of amount due in FY20-14 for the Clean Water State Revolving Fund Loan 641090 and the "Quincy Wastewater Treatment Plant Biosolids Dewatering" loan. The sums due at closing are estimated to be \$54,867.

**PASSED AND ADOPTED** by the City Commission of the City of Quincy, Florida, this 28<sup>th</sup> day of January, 2014.



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

ATTEST:



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

## ORDINANCE NO. 1059-2014

AN ORDINANCE AMENDING THE CODE OF ORDINANCES, CITY OF QUINCY BY AMENDING SECTION 74-95, PERTAINING TO INCREASING THE WATER RATE CHARGES FOR ALL RESIDENTIAL CUSTOMERS; AND INCREASING THE RATE CHARGES FOR RESIDENTIAL, COMMERCIAL AND INDUSTRIAL CUSTOMERS; AND REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, the City Commission of the City of Quincy, Florida meet in regular sessions; and

**WHEREAS**, Section 1-5 of the Code of Ordinances authorizes and empowers the City Commission to amend the City of Quincy Code of Ordinances;

**WHEREAS**, the City Commission, based on a water and sewer rate study conducted by the consulting firm of Hatch Mott MacDonald, has determined that the water and sewer rates do not generate sufficient revenues to cover expenses and debt obligation; and

**WHEREAS**, the City Commission has determined and declared to be necessary and conducive to the protection of the public health, safety, welfare and convenience of the City to collect charges from all users of the City waterworks system; the proceeds of such charges shall be sufficient to be used for the purpose of operating, replacing, repairing the public waterworks; and

**WHEREAS**, the City Commission is required to increase water user charges to cover any bonded indebtedness deficiencies in the debt service fund;

**NOW, THEREFORE BE IT ENACTED BY THE PEOPLE OF THE CITY OF QUINCY, FLORIDA:**

SECTION: 1. Section 74-95 of the Code of Ordinances of the City of Quincy, Florida is hereby amended to amend Section 74-95(1)(a), Monthly rate, Readiness to serve charge effective as of the date of the passage of said Ordinance and shall read as follows:

(1)(a)

Size of Water Meter (inches)	Minimum	Minimum Bill	Gallons Included in
¾ or smaller	<del>\$9.25</del>	\$10.45	3,000
1	<del>12.25</del>	\$13.85	3,000
1½	<del>15.25</del>	\$17.25	3,000
2	<del>25.75</del>	\$29.10	3,000
3	<del>38.25</del>	\$43.20	3,000
4	<del>59.75</del>	\$67.50	3,000
6	<del>108.25</del>	\$122.30	3,000

SECTION: 2. Section 74-95 of the Code of Ordinances of the City of Quincy, Florida is hereby amended to amend Section 74-95(1)(b), Commercial and Industrial readiness to serve charge effective as of the date of the passage of said Ordinance and shall read as follows:



(1)(b)

Size of Water Meter (inches)	Minimum	Meter Charge	Gallons Included in
¾ or smaller		\$23.50 \$26.55	3,000
1		25.75 \$29.10	3,000
1½		31.50 \$35.60	3,000
2		38.00 \$42.95	3,000
3		54.00 \$61.00	3,000
4		79.50 \$89.85	3,000
6		170.00 \$192.10	3,000

SECTION 3. Section 74-95 of the Code of Ordinances of the City of Quincy, Florida is hereby amended to amend Section 74-95(3), Residential usage charge to serve charge effective as of the date of the passage of said Ordinance and shall read as follows:

(3)

Usage Charge	Gallon Range
<del>\$2.30</del> \$2.60 per 1,000 gallons	3,001-12,999
2.55 \$2.90 per 1,000 gallons	13,000-22,999
2.90 \$3.30 per 1,000 gallons	23,000-199,999
3.10 \$3.50 per 1,000 gallons	>199,999

SECTION 4. Section 74-95 of the Code of Ordinances of the City of Quincy, Florida is hereby amended to amend Section 74-95(4), Residential usage charge to serve charge effective as of the date of the passage of said Ordinance and shall read as follows:

(4)

Usage Charge	Gallon Range
<del>\$3.15</del> \$3.55 per 1,000 gallons	3,001-12,999
3.40 \$3.85 per 1,000 gallons	13,000-22,999
3.70 \$4.20 per 1,000 gallons	23,000-199,999
3.90 \$4.40 per 1,000 gallons	>199,999

SECTION 5. If any word, phrase, clause, paragraph, section or provision of this Ordinance or the application thereof, to any person or circumstances, is held invalid or unconstitutional, such finding shall not affect the other provisions, or applications of the Ordinance, which can be given effect without the invalid or unconstitutional provision or application, and to this end, the provision of the Ordinance is declared severable.

SECTION 7. This Ordinance shall be effective upon its passage by the City Commission.

INTRODUCED, in open session of the City Commission of the City of Quincy, Florida, on the \_\_\_\_ day of February, A.D.2014.

PASSED, in open session of the City Commission of the City of Quincy, Florida, on the \_\_\_\_ day of February, A.D. 2014.

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

ATTEST:

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

## ORDINANCE NO. 1060-2014

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES, CITY OF QUINCY BY AMENDING SECTION 74-118, PERTAINING TO INCREASING THE SEWER RATE CHARGES FOR ALL RESIDENTIAL CUSTOMERS; AND INCREASING THE RATE CHARGES FOR RESIDENTIAL, COMMERCIAL AND INDUSTRIAL CUSTOMERS; AND REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Commission of the City of Quincy, Florida meet in regular sessions; and

**WHEREAS**, Section 1-5 of the Code of Ordinances authorizes and empowers the City Commission to amend the City of Quincy Code of Ordinances;

**WHEREAS**, the City Commission, based on a water and sewer rate study conducted by the consulting firm of Hatch Mott MacDonald, has determined that the water and sewer rates do not generate sufficient revenues to cover expenses and debt obligation; and

**WHEREAS**, the City Commission, pursuant to Section 74-117, has determined and declared to be necessary and conducive to the protection of the public health, safety, welfare and convenience of the City to collect charges from all users who contribute wastewater to the city treatment work; the proceeds of such charges shall be sufficient to be used for the purpose of operating, replacing, repairing the public wastewater treatment works; and

**WHEREAS**, the City Commission, pursuant to Section 74-116 (b)(4), is required to increase wastewater user charges to cover any bonded indebtedness deficiencies in the debt service,

**NOW, THEREFORE BE IT ENACTED BY THE PEOPLE OF THE CITY OF QUINCY, FLORIDA:**

SECTION: 1. Section 74-118 of the Code of Ordinances of the City of Quincy, Florida is hereby amended to amend Section 74-118(b)(1), Residential Customers, Readiness to serve charge effective as of the date of the passage of said Ordinance and shall read as follows:

(b)(1)

Size of Water Meter (inches)	Minimum	Minimum Bill	Gallons Included in
¾ or smaller		\$21.30- \$24.05	3,000
1		25.50- 28.80	3,000
1½		35.70- 40.35	3,000

SECTION: 2. Section 74-118 of the Code of Ordinances of the City of Quincy, Florida is hereby amended to amend Section 74-118(b)(3), Residential Customers, effective as of the date of the passage of said Ordinance and shall read as follows:

(3) Usage charge. All additional sewer usage above the minimum quantities shown above except usage between 30,000 gallons and 50,000 gallons to be charged at ~~\$3.20~~-\$3.65 per 1000 gallons above the minimum (up to maximum).

SECTION 3. Section 74-118 of the Code of Ordinances of the City of Quincy, Florida is hereby amended to amend Section 74-118(b)(4), Residential Customers, effective as of the date of the passage of said Ordinance and shall read as follows:

(4) Maximum charge, residential. There is no maximum charge set, however, there is no additional charge for usage between 30,000 gallons and 50,000 gallons. Quantities above 50,000 gallons to be charged at ~~\$3.20~~ \$3.65 per 1,000 gallons.

SECTION 4. Section 74-118 of the Code of Ordinances of the City of Quincy, Florida is hereby amended to amend Section 74-118 (1), Commercial And Industrial Customers , Readiness to serve charge, effective as of the date of the passage of said Ordinance and shall read as follows:

(1)

Size of Water Meter Minimum (inches)	Minimum Bill	Gallons Included in
¾ or smaller	<del>\$34.10</del> \$38.55	3,000
1	<del>\$35.70</del> \$40.35	4,000
1½	<del>\$46.50</del> \$52.55	8,000
2	<del>\$82.20</del> \$92.90	20,000
3	<del>\$113.40</del> \$128.15	30,000
4	<del>\$170.60</del> \$192.80	40,000
6	<del>\$247.80</del> \$280.00	60,000

SECTION 5. Section 74-118 of the Code of Ordinances of the City of Quincy, Florida is hereby amended to amend Section 74-118 (2), Commercial And Industrial Customers , Readiness to serve charge, effective as of the date of the passage of said Ordinance and shall read as follows:

(2) Usage charge. All additional sewer usage above the minimum quantities shown above to be charged at ~~\$4.00~~ \$4.55 per 1,000 gallons above the minimum (no maximum).

SECTION 6. If any word, phrase, clause, paragraph, section or provision of this Ordinance or the application thereof, to any person or circumstances, is held invalid or unconstitutional, such finding shall not affect the other provisions, or applications of the Ordinance which can be given effect, without the invalid or unconstitutional provision or application, and to this end, the provision of the Ordinance is declared severable.

SECTION 7. This Ordinance shall be effective upon its passage by the City Commission.

**INTRODUCED**, in open session of the City Commission of the City of Quincy, Florida, on the \_\_\_\_ day of February, A.D.2014.

**PASSED**, in open session of the City Commission of the City of Quincy, Florida, on the \_\_\_\_ day of February, A.D. 2014.

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

ATTEST:

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

**City of Quincy  
City Commission  
Agenda Request**

Date of Meeting: February 11, 2014  
Date Submitted: February 6, 2014  
To: Honorable Mayor and Members of the Commission  
From: Jack L. McLean Jr., City Manager  
Jeffery Williams, Interim Finance Director  
Subject: Resolution Establishing An Audit Committee

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**Issue:**

Florida State Statute 218.391 requires that municipalities establish “an Audit Committee ...”, the primary purpose of the Audit Committee is to assist the governing body in selecting an Auditor to conduct the annual financial audit required in Section 218.39. Municipalities, such as the City of Tallahassee and the City of Sanford, expanded the duties of an audit committee to include audit monitoring responsibilities.

**Background:**

In 2008, the City completed its RFP process for professional services to provide auditing services. The selected firm signed a five year audit contract with an option to extend the contract for 2 additional years. With contract extensions, the firm’s auditing services with the City will terminate with the completion of the FY 2012 Audit. The due date for the FY 2013 Audit is June 30, 2014.

**Analysis/Discussion:**

Staff began, at the City Commission’s direction, the RFP process for professional services to provide auditing service in October 2012. The RFP was placed in the paper and several responses were received; however, because the FY 2012 audit was on-going, the City pulled the RFP. The FY 2012 draft Comprehensive Annual Financial Report (CAFR) is anticipated to be in the City’s possession on or before February 14, 2014. Immediately upon receipt of the draft CAFR, Staff will publish the RFP in the Tallahassee and local newspapers. Staff will also call the firms, who responded to the RFP, and will notify them and other firms, who have done auditing business with the City in the past and/or expressed an interest in providing auditing services to the City, of the City’s intention to publish the RFP. In anticipation of the RFP’s publication, the City Commission is required by law to establish an Auditing Committee. For this selection period, because of the shortness of time between now and June 30, 2014, Staff recommends an Audit Committee that consists of: the Interim Finance Director, City Manager and Max T. Clark, CPA.

For the immediate future, Staff is of the belief that an Audit Committee, which consists of citizens with certain expertise and experience, would be a great asset to the City Commission and Staff. Such a committee would have on-going duties beyond that of aiding the Commission in the audit selection process. An Audit Committee, based on my research of other cities, would monitor the annual City audit and the processes relating to the performance of the annual City audit, review the financial statements prior to completion of the annual City audit, review the results of the annual City audit, evaluate management's proposed corrective action plans to any comments by the City Auditors, monitor those action plans, and evaluate the City Auditors performance and such other performance matters as may be appropriate. To that end, Staff proposes the adoption of Resolution No. 1312-2014.

### **Recommendation**

Staff recommends to the City Commission, on a short term basis, a selection Auditing Committee, which consists of Interim Finance Director, City Manager, and Max T. Clark, CPA. It is also Staff's recommendation, that the City Commission adopt Resolution No. 1312-2014, establishing the creation and duties of a permanent Audit Committee, who would serve in an advisory capacity to the City Commission in the selection of an Auditor and assist in the monitoring of the auditing process.

### **Options:**

- Option 1:** Appoint on a short term basis Interim Finance Director, City Manager and Max T. Clark, CPA to make selection recommendation to the City Commission of an Auditor to conduct the FY 2013 audit.
- Option 2:** Do not appoint on a short term basis Interim Finance Director, City Manager and Max T. Clark, CPA to make selection recommendation to the City Commission of an Auditor to conduct the FY 2013 audit.
- Option 3:** Adopt Resolution No. 1312-2014, establishing the composition and purpose of the City's Audit Committee.
- Option 4:** Do not Adopt Resolution No. 1312-2014, establishing the composition and purpose of the City's Audit Committee.

### **Staff's Recommendation:**

Options 1 and 3.

### **Attachment**

Resolution No. 1312-2014

**RESOLUTION NO. 1312-2014**

**RESOLUTION OF THE CITY OF QUINCY, FLORIDA,  
CREATING A CITY OF QUINCY AUDIT COMMITTEE  
TO IMPLEMENT CONTROLLING STATE LAW;  
PROVIDING FOR THE COMMITTEE'S PURPOSE,  
MEMBERSHIP, DUTIES, RESPONSIBILITIES, AND  
PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Chapter 218, Part III, Florida Statutes, contains the Uniform Local Government Financial Management and Reporting Act; and

**WHEREAS**, Section 218.391, Florida Statutes, provides that each local government shall establish an Audit Committee to assist the governing body in selecting an Auditor to conduct the annual financial audit required by Section 218.39, Florida Statutes; and

**WHEREAS**, Section 2-452, Code of Ordinances of the City of Quincy, provides for an independent annual audit of all city accounts and that the audit “shall be made by a Certified Public Accountant ...;”

**WHEREAS**, involvement of an Audit Committee in a City’s auditing process improves accountability, transparency, and oversight of the fiscal operation of the City;

**WHEREAS**, Audit Committees have been studied at length and found to be effective in improving financial reporting quality; and

**WHEREAS**, Audit Committees tend to lead to timelier audit reports in a Commission-Manager structure,

**NOW THEREFORE, BE IT** adopted and resolved by the City Commission of the City of Quincy, Florida as follows:



A. The Quincy Audit Committee is established and shall consist of three (3) members. The three members shall be appointed by the City Commission and shall consist of the Mayor or a Commissioner and two citizens at large, who are residents of the City and did not have any direct financial or business interests involving the City.

B. The terms of the Mayor or Commissioner, and two Citizens at large shall be for two years each expiring on May 30<sup>th</sup> of each year or as established in the appointing Resolution.

C. In making the citizen at large appointments, the Commission shall give preference to persons with accounting or auditing experience, background or expertise specifically relevant to municipal government.

D. The Quincy Audit Committee shall be responsible to:

1. Recommend to the Commission an independent firm of Certified Public Accountants to perform the annual audit of the City.

2. Review the independent Auditor's significant findings and management letter in the annual audit report and make recommendations regarding such findings and/or letter to the City Manager and/or Commission.

3. Make recommendations, if any, to the Commission and/or City Manager regarding the annual financial statement.

PASSED AND ADOPTED by the City Commission of the City of Quincy, Florida, this 11<sup>th</sup> day of February, 2014.

ATTEST

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

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

**CITY OF QUINCY  
CITY COMMISSION  
AGENDA REQUEST**

Date of Meeting: February 11, 2014  
Date of Submitted: February 4, 2014  
To: Honorable Mayor and Commissioners  
From: Jack L. McLean Jr., City Manager  
Walter McNejl, Chief of Police  
Subject: Lease of (4) New Police Vehicles

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**Statement of Issue:**

The Quincy Police Department requests the approval and authorization of the Quincy City Commission to lease four (4) new police vehicles via State of Florida contract from Garber Chevrolet Buick GMC Truck located in Green Cove Springs, Florida. The price of the three (3) fully equipped police vehicles that will be used for general marked unit patrol operations is \$28,526.70 per vehicle and the price of the fourth (4) vehicle that will serve as a fully equipped K-9 patrol unit has a cost of \$37,434.92. The total cost of the four (4) vehicles via State of Florida contract from Garber Chevrolet Buick GMC Truck is \$123,015.02.

This request for a five (5) year lease agreement with Bancorp Bank commits the City to annual payments of \$27,378.22 over the five (5) year life of the lease. Staff is recommending that the funding for this lease agreement come from the Police Department Operating Line Item 001-220-521-70711, which is funded at \$28,000.00 and Operating Line Item 001-220-521-60644, which is funded at \$27,403.00. The total expenditure at the end of the five years lease agreement will be \$136,891.01. Please note that at the end of the lease agreement, the City of Quincy will be able to purchase the vehicles for \$1.00 each.

**Background:**

The Police Department currently has a fleet of eight (8) marked police vehicles, compromised of Ford Crown Victoria Police Sedans. For the last three years, the Police Department has attempted to adhere to the police industry standard of replacing vehicles with more than 80,000 miles which should mean an operational life of the police car to be about five to six years under driving conditions in the City of Quincy. Over the past three years, the Police Department has purchased only three (3) new police vehicles. Currently, five (5)

of the eight (8) marked patrol vehicles have miles of operation that exceed the 80,000 mile replacement standard.

**Analysis:**

Commissioners, this lease option allow us to spread the cost of the four vehicles over five fiscal years rather than all at once.

**Options:**

- Option 1: Approve the purchase of four (4) police vehicles from Garber Chevrolet Buick GMC Truck from the State of Florida contract purchasing process, with financing of this purchase via a five (5) year lease agreement with Bancorp Bank.
- Option 2: Disapprove the purchase of four (4) police vehicles from Garber Chevrolet Buick GMC Truck from the State of Florida contract purchasing process, with financing of this purchase via a five (5) year lease agreement with Bancorp Bank.

**Staff Recommendation:**

Option 1

**Attachments:**

Vehicles specifications from Garber Chevrolet Buick GMC Truck

Lease agreement with Bancorp Bank

Quincy Police Department's vehicle mileage sheet



**Quincy Police Department**

Commodity Code	071-111
Line Number	1
Unit Description	1WS19, 9C1

Prepared for: \_\_\_\_\_ Prepared by: \_\_\_\_\_

1/29/2014  
 Quincy Police Department  
 Attn: Chief Walt McNeil  
[w.mcneil@mqquincy.net](mailto:w.mcneil@mqquincy.net)  
 850-728-3450

**Garber Chevrolet Buick GMC Truck**  
 Ryan Davis  
 (904) 264-2442 ext.2350 FAX: (904) 284-0054  
 3340 Hwy 17 Green Cove Springs, FL 32043  
[rdavis@garberautomall.com](mailto:rdavis@garberautomall.com)

**I appreciate your interest and the opportunity to quote. Prices are published by the State of Florida Department of Management Services. ([http://dms.myflorida.com/contract\\_search/\(category\)/18](http://dms.myflorida.com/contract_search/(category)/18)). Purchasing contract number is 071.000.14.1, expiring October 31st, 2014 for ITB No. 10-071-000-C Motor Vehicles. If you have any questions regarding this quote please call**

				Base Price
1WS19, 9C1		2014 Chevrolet Impala Limited 4dr Sedan Police		\$19,986.00
Codes	Optional Equipment	OEM Msrp	OEM Disc. 53.00%	Net Price
3FL	Preferred Equipment Group	Included		\$0.00
LFX	Engine, 3.6L SiDi DOHC V6 VVT	Included		\$0.00
MX0	Transmission, 6-Speed Automatic	Included		\$0.00
9C1	Marked Police Package	Included		\$0.00
6A3	Floor Covering, HD Vinyl	90	(\$47.70)	\$42.30
RUF	Wheel, Full Size Spare and Tire	170	(\$90.10)	\$79.90
7X6	Spotlamp, Left-Hand	285	(\$151.05)	\$133.95
6N5	Window Switches, Inside Rear Window Inoperative	35	(\$18.55)	\$16.45
6N6/6B2	Door Locks and Handles, Inside Rear Doors Inoperative	55	(\$29.15)	\$25.85
9G8	Daytime Running Lamps and Automatic Headlamp Control, Delete	0	\$0.00	\$0.00
AMF	Keys, 6 Cut with Integrated Remote Keyless Entry	75	(\$39.75)	\$35.25
19G	Seats, Front Bucket Cloth with HD Vinyl Rear Bench	Included	\$0.00	\$0.00
<b>State of Florida 071 Contract Aftermarket Options:</b>				
PB	Push Bumper (Setina, Go Rhino or Equivalent)	496	\$0.00	\$496.00
NS	Nitesaver Auxiliary Dome Lamp	96	\$0.00	\$96.00
HLTL	Alternating Headlamp/Taillamp Flashers	96	\$0.00	\$96.00
3B	Console Accessory 12-volt Outlets Bank (3)	46	\$0.00	\$46.00
<b>Additional Aftermarket Options:</b>				
WPUMP	Whelen Premium Unmarked Patrol Package -inc.:	2496	\$0.00	\$2,496.00
	Front and Rear Full Width Inner Edge Super-LED System with LED Take-downs			
	Vertex 4-Corner Super-LED System			
	295SLSA6 Combo Light/Siren Controller			
	SA315P Siren/Speaker and Bracket			
TAD8	Whelen Dominator 8 Super-LED 30" Low Profile Rear Traffic Advisor	662	\$0.00	\$662.00
LINZ6-B	Whelen LINZ6 Series Super-LED 4"x2" Signals (Blue x2; Push Bumper Sides)	294	\$0.00	\$294.00
2-USB-1500-1800-1-1500	Havis Center Console with Cupholders and Armrest	496	\$0.00	\$496.00
LAPTOP	Havis Universal Laptop Stand	396	\$0.00	\$396.00
MZL-90	AC/DC Industries Battery Run-Down Protection with Timer and 6-Fuse Output	279	\$0.00	\$279.00
PARTITION	Cage with 1/2 Expanded Metal/Lexan, w/ Slider, Full Width Extension Panel	779	\$0.00	\$779.00
INSTALL	EVT Certified Installation -inc.: Labor, Wire, Loom, Hardware	425	\$0.00	\$425.00
XTL2500	Motorola XTL2500 Radio	900	\$0.00	\$900.00
PAINT	Paint and Graphics Package	746	\$0.00	\$746.00
T&D	Temporary Tag and Delivery to Any Location in Florida	Included	\$0.00	\$0.00
<b>TOTAL PURCHASE AMOUNT PER VEHICLE</b>				<b>\$ 28,526.70</b>

COLORS: Summit White (50U) exterior; Ebony Cloth (19G) Interior

Total x5 Units: **\$142,633.50**



Commodity Code	071-131
Line Number	1
Unit Description	CC10706, PPV

Prepared for: \_\_\_\_\_ Prepared by: \_\_\_\_\_

1/29/2014  
 Quincy Police Department  
 Attn: Chief Walt McNeil  
[w.mcneil@myquincy.net](mailto:w.mcneil@myquincy.net)  
 850-728-3450

**Garber Chevrolet Buick GMC Truck**  
 Ryan Davis  
 (904) 264-2442 ext.2350 FAX: (904) 284-0054  
 3340 Hwy 17 Green Cove Springs, FL 32043  
[rdavis@garberautomall.com](mailto:rdavis@garberautomall.com)

*I appreciate your interest and the opportunity to quote. Prices are published by the State of Florida Department of Management Services. ([http://dms.myflorida.com/contract\\_search/\(category\)/18](http://dms.myflorida.com/contract_search/(category)/18)). Purchasing contract number is 071.000.13.1, expiring October 31st, 2013 for ITB 071-000-S motor vehicles. If you have any questions regarding this quote please call*

		Base Price		
CC10706, PPV		2014 Chevrolet Tahoe 4dr 2WD Police		\$25,564.00
Codes	Optional Equipment	OEM Msrp	OEM Disc. 62.00%	Net Price
<b>*** 2014 Model Carryover Pricing from 2013 Contract ***</b>				
1FL	Commercial Preferred Equipment Group	Included	\$0.00	\$0.00
PPV	Identifier for Police Vehicle	Included	\$0.00	\$0.00
LMG	Engine, Vortec 5.3L V8 SFI Flexfuel	Included	\$0.00	\$0.00
MYC	Transmission, 6-Speed Automatic	Included	\$0.00	\$0.00
K5T	Batteries, Dual, 660 Cold-Cranking Amps	190	(\$117.80)	\$72.20
7X6	Spotlamp, Left-Hand	460	(\$285.20)	\$174.80
6N5	Switches, Rear Window Inoperative	56	(\$34.72)	\$21.28
6B2	Door Handles, Inside Rear Doors Inoperative	66	(\$40.92)	\$25.08
6N6	Door Locks, Inside Rear Doors Inoperative	66	(\$40.92)	\$25.08
B85	Bodyside Moldings	100	(\$62.00)	\$38.00
9G8	Headlamps, Daytime Running Lamps and Auto Control Delete	1	(\$0.62)	\$0.38
G80	Locking Rear Differential	295	(\$182.90)	\$112.10
<b>State of Florida 071 Contract Aftermarket Options:</b>				
PB	Push Bumper (Setina, Go Rhino or Equivalent)	496	\$0.00	\$496.00
NS	Nitesaver Auxiliary Dome Lamp	96	\$0.00	\$96.00
HLTL	Alternating Headlamp/Taillamp Flashers	96	\$0.00	\$96.00
3B	Console Accessory 12-volt Outlets Bank (3)	46	\$0.00	\$46.00
<b>Additional Aftermarket Options:</b>				
WPUMP	Whelen Premium Unmarked Patrol Package -inc.:	2496	\$0.00	\$2,496.00
	Front and Rear Full Width Inner Edge Super-LED System with LED Take-downs			
	Vertex 4-Corner Super-LED System			
	295SLSA6 Combo Light/Siren Controller			
	SA315P Siren/Speaker and Bracket			
TAD8	Whelen Dominator 8 Super-LED 30" Low Profile Rear Traffic Advisor	662	\$0.00	\$662.00
DBKT6	Whelen Bracket for Traffic Advisor	Included	\$0.00	\$0.00
LINZ6-B	Whelen LINZ6 Series Super-LED 4"x2" Signals (Blue x2; Push Bumper Sides)	294	\$0.00	\$294.00
SLP-RB	Whelen SlimLighter Super-LED 16"x2" Signals (Red/Blue x 2; for Rear Side Windows)	752	\$0.00	\$752.00
C-V8-0813-T44-F1	Havis Center Console with Cupholders and Armrest	496	\$0.00	\$496.00
LAPTOP	Havis Universal Laptop Stand	396	\$0.00	\$396.00
MZL-90	AC/DC Industries Battery Run-Down Protection with Timer and 6-Fuse Output	279	\$0.00	\$279.00
PARTITION	Cage with 1/2 Expanded Metal/Lexan, w/ Slider, Full Width Extension Panel	779	\$0.00	\$779.00
SEAT	Rear Transport Seat and Cage Behind 2nd Row	714	\$0.00	\$714.00
INSTALL	EVT Certified Installation -inc.: Labor, Wire, Loom, Hardware	475	\$0.00	\$475.00
PAINT	Paint and Graphics Package	746	\$0.00	\$746.00
K9	American Aluminum K-9 Unit with Water Bowl and Hot & Pop System with Alarm/Pager	2579	\$0.00	\$2,579.00
T&D	Temporary Tag and Delivery to Any Location in Florida	Included	\$0.00	\$0.00
<b>TOTAL PURCHASE AMOUNT PER VEHICLE</b>				<b>\$ 37,434.92</b>

**COLORS:** Summit White (60U) exterior; Ebony Premium Cloth Front with Vinyl Rear Bench (19C, 5T5) Interior



**MASTER LEASE AGREEMENT  
MUNICIPAL**

The Bancorp Bank dba Mears Leasing ("Lessor"), a part of The Bancorp Fleet Management and Leasing Network with offices at \_\_\_\_\_ and the undersigned \_\_\_\_\_ ("Lessee") with offices at \_\_\_\_\_ hereby agree as follows:

1. **Use of Lease.** Lessee may finance Lessee's acquisition of vehicles (with all accessories, individually a "vehicle" and collectively "vehicles") under this lease. When Lessee wishes a vehicle to be covered hereby, Lessee will advise Lessor and upon agreement as to the terms the vehicle will be ordered and delivered in accordance with Lessor's usual procedures. Lessee will accept a vehicle on delivery. After delivery Lessor will deliver to Lessee a Schedule A reflecting the agreed terms, which Lessee will sign promptly and return to Lessor.
2. **Lease Intended for Security.** This lease is a "lease intended for security". Accordingly, Lessee grants Lessor a security interest in each vehicle, which will secure Lessee's obligations to Lessor hereunder and under any other agreement in favor of Lessor. Lessee shall insure that Lessee has vehicle ownership and that Lessor's lien is the sole lien against a vehicle, other than the lien for property and similar taxes not yet due. As between the parties, Lessee takes the vehicles, AS-IS AND WITH ALL FAULTS. Lessee acknowledges that Lessee's obligations hereunder will not be released or otherwise affected if Lessee has any problems with any vehicle or for any other reason.
3. **Payments.** Pro rata lease payment on the basis of a 30-day month for the period from delivery to the first day of the succeeding month if delivery is between the first (1<sup>st</sup>) and eighteenth (18<sup>th</sup>) of a month will be due on delivery with the initial lease payment due on the first (1<sup>st</sup>) of the month after delivery. If delivery occurs after the eighteenth (18<sup>th</sup>) of a month such a pro rata payment and the initial lease payment will be due on delivery with the second lease payment due on the (1<sup>st</sup>) of the second month after delivery. Subsequent lease payments will be due on the (1<sup>st</sup>) of each succeeding month up to and including the month during which the term expires for the vehicle, Lessee surrenders the vehicle to Lessor pursuant to the Termination Settlement paragraph or the Settlement Value thereof becomes due in accordance with the Loss or Destruction or Remedies paragraph, whether or not Lessor has rendered an invoice for any such payment. Any other amounts due hereunder will be payable upon demand. Upon payment of all amounts due under this lease as to a vehicle and the curing of any then defaults, Lessor will release Lessor's lien in the vehicle. Lessee will pay a late charge of \$25 if any amount is not paid within 10 days of the due date and interest at 1.5% per month from the due date until paid on all amounts past due.
4. **Tax Consideration.** This lease is intended to provide Lessor (or its consolidating entity) (a) tax free interest as provided by the Internal Revenue Code of 1986, as amended ("the Code") without any loss of deductibility of carrying costs and (b) similar tax exempt and deductibility treatment to the extent so provided under the laws of the State of Florida, (the "State").
5. **Left blank intentionally.**
6. **Non-Appropriation.** If no funds or insufficient funds are appropriated in any fiscal year for lease amounts due as to any vehicle and under law Lessee has a right to terminate this lease as to the related vehicle because of such non-appropriation, Lessee shall immediately notify Lessor of such occurrence, and this lease shall terminate as to such vehicle on the last day of the fiscal period for which appropriations were received, without penalty or expense to Lessee except as to related amounts herein for which funds shall have been appropriated and budgeted or are otherwise available and past due amounts and damages because of Lessee's default hereunder. Upon such termination, Lessee shall peaceably surrender possession of the vehicle to Lessor at a location contemplated in the Termination Settlement paragraph. Lessor shall have all legal and equitable rights and remedies to take possession of the vehicle. Lessee agrees (a) that it will not cancel this lease if any funds are appropriated to it, or by it, for the acquisition, retention, or operation of another vehicle performing functions similar to the vehicle for the fiscal period in which such termination occurs or the next succeeding fiscal period thereafter and (b) that Lessee shall not give priority in the application of funds to any other functionally similar property.
7. **Titling; Registration.** Except as Lessor may title or register a vehicle, each vehicle will be titled and/or registered by Lessee as Lessor's agent and attorney-in-fact with full power and authority to register (but without power to affect title to) the vehicle in such manner and in such jurisdiction or jurisdictions as Lessor directs. Lessee will promptly notify Lessor of any necessary or advisable re-titling and/or re-registration of a vehicle in a jurisdiction other than the one in which such vehicle is then titled and/or registered. Lessee will use reasonable efforts to cause any and all documents of title will be furnished or caused to be furnished Lessor by Lessee within sixty (60) days of the date any titling or registering or re-titling or re-registering, as appropriate, is directed by Lessor.
8. **Other Duties Regarding Vehicles.** Lessee will file all returns and pay all taxes related to each vehicle or this lease. Lessee will use a vehicle in accordance with all laws and manufacturer's and insurance company instructions. Each vehicle will be permanently garaged, and not removed from that state for more than thirty (30) days or the United States, at the vehicle location set forth in the applicable Schedule A, unless Lessor consents to Lessee's movement of the vehicle. Lessee will maintain each vehicle in good condition and repair, pay all costs of operation and not make any detrimental additions or modifications. Lessee will allow Lessor to inspect any vehicle and Lessee's related records upon reasonable prior notice.

9. **Assignment.** Lessee will not sell, transfer, lend, lease or grant a further lien in any vehicle. Lessor may assign Lessor's rights hereunder, and if Lessee receives notice of an assignment, Lessee will pay any assigned amounts as directed in the notice. ANY ASSIGNEE'S RIGHTS WILL BE FREE OF ANY CLAIMS LESSEE MAY HAVE AGAINST LESSOR.
10. **Loss or Destruction.** Lessee will notify Lessor of any significant damage to or the loss or destruction of vehicle. If Lessor determines the vehicle is repairable or may be replaced, Lessee will promptly repair or replace the vehicle. Otherwise Lessee will pay Lessor the sum (the "Settlement Value") of (a) all amounts then owed by Lessee to Lessor, (b) the then undepreciated balance of the original value of the vehicle set forth in the Schedule A calculated in accordance with the rules for level yield calculations in Financial Accounting Standards Board's Standard No. 13 utilizing the original value, term, rent (excluding taxes) and expiration depreciated value set forth in the Schedule A and (c) the remaining portion of the sum of two (2) such rent payments amortized on a straight line basis over the lease term considering only full months elapsed. Upon such payment, Lessee's payment obligations as to the vehicle will be satisfied.
11. **Insurance; Indemnity.** Lessee will maintain all risks casualty insurance on the Vehicles. If requested, Lessee shall also provide liability insurance of at least \$500,000 single limit. The insurance must be primary, list Lessor as loss payee and, if relevant, an additional insured, provide Lessor at least 10 days' notice of change or cancellation and be issued by an insurance company acceptable to Lessor. Lessee will provide Lessor such evidence of this coverage as Lessor may request. Lessee also agrees to indemnify, defend and hold Lessor harmless against all claims, suits, losses, damages and expenses, including attorney's fees and court costs, incurred by or asserted against Lessor arising out of the Vehicles or this lease. This indemnity includes strict and vicarious liability.
12. **Termination Settlement.** If the term of the lease exceeds twelve (12) months, at any time after twelve (12) months from delivery of a vehicle Lessee, upon not less than ten (10) days prior notice to Lessor and provided the lease is not in default, may surrender the vehicle to Lessor at Lessor's office address shown above or at a location mutually agreed upon by the parties for sale by Lessor as more fully set forth above. Lessee will so surrender the vehicle at such location for such sale at lease expiration. Following such surrender Lessor will sell the vehicle through Lessor's standard wholesale sales procedure for the highest bona fide bid received and open at time of sale, provided that Lessor may choose alternatively to retain the vehicle. Lessor may move the vehicle from the location where surrendered to any other location, including to Lessor's office location shown above where the vehicle is returned to another location, Lessor deems advisable and/or clean and repair the vehicle in connection with such sale in Lessor's sole discretion. If the amount received by Lessor on account of such sale or the highest bona fide bid received and open at time of crediting where the vehicle is retained, as appropriate, net in either instance of a handling charge of \$150.00 and Lessor's cost of sale, including sales commissions and costs of cleaning, repairing or transporting the vehicle, is greater than the vehicle's then Settlement Value, Lessee will have no settlement obligation to Lessor as to the vehicle and the excess will be returned to Lessee after application to any amounts then owed by Lessee to Lessor; if less, Lessee will pay Lessor the difference. Alternatively, if the lease is not in default, Lessee may pay the Settlement Value and retain the vehicle free of Lessor's lien.
13. **Default.** If (a) Lessee fails to make any payment due hereunder within 10 days of the due date, (b) Lessee breaches any of its other obligations hereunder or under any other agreement under which Lessee has obligations to Lessor, (c) any warranty or representation made by Lessee to Lessor is materially incorrect or misleading when made, (d) there is a cessation of Lessee's governmental functions, or (e) insolvency proceedings are instituted by or against Lessee, this lease will be in default.
14. **Remedies.** If a default occurs, Lessor may (a) declare the Settlement Value due as to any or all vehicles, (b) exercise all rights of a secured creditor under the Uniform Commercial Code, (c) perform any obligation Lessee has failed to perform, in which case Lessee will reimburse Lessor's related costs and expenses, and (d) exercise any other rights available to Lessor under law or equity. Lessee will pay Lessor all costs and expenses, including repossession and court costs and attorneys' fees, Lessor expends in enforcing its rights. All remedies are cumulative and may be exercised separately or together from time to time. No waiver by Lessor of any default or remedy will be binding unless acknowledged by Lessor in writing.
15. **Lessee's Representations.** Lessee represents that this lease has been duly authorized, executed and delivered by Lessee and constitutes Lessee's valid and binding obligation enforceable in accordance with its terms. Lessee also represents that this lease does not violate Lessee's charter documents, any agreement by which Lessee is bound or any law or obligation binding on Lessee and that Lessor's lien rights are governed by the Uniform Commercial Code.
16. **Notices.** Any notices relating to this lease must be in writing and will be effective when deposited in the United States Mail with proper first class postage paid, addressed to the appropriate party at the respective address indicated above or at such other address of which the party has provided the other notice as contemplated in this paragraph.
17. **General Provisions.** Any security deposit set forth in a Schedule A will be held by Lessor without interest and may be applied by Lessor to any of Lessee's past due obligations hereunder. Any balance remaining will be returned to Lessee upon payment of all amounts due under this lease as to the relevant vehicle and the curing of any then defaults. Lessee will provide Lessor any further documents and information Lessor may request in connection with this lease. This lease binds the parties and their successors and assigns and constitutes the entire agreement between the parties respecting the vehicles. Any amendment must be in writing signed by the party to be bound. Any unenforceable provision shall be deemed deleted without affecting the remainder of the lease. This lease will be governed by Florida law. Paragraph headings are for convenience only. Time is of the essence of this lease. The parties waive any right to a jury trial in any related action. Any waiver must be in writing.

18. **Bank-Qualified Tax Designation.**  **Initial box if this paragraph applies.** Lessee certifies that Lessee and any subordinate entities does not expect to, and will not issue more than \$10,000,000 of obligations the interest on which is excludable from the gross income of the holder thereof for federal income tax purposes during any calendar year in which a vehicle is accepted under this lease. Lessee will designate the obligations undertaken pursuant to this lease with respect to all vehicles covered hereby as "qualified tax exempt obligations" within the meaning of §265 (b)(3)(D) of the Code. Lessee agrees to take all actions required of Lessee for Lessor to have, and not to take any action which would preclude Lessee from having, available such treatment, including, without limitation, filing of an IRS Form 8038-G. If Lessor (a) loses the right to claim, does not have or does not claim (based upon the advice of the Lessor's tax counsel) such exclusion of interest or deductibility or (b) if there is disallowed, deferred or recaptured, in whole or in part, any such tax free interest or deductibility for any reason (unless due solely to Lessor's failure to claim the tax free interest or deductibility on a timely basis in the absence of such advice) or (c) there is after the date hereof any change in federal, state, local or foreign tax law or tax rates which Lessor calculates has the direct effect of reducing Lessor's net after tax return respecting this lease (any of the foregoing constituting a "Loss"), then Lessee shall pay to Lessor, on demand, an after tax amount which after payment of all taxes, interest and penalties required to be paid by Lessor, restores Lessor to the same net after tax position Lessor would have enjoyed had such Loss not occurred. Upon Lessor's being notified by any tax authority of a potential Loss, Lessor will notify Lessee promptly thereof. Lessor agrees to exercise in good faith Lessor's best efforts, as determined in the sole discretion of Lessor's tax counsel to be reasonable for Lessor, to avoid Lessee's payment of such additional amounts; provided that Lessor has sole discretion as to proceeding beyond the level of an auditing agent; and Lessor shall not take any action unless Lessee shall indemnify Lessor in advance for all costs and expenses to be incurred, including accountants' and attorneys' fees.

By signing below, Lessor and Lessee agree the terms of this lease will govern Lessor's financing of Lessee's acquisition of the vehicles.

Dated: \_\_\_\_\_

**The Bancorp Bank dba Mears Leasing**

**Lessor**

\_\_\_\_\_  
**Lessee**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



# Quincy Police Department Vehicle Inventory

Vehicle # Description:                      Comments:    Mileage:    Location:                      VIN#

## Administration Vehicles:

109	2003 Crown Vic.	Chief	103518	repair shop 2wee	2FAFP71W13X154620
115	2004 Ford Expedition	Captain	137500	Take Home	1FMPU15L14LA68755
128	2011 Crown Vic.	Asst. Chief	46454	Take Home	2FABP7BV8BX107636

## CID Vehicles:

111	2005 Ford Expedition	K-9	103734	Take Home	1FMPU15525LA65060
116	2005 Black Crown Vic.	C.I.D.	123788	Take Home	2FAFP71W25X149722
120	2004 Blue Crown Vic	C.I.D.	127031		2FAFP71W24X118033
121	2005 Silver Crown Vic.	C.I.D.	108530	Take Home	2FAFP71W85X116479
127	2005 Gray Crown Vic.	C.I.D.	93691	Take Home	2FAFP71W85X116482
118	2002 Ford Explorer	Rittman	144650	QPD Parking Lot	1FMZU62E62UB65825

## Patrol Vehicles:

101	2009 Crown Vic	Patrol	71256	QPD Parking Lot	2FAHP71V99X111765
102	2011 Crown Vic.	Patrol	35967	QPD Parking Lot	2FABP7BV7BX107630
103	2005 Crown Vic.	Transmission	79015	Land Field	2FAFP71WX5X179552
104	2011 Crown Vic.	Patrol	41426	QPD Parking Lot	2FABP7BV0BX107629
124	2002 Ford Durango	Air Condition		QPD Parking Lot	1B4HR38N42F143556
106	2005 Crown Vic.	Patrol	81203	QPD Parking Lot	2FAFP71W65X179547
108	2011 Crown Vic.	Patrol	50483	QPD Parking Lot	2FABP7BV6BX107635
110	2009 Crown Vic.	Patrol	66893	QPD Parking Lot	2FAHP71V79X111764
117	2002 Crown Vic.	DUI/ Traffic	108804	Land Field	2FAFP71W82X116462
126	2005 Crown Vic.	Traffic	95809	Take Home	2FAFP71W65X117789

**Red: Non-Functional Vehicles/ Deadline**

NOTES\* Vehicle #119, The 2002 Ford Neighbor (Battery Operated Vehicle) is out of service, no longer part of the Police Department's fleet.

Vehicle #105, The 2005 Crown Victoria is no longer a part of our Fleet. The vehicle was vandalized and burnt. Vin # 2FAFP71W45X179577

**CITY OF QUINCY  
CITY COMMISSION  
AGENDA REQUEST**

Date of Meeting: January 28, 2014

Date Submitted: January 22, 2014

To: Honorable Mayor and Members of the City Commission

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

Subject: Quincy-Business Park Proposed Certification

---

**Statement of Issue:**

On November 14, 2013, the Mayor and the City's staff: Bernard Piawah and Regina Davis attended a Site Certification Luncheon and Presentation in Marianna, Florida (Jackson County). Subsequently, the Mayor directed staff to contact the appropriate people to see if site certification is something that should be considered for the Quincy Business Park. In response to that directive, on January 14, 2014, the City's staff had a conference call with McCallum Sweeney Consulting (MSC), the nationally renowned company for site certifications. This memorandum is intended to brief the Commission about the Site Certification Process and to recommend that it is not a program that the City should embark on at this time.

**What is Site Certification?**

Site Certification is a due diligence process, whereby an industrial site undergoes a site specific evaluation to document and establish a database on the site in order to demonstrate its suitability, feasibility and shovel-readiness for industrial development. Some of the information that needs to be documented about the site includes: environmental conditions and constraints: topography, wetlands (jurisdictional and non-jurisdictional), floodplain, environmental contamination, geotechnical and soil conditions; public facilities availability and capacity, roadway access, and local and state regulatory requirements.

## **Advantages of Site Certification**

The current paradigm in business site selection decision is the determination that a prospective site is project ready. In this regard, access to certified sites presents a unique site screening advantage for companies as it saves them time, reduces site development costs and reduces overall site location risks. This is because prospective clients are always trying to minimize the time it takes to make a location decision and start construction in order to expedite the project completion date. So, the urgency of time for making essential location decisions, demands available sites that are practically risk free and ready for development.

In view of this modern reality, municipalities who are seeking to recruit and lure businesses to locate in their communities have to be prepared to promote and market their sites with a huge database of relevant site specific information about the site as well as social, demographic and economic data on their community. Prospective clients are no longer willing to wait for a municipality or community to identify an appropriate site and to determine later its suitability for development.

According to literature, companies are increasingly relying on certified site lists for identifying sites for business location and site certification is now considered one of the most effective site marketing tools for economic development because it provides the site and the community a competitive advantage in the market place. A certified site confirms the site's readiness to a point that it leverages job creation, and attracts capital investment for the development of the site.

Thus, the advantage of site certification could be summarized as follows: 1) it provides prospective clients the database they need in order to make informed decisions about the site, 2) it expedites the companies decision making time since the essential due diligence has been completed, and 3) it enhances the marketability of the site.

## **What Does Site Certification Entail?**

Site certification entails the performance of due diligence on a variety of subjects and the information gathered is put in a database specific for the site and ready for distribution and circulation to prospective clients. The key ingredients for a site certified database include the following parameters:

1. Ownership pattern: The property is controlled through ownership or option and its readiness for ownership transfer to the prospect,
2. Utilities: The availability of utilities, principally electricity, water, sewer, gas, and telecommunications; basically, are they present or can they be quickly delivered to the site in suitable and large enough quantities with redundancies for targeted projects,
3. Environmental conditions and constraints: Information from environmental studies addressing topography, wetlands (jurisdictional and non-jurisdictional), floodplain, environmental contamination,

geotechnical and soil conditions, wildlife and endangered species, as well as archeological studies that have identified any areas of risk on the property,

4. Shape of the Property: Information regarding the shape of the property, essentially, whether the site's shape is conducive to development and expansions, and a developable footprint is confirmed,
5. Buffer: whether the site's buffer is adequate for the type of businesses likely to consider the site, and
6. Transportation: Information on the transportation access that exists for employees, raw materials/supplies, and product shipments to the market.
7. Local plan for the site; example, a master plan, etc.
8. Local regulations and controls, and
9. Other questions to examine are: does the site have significant rail crossings adjacent to primary ingress and egress, or does it have housing or commercial development too close that could affect the activities of an industrial facility.

**Point to Note:** According to literature, a community that is interested in site certification must carefully evaluate its own strengths and weaknesses with respect to labor draw, rail access and utility service capabilities in order to certify sites that will best match and attract corporate locations seeking these assets. Not every location is well suited for promoting the location of large projects.

### **How much would Site Certification Cost the City?**

MSC has submitted a proposal and scope of work to the City to conduct site certification for the Quincy Business Park. (See Attachment). MSC is a nationally recognized consulting firm that specializes in site selection and incentive services. The company was established in 2000 and is based in Greenville, North Carolina. They have conducted site certification for a number of major corporations and entities including South Carolina Department of Commerce, Mississippi Power, Duke Energy, and Tennessee Valley Authority.

The MSC model is divided into two phases: Phase I: Site Evaluation; and Phase II: Site Certification.

Phase I: Site Evaluation: MSC will visit the site and conduct an assessment to determine whether it is a suitable site for industrial use. The site evaluation will allow for discontinuation if it is determined that a fatal flaw exist on the site, thereby, saving the financial expense for due diligence on a site that will not meet minimum requirements for certification. This stage will last 12 to 14 weeks.

Phase II: Site Certification: This phase for the collection of relevant due diligence information that will certify that the site is ready for industrial development. The entire process will take 12 months.

MSC requires a lump sum fee for the work as follows:

- 1) Site Evaluation: \$30,000.00 plus expenses
  - 2) Site Certification: \$26,000.00 plus expenses
  - 3) Announcement: \$2,000.00 plus expenses
- The additional expenses will not exceed \$20,000.00

**Total Cost to Quincy would be approximately \$78,000.00**

**Conclusion:**

While it is apparent, based on literature, that site certification is an effective tool for marketing a site for industrial development, the City of Quincy does not appear to be in a good position at this time to embark on a site certification program. This is because there are obvious parameters of the program for which the City needs to first address in order to undertake the effort: examples are the development of a master plan for the Business Park and the performance of environmental studies. In view of that, the City staff is recommending that the City not engage MSC to perform site certification for the Quincy Business Park.

**Options:**

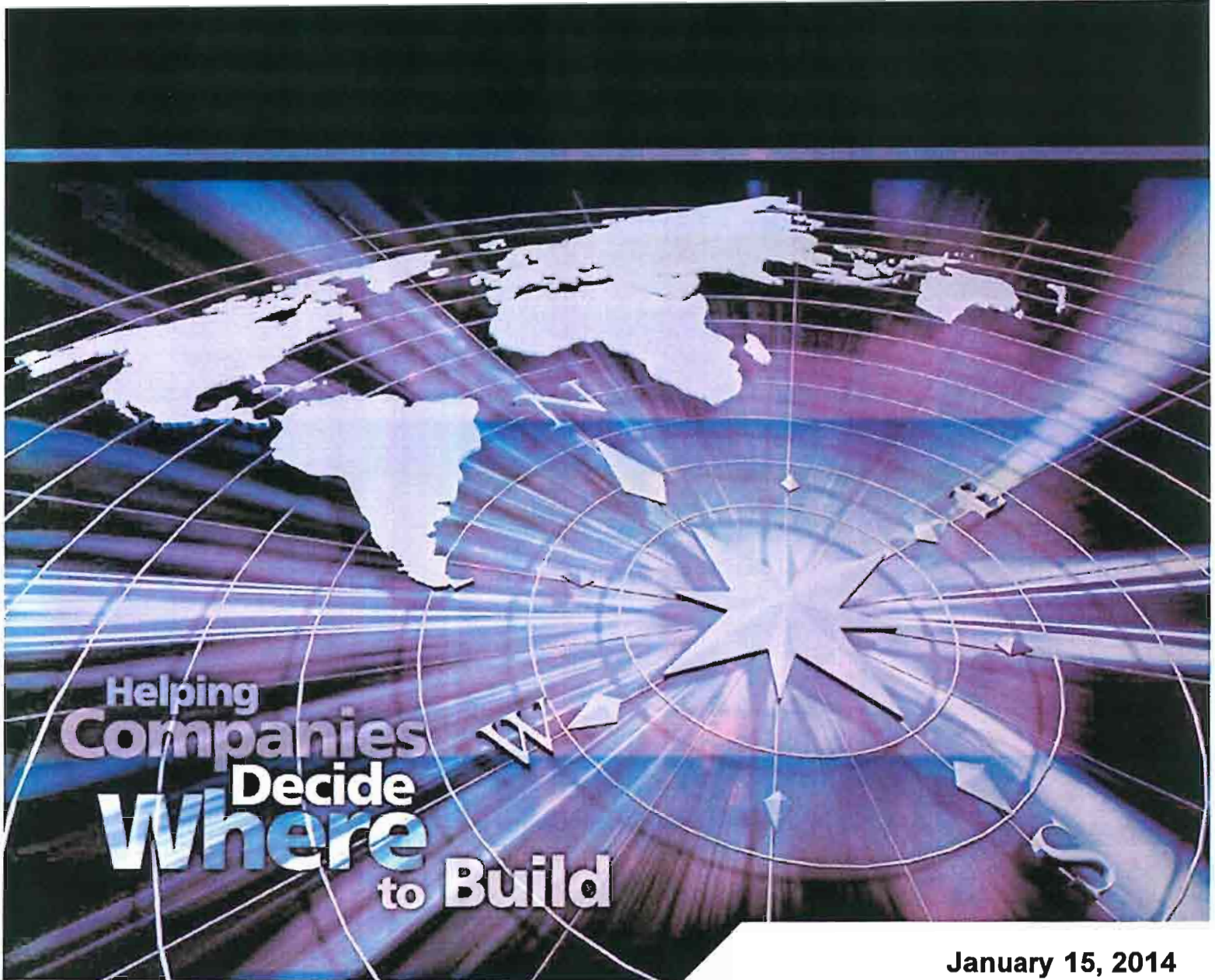
- Option 1: Approve the proposal of MSC to perform site certification for the Quincy Business Park.
- Option 2: Do not approve the proposal of MSC to perform site certification for the Quincy Business Park.

**Staff Recommendation:**

Option 2

**Attachment**

Proposal for Site Evaluation and Certification Services from MSC



January 15, 2014

## Proposal for Site Evaluation and Certification Services

Presented to:  
**The City of Quincy, Florida**

Presented by:

**McCallum Sweeney Consulting**  
15 South Main St, Suite 950  
Greenville, SC 29601  
864-672-1600  
864-672-1610 fax  
[www.mccallumsweeney.com](http://www.mccallumsweeney.com)

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## INTRODUCTION

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### MCCALLUM SWEENEY CONSULTING

McCallum Sweeney Consulting (MSC) is pleased to present this proposal for a site evaluation and certification program to the City of Quincy, Florida (Quincy).

MSC specializes in site selection and incentive negotiation services. Established in July 2000 by Ed McCallum and Mark Sweeney, MSC brings more than 50 years of senior staff investment location consulting experience to our clients worldwide. In addition, MSC brings the most comprehensive use of geographic information systems (GIS) technology to bear on our projects, greatly enhancing the effectiveness and efficiency of the process.

In addition to our siting practice, MSC also has significant economic development consulting experience. We believe that our siting experience brings a unique perspective to our economic development consulting practice. As such, the advice and recommendations that we will give to this project team will be based on our knowledge of what companies are looking for in a location.

Our experience in both the site location consulting and economic development professions provide us with first-hand knowledge of what initiatives work in economic development. We believe that our perspective and knowledge, combined with our dedication to client service, make MSC the ideal choice for this important project. A description of the MSC C.I.R.C.L.E. of Values is presented on page 5.

### WHY IS SITE EVALUATION AND CERTIFICATION IMPORTANT?

One of the fastest growing trends in the site location business is the demand for project-ready industrial sites. The reason for this is simple: the location decision process demands available sites and those sites need to be ready for development. Companies looking to build new facilities want sites that are ready-to-go and relatively "risk free."

Intensifying the demand for ready-to-go sites is the fact that clients' decision-making time frames are getting shorter. As a result, communities who are seeking to recruit projects need to be prepared to market their sites with a wealth of site-related information and data on their community. Companies are not willing to wait for a community to find an appropriate site and determine its suitability for development – that due diligence needs to be done before the prospect comes calling.



## SCOPE OF SERVICES

MSC is proposing to assist with the evaluation and certification of Quincy's property. For this particular effort, MSC would recommend the following scope of services:

### Site Evaluation

- Site Evaluation Application
- Information Review
- Site Visit
- Site Evaluation Deliverable

### Site Certification

- Site Certification Application
- Proposal Evaluation
- Site Visit (if necessary)
- Site Certification Deliverable
- Final Announcement (optional)

The full scope of services is described in more detail starting on page 12.

The outline above shows the key steps in the project. It is important to note that there will be extensive communication between MSC and Quincy throughout the project.

## COMPANY PROFILE AND EXPERIENCE

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MSC is dedicated to assisting firms in site selection and incentive negotiation. The firm was established in July 2000 by Ed McCallum and Mark Sweeney, who have more than 40 years of combined experience in the industry. Prior to establishing MSC, Mr. McCallum spent 13 years in the Global Location Strategies group at Fluor Corporation, the last two years as the group's Managing Principal. Similarly, Mr. Sweeney spent seven years in Fluor's Global Location Strategies group. Mr. Sweeney also spent more than five years at the South Carolina Department of Commerce, the last three of those as the Director of the Department's Research and Communications Division.

MSC has performed location consulting services for many of the world's largest and best-known companies including: Boeing, Nissan, Michelin, Alstom, Dollar General, PACCAR, Oreck, and Mitsubishi Electric. For each of these clients, MSC provided comprehensive location consulting and incentive negotiation services, including in-depth research on search regions and candidate communities, detailed site and community evaluations, extensive labor market evaluations, site-specific financial analyses, and custom incentive negotiations. A list of MSC project announcements is included in Appendix A.

MSC has also developed a robust economic development practice focusing on site evaluation and certification programs. Principals at MSC developed and managed some of the first site evaluation programs in the country, Build Now New York and Pennsylvania SelectSites Round I, while at Fluor Global Location Strategies. Over the past decade, MSC has designed and executed many of the country's most significant site evaluation and certification efforts, including:

- Pennsylvania SelectSites Round II (2001-2003)
- TVA Megasites (2004-2006)
- Duke Energy Mega-Site Identification and Evaluation Program (2005-2006)
- Duke Energy Site Readiness Program (2005-present)
- CSX Certified Rail Sites (2005-2011)
- Kansas Warehouse & Industrial Site Evaluation Program (2006-2007)
- Southern California Edison Site Certification Program (2007)
- Mississippi Power Company Project Ready Sites Program (2008-2011)
- MeadWestvaco Site Evaluation and Certification Program (2010)
- Cleco SmartSites Program (2010-present)
- SC Department of Commerce Industrial Site Certification Program (2010-present)
- Iowa Economic Development Authority Site Certification Program (2012-present)
- Wyoming Site Certification Program (2013-present)

MSC has also conducted numerous stand-alone site certifications for companies such as Plum Creek and Terrapointe/Rayonier and in communities such as Mayfield, KY; Aiken, SC; Chester, SC; and Florence, SC.

Four of the largest and most relevant of MSC's site evaluation and certification projects are described in more detail on the following page. A map of all of the sites certified by McCallum Sweeney Consulting is included in Appendix B.

### **South Carolina Department of Commerce Industrial Site Certification Program (2010 - present)**

MSC created and facilitated a program for the South Carolina Department of Commerce (SCDOC) to evaluate and certify sites in South Carolina that meet minimum criteria for industrial development. The first few steps of the program involve evaluating a site (or park) to make sure the site will be attractive from both a technical and marketing perspective. If the site meets the technical and marketing standards, it then moves forward with more rigorous requirements for certification. Although the SCDOC previously had their own certification program, they chose to work with MSC in order to give more credibility to their certified site program. To date, MSC has certified 30 industrial sites and parks under the SCDOC's Industrial Site Certification Program and has several more nearing completion.

### **Mississippi Power Project Ready Sites Program (2008 - 2011)**

MSC designed a program to evaluate sites in the Mississippi Power Company (MPCo) electric service territory and certify sites that meet a stringent set of readiness criteria. In order for a site to be eligible for participation in the certification program, the community economic developer had to complete a qualification application. Based on a MSC review of the site characteristics, the MPCo team selected sites to move forward and participate in the certification program. The program was designed to prepare a variety of different size sites for development. Development categories in which sites were certified included: Mega-Site Industrial, Large Industrial, General Industrial, Industrial Park, and Technology Park. In total, twelve sites were certified under the Project Ready program.

### **Duke Energy Site Evaluation Program (2005 - present)**

MSC developed and implemented a program to identify and evaluate sites in the Duke Energy territory for specific targeted industries. For this project, MSC designed a unique program for Duke Energy and developed a set of stringent criteria for their targeted industries. The project involves site evaluations and an analysis of the site's strengths and weaknesses. To date, MSC has evaluated 130 sites in this program. In 2005-2006, MSC also developed and implemented a program to identify and evaluate sites suitable for automotive assembly operations in Duke Energy's territory. The project included an extensive GIS screen of the region to identify potential areas that would be suitable for automotive assembly. Sites were identified, evaluated, and recommendations were made for further study.

### **TVA Megasites Program (2004 - 2006)**

MSC evaluated 25 sites in the Tennessee Valley Authority electric service territory in an effort to identify and certify properties suitable for automotive assembly operations. The program included the development of minimum site evaluation criteria, automotive assembly project specifications, and a community questionnaire tailored to automotive assembly operations. These tools combined with site visits provided the information necessary to determine certification status. MSC certified nine sites total (one has since been de-certified). Five of the certified sites have been sold to SeverCorr, Toyota, PACCAR, Volkswagen, and Hemlock Semiconductor. These five projects represent more than \$5 billion in investment and more than 5,000 jobs.

## MSC'S C.I.R.C.L.E. OF VALUES

### Customer Service

- Unrestricted commitment to our clients.
- Active involvement in every project by a MSC principal.
- Independence, allowing sole focus on our clients' projects (not a platform to sell other services).

### Integrity

- Emphasis on communication, with an open process that allows our clients to know what we are doing and why.
- Redirection of any and all location bonuses from communities or developers to the benefit of our clients.
- Policy not to pursue or accept economic development consulting assignments in locations that are under consideration by our siting clients.

### Respect

- For the values of our clients, and the responsibility we have in representing them.
- For the stewardship role that states, provinces, and communities have as part of their efforts in attracting and retaining investment and employment.
- For each other here at MSC, creating a supportive and collegial environment that thrives on the unique strengths we each bring to the company, and striving to balance the demands of our profession with the rewards of a personal life.

### Creativity

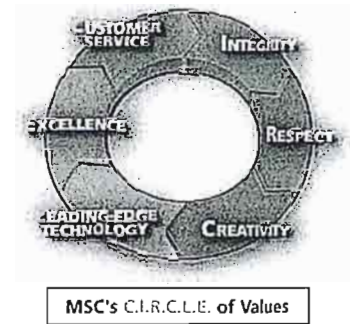
- Maintaining a broad knowledge of successful location strategies.
- Emphasizing the promotion of new ideas and finding value in them.
- Committing to an operating environment that fosters innovation and nurtures its development.

### Leading-Edge Technology

- Maintaining in-house expertise in geographic information systems (GIS) technologies.
- Supporting integration of GIS into all our assignments, exploring new ways to leverage its value for our clients.
- Managing the technology as a powerful tool, and avoiding the temptation to let it serve as a substitute for a sound and comprehensive site selection process.

### Excellence

- Maintaining the goal of MSC, as a company, to be the best in our business.
- Creating and maintaining an operating environment based on the principles of continuous performance improvement.
- Conducting our business with an unrestrained passion for quality.



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**Mark Sweeney, Senior Principal**


Mark Sweeney is a senior principal in McCallum Sweeney Consulting (MSC), providing site selection services and economic development consulting to companies and organizations worldwide.

With more than 24 years of experience in site selection and economic development, Mr. Sweeney assists companies in identifying, evaluating, and selecting the optimal location for their capital investments. Such projects cover a wide array of related factors, including sites, infrastructure, transportation, labor and demographics, state and local taxes, and incentives.

Mr. Sweeney also provides consulting services to leading economic development organizations across the United States in such areas as strategic planning, organizational design, site certification, target industry programs, and incentive strategies.

Mr. Sweeney has assisted clients in a wide variety of industries for manufacturing, distribution and headquarters projects. Recent clients include Coeur d'Alene Mines Corp. (headquarters), Tronox (headquarters), PDM Bridge (headquarters), Daiichi Sankyo (pharmaceutical), Mitsubishi Electric (transformer manufacturing), SunCoke Energy (headquarters), SGL/BMW (joint venture carbon fiber manufacturing for electric vehicles), Boy Scouts of America (recreation), Nissan (headquarters; auto assembly; engine; distribution), Michelin (tire and rubber manufacturing distribution), and Dollar General (distribution). Of particular note are the Nissan headquarters relocation from Los Angeles to Nashville, Tennessee (November 2005) and the Nissan auto assembly project that announced in Canton, Mississippi (November 2000). Mr. Sweeney has conducted siting projects in Europe and Asia; Canada; and most regions of the United States.

Recent economic development clients include state agencies (South Carolina, Florida, Nebraska); regional organizations (Miami-Dade FL; Oklahoma City OK, Columbus OH, Central Louisiana); and utilities (Duke Energy (Carolinas; Midwest), CLECO (Louisiana), Southern California Edison, and Tennessee Valley Authority).

Mr. Sweeney spent more than five years at the South Carolina Department of Commerce, serving as Director of Research and Communication. There, he directed departments providing project management support, information management (including world's leading economic development application of Geographic Information Systems), and communications.

Mr. Sweeney was also one of the authors of *Approaching 2000 – An Economic Development Vision for South Carolina*, a state strategic plan for economic development.

Mr. Sweeney has a Masters in Business Administration from Clemson University and a Bachelor of Science from Appalachian State University. In addition, Mr. Sweeney was a recipient of a Murphy Fellowship for graduate work in economics at Tulane University. He lives in Greenville, South Carolina.

## Jeff Forsythe, Principal



Jeff Forsythe has more than fifteen years of experience in site location consulting and economic development. As a principal with McCallum Sweeney Consulting (MSC), Mr. Forsythe's experience predominantly includes location consulting throughout North America for manufacturing, distribution, and office projects. Primary responsibilities have included performing detailed site/infrastructure and community evaluations, labor market assessments, comparative financial analyses, and strategic real estate and incentive negotiations. In total, he has managed projects that have resulted in more than \$1.4 billion in capital investment, 8,100 full-time jobs, and 8.1 million square feet being developed.

Mr. Forsythe has assisted companies in a variety of industries including: advanced materials, aerospace, automotive, chemicals, consumer products, forest products, machinery manufacturing, metal fabrication, plastics, renewable energy, textile products, and many more. Some of Mr. Forsythe's recent location consulting experience includes serving as the project manager on a carpet tile manufacturing facility for Shaw Industries, a hardwood flooring manufacturing facility for Shaw Industries, a battery manufacturing facility for Aquion Energy, and two distribution center projects for Dollar General. Other notable project management experience includes: a joint venture carbon fiber manufacturing facility for SGL Group and BMW Group, Alstom Power's first United States wind turbine manufacturing operation, a wind turbine nacelle assembly facility for Nordex, PACCAR's first engine production facility in the United States, an Austal shipbuilding operation, and several confidential manufacturing, distribution, and office projects.

Mr. Forsythe's latest economic development consulting experience consists of a site evaluation program for the Nebraska Department of Economic Development to determine the feasibility of speculative industrial park developments. He also conducted an incentive comparison and financial analysis for Chattanooga, Tennessee, and assisted with the Tennessee Valley Authority "mega" site identification and certification program.

Prior to joining MSC, Mr. Forsythe was employed as a consultant with Fluor. During his time with Fluor, Mr. Forsythe was engaged in economic development and site location consulting. Noteworthy project management experience included executing tax and incentive analyses for the states of Arkansas and Mississippi, and formulating a local economic development strategic plan for the Arkansas Valley Alliance. In addition, Mr. Forsythe participated in a nine-country competitiveness analysis and site identification for a biopharmaceutical client.

Mr. Forsythe joined Fluor after serving as project manager for the Cabarrus Economic Development Commission in Concord, North Carolina, where his primary role was to aid national and international firms considering Cabarrus County for new or expanding operations. Responsibilities varied from identifying and proposing available sites and buildings to incentive negotiations. Additional tasks included performing research to track the economic prosperity of the county, developing marketing materials to aid prospects considering the county, and conducting targeted marketing missions.

Mr. Forsythe holds a Masters of Public Administration and a Bachelor of Science from East Carolina University. He is a graduate of the University of Oklahoma Economic Development Institute and a member of the International Economic Development Council and South Carolina Economic Developers' Association. Mr. Forsythe also maintains a South Carolina real estate license.

## Kimberly Williams, Senior Consultant



Kimberly Williams is a senior consultant with McCallum Sweeney Consulting (MSC), providing specialized skills and services in the areas of site evaluation, economic development strategic planning, geographic information systems (GIS) analysis, and demographics and labor analysis. Current and past site selection experience includes projects in general manufacturing, headquarters, distribution, aerospace, chemical manufacturing, advanced materials, and renewable energy.

Ms. Williams' most recent site location experience includes Hertz (headquarters), Coeur d'Alene Mines Corp. (headquarters), Tronox (headquarters), Daiichi Sankyo (pharmaceutical), Mitsubishi Electric Power Products (manufacturing), and the Boy Scouts of America (National Scouting Center and permanent home for the Boy Scout Jamboree). In 2007, Ms. Williams worked with LM Glasfiber, the world's largest manufacturer of wind turbine blades, to identify a location for additional North American production capacity. In 2006, Ms. Williams assisted Cytex Engineered Materials in determining the optimal location for additional production capacity.

Ms. Williams is currently serving as the project manager for the Iowa Economic Development Authority (IEDA) Site Certification Program. Previous economic development experience includes serving as the project manager on significant economic development assignments for Duke Energy (2005-2007). In 2005, the MSC team, under Ms. Williams' direction, developed and implemented a program to identify and evaluate mega-sites suitable for automotive assembly operations in the Duke Energy region. Additionally in 2005, the MSC team developed a program to identify and evaluate sites in the Duke Energy service territory for specific target industries, and provide recommendations on how to make the sites more ready for development. The program was updated and implemented in 2006 and 2007. Additional economic development experience includes assignments for Mississippi Power Company, Southern California Edison (SCE); Kansas Department of Commerce; Tennessee Valley Authority (TVA); the State of Pennsylvania; Sierra Pacific (Nevada); and Denison/Crawford County, Iowa.

Ms. Williams' professional background includes internships with the Greenville Area Development Corporation; the City of Clemson, South Carolina; the City of Greenville, South Carolina; and Toyota Motor Manufacturing North America.

Ms. Williams has a Masters of City and Regional Planning from Clemson University and was honored with the 2003 Citation in City and Regional Planning award. She earned a Bachelor of Science degree in Economics from Centre College, Danville, Kentucky. Ms. Williams' professional memberships include the Association of Public Data Users (APDU) and the South Carolina Economic Developers Association (SCEDA).



### Lindsey Myers, Senior Consultant



Lindsey Myers is a senior consultant with McCallum Sweeney Consulting, providing site selection services and economic development consulting to companies and organizations worldwide. Ms. Myers is currently working on numerous mega industrial park certifications as well as the Wyoming state certification program. She is assisting with the site search for an advanced materials company and is also working on a feasibility study for a siting project in Europe. She recently completed work on the Mitsubishi Electric Power Products manufacturing project as well as a target competitiveness study for the State of Florida.

Ms. Myers worked on the headquarters relocation for SunCoke Energy and assisted with the site analysis for the permanent jamboree site for the Boy Scouts of America. Ms. Myers has also been part of the team for the Mississippi Power Project Ready Program. She also worked on the target industry studies for the Upstate SC Alliance, Charleston Regional Development Alliance, and the Beacon Council (Miami, Florida).

Before joining McCallum Sweeney Consulting, Ms. Myers served as a research analyst and tax and incentive consultant for the South Carolina Department of Commerce. There she was responsible for development of marketing and project deliverables and tax and incentive research for the State. Ms. Myers' professional background also includes positions with Charleston Area Federal Credit Union and Sodexo/Carolina Dining Services as well as an internship with Miller Brewing Company.

Ms. Myers has earned a Masters of Public Administration and a Bachelor of Science in Business Administration, both from the University of South Carolina. She sits on the boards for the Upstate USC Moore School of Business Alumni and the Greenville MyCarolina Alumni Association. She is also a member of PULSE and the South Carolina Economic Developers Association (SCEDA).

### Sarah White, Consultant



Sarah White has more than four years of experience with McCallum Sweeney Consulting as a consultant. Presently, Ms. White is providing site evaluation and labor analysis on a number of major site location projects. She has most recently provided siting support for Dollar General and Aquion Energy. Ms. White has also worked on siting announcements including a joint venture carbon fiber manufacturing facility for SGL Group and BMW Group to produce zero and low emission vehicles and Alstom Power Inc. with the location decision for their first United States wind turbine manufacturing operation.

Ms. White is currently managing site certification programs for Cleco and the South Carolina Department of Commerce. She has also assisted on site evaluation programs for Duke Energy (Carolinas, Ohio/Kentucky, and Florida) and MeadWestvaco.

Ms. White graduated from the University of South Carolina with a Bachelor of Science degree in Business Administration. Her professional background includes an internship with the South Carolina Department of Commerce with the South Carolina Coordinating Council for Economic Development and Human Resources Office. She is also a member of the South Carolina Economic Developers Association (SCEDA).



### Amanda Taylor, Consultant



Amanda Taylor is a consultant with McCallum Sweeney Consulting, providing site selection services and economic development consulting to companies and organizations worldwide. Ms. Taylor joined McCallum Sweeney Consulting in May 2011.

Ms. Taylor is currently assisting with incentive negotiations for distribution center projects in the Southeast and the Midwest. She is also working on the feasibility study for a manufacturing siting project in Europe. Active economic development projects Ms. Taylor is working on include state site certification programs for the state of Iowa and the state of Wyoming. She recently completed work on the target competitiveness study for the state of Florida as well as site evaluation and labor analysis for an advanced manufacturing project.

Ms. Taylor's professional experience includes more than four years with the Savannah Economic Development Authority (SEDA) in Savannah, Georgia. While at SEDA, she held positions in research, GIS analysis, and project management, assisting in the 2009 location of Mitsubishi Power Systems (500 jobs, \$325 million investment) and 2010 Gulfstream Aerospace expansion (1,000 jobs, \$500 million investment). Ms. Taylor previously held an internship with Cornerstone Alliance and the Council for World Class Communities, an economic development agency in Benton Harbor, Michigan.

Ms. Taylor has a Masters of City and Regional Planning from Clemson University and was honored with the 2012 American Institute of Certified Planners award. She earned a Bachelors of Arts from the University of Connecticut, double majoring in Geography and Economics. Ms. Taylor is an accredited Leadership in Energy and Environmental Design Green Associate (LEED® Green Associate). Her professional memberships include the International Economic Development Council (IEDC) and the South Carolina Economic Developers Association (SCEDA).

### Cole Egan, Consultant



Cole Egan is a consultant with McCallum Sweeney Consulting, providing site selection services and economic development consulting to companies and organizations worldwide.

Presently, Mr. Egan is providing site evaluation and labor analysis assistance on major site location projects. He is also assisting on the site readiness program for Duke Energy as well as actively working on site certification programs for the South Carolina Department of Commerce and River Ridge Commerce Center.

Mr. Egan graduated from Furman University with a Bachelor of Arts degree in Economics where he was involved with the Furman Economics Society and Model UN. Mr. Egan's professional background includes positions with the European Parliament and the Furman Financial Aid Office. He also completed a Hollingsworth Research Fellowship with the Furman University Economics Department. He is also a member of the South Carolina Economic Developers Association (SCEDA).

## Barbara Dendy, Information and Administration Manager



Barbara Dendy provides marketing, project, administrative, and geographic information systems (GIS) support to McCallum Sweeney Consulting. Ms. Dendy's primary responsibilities are to create, manage, and update GIS databases; manipulate and edit data for site location analyses; and produce project-related exhibits.

Recent projects in which Ms. Dendy has supported McCallum Sweeney Consulting using GIS include Shaw Industries (hardwood flooring), Hertz (headquarters), Coeur d'Alene Mines Corp. (headquarters), Tronox (headquarters), Aquion Energy (battery storage), Daiichi Sankyo (pharmaceutical), Mitsubishi Electric (transformer manufacturing), SunCoke Energy (headquarters), SGL Group/BMW Group (carbon fiber), American Titanium Works (metals), Alstom Power Inc. (wind turbines), Nordex (wind turbines), International Shipholding Corp. (headquarters).

Before joining McCallum Sweeney Consulting, Ms. Dendy spent more than 25 years with Fluor Corporation, seven of which were spent in support of site location consulting efforts. Her location consulting experience centered on GIS support. An example of Ms. Dendy's GIS work was published in ESRI's 2003 Map Book, Volume 18, entitled "Alternative Creation Screening Example." She also edited proposals, qualifications documents, brochures, and presentations; and assisted with the development of project deliverables.

Prior to joining Fluor Corporation, Ms. Dendy completed five years with the Environmental Quality Control arm of the South Carolina Department of Health and Environmental Control (SCDHEC).

She is a member of the South Carolina Economic Developers Association (SCEDA) and the Council for Community and Economic Research (C2ER).

## SCOPE OF SERVICES

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McCallum Sweeney Consulting (MSC) is pleased to provide the following scope of services.

### SITE EVALUATION

The purpose of this phase is to provide Quincy with MSC's analysis of the site's strengths and weaknesses. During this phase, MSC will do an inspection of the proposed site, including reviewing any due diligence performed, and conducting a site visit. The site evaluation will be a comprehensive analysis of the site to determine whether it is suitable for industrial use. Additionally, a site evaluation is conducted prior to embarking on the full site certification to allow for discontinuation of the program if a fatal flaw is identified during the evaluation and prevents the spending of funds for due diligence on a site that will not meet the minimum criteria.

#### Site Evaluation Application

MSC will develop and issue a site evaluation application to the project team to complete. This application will include a questionnaire and a list of required attachments. The site evaluation application will be developed such that no outside (i.e., engineering or environmental consultants) assistance will be required. There are no specific engineering studies or environmental due diligence required at this phase. If due diligence studies have already been conducted, MSC does ask that the applicant submit the information to assist in the evaluation of the site. The goal of the evaluation application is to give MSC a complete understanding of the site's assets, utility infrastructure, transportation assets, development potential, etc. In addition, the application will also ask for information on the region's community assets and workforce. MSC typically allows the project team four to six weeks to complete this application.

#### Information Review

MSC will conduct a desktop review of the evaluation application that is submitted. MSC will be evaluating the site's ability to meet the minimum criteria for the project. MSC will also review information regarding the site's marketing attractiveness. MSC will communicate with the project team on any follow-up questions or concerns that may arise.

#### Site Visit

As a part of the site evaluation, MSC will conduct a site visit to the community and the proposed property. We will ask the project team and others in the community to be prepared to do a presentation of the site, with related infrastructure, as well as a community presentation. We will conduct an investigation of the site and the proposed infrastructure that serves the site.

This process will provide MSC with enough information to assess whether the site meets the minimum criteria and is suitable for development. In addition, the information collected during this process will allow MSC to provide an assessment of the marketability and overall viability of the site.

The site visit will take place two to three weeks after the application is received by MSC.

## Site Evaluation Deliverable

At this point, MSC will extend an invitation to proceed with the Site Certification phase if the site appears to meet the minimum criteria and no fatal flaws have been identified. If not invited to move forward to certification, MSC will deliver Quincy a document that provides a specific list of the site's strengths and weaknesses and makes recommendations on ways in which the site readiness can be improved.

The Site Evaluation Deliverable will be held approximately four weeks after the site visit. The entire Site Evaluation process typically takes 12 to 14 weeks to complete, but can be accelerated significantly if the project team turns in their application quickly.

## SITE CERTIFICATION

The purpose of this phase is to collect the information necessary to certify the site as "ready for industrial development."

***It is important to note that in order for sites to be certified, a significant amount of environmental due diligence is required, which will be the responsibility of the project team.***

### Site Certification Application

The project team will be responsible for completing the items required for certification, which will consist of a completed questionnaire as well as all the required attachments. The timeframe for completion of the proposal is typically 12 months from the time that the team has received the notification to proceed from MSC.

MSC will be available to answer questions and provide clarification on any information that is required.

### Proposal Evaluation

MSC will be responsible for the complete evaluation of all information submitted. The purpose of this review will be to determine the ability of the site and community to meet the minimum criteria.

Once the proposal has been reviewed, MSC will issue a letter to the project team indicating any questions that remain and any items that were unclear or incomplete in the proposal.

### Site Visit (if necessary)

If necessary, MSC will conduct an additional site visit to validate data and information provided by the project team and gather any follow-up information that may be necessary.

The proposal evaluation and site visit (if necessary) will be completed within four weeks of receiving a completed Site Certification Application from the project team.

## Site Certification Deliverable

Once all the criteria have been met, MSC will deliver a letter indicating that the site is certified as ready for development. This letter will also include a document that indicates the site's strengths and weaknesses, lists potential target industries, and makes recommendations on ways in which site readiness can be improved.

In the event that the site does not meet all the criteria necessary for certification within the allotted timeframe, MSC will provide specific recommendations on what needs to be completed in order to achieve certification. Quincy will have to start over with the evaluation phase if certification is not achieved within the allotted timeframe.

## Final Announcement (Optional)

MSC will be prepared to conduct a final announcement event or de-brief with key officials at the completion of the project. Quincy will determine the nature of this final event.

The site deliverable will be completed and delivered to the project team within four weeks of receiving all requested materials. The time frame for the Final Announcement event is at the discretion of Quincy, but must be completed within two months of being notified of MSC's final certification decision.

## TERMS AND CONDITIONS

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McCallum Sweeney Consulting (MSC) offers the above scope of services under the following terms and conditions.

### LUMP-SUM FEES

Site Evaluation	\$30,000 plus expenses
Site Certification	\$26,000 plus expenses
Announcement	\$2,500 plus expenses

### REIMBURSABLE EXPENSES

Quincy will pay travel and communication expenses. Travel expenses include, but are not limited to, all actual and reasonable transportation (air, rail, bus, taxi, car rental, etc.), lodging, meals and sundry travel expenses. Communication expenses include, but are not limited to, all actual and reasonable telephone, cell phone, fax, express mail, regular mail and other sundry communication expenses. Presentation materials (reports, maps, slides, etc.) are also a communication expense. Note that MSC will invoice expenses at cost – without mark-up.

Total expenses will not exceed \$20,000.

### PAYMENT SCHEDULE

- Quincy will pay McCallum Sweeney Consulting \$5,000 upon notification to proceed.
- Quincy will pay McCallum Sweeney Consulting \$25,000 plus reimbursable expenses upon completion of Site Evaluation.
- Quincy will pay McCallum Sweeney Consulting \$16,000 plus reimbursable expenses upon submission of the Site Certification application.
- Quincy will pay McCallum Sweeney Consulting \$10,000 plus reimbursable expenses upon delivery of the Site Certification deliverable.
- Quincy will pay McCallum Sweeney Consulting \$2,500 plus reimbursable expenses following the announcement event (if applicable).

### PROJECT VALIDITY

This proposal is valid until 5:00 pm Eastern Daylight Time, Friday, February 28, 2014. MSC reserves the right to withdraw or revise the proposal at that time.

McCallum Sweeney Consulting, Inc.  
Rate Schedule  
Effective January 1, 2014

Billing Classification	Hourly Rate
Senior Principal	\$450.00
Principal	\$350.00
Senior Consultant	\$250.00
Consultant	\$150.00
GIS Specialist	\$100.00

#### HOURLY RATES

These home office rates include the following associated overhead costs:

- Payroll taxes, including unemployment insurance
- Employer's liability insurance
- General business taxes and licenses
- Office furniture and equipment
- Non-project specific office supplies
- Non-project specific professional services
- MSC operating expenses (rents, utilities, etc.)

#### REIMBURSABLE EXPENSES

The following reimbursable expenses associated with home office service will be invoiced at actual or scheduled costs as required for the project. Reimbursable expenses, except meals, will be documented with receipts wherever possible. Reimbursable meal expenses greater than \$24.99 will also be documented with receipts wherever possible. All related taxes and levies (for example, on airfares, car rentals, lodging, and telephone) will be included in the reimbursable expense.

#### TRAVEL EXPENSES

Travel expenses include, but are not limited to:

- Airfare (domestic flights in coach class; international flights in business class)
- Surface transportation, including car rental, taxi, limousine, bus, rail, subway, and ferry
- Transportation insurance
- Tolls and other transportation levies
- Gasoline
- Parking
- Mileage reimbursement at the U.S. Internal Revenue Service rate for the year in which expense occurred (Year 2014 = 56¢ per mile)
- Lodging
- Meals
- Tips and gratuities
- Other various and sundry related travel expense

## COMMUNICATION EXPENSES

Communication expenses include, but are not limited to:

- Long distance telephone
- Cell phone charges
- Telegram, teletype, and facsimile
- Express mail delivery services
- Shipping and postage
- Report production and reproduction
- Map products
- Special forms and printing

Cell phone and land line (except international long distance charges, conference or special video communications) are billed using 1.0% of lump-sum fees. This avoids accounting and administrative charges that would require charging excessively by the minute. Reproduction and copies are billed at 25¢ per page, with the exception of special presentation materials which are billed at cost.

## PROFESSIONAL SERVICE EXPENSES

Client approval will be received prior to engagement of professional services. Project related professional services may include, but are not limited to:

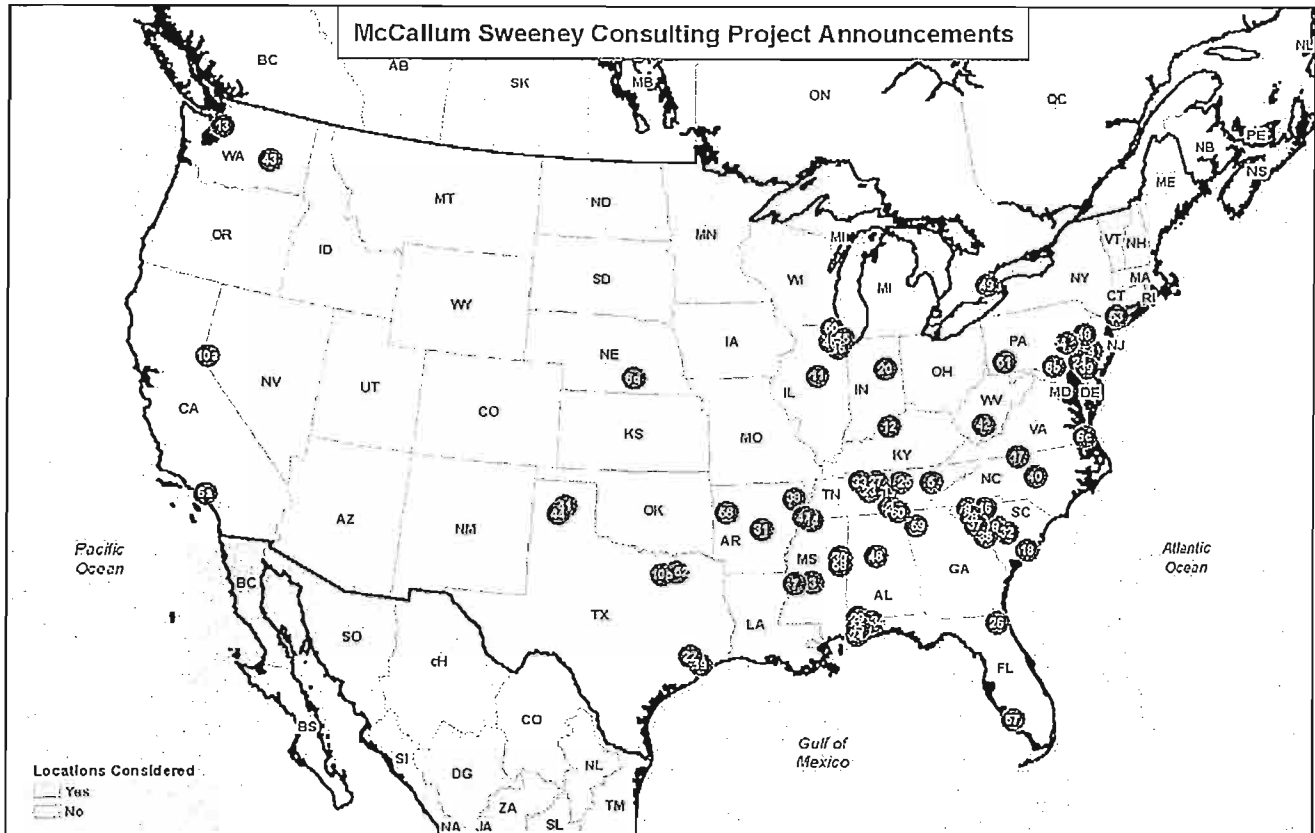
- Outside GIS services
- Special legal counsel
- International development services
- Engineering services
- Geotechnical services
- Other consulting services



# Appendix A

## MSC Project Announcements





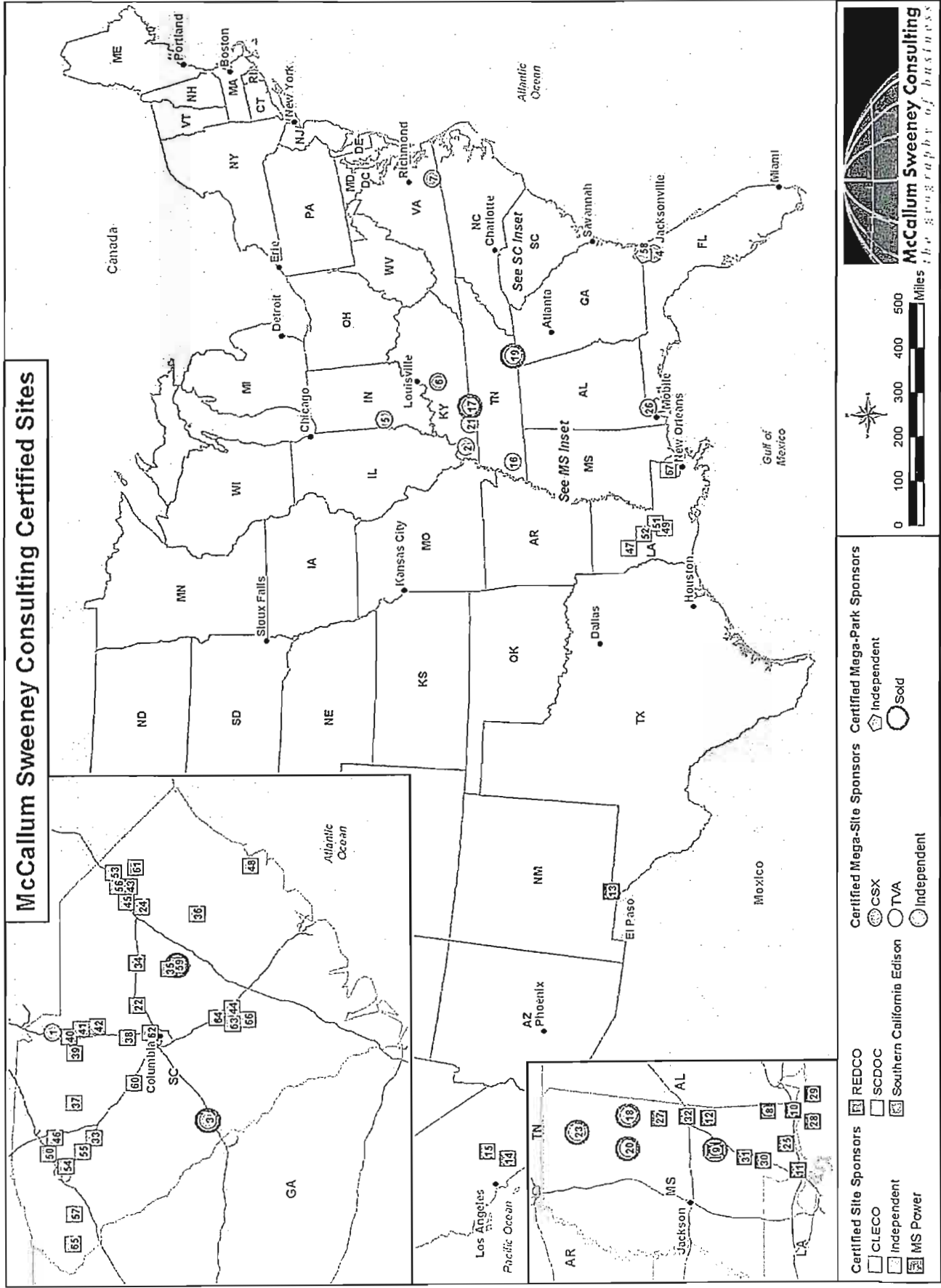
No.	Company/Location/Activity	Inv./Emp.	No.	Company/Location/Activity	Inv./Emp.	No.	Company/Location/Activity	Inv./Emp.
2013			2008			2004		
60	Shaw Industries Group - S. Pittsburg, TN	25	40	Uniboard, Moncure, NC	\$160 M	18	Vough/Alenia (JV) - Charleston, SC	\$560 M
	Mfg. - Hardwood flooring	\$40M		Mfg. - Forest products	104		Global Aeronautica	645
59	Shaw Industries Group - Adairsville, GA	500	39	SLM Corporation (Sallia Mae), Newark, DE	---		Mfg. - Aircraft structures	
	Mfg. - Tile carpet	\$85M		Office - Credit operations	1,100	17	Well-McLain - Eden, NC	\$6.9 M
58	CalStar - Columbus, MS	-	38	Nordex - Jonesboro, AR	\$100 M		Mfg. - Cast iron boilers	103
	Mfg. - Building materials	60		Mfg. - Wind turbines and rotor blades	700	16	Dollar General - Jonesville, SC	\$70 M
57	Hertz Corp. - Estero, FL	\$60M	37	American Titanium Works - Greenville, SC	\$15 M		Distribution - Retail	600
	Office - Headquarters	700		R&D - Applied engineering center	30	15	Michelin/TNT - Moneka, IL	\$10 M
56	SGL Group - Ozark, AR	\$26 M	36	American Titanium Works - Laurens Co., SC	\$420 M		Distribution - Tires	75
	Mfg. - Graphite electrodes	-		Mfg. - Titanium melting and forming	300	2003		
55	Coeur d'Alene Mines Corp. - Chicago, IL	-	35	Austal - Mobile, AL	\$120 M	14	Trex - Olive Branch, MS	\$50 M
	Office - Headquarters	120		Mfg. - Litoral battleships	1,100		Mfg. - Composite lumber	100
2012			2007			13	Boeing - Everett, WA	\$700 M
54	Dollar General - Bethel Township, PA	\$100 M	34	Atlantic Marine - Mobile, AL	\$60 M		Mfg. - Aircraft	1,200
	Distribution - Retail	500		Mfg. - Ship repairs and modifications	500	12	Kasle Steel - Jeffersonville, IN	\$20 M
53	Tronox Inc. - Stamford, CT	\$10 M	33	Oreck - Nashville, TN	-		Mfg. - Automotive steel	100
	Office - Headquarters	60		Office - Headquarters	90	11	Mitsubishi - Normal, IL	\$300 M
52	Cytec Engineered Materials, Greenville, TX	\$6.8 M	32	Eastman Chemical - Calhoun Co., SC	\$100 M		Mfg. - Auto assembly	900
	Mfg. - composite materials - aerospace	10		Mfg. - PET/PTA	50	2002		
51	Aquilon Energy - East Huntingdon Twp, PA	\$70 M	31	LM Wind Power - Little Rock, AR	\$150 M	10a	Harley Davidson Financial - Carson City, NV	--
	Mfg. - Batteries	400		Mfg. - Rotor blades for wind turbines	1,000		Office - Financial services	100
2011			30	PACCAR - Columbus, MS	\$300 M	10b	Harley Davidson Financial - Plano, TX	--
50	PDM Bridge - Downers Grove, IL	-		Mfg. - Diesel engines	500		Office - Financial services	100
	Office - Headquarters	35	29	Berg Steel Pipe - Mobile, AL	\$75 M	9	Michelin - Lexington, SC	\$200 M
49	Cytec Industries - Welland, Ontario, CN	\$125 M		Mfg. - Spiral steel pipe	100		Mfg. - Earthmover tires	200
	Mfg. - Phosphine chemicals	35	28	Cytec Engineered Materials - Greenville, SC	\$150 M	8	Nissan - Greenville, SC	\$8 M
48	Daiichi Sankyo - Bethlehem, PA	\$19 M		Mfg. - Carbon fiber	225		Distribution - Auto parts	45
	Mfg. & Pkg. - Pharmaceuticals	82	2006			7	Tower Automotive - Madison, MS	\$35 M
47	Mitsubishi Electric Power Products Inc. (MEPPI) - Memphis, TN	\$200 M	27	Oreck - Nashville, TN	-		Mfg. - Automotive frames	170
	Mfg. - Electric transformers	275		Office - Business development center		6a	Flowserve - Vernon, CA	--
46	Dollar General - Bessemer, AL	\$60 M	26	Alenia NA/L-3 Comm. Holdings - Jacksonville, FL	-		Mfg. - Hydraulic pumps	--
	Distribution - Retail	650		Mfg. - Aircraft assembly		6b	Flowserve - Taneytown, MD	--
2010			25	Oreck - Cookeville, TN	\$10 M		Mfg. - Hydraulic pumps	--
45	SunCoke Energy - Metro Chicago, IL	\$6.6 M		Mfg. - Consumer appliances	175	6c	Flowserve - Chesapeake, VA	--
	Office - Headquarters	105	24	International Shipholding Corp. - Mobile, AL	\$25 M		Mfg. - Hydraulic pumps	--
44	Alstom Power - Amarillo, TX	\$25 M		Office - Headquarters	150	6d	Flowserve - Hastings, NE	--
	Mfg. - wind turbine nacelle assembly	275	2005				Mfg. - Hydraulic pumps	--
43	SGL Auto. Carbon Fibers (JV between SGL Group & BMW Group) - Mosas Lake, WA	\$100 M	23	Nissan - Nashville, TN	\$70 M	5	Trex - Knoxville, TN	\$50 M
	Mfg. - Carbon fiber	80		Office - Headquarters	1,300		Mfg. - Composite lumber	160
2009			22	Michelin/TNT - Houston, TX	\$20 M	4	Comcast - Philadelphia, PA	\$20 M
42	Boy Scouts of America - Glen Jean, WV	\$150 M		Distribution - Tires	78		Office - Call Center	1,000
	Tourism and recreation	80	21	Michelin/TNT - Elkton, MD	\$30 M	3	Nissan - Canton, MS	\$930 M
41	Zarges - Amarillo, TX	\$20 M		Distribution - Tires	130		Mfg. - Auto assembly	4,000
	Mfg. - Wind tower aluminum systems	100	20	Dollar General - Marion, IN	\$70 M	2	Nissan - Decherd, TN	\$500 M
				Distribution - Retail	500		Mfg. - Engines	1,100
			19	INEOS/Innovene (BP) - League City, TX	\$5.7 M	1	Nissan - Smyrna, TN	\$500 M
				Office - Headquarters	150		Mfg. - Auto assembly	1,100



## Appendix B

### MSC Certified Sites





Legend:

No.	Site Name	Sponsor	Type of Certification	Certified Acreage	No.	Site Name	Sponsor	Type of Certification	Certified Acreage
1	Carolinas I-77 Mega Site	Independent	Megasite	1,151	34	I-20 Industrial Center	SCDOC	Industrial Park	242
2	West Kentucky Megasite	Independent	Megasite	2,130	35	Sumter Airport Industrial Park	SCDOC	Industrial Park	268
3	Sage Mill East Site	Independent	Megasite	1,400	36	Williamsburg CoOp Commerce Centre South	SCDOC	Industrial Park	112
4	Cecil Commerce Center	CSX	Megasite	1,500	37	Midway Green Industrial Park	SCDOC	Industrial Park	228
5	Chinook Site	CSX	Megasite	7,000	38	Class A Business/Industrial Park	SCDOC	Industrial Park	643
6	Glendale Megasite	CSX	Megasite	1,551	39	Chester Technology Park	SCDOC	Industrial Park	163
7	Mid-Atlantic Advanced Manufacturing Center	CSX	Megasite	1,545	40	Colonel's Pointe Industrial Park	SCDOC	Industrial Park	104
8	George County Industrial Park	MS Power	Large Industrial	400	41	L&C Tract O	SCDOC	Industrial Site	54
9	Howard Technology Park	MS Power	Industrial Park	225	42	Chester Research and Development Park	SCDOC	Industrial Park	309
10	Trent Lott Aviation Park	MS Power	Industrial Park	240	43	Highway 39/917 Tract	SCDOC	Industrial Site	33
11	John C. Stennis Space Center Tech. Park	MS Power	Technology Park	3,911	44	West Annex Industrial Park	SCDOC	Industrial Park	657
12	Key Brothers Aviation Site	MS Power	General Industrial	130	45	Pee Dee Touchstone Energy Commerce City	SCDOC	Industrial Park	294
13	Stan Roberts/US 54 Site	REDCO	General Industrial	--	46	Tyger River Industrial Site	SCDOC	Industrial Site	1,316
14	Meridian Business Park	Southern California Edison	General Industrial	--	47	Natchitoches Parish North Port Tract	CLECO	Industrial Site	370
15	North Apple Valley Ind. Specific Plan	Southern California Edison	General Industrial	--	48	Coastal Tech Park	SCDOC	Industrial Park	219
16	Memphis Regional Megasite	TVA	Megasite	1,720	49	Evangeline Parish Industrial Site	CLECO	Industrial Site	62
17	Commerce Park	TVA	Megasite	1,187	50	Velocity Industrial Park	SCDOC	Industrial Park	105
18	Crossroads	TVA	Megasite	1,900	51	Bunkie Industrial Park	CLECO	Industrial Park	149
19	Enterprise South	TVA	Megasite	1,600	52	England Airport Site	CLECO	Industrial Site	34
20	Golden Triangle	TVA	Megasite	1,400	53	Dan Rogers Industrial Park	SCDOC	Industrial Park	167
21	I-24 Megasite	TVA	Megasite	2,100	54	1400 Old State Road Site	SCDOC	Industrial Site	35
22	Conder Industrial Site	SCDOC	Industrial Site	1,426	55	Power South Industrial Site	SCDOC	Industrial Site	223
23	Wellspring	TVA	Megasite	1,600	56	Latta Commerce Park	SCDOC	Industrial Site	43
24	White Hawk Commerce Park	Independent	General Industrial	1,175	57	Redbud Ridge Site	SCDOC	Industrial Site	522
25	Global Axis Industrial Park	MS Power	Industrial Park	623	58	Crawford Diamond Mega Park	Independent	Mega Park	1,814
26	South Alabama Mega Site	CSX	Megasite	3,009	59	Gibbs Rail Site	SCDOC	Site	320
27	GV Sonny Montgomery Industrial Park	MS Power	General Industrial	254	60	Mid-Carolina Commerce Park	SCDOC	Park	463
28	Helena Industrial Site	MS Power	General Industrial	134	61	Mariboro County Industrial Park	SCDOC	Park	315
29	Franklin Creek Industrial Park	MS Power	Industrial Park	733	62	Enterprise Campus at Midlands Technical College	SCDOC	Park	132
30	South Lamar Industrial Park	MS Power	Industrial Park	380	63	J. Shifer Industrial Site	SCDOC	Site	745
31	Innovation & Commercialization IP / The Garden	MS Power	Technology Park	506	64	Gue Gressette Industrial Site	SCDOC	Site	227
32	Meridian I-20 / I-59 Industrial Park	MS Power	Industrial Park	516	65	Echo Hills Industrial Park	SCDOC	Park	407
33	Hunter Industrial Park	SCDOC	Industrial Park	359	66	Mixon Industrial Site	SCDOC	Site	343
					67	Nord du Lac	CLECO	Park	171

**CITY OF QUINCY  
CITY COMMISSION  
AGENDA REQUEST**

Date of Meeting: February 11, 2014

Date Submitted: February 6, 2014

To: Honorable Mayor and Members of the City Commission

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

Subject: Candidate Selection for Downtown Master Plan Preparation

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**Statement of Issue:**

This agenda item is intended to inform the Commission about the selection of a consultant that will prepare the Quincy Downtown Master Plan and to seek their approval. On November 21, 2013, the City put out a request for proposal (RFP) looking for a reputable company with expertise in downtown master planning, that will prepare a master plan for downtown Quincy. Four nationally recognized companies with strong backgrounds in master plan preparation responded: 1) Tindale-Oliver and Associates; 2) Kimley-Horn and Associates; 3) Genesis Group; and 4) Atkins/Joel Sampson and Associates (a local candidate). A selection committee was formed to evaluate the candidates and to make recommendations to the City Commission on who to hire. After interviewing the candidates and reviewing the RFPs, the Committee would like to present to the Commission, the ranking of the applicants and the recommendation on who should be considered for hiring.

**Purpose and Importance of a Quincy Downtown Master Plan:** The preparation of the Master Plan for Downtown Quincy represents a pivotal turning point for growth management in Downtown Quincy. The purpose of the plan is to create for the downtown, a specifically developed reference document that will guide growth and urban redevelopment in downtown Quincy, for the short term and for the long term. No such effort has been undertaken for the downtown in the past and will set the pace for a new era of planning for the economic revitalization of downtown Quincy. With the historic Courthouse Square located at its center, downtown Quincy has been the focal point for culture and social events and the hub of economic activities in Gadsden County. However, in recent years, some of the economic activities have moved to the outskirts of the City, thereby depriving the downtown of the thriving economic dominance it once enjoyed in the City and County at large. The Downtown Master Plan shall, among other things, establish a clearly defined and identifiable footprint for the downtown that will provide for an economically viable downtown; create a distinctive

boundary and look for the downtown; create a pedestrian plan that will link downtown Quincy with the historic residential districts on the north in a manner that will be aesthetically pleasing and enhances tourism; create a pedestrian plan that makes downtown Quincy pedestrian friendly and properly link the downtown with some of the important special places that surrounds it, including Tanyard Creek Park on the south. The master plan is also to provide a bicycle path plan that links downtown Quincy to the Quincy Havana Bike Trail on State Road 12 and with Tanyard Creek Park. Parking and aging downtown infrastructure has always been issues of concern to the City; the master plan is intended to address these matters as well.

**Ranking of Applicants:**

After reviewing the applications and discussing among themselves, the committee decided to rank the applicants as shown in the table below with Atkins-Joel Sampson and Associates as the first, followed by Tindale-Oliver and Associates, Kimley-Horn and Associates, and Genesis Group.

Name of Applicant	Rank
Atkins-Joel Sampson & Associates	1
Tindale-Oliver	2
Kimley-Horn and Associates	3
Genesis Group	4

**Cost of the Project:** The cost of preparing the master plan has not been discussed with the applicants (that aspect is normally done after evaluation and ranking of candidates). Upon the approval of the Commission, the Selection Committee will proceed to discuss the cost with the first applicant and offer the job if the price is right (i.e., if the cost is what the City can afford, in light of our budget). If the cost is beyond the City's reach for the first candidate, the committee will go to the second ranked candidate.

The State Department of Economic Opportunities (DEO) has awarded the City a grant of \$25,000.00 towards the preparation of the master plan, provided certain scope of work is delivered to them by the end of May. The Planning Department's budget includes \$25,000.00 to go towards the preparation of the master plan. Thus, at the moment, we have an overall budget of \$50,000.00 for the preparation of the master plan.

**Options:**

- Option 1: Authorize the City to enter into cost discussions with Atkins-Joel Sampson & Associates for the preparation of the Downtown Master Plan and if the price is not right go to the next candidate.
- Option 2: Do not authorize the City to enter into cost discussions with Atkins-Joel Sampson and Associates for the preparation of the Downtown Master Plan and if the price is not right go to the next candidate.

**Staff Recommendation:**

Option 1



**CITY OF QUINCY  
CITY COMMISSION  
AGENDA REQUEST**

Date of Meeting: February 11, 2014

Date Submitted: February 05, 2014

To: Honorable Mayor and Members of the City Commission

From: Jack L. McLean Jr., City Manager  
Greg Taylor, Director, Parks and Recreation

Subject: Use of Corry Field

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**Issue:**

The City currently has a policy that Corry Field be used by Public Schools and Recreation sponsored event activities. The current policy does not allow for the use of the field by any other entities other than the ones aforementioned.

**Background:**

On January 13<sup>th</sup> 2014, I was contacted by Mr. Andrew Brown of the Tallahassee Wolves, a Semi-Pro Football Team. Mr. Brown requested the usage of Corry Football Field on January 18, 2014 from 4:00 p.m. until 8:00 p.m. for a football game between the Tallahassee Wolves and the River City Commandos from Jacksonville, Florida. I informed Mr. Brown that the request would have to come before the City Commission and they would have to approve the usage of the field. Mr. Brown brought the matter before the Commission Board on January 14, 2014 and the board voted 2 to 1 in favor of the Wolves using the field as long as they met the following conditions:

1. Purchase additional insurance carrying the City of Quincy as a rider.
2. Pay the rental fee of the field.
3. Adhere to all rules and regulations governing the usage of Corry Football Field and receive the proper permit.

On January 15, 2014, Mr. Brown provided the City with the necessary insurance information which complied with the Commissioners' request. On January 16, 2014, Mr. Brown brought in the field rental fee which also complied with the Commissioners' request. On January 16, 2014, Mr. Brown signed and received the permit, rental agreement and the policies and procedures which governed the usage of the field which also complied with the Commissioners' request.

The game was played on January 18, 2014 at 4:00 p.m. We had staff present at the game and all reports were positive in nature, stating that the Wolves adhered to all of the requests made by the City.

On Friday, January 31, 2014, we were contacted once again and asked if the Tallahassee Wolves could play the remainder of their home games at Corry Football Field. They believed that they had an agreement with Rickards High School to use their field; however that agreement did not work out.

The following dates are the dates of request:

1. February 22, 2014
2. March 8, 2014
3. March 15, 2014
4. April 5, 2014
5. April 12, 2014

The Wolves have identified its corporate status as non-profit and that it has insurance to cover injuries on the field, which list the City of Quincy as a rider. A copy of the insurance is included as an attachment to this agenda item.

The team also identified that 10 players out of its roster of 40 players are Quincy residents. The team is willing to pay the rental fee of \$490.00 and also pay for the current striping of the field, totaling **\$1,200.00** per game with a five game total of **\$6,000.00**.

**Analysis:**

The current Recreation Policy focuses on the core mission of the Parks and Recreation Department. It provides activities and recreational sponsored events for residents of the community. There's also a sense among some members of the community that the core mission should provide a wide array of activities, diversified enough to heighten the interest of the citizens to afford them a greater level of entertainment.

The semi-pro team request falls into a category of this nature.

Because of the interest expressed by the semi-pro teams and the desire by some for more adult activities, staff recommends that this matter should be considered by the Governance Committee and other relevant stakeholders in the Parks and Recreation Department activities.

While this matter is under review by relevant stakeholders and the Governance Committee, it is recommended that the request of the semi-pro team to use Corry Field for these five dates be permitted.

**Options:**

- Option 1: Deny the request for the use of Corry Field for these five dates by the semi-pro team.
- Option 2: Grant the request for the use of Corry Field for these five dates by the semi-pro team.

**Staff Recommendation:**

- Option 2.

**Attachments:**

- Proof of Insurance



# CERTIFICATE OF LIABILITY INSURANCE

DATE: (MM/DD/YYYY)  
1/15/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>  Frazier Insurance Agency, Inc. P.O Box 1250 Midlothian, VA 23113-1250	<b>CONTACT NAME:</b> Frazier Insurance Agency, Inc. <b>PHONE</b> (A/C, No, Ext): (804) 754-7610 <b>FAX</b> (A/C, No): (804) 754-7613 <b>E-MAIL ADDRESS:</b> ifrazier@frazierinsurance.com
<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURERA:</b> United States Fire Insurance Company <b>NAIC #</b> 21113	
<b>INSURERB:</b>	
<b>INSURERC:</b>	
<b>INSURERD:</b>	
<b>INSURERE:</b>	
<b>INSURERF:</b>	

**INSURED**  
Sports & Recreation Providers Assn. Risk Management, Inc.  
  
 United Football Federation of America, Inc. /  
 Tallahassee Wolves  
 5227 Hawk Dr.  
 Holiday, FL 34690

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

ISR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			SRPG-101-0413	12/17/2013	10/07/2014 12:01 AM	GENERAL AGGREGATE	\$ 2,000,000.00
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						PRODUCTS - COMP/OP AGG	\$ 2,000,000.00
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						PERSONAL & ADV INJURY	\$ 1,000,000.00
	GEN'L AGGREGATE LIMIT APPLIES PER:						EACH OCCURRENCE	\$ 1,000,000.00
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						FIRE DAMAGE (Any one fire)	\$ 300,000.00
	AUTOMOBILE LIABILITY						MED EXP (Any one person)	\$ 5,000.00
	<input type="checkbox"/> ANY AUTO						COMBINED SINGLE LIMIT (Ex accident)	\$
	<input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> HIRED AUTO <input type="checkbox"/> NON-OWNED AUTOS						BODILY INJURY (Per accident)	\$
	UMBRELLA LIAB						PROPERTY DAMAGE (Per accident)	\$
<input type="checkbox"/> OCCUR			EACH OCCURRENCE	\$				
<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE			AGGREGATE	\$				
<input type="checkbox"/> DEQ <input type="checkbox"/> RETENTION \$				\$				
				\$				
				\$				
				\$				
				\$				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 POLICY DEDUCTIBLE: \$0.00 PER EACH BODILY INJURY OR PROPERTY DAMAGE CLAIM.

Certificate Holder is An Additional Insured, But Only As Respects The Operations Of The Named Insured.

<b>CERTIFICATEHOLDER</b>  City of Quincy 404 W. Jefferson St. Quincy, FL 32351	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  <p style="text-align: center;"><i>John W. Frazier</i></p>
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**City of Quincy  
City Commission  
Agenda Request**

Date of Meeting: February 11, 2014  
Date Submitted: February 5, 2014  
To: Honorable Mayor and Members of the Commission  
From: Jack L. McLean Jr., City Manager  
Subject: Mobile Food Vendors and Mobile Vendors

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**Issue:**

Pursuant to the Mobile Food Vendor/Mobile Vendor Ordinance passed on January 26, 2010, and subsequently amended on January 25, 2011, the Planning Department denied numerous mobile vending licensing permits. Those mobile vending permit denials occurred because the Ordinance criteria were not met. Many potential mobile vendors want to do business in the City and seek more opportunities to earn a living in the mobile vending business.

**Background:**

Since the passage of the Ordinance, a number of vendors approached the City to locate and operate a mobile vending facility on Highway 90. Some of the potential vendors were local and others were from outside of the City. In each of the cases, the potential vendors were denied a permit because the mobile vending facility did not comply with the Ordinance. The enactment process for the Mobile Food/Mobile Vendor Ordinance started in 2009. The City Commission considered and revised at least five different versions of the Ordinance before final adoption on January 26, 2010. Nearly a year to the day, the City Commission amended Section 46-233, and again, on January 25, 2011. Two sections of the Ordinance were amended: the section dealing with affixing tents to the ground and the section concerning license issuance for holidays/special events.

During the January 14, 2014 City Commission Meeting, the Commission did not move Staff's recommendation to further amend the Ordinance because of the City Attorney's concern. The City Attorney raised concerns related to amending the mobile vending Ordinance provisions that related to "fixed location", "host business", and limits on number of mobile units per yard per lot; because the property owner was not initiating an amendment or change in the Ordinance and Staff's approach favored one vendor over another.

### **Analysis/Discussion:**

The current Ordinance, specifically, states that vending booth may be located at “a permanent structure constructed by the City of Quincy at location designated by the City Commission.” Staff proposes that similar language be included in the Ordinance for mobile vending units. The Ordinance would be amended to allow mobile vending on public own land located on Pat Thomas Parkway. This amendatory approach would assuage the City Attorney’s concerns expressed in the prior meeting related to amending the Mobile Vending Ordinance provisions concerning “fixed location”, “host business”, and limits on number of mobile units per yard per lot without input from the property owner. Additionally, the suggested amendment would place mobile vendors on a similar footing as vending booths, treat all mobile vendors alike and provide a public space for mobile vendors to operate and ply their short-order culinary skills.

### **Recommendation**

Staff recommends that the Ordinance be amended to read: The provisions of Section 46-233 (b) (3) b and Section 46-233 (C) (3) d, e8 of the Ordinance are not applicable if the mobile food vendor and or mobile vendor locate on public property designated for such purpose. Further, the definition of a mobile vendor should be amended to delete the “fix location” requirement if the mobile vendor is located on public property designate for such purpose. Because the Mobile Vending Ordinance is part of the LAND DEVELOPMENT CODE, Staff further recommends that the Planning Development Review Board (PDRB) be tasked with the responsibility of reviewing and evaluating the proposed amendment and sending its comments and changes to the Commission before the City Attorney is directed to draft an amendment to the Ordinance.

### **Options:**

- Option 1:** Direct the City Attorney to draft an Ordinance amending the Mobile Food Vendor/Mobile Vendor Ordinance to provide for location of mobile vendors on public property designated for such purpose and alter the definition of mobile vendor to eliminate the “fixed location” requirement if the mobile vendor is located on public property designated for such purpose.
  
- Option 2:** Direct the PDRB to consider the changes identified in Option 1 to the Mobile Food Vendor/Mobile Vendor Ordinance and make recommendations to the City Commission.
  
- Option 3:** Make no changes to the Mobile Food Vendor/Mobile Vendor Ordinance.

### **Staff’s Recommendation:**

Option 2.

**Attachment**

Section 46-233

shall any person, on any premises in the city, in such areas which he owns or over which he exercises control, permit any livestock to be kept or used:

- (1) Where the keeping or use of such livestock destroys or materially impairs the comfort of owners or occupants of adjacent premises; or
- (2) Where the keeping or use of such livestock impairs the value of adjacent premises.

(Ord. No. 789, art. II, § 11.02, 8-11-92)

**Sec. 46-233. Flea markets, vending booths, mobile food vendors, mobile vendors and semi-permanent vendors.**

(a) *Definitions.*

- (1) Flea market means a permanent ongoing merchandise sale which takes place in a nonresidential area. The display shall not be located in the right-of-way. For this type of use, the vendor may erect a temporary structure and must obtain a permit.
- (2) A "vending booth" is a temporary wheeled cart-mounted food or retail establishment located on public property, or a permanent structure constructed by the City of Quincy at location designated by the city commission. A vending booth cannot be propelled by an internal combustion engine, electric motor or other similar mechanical device. A vending booth, except a permanent structure constructed by the City of Quincy, must be capable of being moved from place to place, but may be stationary during the business day. Examples of vending booths are, but are not limited to, the following: coffee/cappuccino stands; stands selling muffins, bagels and other bakery items; ice cream carts; snow cone and Italian ice carts; fast-food carts; souvenirs carts; clothing and news-stands.
- (3) A "mobile food vendor" is a natural person or business entity, that sells immediately

consumable food products and non-alcoholic beverage items from a non-permanent cart, trailer, or vehicle (a "mobile food vending conveyance") at a fixed location on private property.

\* (4) A "mobile vendor" is a natural person or business entity, that sells non-perishable items, such as the following but not limited thereto, souvenirs, clothing, hardware, electronics, etc., from a non-permanent cart, trailer, or vehicle (a "mobile vending conveyance") at a fixed location on private property. For purposes of this article fruit and vegetable vendors are defined as a mobile vendor."

↓ (5) A "semi-permanent vendor" is a natural person or a business entity, that sells from a mobile vending conveyance, however, the conveyance is attached to a city utility pole from which it can unplug, have city water and a grease trap and have access to restroom facilities that meet Florida Building Code and other state regulations.

(b) *Annual permit.*

- (1) A flea market permit, a vending booth permit, mobile food vendor permit, mobile vendor, semi-permanent vendor permit is required and can be obtained from the city manager, or designee, upon payment of the fee specified by city council resolution, along with submitting a completed application that includes a description of the nature, character and quality of food, beverage or retail items to be offered for sale; photographs of the vending booth, mobile food vending conveyance or mobile vending conveyance and sufficient information for city reviewing staff to determine compliance with the requirements listed in subsection (b) or (c) below, the applicable regulations listed in subsection (3) and other applicable code and safety requirements. Flea markets, vending booth, mobile food vendor, mobile vendor and semi-permanent vendors permit expire on September 30 of each year. Vending booth, mobile food vendor permits, mobile ven-



dor permits semi-permanent vendors permits issued between April 1 and September 30 are subject to one-half the permit fees for the initial period (between issuance and September 30). Vending booth, mobile food vendor permits and mobile vendor permits shall not be valid during any event declared to be a special event by the city manager or designee. A separate permit shall be required for vending at these events. Events such as Relay for Life and Quincy Fest and other non-profit and church events shall be exempt from the requirements of this article by resolution of the city commission.

(2) Requirements to obtain a vending booth permit:

- a. Proof of liability insurance, in amounts to annually be determined by the city manager, which shall include the city as an additional insured and which shall indemnify, defend and hold harmless the city, its elected and appointed officers, employees and agents, from any resultant claims which may arise from operation of the booth due to intentional or unintentional wrongdoing or negligence by the operator, or employees, contractors or agents of the operator.
- b. Proof of workers compensation insurance or provide a certificate of exemption.
- c. Select an available public property site from the official vending booth site map on file with the city manager or designee. When more than one application is received for a designated site, that site will be made available by random drawing of all qualified applicants. Once an operator has received a space, that site will not become available again unless the operator does not renew the permit or the owner's permit is revoked under this article.

- d. Submission of a site drawing clearly depicting the public property site location, size of the vending booth, set up of the vending booth and any other information necessary for the city reviewing staff to determine that the vending booth will comply with all applicable City Codes. The vending booth must be located a minimum of five feet from the curb or improved right-of-way and so positioned as to leave an unobstructed way for pedestrian passage on any sidewalk and shall not be positioned within five feet of any crosswalk or fire hydrant, nor block any ingress or egress from a building entrance or emergency exit. Vending booths shall be located a minimum of 25 feet from intersections and shall be located outside of the vision triangle.

(3) Requirements to obtain a mobile food vendor and a semi-permanent vendor permit:

- a. Provide the name and address of the applicant's employer, if not self-employed.
- b. Provide written permission or lease from the owner of the property where the mobile food vendor will operate.
- c. Provide documentation of compliance with The Florida Department of Agriculture Division of Food Safety, Guidelines for Mobile Food Establishments F.S. ch. 500, Chapter 5K-4 Florida Administrative Code, (F.A.C) and with guides referenced in that guideline including 2001 FDA Food Code and Gadsden County Health Department Regulations and Guidelines.
- d. Submit a site plan meeting the requirements of section 46-105 of the land development code for a minor development plan to include dimensions and the proposed location of the mobile food vending conveyance as well as entrance and exits to the host business, parking and any other

information necessary for the city reviewing staff to areas, bus stops, loading zones, fire hydrants, zoning district setbacks determine that the mobile food vending conveyance will comply with all applicable City Codes.

(c) *Regulations.*

(1) The following are the regulations concerning yard sales, and flea markets.

- a. Yard sales. Yard sales may be operated within the city for a maximum of three days each month. These sales may occur in residential areas, but may not take place in the right-of-way.
- b. Flea markets. Flea markets may be operated in nonresidential areas only, but not in the right-of-way. Flea markets are considered a commercial operation and must be properly licensed by the city.

(2) Vending booths, mobile food vending conveyances, mobile vending conveyances operating in the city shall be subject to the following regulations:

- a. The county/state health department must license any vending booths and mobile food vending operations preparing and selling food items. All applicable codes of the health department shall be met.
- b. A trash container must be available on the vending booth, mobile food vending conveyance, mobile vending conveyance or semi-permanent conveyance.
- c. Lighting may be used to continuously illuminate the vending booth, mobile food vending conveyance canopy, mobile food vending conveyance or semi-permanent conveyance canopy and provide task lighting for night operation, provided it is in conformity with the city's lighting regulations.
- d. Change of ownership, booth/conveyance or location will require that the

owner apply for a new vending booth, mobile food vendor permit, mobile vendor permit or semi-permanent permit.

- e. All required licenses must be conspicuously displayed on the vending booth, mobile food vending conveyance, mobile vending conveyance or semi-permanent conveyance.
- f. Vending booths, mobile food vending conveyances, mobile vending conveyances and semi-permanent conveyance must be provided with at least one approved portable fire extinguisher having a minimum rating of 8 BC.
- g. All liquefied petroleum gas containers must be installed on the outside of the vending booth, or mobile food vending conveyance, mobile vending conveyance or semipermanent conveyance protected from physical damage and, if enclosed, vented at the lowest point of the enclosure. All liquefied petroleum gas containers must be properly secured and comply with all applicable standards.
- h. Signs using lettering painted on or applied to the canopy valance will be allowed. Additional signs in conformity with the city's sign regulations will be allowed at a maximum size of six square feet, to be mounted on the vending booth, mobile food vending conveyance mobile vending conveyance semi-permanent conveyance. No other signs, pictures or advertisements of any kind, such as stickers, flags, balloons, inflatables or lights shall be allowed.
- i. The vendor must obtain a local business tax receipt from the city.
- j. The vendor shall keep the sidewalks, parking areas and other spaces adjacent to their vending sites or locations clean and free of paper, peelings and refuse of any kind generated from their vending operation.

- k. Vendors shall not conduct business in a way that will restrict or interfere with the entrance or exit of a business, create a nuisance, create a hazard to pedestrians, life or property, or obstruct vehicular circulation, pedestrian circulation, or access to emergency exits.

\* (3) The following additional regulations shall apply to mobile food vendors, mobile vendors and semi-permanent vendors.

- a. Tent structures shall be permitted, but only upon approval of the city building and planning department and must be affixed to the ground in a permanent attractive fashion.
- b. No alcoholic beverages may be sold.
- c. All food shall be prepared on-site from the mobile food vending conveyance or semi-permanent conveyance.

\* d. There shall be only one mobile food vending conveyance or semi-permanent conveyance per parcel, location or development.

- e. No mobile food vendor or mobile vendor shall be permitted to operate in any of the following areas:
  1. Within 25 feet of any loading zone or bus stop.
  2. Within 15 feet of a building entrance or exit.
  3. Against display windows of a business.
  4. Within 25 feet of any fire hydrant, fire escape or fire control device.
  5. Within 25 feet of any parking space or access ramp designated for persons with disabilities.
  6. Outside of the established building setbacks of the zoning district.

- 7. Within required parking spaces or within the required interior or terminal islands of the vehicle use area.

- 8. On a vacant lot or property.

- f. Mobile food vending and mobile vending shall be limited to the hours between 7:00 a.m. and 10:00 p.m. daily and shall take place only at the approved location. The mobile food vending conveyance or the mobile vendor shall not be set up prior to 6:00 a.m. and must be removed by 11:00 p.m. of that same day

- g. Outdoor seating shall be permitted only to the extent of the allowed tent structure coverage.

- h. A mobile food vending conveyance or a mobile vending conveyance shall not exceed a size of ten feet in width and 20 feet in length. If the mobile food vending conveyance is a trailer, the trailer shall be unhitched from the motorized vehicle and stabilized prior to operating the vending conveyance and it is the trailer alone that will be considered the mobile food vending conveyance or the mobile vending conveyance for purposes of the size limitation.

- i. The mobile food vending conveyance mobile vending conveyance or semi-permanent conveyance shall not be operated in a manner that destroys existing sodded areas, results in erosion or breaks down the previous or impervious surface of the site. In the event of erosion or destruction of the site surface, the owner of the site shall be required to restore the site to its original condition.

(d) *Revocation of permit/license.* Permits/licenses issued under this article may be revoked by the city manager or designee after written notice and opportunity for hearing for any of the following reasons:

- a. Fraud, misrepresentation or false statement contained in the application for permit.

**City of Quincy  
City Commission  
Agenda Request**

Date of Meeting: February 11, 2014  
Date Submitted: February 06, 2014  
To: Honorable Mayor and Commissioners  
From: Jack L. McLean Jr., City Manager  
Jeffrey Williams, Interim Finance Director  
Subject: Financial Report as of **December 31, 2013**

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Attached you will find preliminary financial data for December 31, 2013 relating to the City of Quincy. As we progress through this fiscal year, Finance will provide monthly reports to keep the Mayor and the Commission abreast of the financial activity of the City. We have completed three months (25%) of the financial activity for the current fiscal year. Below are some highlights for early fiscal year (FY2014).

**Revenue:**

- Overall, General Fund revenues reflect that we have received 66% of budgeted Ad valorem tax revenue for the year through the end of December. Tax payments are normally collected in November and December.
- State tax payments and revenue sharing is normal for the year-to-date.
- Revenues pertaining to the Enterprise Funds are arriving at a rate slightly below the budgeted amounts.

**Expenses:**

- The General Fund expended less than the standard amount of its annually budgeted expenses. This is partly due to the hiring freeze and limited purchasing but also because many of the debt payments are expended on a quarterly or semi-annual basis later in the year.
- The Enterprise Fund expended less than the expected 25% of their annual budgets for the same reasons. There are no unusual items included in these expenses.

The additional financial data is presented below for your review.

**Current Cash Balances:**

	<b><u>Nov 30, 2013</u></b>	<b><u>Dec 31, 2013</u></b>
Cash Balance Operating - (Capital City)	\$ 822,292	\$ 650,348
Operating - (Premier)	<u>\$ 76,269</u>	<u>\$ 76,269</u>
<b>Total</b>	<b>\$ 898,561</b>	<b>\$ 726,617</b>

**Line of Credit (Capital City Bank)**

Beginning Balance	\$ 995,649	\$ 995,649
Draws	\$ 0	\$ 0
Repayment	<u>\$ 0</u>	<u>\$ 0</u>
<b>Ending Balance</b>	<b>\$ 995,649</b>	<b>\$ 995,649</b>

**Reserves:**

Investments Restricted* and unrestricted	\$4,077,306	\$4,176,312
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(\*Includes funds placed in escrow to cover debt service.)

**ATTACHMENTS**

Budget to Actual Revenue and Expenditures – December 31, 2013

A/P aging analysis at December 31, 2013

P-card statement for December, 2013

12/31/2013	Account Number	Description	Adjusted	YTD	Balance	%
Fiscal Year: 2014	Month: 12	G/L: * Only Act Types: R,X	Budget	Actual		
Gen Fund: Rev	001-311-10000	CURRENT AD VALOREM TAX	\$ 984,420	\$ 648,166	\$ 336,254	65.8%
Gen Fund: Rev	001-312-41000	SALES-LOCAL OPTION GAS TAX	274,589	-	274,589	0.0%
Gen Fund: Rev	001-312-60000	LOCAL GOV INFRASTRUCTURE SURTAX	347,873	-	347,873	0.0%
Gen Fund: Rev	001-314-20000	UTILITY SERVICE TAX - TELECOMMUNICA	-	246	(246)	na
Gen Fund: Rev	001-314-80000	UTILITY SERVICE TAX - PROPANE	-	1,821	(1,821)	na
Gen Fund: Rev	001-315-00000	COMMUNICATION SERVICES TAX	272,337	-	272,337	0.0%
Gen Fund: Rev	001-321-10000	PROFESSIONAL & OCCUPATION LICENSE	50,139	17,497	32,642	34.9%
Gen Fund: Rev	001-321-11000	COMPETENCY LICENSE	2,123	100	2,023	4.7%
Gen Fund: Rev	001-322-10000	PERMITS	58,687	15,829	42,859	27.0%
Gen Fund: Rev	001-329-10000	OTHER LICENSES, FEES & PERMITS	2,029	-	2,029	0.0%
Gen Fund: Rev	001-335-12000	STATE REVENUE SHARING PROCEEDS	234,478	-	234,478	0.0%
Gen Fund: Rev	001-335-14000	STATE - MOBILE HOME LICENSE	1,983	-	1,983	0.0%
Gen Fund: Rev	001-335-15000	STATE - ALCOHOLIC BEVERAGE LICENSE	4,638	-	4,638	0.0%
Gen Fund: Rev	001-335-17000	STATE - D O T REIMBURSEMENT	63,104	15,776	47,328	25.0%
Gen Fund: Rev	001-335-18000	STATE - HALF CENT SALES TAX	208,343	-	208,343	0.0%
Gen Fund: Rev	001-335-41000	STATE - REBATE ON MUN VEH FUEL TAX	4,194	2,175	2,019	51.9%
Gen Fund: Rev	001-335-42000	STATE - UNCLAIMED PROPERTY	1,071	-	1,071	0.0%
Gen Fund: Rev	001-340-21000	SERVICES - COUNTY FIRE PROTECTION	405,000	101,250	303,750	25.0%
Gen Fund: Rev	001-340-21500	SERVICES-FIRE INSPECTIONS	1,646	200	1,446	12.2%
Gen Fund: Rev	001-341-50000	SALE OF SOD	75,000	-	75,000	0.0%
Gen Fund: Rev	001-347-22000	REVENUE - FOOTBALL	4,429	390	4,039	8.8%
Gen Fund: Rev	001-347-23000	REVENUE - BASKETBALL	4,708	1,440	3,268	30.6%
Gen Fund: Rev	001-347-26000	REVENUE - SOFTBALL	2,213	-	2,213	0.0%
Gen Fund: Rev	001-347-27000	REVENUE - OTHER ACTIVITY FEES	686	-	686	0.0%
Gen Fund: Rev	001-347-30000	RENT ON FACILITIES	6,200	1,564	4,636	25.2%
Gen Fund: Rev	001-347-41000	REVENUE - POOL ADMISSION FEES - K S	5,001	-	5,001	0.0%
Gen Fund: Rev	001-359-10000	OTH FINES & FORFEITS	-	9,509	(9,509)	na
Gen Fund: Rev	001-361-13000	UNREALIZED GAIN	500	-	500	0.0%
Gen Fund: Rev	001-364-11000	SALE OF LAND - HILLCREST CEMETERY	5,192	700	4,492	13.5%
Gen Fund: Rev	001-364-12000	SALE OF LAND - SUNNYVALE CEMETERY	21,303	8,581	12,722	40.3%
Gen Fund: Rev	001-366-10002	MAINSTREET	5,000	-	5,000	0.0%
Gen Fund: Rev	001-366-10009	QuincyFest Sponsorship	29,000	-	29,000	0.0%
Gen Fund: Rev	001-369-90000	OTHER MISCELLANEOUS REVENUES	18,000	19,331	(1,331)	107.4%
Gen Fund: Rev	001-382-10000	CONTRIBUTION FR INTER OPER-ELECTRIC	3,858,481	-	3,858,481	0.0%
Gen Fund: Rev	001-382-20000	CONTRIBUTION FR INTER OPER-GAS FUN	578,391	-	578,391	0.0%
Gen Fund: Rev	001-382-30000	CONTRIBUTION FR INTER OPER-WATER F	168,472	-	168,472	0.0%
Gen Fund: Rev	001-382-40000	CONTRIBUTION FR INTER OPER-REFUSE	60,950	-	60,950	0.0%
Gen Fund: Rev	001-382-50000	CONTRIBUTION FR INTER OPER-SEWER F	136,520	-	136,520	0.0%
Gen Fund: Rev	001-382-60000	CONTRIBUTION FR INTER OPER LANDFILL	49,059	-	49,059	0.0%
General Fund		** REVENUE TOTAL	7,945,759	844,574	7,101,185	10.6%
General Fund						
Gen Fund: Adm	001-001-519-30320	ACCOUNTING & AUDITING SERVICES	113,500	4,822	108,678	4.2%
Gen Fund: Adm	001-001-519-30342	RECORDING OF THE COMMISSION MTG	36,000	3,500	32,500	9.7%
Gen Fund: Adm	001-001-519-30343	PROFESSIONAL SERVICES	10,000	3,575	6,425	35.8%
Gen Fund: Adm	001-001-519-30390	CONTINGENCIES	100,000	126	99,874	0.1%
Gen Fund: Adm	001-001-519-30410	TELEPHONE	1,000	134	866	13.4%
Gen Fund: Adm	001-001-519-30430	SALES & USE TAXES (DOR AUDIT)	150,000	17,000	133,000	11.3%
Gen Fund: Adm	001-001-519-30440	SUMMER YOUTH WORK PROGRAM	29,000	872	28,128	3.0%
Gen Fund: Adm	001-001-519-30451	INSURANCE	505,000	116,590	388,410	23.1%
Gen Fund: Adm	001-001-519-30465	COPIER PAYMENT	7,500	1,303	6,197	17.4%
Gen Fund: Adm	001-001-519-30491	OTHER OPERATING EXPENSE	66,645	28,237	38,408	42.4%
Gen Fund: Adm	001-001-519-30500	LEGAL ADS & RECORDINGS	500	-	500	0.0%

12/31/2013	Account Number	Description	Adjusted	YTD	Balance	%
Fiscal Year: 2014 Month: 12 G/L: * Only Act Types: R,X			Budget	Actual		
Gen Fund: Adm	001-001-519-30512	POSTAGE	10,000	3,419	6,581	34.2%
Gen Fund: Adm	001-001-519-31000	OTHER OPERATING EXP - IT SUPPORT	117,730	-	117,730	0.0%
Gen Fund: Adm	001-001-519-70730	TRANSFER DEBT SVC CAP IMP BOND	460,981	-	460,981	0.0%
Gen Fund: Adm	001-001-552-30645	CRA TIF: ECONOMIC ENVIRON.	150,963	-	150,963	0.0%
Gen Fund: Cmsn	001-110-511-10110	SALARIES & WAGES	77,135	17,800	59,335	23.1%
Gen Fund: Cmsn	001-110-511-10210	FICA TAXES	5,901	1,362	4,539	23.1%
Gen Fund: Cmsn	001-110-511-30402	TRAVEL	4,000	1,629	2,371	40.7%
Gen Fund: Cmsn	001-110-511-30491	OTHER EXPENSES	8,000	1,057	6,943	13.2%
Gen Fund: Cmsn	001-110-511-31000	OTHER OPERATING IT SUPPORT	4,000	-	4,000	0.0%
Gen Fund: Cmsn	001-110-511-80810	AID TO GOVERNMENT AGENCIES	5,300	-	5,300	0.0%
Gen Fund: Cmsn	001-110-511-80820	AID TO PRIVATE ORGANIZATIONS	54,365	2,515	51,850	4.6%
Gen Fund: City Atty	001-120-514-30341	CONTRACTUAL SERVICES	115,000	18,734	96,266	16.3%
Gen Fund: City Atty	001-120-514-30343	PROFESSIONAL SERVICES	900	-	900	0.0%
Gen Fund: City Atty	001-120-514-30402	TRAVEL	500	-	500	0.0%
Gen Fund: City Atty	001-120-514-30491	OTHER OPERATING EXPENSE	1,500	96	1,404	6.4%
Gen Fund: City Atty	001-120-514-30500	LEGAL & RECORDING FEES	3,500	-	3,500	0.0%
Gen Fund: City Atty	001-120-514-30501	ONLINE LIBRARY SERVICES	5,000	-	5,000	0.0%
Gen Fund: City Atty	001-120-514-30540	PUBLICATIONS,SUBSCRIP,& MEMBERSHII	1,000	-	1,000	0.0%
Gen Fund: City Atty	001-120-514-31000	OTHER OPERATING EXP - IT SUPPORT	8,000	-	8,000	0.0%
Gen Fund: City Clerk	001-130-519-10110	SALARIES & WAGES	58,909	13,648	45,261	23.2%
Gen Fund: City Clerk	001-130-519-10210	FICA TAXES	4,507	959	3,548	21.3%
Gen Fund: City Clerk	001-130-519-10220	RETIREMENT CONTRIBUTIONS	7,069	1,631	5,438	23.1%
Gen Fund: City Clerk	001-130-519-10230	LIFE & HEALTH INSURANCE	5,946	1,512	4,434	25.4%
Gen Fund: City Clerk	001-130-519-30343	PROFESSIONAL SERVICES	2,300	-	2,300	0.0%
Gen Fund: City Clerk	001-130-519-30402	TRAVEL EXPENSE	2,300	-	2,300	0.0%
Gen Fund: City Clerk	001-130-519-30410	TELEPHONE	2,300	210	2,090	9.1%
Gen Fund: City Clerk	001-130-519-30461	REPAIR & MAINT - OFFICE EQUIPMENT	500	2	498	0.4%
Gen Fund: City Clerk	001-130-519-30491	OTHER OPERATING EXPENSE	200	-	200	0.0%
Gen Fund: City Clerk	001-130-519-30493	TRAINING	255	-	255	0.0%
Gen Fund: City Clerk	001-130-519-30500	LEGAL ADS AND RECORDING FEES	2,525	-	2,525	0.0%
Gen Fund: City Clerk	001-130-519-30511	OFFICE SUPPLIES-GENERAL	750	131	619	17.5%
Gen Fund: City Clerk	001-130-519-31000	OTHER OPERATING EXP - IT SUPPORT	8,000	-	8,000	0.0%
Gen Fund: City Man	001-160-512-10110	SALARIES & WAGES	142,913	33,034	109,879	23.1%
Gen Fund: City Man	001-160-512-10120	REGULAR SALARIES & WAGES	30,670	7,118	23,552	23.2%
Gen Fund: City Man	001-160-512-10210	FICA TAXES	13,279	1,130	12,149	8.5%
Gen Fund: City Man	001-160-512-10220	RETIREMENT CONTRIBUTIONS	32,124	7,465	24,659	23.2%
Gen Fund: City Man	001-160-512-10230	LIFE & HEALTH INSURANCE	24,251	6,575	17,676	27.1%
Gen Fund: City Man	001-160-512-30341	CONTRACTUAL SERVICES	8,800	-	8,800	0.0%
Gen Fund: City Man	001-160-512-30343	PROFESSIONAL SERVICES	1,800	500	1,300	27.8%
Gen Fund: City Man	001-160-512-30402	TRAVEL EXPENSE	2,300	-	2,300	0.0%
Gen Fund: City Man	001-160-512-30403	GAS	4,000	210	3,790	5.2%
Gen Fund: City Man	001-160-512-30410	TELEPHONE	5,140	667	4,473	13.0%
Gen Fund: City Man	001-160-512-30461	REPAIR & MAINTENANCE OFFICE EQUIP	500	-	500	0.0%
Gen Fund: City Man	001-160-512-30491	OTHER OPERATING EXPENSE	2,800	1,678	1,122	59.9%
Gen Fund: City Man	001-160-512-30511	OFFICE SUPPLIES GENERAL	1,300	341	959	26.2%
Gen Fund: City Man	001-160-512-31000	OTHER OPERATING EXP - IT SUPPORT	8,000	-	8,000	0.0%
Gen Fund: Pol Adm	001-210-521-10110	EXE SALARIES & WAGES	85,370	19,385	65,985	22.7%
Gen Fund: Pol Adm	001-210-521-10120	REGULAR SALARIES & WAGES	231,988	53,319	178,669	23.0%
Gen Fund: Pol Adm	001-210-521-10140	OVERTIME	-	90	(90)	na
Gen Fund: Pol Adm	001-210-521-10150	SPEC PAY-INCENTIVE,HOL,LV BUYBACK	1,780	-	1,780	0.0%
Gen Fund: Pol Adm	001-210-521-10210	FICA TAXES	20,068	5,335	14,733	26.6%
Gen Fund: Pol Adm	001-210-521-10220	RETIREMENT CONTRIBUTIONS	31,479	8,687	22,792	27.6%
Gen Fund: Pol Adm	001-210-521-10230	LIFE & HEALTH INSURANCE	50,058	12,623	37,435	25.2%

12/31/2013	Account Number	Description	Adjusted	YTD	Balance	%
Fiscal Year: 2014 Month: 12 G/L: * Only Act Types: R,X			Budget	Actual		
Gen Fund: Pol Adm	001-210-521-30341	CONTRACTUAL SERVICES	71,420	24,268	47,152	34.0%
Gen Fund: Pol Adm	001-210-521-30403	GAS & DIESEL	6,000	278	5,722	4.6%
Gen Fund: Pol Adm	001-210-521-30410	TELEPHONE	22,000	7,973	14,028	36.2%
Gen Fund: Pol Adm	001-210-521-30430	UTILITIES	24,000	6,668	17,332	27.8%
Gen Fund: Pol Adm	001-210-521-30461	REPAIR & MAINTENANCE-OFFICE EQUIP.	500	-	500	0.0%
Gen Fund: Pol Adm	001-210-521-30464	REPAIRS & MAINTENANCE-RADIO	4,500	83	4,418	1.8%
Gen Fund: Pol Adm	001-210-521-30491	OTHER OPERATING EXPENSE	4,600	-	4,600	0.0%
Gen Fund: Pol Adm	001-210-521-30492	INVESTIGATIVE FUNDS	3,000	-	3,000	0.0%
Gen Fund: Pol Adm	001-210-521-30511	OFFICE SUPPLIES-GENERAL	2,000	90	1,910	4.5%
Gen Fund: Pol Adm	001-210-521-30521	OPERATING MATERIALS & SUPPLIES	1,500	-	1,500	0.0%
Gen Fund: Pol Adm	001-210-521-30522	OPERATING SUPPLIES-UNIFORMS	1,000	-	1,000	0.0%
Gen Fund: Pol Adm	001-210-521-30540	PUBLICATIONS, SUBSCRIP. & MEMBERSH	1,000	-	1,000	0.0%
Gen Fund: Pol Adm	001-210-521-31000	OTHER OPERATING EXP - IT SUPPORT	8,000	-	8,000	0.0%
Gen Fund: Pol Adm	001-210-521-60620	BUILDINGS	3,800	-	3,800	0.0%
Gen Fund: Pol Adm	001-210-521-60641	OFFICE FURNITURE & EQUIPMENT	3,800	120	3,680	3.2%
Gen Fund: Pol Adm	001-210-521-60644	EQUIPMENT	3,800	1,335	2,465	35.1%
Gen Fund: Fir Adm	001-210-522-10110	EXE SALARIES & WAGES	61,806	-	61,806	0.0%
Gen Fund: Fir Adm	001-210-522-10120	REGULAR SALARIES & WAGES	64,141	23,086	41,055	36.0%
Gen Fund: Fir Adm	001-210-522-10150	SPEC PAY-INCENTIVE,HOL, LV BUYBACK	1,600	390	1,210	24.4%
Gen Fund: Fir Adm	001-210-522-10210	FICA TAXES	9,757	1,639	8,118	16.8%
Gen Fund: Fir Adm	001-210-522-10220	RETIREMENT CONTRIBUTIONS	15,306	2,804	12,502	18.3%
Gen Fund: Fir Adm	001-210-522-10230	LIFE & HEALTH INSURANCE	29,005	4,820	24,185	16.6%
Gen Fund: Fir Adm	001-210-522-30410	TELEPHONE	8,085	523	7,562	6.5%
Gen Fund: Fir Adm	001-210-522-30430	UTILITIES	17,550	839	16,711	4.8%
Gen Fund: Fir Adm	001-210-522-30461	REPAIR & MAINTENANCE-OFFICE EQUIP.	2,260	146	2,114	6.4%
Gen Fund: Fir Adm	001-210-522-30463	REPAIR & MAINT.-BUILDINGS & GROUND	3,000	780	2,220	26.0%
Gen Fund: Fir Adm	001-210-522-30464	REPAIR & MAINTENANCE-RADIO	18,000	-	18,000	0.0%
Gen Fund: Fir Adm	001-210-522-30465	COPIER PAYMENT	1,350	225	1,125	16.7%
Gen Fund: Fir Adm	001-210-522-30491	OTHER OPERATING EXPENSE	1,145	23	1,122	2.0%
Gen Fund: Fir Adm	001-210-522-30494	FIRE PREVENTION & EDUCATION	2,550	-	2,335	0.0%
Gen Fund: Fir Adm	001-210-522-30511	OFFICE SUPPLIES-GENERAL	967	24	943	2.5%
Gen Fund: Fir Adm	001-210-522-30521	OPERATING MATERIALS & SUPPLIES	655	311	344	47.5%
Gen Fund: Fir Adm	001-210-522-30522	OPERATING SUPPLIES - UNIFORMS	1,150	-	1,150	0.0%
Gen Fund: Fir Adm	001-210-522-31000	OTHER OPERATING EXP -IT SUPPORT	8,000	-	8,000	0.0%
Gen Fund: Fir Adm	001-210-522-60641	OFFICE FURNITURE & EQUIPMENT	2,500	-	2,500	0.0%
Gen Fund: Fir Adm	001-210-522-70711	VEHICLE LOAN CCBG - PRINCIPAL PYMT	5,490	-	5,490	0.0%
Gen Fund: Fir Adm	001-210-522-70721	VEHICLE LOAN CCBG - INTEREST	625	-	625	0.0%
Gen Fund: Pol Op	001-220-521-10120	REGULAR SALARIES & WAGES	861,353	200,441	660,912	23.3%
Gen Fund: Pol Op	001-220-521-10130	OTHER SALARIES & WAGES - P/T	38,000	8,235	29,765	21.7%
Gen Fund: Pol Op	001-220-521-10140	OVERTIME	42,150	12,106	30,044	28.7%
Gen Fund: Pol Op	001-220-521-10150	SPEC PAY-INCENTIVE,HOL, LV BUYBACK	10,680	3,410	7,270	31.9%
Gen Fund: Pol Op	001-220-521-10210	FICA TAXES	69,618	16,475	53,143	23.7%
Gen Fund: Pol Op	001-220-521-10220	RETIREMENT CONTRIBUTIONS	104,644	22,128	82,516	21.1%
Gen Fund: Pol Op	001-220-521-10230	LIFE & HEALTH INSURANCE	166,365	47,193	119,172	28.4%
Gen Fund: Pol Op	001-220-521-30341	CONTRACTUAL SERVICES	3,500	3,562	(62)	101.8%
Gen Fund: Pol Op	001-220-521-30402	TRAVEL EXPENSE	645	-	645	0.0%
Gen Fund: Pol Op	001-220-521-30403	GASOLINE & DIESEL	69,000	5,320	63,680	7.7%
Gen Fund: Pol Op	001-220-521-30462	REPAIR & MAINT.-EQUIPMENT & TOOLS	1,587	-	1,587	0.0%
Gen Fund: Pol Op	001-220-521-30464	REPAIR & MAINTENANCE - RADIOS	241	-	241	0.0%
Gen Fund: Pol Op	001-220-521-30491	OTHER OPERATING EXPENSE	4,132	1,456	2,676	35.2%
Gen Fund: Pol Op	001-220-521-30493	TRAINING	39,000	5,287	33,714	13.6%
Gen Fund: Pol Op	001-220-521-30499	CANINE EXPENSE	7,000	217	6,783	3.1%
Gen Fund: Pol Op	001-220-521-30511	OFFICE SUPPLIES	1,714	-	1,714	0.0%



12/31/2013	Account Number	Description	Adjusted	YTD	Balance	%
Fiscal Year: 2014 Month: 12 G/L: * Only Act Types: R,X			Budget	Actual		
Gen Fund: Pol Op	001-220-521-30521	OPERATING MATERIALS & SUPPLIES	2,069	50	2,019	2.4%
Gen Fund: Pol Op	001-220-521-30522	OPERATING SUPPLIES - UNIFORMS	17,000	-	17,000	0.0%
Gen Fund: Pol Op	001-220-521-60644	EQUIPMENT	27,403	270	27,133	1.0%
Gen Fund: Pol Op	001-220-521-70710	CAPITAL EQUIPMENT LOAN- PRINCIPAL	3,906	1,301	2,605	33.3%
Gen Fund: Pol Op	001-220-521-70711	VEHICLE LOAN CCBG (4)-PRINCIPAL PYM	28,000	-	28,000	0.0%
Gen Fund: Pol Op	001-220-521-70720	CAPITAL EQUIPMENT LOAN- INTEREST	662	6	656	1.0%
Gen Fund: Pol Op	001-220-521-70721	VEHICLE LOAN CCBG (4)- INTEREST PYM	3,491	-	3,491	0.0%
Gen Fund: Fir Op	001-230-522-10120	REGULAR SALARIES & WAGES	644,671	143,506	501,165	22.3%
Gen Fund: Fir Op	001-230-522-10130	OTHER SALARIES & WAGES - P/T	39,000	3,405	35,595	8.7%
Gen Fund: Fir Op	001-230-522-10140	OVERTIME	20,600	8,887	11,713	43.1%
Gen Fund: Fir Op	001-230-522-10150	SPEC PAY-INCENTIVE,HOL,LV BUYBACK	-	5,310	(5,310)	na
Gen Fund: Fir Op	001-230-522-10210	FICA TAXES	53,877	11,263	42,614	20.9%
Gen Fund: Fir Op	001-230-522-10220	RETIREMENT CONTRIBUTIONS	77,361	18,581	58,780	24.0%
Gen Fund: Fir Op	001-230-522-10230	LIFE & HEALTH INSURANCE	141,851	36,736	105,115	25.9%
Gen Fund: Fir Op	001-230-522-30402	TRAVEL EXPENSE	1,650	-	1,650	0.0%
Gen Fund: Fir Op	001-230-522-30403	GASOLINE & DIESEL	16,135	1,282	14,853	7.9%
Gen Fund: Fir Op	001-230-522-30404	OIL & GREASE	550	-	550	0.0%
Gen Fund: Fir Op	001-230-522-30405	TIRES	1,000	-	1,000	0.0%
Gen Fund: Fir Op	001-230-522-30406	VEHICLE PARTS ONLY	1,500	32	1,468	2.1%
Gen Fund: Fir Op	001-230-522-30462	REPAIR & MAINT. - EQUIPMENT & TOOLS	4,165	211	754	5.1%
Gen Fund: Fir Op	001-230-522-30491	OTHER OPERATING EXPENSE	1,327	196	986	14.8%
Gen Fund: Fir Op	001-230-522-30493	TRAINING	10,800	-	10,376	0.0%
Gen Fund: Fir Op	001-230-522-30511	OFFICE SUPPLIES	640	23	583	3.7%
Gen Fund: Fir Op	001-230-522-30521	OPERATING MATERIALS & SUPPLIES	909	58	851	6.4%
Gen Fund: Fir Op	001-230-522-30522	OPERATING SUPPLIES - UNIFORMS	33,068	253	32,815	0.8%
Gen Fund: Fir Op	001-230-522-60644	EQUIPMENT	33,830	9	31,726	0.0%
Gen Fund: HR	001-260-513-10110	EXE SALARIES & WAGES	63,771	-	63,771	0.0%
Gen Fund: HR	001-260-513-10120	REGULAR SALARIES & WAGES	8,000	17,792	(9,792)	222.4%
Gen Fund: HR	001-260-513-10210	FICA TAXES	5,490	1,253	4,237	22.8%
Gen Fund: HR	001-260-513-10220	RETIREMENT CONTRIBUTIONS	7,652	1,844	5,808	24.1%
Gen Fund: HR	001-260-513-10230	LIFE & HEALTH INSURANCE	5,689	1,443	4,246	25.4%
Gen Fund: HR	001-260-513-30314	PSYCHIATRIC EVALUATIONS	875	-	875	0.0%
Gen Fund: HR	001-260-513-30315	EMPLOYEE QUALITY OF LIFE	2,000	-	2,000	0.0%
Gen Fund: HR	001-260-513-30341	CONTRACTUAL SERVICES	19,404	788	18,617	4.1%
Gen Fund: HR	001-260-513-30343	PROFESSIONAL SERVICES	6,000	384	5,616	6.4%
Gen Fund: HR	001-260-513-30402	TRAVEL EXPENSE	1,000	-	1,000	0.0%
Gen Fund: HR	001-260-513-30410	TELEPHONE	2,280	690	1,590	30.3%
Gen Fund: HR	001-260-513-30461	REPAIR AND MAINTENANCE OFFICE EQ	500	-	500	0.0%
Gen Fund: HR	001-260-513-30491	OTHER OPERATING EXPENSE	12,000	621	11,379	5.2%
Gen Fund: HR	001-260-513-30493	TRAINING	2,300	-	2,300	0.0%
Gen Fund: HR	001-260-513-30511	OFFICE SUPPLIES GENERAL	2,740	-	2,740	0.0%
Gen Fund: HR	001-260-513-31000	OTHER OPERATING EXP - IT SUPPORT	8,000	-	8,000	0.0%
Gen Fund: HR	001-260-513-60641	OFFICE FURNITURE & EQUIPMENT	500	-	500	0.0%
Gen Fund: Fin	001-271-513-10110	EXE SALARIES & WAGES	19,928	4,612	15,316	23.1%
Gen Fund: Fin	001-271-513-10120	REGULAR SALARIES & WAGES	35,029	8,023	27,006	22.9%
Gen Fund: Fin	001-271-513-10140	OVERTIME	-	114	(114)	na
Gen Fund: Fin	001-271-513-10210	FICA TAXES	4,204	898	3,306	21.4%
Gen Fund: Fin	001-271-513-10220	RETIREMENT CONTRIBUTIONS	6,595	1,522	5,073	23.1%
Gen Fund: Fin	001-271-513-10230	LIFE & HEALTH INSURANCE	10,217	2,313	7,904	22.6%
Gen Fund: Fin	001-271-513-30343	PROFESSIONAL SERVICES	28,800	3,600	25,200	12.5%
Gen Fund: Fin	001-271-513-30402	TRAVEL EXPENSE	5,000	-	5,000	0.0%
Gen Fund: Fin	001-271-513-30410	TELEPHONE	4,500	632	3,868	14.1%
Gen Fund: Fin	001-271-513-30461	REPAIR & MAINT OFFICE EQUIPMENT	1,800	109	1,691	6.1%

12/31/2013	Account Number	Description	Adjusted	YTD	Balance	%
Fiscal Year: 2014 Month: 12 G/L: * Only Act Types: R,X			Budget	Actual		
Gen Fund: Fin	001-271-513-30470	PRINTING & BINDING-BUDGET	1,500	7	1,493	0.5%
Gen Fund: Fin	001-271-513-30491	OTHER OPERATING EXPENSE	4,000	117	3,883	2.9%
Gen Fund: Fin	001-271-513-30493	TRAINING	5,000	-	5,000	0.0%
Gen Fund: Fin	001-271-513-30511	OFFICE SUPPLIES GENERAL	2,800	20	2,780	0.7%
Gen Fund: Fin	001-271-513-30512	POSTAGE	2,000	96	1,904	4.8%
Gen Fund: Fin	001-271-513-30521	OPERATING SUPPLIES	6,300	209	6,091	3.3%
Gen Fund: Fin	001-271-513-30540	DUES, PUBLICATIONS, & MEMBERSHP	1,500	37	1,463	2.4%
Gen Fund: Fin	001-271-513-31000	OTHER OPERATING EXP - IT SUPPORT	8,000	-	8,000	0.0%
Gen Fund: Fin	001-271-513-60641	OFFICE FURNITURE & EQUIPMENT	3,000	194	2,806	6.5%
General Fund	001-276-513-10110	EXE SALARY & WAGES	-	2,373	(2,373)	na
General Fund	001-276-513-10210	FICA	-	158	(158)	na
General Fund	001-276-513-10220	RETIREMENT	-	283	(283)	na
General Fund	001-276-513-10230	LIFE & HEALTH	-	696	(696)	na
Gen Fund: Bld&Pl	001-284-515-10110	EXE SALARIES & WAGES	56,741	13,148	43,593	23.2%
Gen Fund: Bld&Pl	001-284-515-10120	REGULAR SALARIES & WAGES	88,907	14,560	74,347	16.4%
Gen Fund: Bld&Pl	001-284-515-10210	FICA TAXES	11,142	1,934	9,208	17.4%
Gen Fund: Bld&Pl	001-284-515-10220	RETIREMENT CONTRIBUTIONS	14,384	3,306	11,078	23.0%
Gen Fund: Bld&Pl	001-284-515-10230	LIFE & HEALTH INSURANCE	31,290	7,815	23,475	25.0%
Gen Fund: Bld&Pl	001-284-515-30341	CONTRACTUAL SERVICES	13,025	2,400	10,625	18.4%
Gen Fund: Bld&Pl	001-284-515-30343	PROFESSIONAL SERVICES	134,025	-	134,025	0.0%
Gen Fund: Bld&Pl	001-284-515-30402	TRAVEL EXPENSE	2,000	-	2,000	0.0%
Gen Fund: Bld&Pl	001-284-515-30403	GAS & DIESEL	2,500	814	1,686	32.6%
Gen Fund: Bld&Pl	001-284-515-30410	TELEPHONE	2,500	424	2,076	17.0%
Gen Fund: Bld&Pl	001-284-515-30461	REPAIR & MAINT. OFFICE EQUIPMENT	500	-	500	0.0%
Gen Fund: Bld&Pl	001-284-515-30491	OTHER OPERATING EXPENSE	66,700	196	66,504	0.3%
Gen Fund: Bld&Pl	001-284-515-30500	ADVERTISEMENTS	2,500	-	2,500	0.0%
Gen Fund: Bld&Pl	001-284-515-30511	OFFICE SUPPLIES GENERAL	3,000	1,554	1,446	51.8%
Gen Fund: Bld&Pl	001-284-515-31000	OTHER OPERATING EXP - IT SUPPORT	8,000	-	8,000	0.0%
Gen Fund: Bld&Pl	001-284-515-60641	OFFICE FURNITURE & EQUIPMENT	1,000	-	1,000	0.0%
Gen Fund: P&R	001-310-572-10110	EXE SALARIES & WAGES	44,612	12,891	31,721	28.9%
Gen Fund: P&R	001-310-572-10120	REGULAR SALARIES & WAGES	57,140	5,527	51,613	9.7%
Gen Fund: P&R	001-310-572-10130	OTHER SALARIES & WAGES - P/T	-	15,374	(15,374)	na
Gen Fund: P&R	001-310-572-10140	OVERTIME	1,030	-	1,030	0.0%
Gen Fund: P&R	001-310-572-10210	FICA TAXES	7,863	2,523	5,340	32.1%
Gen Fund: P&R	001-310-572-10220	RETIREMENT CONTRIBUTIONS	12,210	2,199	10,011	18.0%
Gen Fund: P&R	001-310-572-10230	LIFE & HEALTH INSURANCE	11,721	2,354	9,367	20.1%
Gen Fund: P&R	001-310-572-30343	PROFESSIONAL SERVICES	12,000	988	10,018	8.2%
Gen Fund: P&R	001-310-572-30390	CONTINGENCY	2,000	-	2,000	0.0%
Gen Fund: P&R	001-310-572-30402	TRAVEL EXPENSE	2,000	-	2,000	0.0%
Gen Fund: P&R	001-310-572-30403	GAS & DIESEL	2,000	586	1,414	29.3%
Gen Fund: P&R	001-310-572-30410	TELEPHONE	5,100	961	4,139	18.8%
Gen Fund: P&R	001-310-572-30440	RENTAL OF EQUIPMENT & BUILDINGS	3,000	-	3,000	0.0%
Gen Fund: P&R	001-310-572-30462	REPAIR & MAINT-EQUIPMENT & TOOLS	35,000	459	35,000	1.3%
Gen Fund: P&R	001-310-572-30491	OTHER OPERATING EXPENSES	34,000	618	32,570	1.8%
Gen Fund: P&R	001-310-572-30493	TRAINING	2,000	15	1,985	0.8%
Gen Fund: P&R	001-310-572-30511	OFFICE SUPPLIES - GENERAL	1,500	189	1,311	12.6%
Gen Fund: P&R	001-310-572-30521	OPERATING MATERIALS & SUPPLIES	2,000	245	1,755	12.3%
Gen Fund: P&R	001-310-572-30523	OPERATING SUP - CHEM	2,000	-	2,000	0.0%
Gen Fund: P&R	001-310-572-30524	SWIMMING POOL SUPPLIES	6,807	-	6,807	0.0%
Gen Fund: P&R	001-310-572-30525	ATHLETIC EQUIPMENT - FOOTBALL	15,000	10,502	4,498	70.0%
Gen Fund: P&R	001-310-572-30526	ATHLETIC EQUIP BASEBALL & SOFTBALL	1,000	-	1,000	0.0%
Gen Fund: P&R	001-310-572-30528	ATHLETIC EQUIPMENT - BASKETBALL	2,000	-	2,000	0.0%
Gen Fund: P&R	001-310-572-30529	ATHLETIC EQUIPMENT - OTHER	5,500	-	5,500	0.0%

12/31/2013	Account Number	Description	Adjusted	YTD	Balance	%
Fiscal Year: 2014 Month: 12 G/L: * Only Act Types: R,X			Budget	Actual		
Gen Fund: P&R	001-310-572-30540	OTHER RECREATIONAL ACTIVITIES	31,000	500	30,500	1.6%
Gen Fund: P&R	001-310-572-31000	OTHER OPERATING EXP - IT SUPPORT	8,000	-	8,000	0.0%
Gen Fund: PW	001-410-539-10110	EXE SALARIES & WAGES	41,878	10,376	31,502	24.8%
Gen Fund: PW	001-410-539-10120	REGULAR SALARIES & WAGES	8,959	2,369	6,590	26.4%
Gen Fund: PW	001-410-539-10210	FICA TAXES	3,889	862	3,027	22.2%
Gen Fund: PW	001-410-539-10220	RETIREMENT CONTRIBUTIONS	6,100	1,523	4,577	25.0%
Gen Fund: PW	001-410-539-10230	LIFE & HEALTH INSURANCE	14,564	3,225	11,339	22.1%
Gen Fund: PW	001-410-539-30402	TRAVEL EXPENSE	1,000	-	1,000	0.0%
Gen Fund: PW	001-410-539-30410	TELEPHONE	6,300	1,095	5,205	17.4%
Gen Fund: PW	001-410-539-30430	UTILITIES	81,269	5,810	75,459	7.1%
Gen Fund: PW	001-410-539-30440	REPAIR & MAINT BUILDING	2,500	-	2,500	0.0%
Gen Fund: PW	001-410-539-30491	OTHER OPERATING EXPENSE	5,000	1,343	3,457	26.9%
Gen Fund: PW	001-410-539-30493	TRAINING	2,000	-	2,000	0.0%
Gen Fund: PW	001-410-539-30511	OFFICE SUPPLIES	500	-	500	0.0%
Gen Fund: PW	001-410-539-30521	OPERATING MATERIALS & SUPPLIES	2,000	278	1,722	13.9%
Gen Fund: PW	001-410-539-30522	OPERATING EXPENSE - UNIFORMS	13,000	726	1,914	5.6%
Gen Fund: PW	001-410-539-30524	OPERATING SUPPLIES - TOOLS	500	-	500	0.0%
Gen Fund: PW	001-410-539-31000	OTHER OPERATING EXP - IT SUPPORT	8,000	-	8,000	0.0%
Gen Fund: PW	001-430-541-10110	SALARIES & WAGES	5,983	1,482	4,501	24.8%
Gen Fund: PW	001-430-541-10120	REGULAR SALARIES & WAGES	78,969	18,339	60,630	23.2%
Gen Fund: PW	001-430-541-10130	OTHER SALARIES & WAGES - P/T	-	20,664	(20,664)	na
Gen Fund: PW	001-430-541-10140	OVERTIME	2,060	551	1,509	26.8%
Gen Fund: PW	001-430-541-10210	FICA TAXES	6,656	3,031	3,625	45.5%
Gen Fund: PW	001-430-541-10220	RETIREMENT CONTRIBUTIONS	10,194	2,359	7,835	23.1%
Gen Fund: PW	001-430-541-10230	LIFE & HEALTH INSURANCE	16,169	4,072	12,097	25.2%
Gen Fund: PW	001-430-541-30341	CONTRACTUAL SERVICES	30,600	-	30,600	0.0%
Gen Fund: PW	001-430-541-30403	GASOLINE & DIESEL	75,000	6,300	68,700	8.4%
Gen Fund: PW	001-430-541-30524	OPERATING SUPPLIES - SMALL TOOLS	1,000	-	1,000	0.0%
Gen Fund: PW	001-430-541-30530	ROAD MATERIALS & SUPPLIES	85,000	672	80,585	0.8%
Gen Fund: PW	001-430-541-60632	RESURF & SIDEWALKS	192,554	9,347	183,207	4.9%
Gen Fund: PW	001-430-541-60634	STORM WATER FACILITIES	2,000	-	2,000	0.0%
Gen Fund: PW	001-430-541-60643	HEAVY EQUIPMENT	47,876	-	47,876	0.0%
Gen Fund: PW	001-430-541-70710	CCB LOAN- GRAPPLE TRUCK PRINCIPAL	6,488	-	6,488	0.0%
Gen Fund: PW	001-430-541-70711	PRINCIPAL- CCB LOAN EQUIP FOR PW & I	9,100	-	9,100	0.0%
Gen Fund: PW	001-430-541-70720	CCB LOAN GRAPPLE TRUCK - INTEREST	1,602	-	1,602	0.0%
Gen Fund: PW	001-430-541-70721	INTEREST - CCB LOAN EQUIPMENT PW &	1,800	-	1,800	0.0%
Gen Fund: PW	001-431-542-10110	SALARIES & WAGES	5,983	-	5,983	0.0%
Gen Fund: PW	001-431-542-10120	REGULAR SALARIES & WAGES	4,833	2,584	2,249	53.5%
Gen Fund: PW	001-431-542-10140	OVERTIME	-	65	(65)	na
Gen Fund: PW	001-431-542-10210	FICA TAXES	827	180	647	21.8%
Gen Fund: PW	001-431-542-10220	RETIREMENT CONTRIBUTIONS	1,298	309	990	23.8%
Gen Fund: PW	001-431-542-10230	LIFE & HEALTH INSURANCE	2,811	680	2,131	24.2%
Gen Fund: PW	001-431-542-30521	OPERATING SUPPLIES	5,000	-	5,000	0.0%
Gen Fund: PW	001-440-519-10110	SALARIES & WAGES	5,983	-	5,983	0.0%
Gen Fund: PW	001-440-519-10120	REGULAR SALARIES & WAGES	167,872	45,927	121,945	27.4%
Gen Fund: PW	001-440-519-10140	OVERTIME	-	984	(984)	na
Gen Fund: PW	001-440-519-10210	FICA TAXES	13,300	3,261	10,039	24.5%
Gen Fund: PW	001-440-519-10220	RETIREMENT CONTRIBUTIONS	20,615	4,591	16,024	22.3%
Gen Fund: PW	001-440-519-10230	LIFE & HEALTH INSURANCE	42,342	11,494	30,848	27.1%
Gen Fund: PW	001-440-519-30341	CONTRACTUAL SERVICES	29,000	14,066	14,934	48.5%
Gen Fund: PW	001-440-519-30463	REPAIR & MAINT.-BUILDINGS & GROUND	43,700	11,875	30,925	27.2%
Gen Fund: PW	001-440-519-30491	OTHER OPERATING EXPENSE	11,500	3,214	3,200	28.0%
Gen Fund: PW	001-440-519-60644	EQUIPMENT	1,500	-	1,500	0.0%

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Fiscal Year: 2014 Month: 12 G/L: * Only Act Types: R,X			Budget	Actual		
Gen Fund: P&R	001-440-572-10120	REGULAR SALARIES & WAGES	37,225	20,065	17,160	53.9%
Gen Fund: P&R	001-440-572-10130	OTHER SALARIES & WAGES - P/T	25,500	-	25,500	0.0%
Gen Fund: P&R	001-440-572-10140	OVERTIME	2,040	208	1,832	10.2%
Gen Fund: P&R	001-440-572-10210	FICA TAXES	2,846	1,487	1,359	52.3%
Gen Fund: P&R	001-440-572-10220	RETIREMENT CONTRIBUTIONS	4,465	2,383	2,082	53.4%
Gen Fund: P&R	001-440-572-10230	LIFE & HEALTH INSURANCE	8,694	3,941	4,753	45.3%
Gen Fund: P&R	001-440-572-30391	PARKS & FACILITY	10,000	218	9,782	2.2%
Gen Fund: P&R	001-440-572-30430	UTILITIES	38,000	3,315	34,685	8.7%
Gen Fund: P&R	001-440-572-30440	RENTAL OF EQUIPMENT & BUILDINGS	3,000	-	3,000	0.0%
Gen Fund: P&R	001-440-572-30463	REPAIR & MAINTENANCE-BLDGS. & GRNI	34,000	-	34,000	0.0%
Gen Fund: P&R	001-440-572-30491	OTHER OPERATING EXPENSES	-	120	(120)	na
Gen Fund: PW	001-450-541-10120	REGULAR SALARIES & WAGES	94,718	15,810	78,908	16.7%
Gen Fund: PW	001-450-541-10210	FICA TAXES	7,246	1,063	6,183	14.7%
Gen Fund: PW	001-450-541-10220	RETIREMENT CONTRIBUTIONS	11,011	1,856	9,155	16.9%
Gen Fund: PW	001-450-541-10230	LIFE & HEALTH INSURANCE	21,753	4,089	17,664	18.8%
Gen Fund: PW	001-450-541-30404	OIL & GREASE	1,198	-	1,198	0.0%
Gen Fund: PW	001-450-541-30405	TIRES	11,381	3,518	7,864	30.9%
Gen Fund: PW	001-450-541-30406	VEH PARTS ONLY	56,475	7,273	47,241	12.9%
Gen Fund: PW	001-450-541-30407	VEHICLE REPAIRS	17,430	66	17,364	0.4%
		** EXPENSE TOTAL	8,405,184	1,444,635	6,930,839	17.2%
CRA	002-341-00000	CRA TIF FUNDS	288,454	-	288,454	0.0%
CRA	002-341-10000	TIF FUNDS REVENUE	150,636	-	150,636	0.0%
CRA	002-361-10000	INTEREST REVENUE	100	-	100	0.0%
CRA		** REVENUE TOTAL	439,190	-	439,190	0.0%
CRA						
CRA	002-250-552-10110	EXECUTIVE SALARIES & WAGES	63,770	21,912	41,858	34.4%
CRA	002-250-552-10120	REGULAR SALARIES & WAGES	21,840	-	21,840	0.0%
CRA	002-250-552-10210	FICA	6,549	1,651	4,898	25.2%
CRA	002-250-552-10220	RETIREMENT CONTRIBUTIONS	7,652	589	7,063	7.7%
CRA	002-250-552-10230	LIFE & HEALTH INSURANCE	16,043	1,344	14,699	8.4%
CRA	002-250-552-30343	PROFESSIONAL SERVICES	15,500	3,289	12,211	21.2%
CRA	002-250-552-30390	CONTINGENCIES - TANYARD CREEK	77,295	13,500	63,795	17.5%
CRA	002-250-552-30402	TRAVEL EXPENSES	5,000	109	4,891	2.2%
CRA	002-250-552-30403	GAS & DIESEL	2,400	41	2,359	1.7%
CRA	002-250-552-30410	TELEPHONE	5,500	921	4,579	16.7%
CRA	002-250-552-30420	SPECIAL EVENTS	19,000	-	19,000	0.0%
CRA	002-250-552-30430	UTILITIES	4,000	-	4,000	0.0%
CRA	002-250-552-30491	OTHER OPERATING EXPENSES	5,000	162	4,838	3.2%
CRA	002-250-552-30493	TRAINING	3,000	-	3,000	0.0%
CRA	002-250-552-30500	LEGAL ADS & RECORDINGS	1,000	-	1,000	0.0%
CRA	002-250-552-30511	OFFICE SUPPLIES	2,700	-	2,700	0.0%
CRA	002-250-552-30512	POSTAGE	40	-	40	0.0%
CRA	002-250-552-30521	OPERATING SUPPLIES	4,500	-	4,500	0.0%
CRA	002-250-552-31000	OTHER OPERATING EXPENSE- IT SUPPOR	8,000	-	8,000	0.0%
CRA	002-250-552-60641	OFFICE FURNITURE & EQUIPMENT	2,400	-	2,400	0.0%
CRA	002-250-552-70710	CRA LOAN PRINCIPAL - REGIONS BANK	155,000	-	155,000	0.0%
CRA	002-250-552-70711	CRA LOAN INTEREST - REGIONS BANK	13,000	-	13,000	0.0%
		** EXPENSE TOTAL	439,189	43,519	395,670	9.9%
SmartGrid	312-591-531-10120	REGULAR SALARIES & WAGES	-	15,699	(15,699)	na

12/31/2013	Account Number	Description	Adjusted	YTD	Balance	%
Fiscal Year: 2014 Month: 12 G/L: * Only Act Types: R,X			Budget	Actual		
SmartGrid	312-591-531-10140	OVERTIME	-	70	(70)	na
SmartGrid	312-591-531-10210	FICA TAXES	-	1,165	(1,165)	na
SmartGrid	312-591-531-10230	LIFE & HEALTH INSURANCE	-	1,312	(1,312)	na
SmartGrid	312-591-531-30341	CONTRACTUAL SERVICES	-	3,900	(3,900)	na
SmartGrid	312-591-531-30343	PROFESSIONAL SERVICES	-	6,153	(10,941)	na
SmartGrid	312-591-531-30491	OTHER OPERATING EXPENSES	-	10,915	(10,915)	na
		** EXPENSE TOTAL	-	39,213	(44,001)	na
Business Activity	400-381-10000	INTERFUND TRANSFER	734,697	-	734,697	0.0%
Business Activity		** REVENUE TOTAL	734,697	-	734,697	0.0%
Business Activity						na
Business Activity	400-271-513-10110	EXECUTIVE SALARIES & WAGES	59,784	13,837	45,947	23.1%
Business Activity	400-271-513-10120	REGULAR SALARIES & WAGES	158,126	36,706	121,420	23.2%
Business Activity	400-271-513-10210	FICA TAXES	16,670	3,601	13,069	21.6%
Business Activity	400-271-513-10220	RETIREMENT CONTRIBUTIONS	26,149	6,034	20,115	23.1%
Business Activity	400-271-513-10230	LIFE & HEALTH INSURANCE	36,447	8,391	28,056	23.0%
Business Activity	400-274-513-10110	EXE SALARIES & WAGES	65,509	15,171	50,338	23.2%
Business Activity	400-274-513-10120	REGULAR SALARIES & WAGES	182,245	38,008	144,237	20.9%
Business Activity	400-274-513-10140	OVERTIME	8,526	1,769	6,757	20.7%
Business Activity	400-274-513-10210	FICA TAXES	19,605	3,958	15,647	20.2%
Business Activity	400-274-513-10220	RETIREMENT CONTRIBUTION	28,258	4,600	23,658	16.3%
Business Activity	400-274-513-10230	LIFE & HEALTH INSURANCE	40,369	8,377	31,992	20.8%
Business Activity	400-274-513-30341	CONTRACTUAL SERVICES	20,800	150	20,800	0.7%
Business Activity	400-274-513-30390	CONTINGENCY	5,000	330	4,670	6.6%
Business Activity	400-274-513-30402	TRAVEL EXPENSES	5,000	-	5,000	0.0%
Business Activity	400-274-513-30403	GAS & DIESEL	3,500	187	3,313	5.4%
Business Activity	400-274-513-30410	TELEPHONE	4,000	706	3,294	17.6%
Business Activity	400-274-513-30461	REPAIR & MAINTAIN OFFICE EQUIPMENT	3,000	1,332	1,668	44.4%
Business Activity	400-274-513-30491	OTHER OPERATING EXPENSES	1,500	152	1,348	10.2%
Business Activity	400-274-513-30493	TRAINING	3,500	-	3,500	0.0%
Business Activity	400-274-513-30511	OFFICE SUPPLIES-GENERAL	5,000	-	5,000	0.0%
Business Activity	400-274-513-30522	OPERATING SUPPLIES - UNIFORMS	2,800	200	2,800	7.1%
Business Activity	400-274-513-31000	OTHER OPERATING EXPENSE IT SUPPORT	8,000	-	8,000	0.0%
Business Activity	400-274-513-31500	ENERGY PROGRAM EXPENSES	4,500	2,515	1,985	55.9%
Business Activity	400-274-513-60641	OFFICE FURNITURE & EQUIPMENT	5,000	2,536	2,464	50.7%
Business Activity	400-274-513-70711	NETQUINCY BLDG PRINCIPAL 50%	19,955	-	19,955	0.0%
Business Activity	400-274-513-70722	NETQUINCY BLDG INTEREST 50%	751	-	751	0.0%
		** EXPENSE TOTAL	733,994	148,561	585,783	20.2%
Sewer	402-343-10000	SALES	1,820,764	390,712	1,430,052	21.5%
Sewer	402-343-16000	CONNECTIONS	2,560	-	2,560	0.0%
Sewer	402-343-17000	FORFEITED DISCOUNTS - PENALTIES	25,401	6,295	19,106	24.8%
Sewer	402-343-50000	SEWER SURCHARGE O/S	40,078	9,005	31,074	22.5%
Sewer	402-361-10000	INTEREST REVENUE	56	-	56	0.0%
Sewer	402-381-10000	INTERFUND TRANSFER	128,681	-	128,681	0.0%
Sewer		** REVENUE TOTAL	2,017,540	406,011	1,611,529	20.1%
Sewer						
Sewer	402-520-535-10110	EXE SALARIES & WAGES	13,351	3,092	10,259	23.2%
Sewer	402-520-535-10120	REGULAR SALARIES & WAGES	32,892	5,659	27,233	17.2%
Sewer	402-520-535-10140	OVERTIME	20	1	19	3.8%
Sewer	402-520-535-10210	FICA TAXES	3,539	447	3,092	12.6%

12/31/2013	Account Number	Description	Adjusted	YTD	Balance	%
Fiscal Year: 2014 Month: 12 G/L: * Only Act Types: R,X			Budget	Actual		
Sewer	402-520-535-10220	RETIREMENT CONTRIBUTIONS	5,552	758	4,794	13.7%
Sewer	402-520-535-10230	LIFE & HEALTH INSURANCE	9,935	1,541	8,394	15.5%
Sewer	402-520-535-30341	CONTRACTUAL SERVICES	7,300	2,218	4,792	30.4%
Sewer	402-520-535-30343	PROFESSIONAL SERVICES	71,189	3,097	68,093	4.3%
Sewer	402-520-535-30402	TRAVEL EXPENSE	200	-	200	0.0%
Sewer	402-520-535-30403	GAS & DIESEL	200	-	200	0.0%
Sewer	402-520-535-30404	OIL & GREASE	50	-	50	0.0%
Sewer	402-520-535-30410	TELEPHONE	6,340	951	5,389	15.0%
Sewer	402-520-535-30440	RENTALS & LEASES	2,350	710	1,463	30.2%
Sewer	402-520-535-30491	OTHER OPERATING EXPENSE	8,000	270	6,912	3.4%
Sewer	402-520-535-30511	OFFICE SUPPLIES	125	15	110	12.3%
Sewer	402-520-535-30521	OPERATING SUPPLIES	175	-	25	0.0%
Sewer	402-520-535-30522	OPERATING SUPPLIES - UNIFORMS	89	7	25	7.6%
Sewer	402-520-535-31000	OTHER OPERATING EXP - IT SUPPORT	8,000	-	8,000	0.0%
Sewer	402-520-535-60644	EQUIPMENT	10,000	-	10,000	0.0%
Sewer	402-520-535-70710	DEBT SERVICE PRINCIPAL	82,500	-	82,500	0.0%
Sewer	402-520-535-70711	DEBT SERVICE PRIN-SERIES 2003	115,533	-	115,533	0.0%
Sewer	402-520-535-70720	DEBT SERVICE DEP STATE LOAN PRINCIP	182,741	-	182,741	0.0%
Sewer	402-520-535-70721	DEBT SERVICE DEP STATE LOAN INTERES	44,408	-	44,408	0.0%
Sewer	402-520-535-70730	NOTE PAY EQUIP LOAN- PRINCIPAL	14,828	1,410	13,418	9.5%
Sewer	402-520-535-70731	NOTE PAY EQUIP LOAN- INTEREST	2,100	7	2,093	0.3%
Sewer	402-520-535-90990	TRANSFER OF PROFIT	136,520	-	136,520	0.0%
Sewer	402-520-535-91000	BUSINESS ACTIVITY SHARED EXP	54,170	-	54,170	0.0%
Sewer	402-531-535-30341	CONTRACTUAL SERVICES	719,476	51,121	560,792	7.1%
Sewer	402-531-535-30430	UTILITIES	266,000	18,775	247,225	7.1%
Sewer	402-531-535-30466	REPAIR & MAINTENANCE - PLANT	7,000	-	7,000	0.0%
Sewer	402-531-535-30491	OTHER OPERATING EXPENSE	500	-	500	0.0%
Sewer	402-531-535-30501	PERMITS	400	-	400	0.0%
Sewer	402-531-535-60644	EQUIPMENT	31,000	267,615	31,000	863.3%
Sewer	402-540-535-10120	REGULAR SALARIES & WAGES	77,308	18,859	58,449	24.4%
Sewer	402-540-535-10140	OVERTIME	2,295	1,629	666	71.0%
Sewer	402-540-535-10210	FICA TAXES	6,090	1,454	4,636	23.9%
Sewer	402-540-535-10220	RETIREMENT CONTRIBUTIONS	9,552	2,141	7,411	22.4%
Sewer	402-540-535-10230	LIFE & HEALTH INSURANCE	16,083	5,415	10,668	33.7%
Sewer	402-540-535-30312	ENGINEERING STUDY	2,000	-	2,000	0.0%
Sewer	402-540-535-30341	CONTRACTUAL SERVICES	1,745	-	1,745	0.0%
Sewer	402-540-535-30401	AUTO EXPENSE	200	-	200	0.0%
Sewer	402-540-535-30403	GASOLINE & DIESEL	3,024	193	2,831	6.4%
Sewer	402-540-535-30404	OIL & GREASE	576	-	576	0.0%
Sewer	402-540-535-30405	TIRES	150	-	123	0.0%
Sewer	402-540-535-30406	AUTO PARTS	150	-	150	0.0%
Sewer	402-540-535-30407	VEHICLE REPAIRS-PARTS AND LABOR	200	-	200	0.0%
Sewer	402-540-535-30440	RENTALS/LEASES	200	-	200	0.0%
Sewer	402-540-535-30462	REPAIR & MAINT.-EQUIPMENT & TOOLS	5,300	379	4,921	7.2%
Sewer	402-540-535-30467	MAINTENANCE OF MAINS & LINES	16,215	601	15,614	3.7%
Sewer	402-540-535-30491	OTHER OPERATING EXPENSE	203	-	203	0.0%
Sewer	402-540-535-30521	OPERATING SUPPLIES	200	-	200	0.0%
Sewer	402-540-535-30522	OPERATING SUPPLIES - UNIFORMS	1,167	316	332	27.1%
Sewer	402-540-535-60644	EQUIPMENT	5,028	-	5,028	0.0%
		** EXPENSE TOTAL	1,984,169	388,680	1,753,501	19.6%
Electric	403-343-11000	RESIDENTIAL SALES	5,470,466	1,222,525	4,247,941	22.3%

12/31/2013	Account Number	Description	Adjusted	YTD	Balance	%
Fiscal Year: 2014 Month: 12 G/L: * Only Act Types: R,X			Budget	Actual		
Electric	403-343-12000	COMMERCIAL SALES	6,618,662	1,455,541	5,163,121	22.0%
Electric	403-343-13000	INDUSTRIAL SALES	1,819,048	372,785	1,446,263	20.5%
Electric	403-343-14000	STREET LIGHTING SALES	220,652	36,840	183,812	16.7%
Electric	403-343-15000	INTERDEPARTMENTAL SALES	435,724	93,975	341,749	21.6%
Electric	403-343-16000	CONNECTIONS	6,222	724	5,498	11.6%
Electric	403-343-17000	FORFEITED DISCOUNTS - PENALTIES	160,063	43,176	116,887	27.0%
Electric	403-343-18500	SPECIAL PROJECT - MATERIAL SALES	60	170	(110)	283.3%
Electric	403-343-19000	CUT ON/OFF FEES	34,078	3,619	30,459	10.6%
Electric	403-343-24000	TRANSFORMER RENT	7,873	2,276	5,597	28.9%
Electric	403-343-27000	MISCELLANEOUS CHARGES	2,112	(7,168)	9,280	-339.4%
Electric	403-343-29000	POLE RENT-CABLEVISION	11,546	-	11,546	0.0%
Electric	403-343-90000	MISCELLANEOUS REVENUES	2,712	-	2,712	0.0%
Electric	403-361-10000	INTEREST REVENUE	14,087	-	14,087	0.0%
Electric	403-361-13000	UNREALIZED GAIN-PRUDENTIAL BACHE	1,000	-	1,000	0.0%
Electric	403-369-90000	MISCELLANEOUS REVENUES	1,410	-	1,410	0.0%
Electric		** REVENUE TOTAL	14,805,715	3,224,463	11,581,252	21.8%
Electric						
Electric	403-502-531-10120	REGULAR SALARIES & WAGES	15,912	-	15,912	0.0%
Electric	403-502-531-10140	OVERTIME	510	-	510	0.0%
Electric	403-502-531-10210	FICA TAXES	1,256	-	1,256	0.0%
Electric	403-502-531-10220	RETIREMENT CONTRIBUTIONS	1,971	-	1,971	0.0%
Electric	403-502-531-10230	LIFE & HEALTH INSURANCE	4,741	-	4,741	0.0%
Electric	403-502-531-30430	UTILITIES	4,657	270	4,387	5.8%
Electric	403-502-531-30461	R/M-OFFICE EQUIPMENT	636	-	636	0.0%
Electric	403-502-531-30462	REPAIR & MAINT - EQUIP AND TOOLS	500	-	500	0.0%
Electric	403-502-531-30463	REPAIR & MAINT - BLDS AND GROUNDS	500	64	116	12.8%
Electric	403-502-531-30491	OTHER OPERATING EXPENSE	1,000	-	1,000	0.0%
Electric	403-502-531-30521	OPERATING SUPPLIES	850	-	250	0.0%
Electric	403-502-531-30522	OPERATING SUPPLIES - UNIFORMS	300	(26)	153	-8.8%
Electric	403-520-531-10110	EXE SALARIES & WAGES	26,702	6,184	20,518	23.2%
Electric	403-520-531-10120	REGULAR SALARIES & WAGES	65,785	11,318	54,467	17.2%
Electric	403-520-531-10140	OVERTIME	41	1	40	3.6%
Electric	403-520-531-10210	FICA TAXES	7,078	894	6,184	12.6%
Electric	403-520-531-10220	RETIREMENT CONTRIBUTIONS	10,903	1,516	9,387	13.9%
Electric	403-520-531-10230	LIFE & HEALTH INSURANCE	20,122	3,082	17,040	15.3%
Electric	403-520-531-30341	CONTRACTUAL SERVICES	176,300	13,322	158,958	7.6%
Electric	403-520-531-30343	PROFESSIONAL SERVICES	5,000	38	4,587	0.8%
Electric	403-520-531-30370	PURCHASED ELECTRIC	9,737,853	1,227,991	8,324,284	12.6%
Electric	403-520-531-30391	RESERVES	165,350	-	165,350	0.0%
Electric	403-520-531-30402	TRAVEL EXPENSE	2,000	793	1,207	39.7%
Electric	403-520-531-30403	GASOLINE & DIESEL	2,500	198	2,302	7.9%
Electric	403-520-531-30404	OIL & GREASE	218	-	218	0.0%
Electric	403-520-531-30405	TIRES	150	-	150	0.0%
Electric	403-520-531-30406	VEHICLE PARTS ONLY	50	-	50	0.0%
Electric	403-520-531-30407	VEHICLE REPAIRS	200	-	200	0.0%
Electric	403-520-531-30410	TELEPHONE	1,000	848	152	84.8%
Electric	403-520-531-30440	RENTALS/LEASES	2,250	-	2,073	0.0%
Electric	403-520-531-30491	OTHER OPERATING EXPENSE	20,000	712	16,334	3.6%
Electric	403-520-531-30493	TRAINING	6,600	466	(188)	7.1%
Electric	403-520-531-30511	OFFICE SUPPLIES	200	15	185	7.7%
Electric	403-520-531-30512	POSTAGE	25,000	5,000	20,000	20.0%
Electric	403-520-531-30521	OPERATING SUPPLIES	200	-	50	0.0%
Electric	403-520-531-30522	OPERATING SUPPLIES - UNIFORMS	135	67	(105)	49.6%

12/31/2013	Account Number	Description	Adjusted	YTD	Balance	%
Fiscal Year: 2014 Month: 12 G/L: * Only Act Types: R,X			Budget	Actual		
Electric	403-520-531-30540	DUES, PUBLICATION, & MEMBERSHIPS	36,500	2,215	34,285	6.1%
Electric	403-520-531-30560	BAD DEBTS	-	(1,075)	1,075	na
Electric	403-520-531-30580	STATE ASSESSMENT TAXES	2,976	-	2,976	0.0%
Electric	403-520-531-30591	UNCLAIMED PROPERTY UTILITY REFUND	3,783	-	3,783	0.0%
Electric	403-520-531-31000	OTHER OPERATING EXP - IT SUPPORT	8,000	-	8,000	0.0%
Electric	403-520-531-70700	2003 BOND DEBT SERVICE PRINCIPAL	57,317	-	57,317	0.0%
Electric	403-520-531-70701	2003 BOND DEBT SERVICE INTEREST	42,683	-	42,683	0.0%
Electric	403-520-531-90990	TRANSFER OF PROFIT	3,858,481	-	3,858,481	0.0%
Electric	403-520-531-90993	INTERFUND TRANSFER TO SEWER	72,632	-	72,632	0.0%
Electric	403-520-531-90994	INTERFUND TRANSFER TO WATER	60,000	-	60,000	0.0%
Electric	403-520-531-90995	INTERFUND TRANSFER TO GAS	153,971	-	153,971	0.0%
Electric	403-520-531-91000	BUSINESS ACTIVITY SHARED EXP	238,138	-	238,138	0.0%
Electric	403-591-531-10120	REGULAR SALARIES & WAGES	282,523	58,135	224,388	20.6%
Electric	403-591-531-10140	OVERTIME	20,400	2,491	17,909	12.2%
Electric	403-591-531-10210	FICA TAXES	23,174	4,512	18,662	19.5%
Electric	403-591-531-10220	RETIREMENT CONTRIBUTIONS	36,351	6,096	30,255	16.8%
Electric	403-591-531-10230	LIFE & HEALTH INSURANCE	49,481	9,393	40,088	19.0%
Electric	403-591-531-30341	CONTRACTUAL SERVICES	2,000	-	2,000	0.0%
Electric	403-591-531-30403	GASOLINE & DIESEL	20,000	1,421	18,579	7.1%
Electric	403-591-531-30404	OIL & GREASE	750	-	750	0.0%
Electric	403-591-531-30405	TIRES	55	-	28	0.0%
Electric	403-591-531-30406	PARTS	150	-	150	0.0%
Electric	403-591-531-30407	VEHICLE REPAIRS-LABOR & PARTS	15,304	785	14,519	5.1%
Electric	403-591-531-30430	UTILITIES	390,000	24,048	365,952	6.2%
Electric	403-591-531-30440	RENTALS / LEASES	305	-	305	0.0%
Electric	403-591-531-30461	REPAIR & MAINT - OFFICE EQUIPMENT	5,000	-	5,000	0.0%
Electric	403-591-531-30462	REPAIR & MAINT - EQUIPMENT & TOOLS	6,700	944	5,756	14.1%
Electric	403-591-531-30467	REPAIR & MAINT-MAINS & LINES	71,819	12,563	58,703	17.5%
Electric	403-591-531-30468	REPAIR & MAINTENANCE - SERVICES	18,475	5,487	12,988	29.7%
Electric	403-591-531-30469	LINE CLEARING CREW	30,000	-	30,000	0.0%
Electric	403-591-531-30491	OTHER OPERATING EXPENSES	800	17	783	2.1%
Electric	403-591-531-30521	OPERATING SUPPLIES	761	-	673	0.0%
Electric	403-591-531-30522	OPERATING SUPPLIES - UNIFORMS	10,072	1,600	4,839	15.9%
Electric	403-591-531-60635	STREET LIGHTS	1,000	643	357	64.3%
Electric	403-591-531-60636	SIGNALIZATION	3,000	11	2,989	0.4%
Electric	403-591-531-60644	EQUIPMENT	36,371	-	36,371	0.0%
		** EXPENSE TOTAL	15,867,442	1,402,037	14,260,258	8.8%
Water	404-343-10000	SALES	1,280,311	322,884	957,427	25.2%
Water	404-343-15000	INTERDEPARTMENTAL SALES	93,649	28,244	65,405	30.2%
Water	404-343-16000	CONNECTIONS	6,836	500	6,336	7.3%
Water	404-343-17000	FORFEITED DISCOUNTS-PENALTIES	28,286	5,254	23,032	18.6%
Water	404-343-19000	CUT ON/OFF FEES	193	-	193	0.0%
Water	404-343-27000	MISCELLANEOUS CHARGES	12,260	(2,343)	14,603	-19.1%
Water	404-343-30000	WATER SURCHARGE O/S	63,963	15,033	48,930	23.5%
Water	404-361-10000	INTEREST REVENUE	11,654	-	11,654	0.0%
Water	404-361-13000	UNREALIZED GAIN	17,451	-	17,451	0.0%
Water	404-381-10000	INTERFUND TRANSFER	60,000	-	60,000	0.0%
Water		** REVENUE TOTAL	1,574,603	369,572	1,205,031	23.5%
Water	404-520-533-10110	EXE SALARIES & WAGES	13,351	3,092	10,259	23.2%
Water	404-520-533-10120	REGULAR SALARIES & WAGES	32,892	5,659	27,233	17.2%



12/31/2013	Account Number	Description	Adjusted	YTD	Balance	%
Fiscal Year: 2014 Month: 12 G/L: * Only Act Types: R,X			Budget	Actual		
Water	404-520-533-10140	OVERTIME	20	1	19	3.8%
Water	404-520-533-10210	FICA TAXES	3,539	447	3,092	12.6%
Water	404-520-533-10220	RETIREMENT CONTRIBUTIONS	5,552	758	4,794	13.7%
Water	404-520-533-10230	LIFE & HEALTH INSURANCE	9,935	1,541	8,394	15.5%
Water	404-520-533-30314	ANNUAL MEMBERSHIP FEES	500	-	500	0.0%
Water	404-520-533-30341	CONTRACTUAL SERVICES	22,800	82	22,428	0.4%
Water	404-520-533-30343	PROFESSIONAL SERVICES	1,000	-	1,000	0.0%
Water	404-520-533-30402	TRAVEL EXPENSE	200	-	200	0.0%
Water	404-520-533-30404	OIL & GREASE	50	-	50	0.0%
Water	404-520-533-30410	TELEPHONE	1,000	465	535	46.5%
Water	404-520-533-30440	RENTALS & LEASES	2,200	-	2,023	0.0%
Water	404-520-533-30491	OTHER OPERATING EXPENSE	7,545	162	6,565	2.1%
Water	404-520-533-30493	TRAINING	2,500	-	2,500	0.0%
Water	404-520-533-30501	PERMITS & FEES	8,000	-	8,000	0.0%
Water	404-520-533-30511	OFFICE SUPPLIES	153	15	138	10.0%
Water	404-520-533-30521	OPERATING SUPPLIES	200	-	50	0.0%
Water	404-520-533-30522	OPERATING SUPPLIES - UNIFORMS	100	7	36	6.8%
Water	404-520-533-31000	OTHER OPERATING EXP - IT SUPPORT	8,000	-	8,000	0.0%
Water	404-520-533-70710	PRINCIPAL	82,075	-	82,075	0.0%
Water	404-520-533-70711	PRINCIPAL-2003 BOND	120,600	-	120,600	0.0%
Water	404-520-533-70720	DEBT SERVICE INTEREST	140,326	-	140,326	0.0%
Water	404-520-533-70721	INTEREST-2003 BOND	116,711	-	116,711	0.0%
Water	404-520-533-90990	TRANSFER OF PROFIT	168,472	-	168,472	0.0%
Water	404-520-533-91000	BUSINESS ACTIVITY SHARED EXP	53,093	-	53,093	0.0%
Water	404-530-533-30341	CONTRACTUAL SERVICES	328,909	27,527	243,464	8.4%
Water	404-530-533-30391	RESERVES	75,000	-	75,000	0.0%
Water	404-530-533-30430	UTILITIES	196,851	23,597	100,555	12.0%
Water	404-530-533-30466	REPAIR & MAINTENANCE - PLANT	4,492	-	4,492	0.0%
Water	404-530-533-30469	REPAIR & MAINT RESERVOIRS	15,000	5,356	9,644	35.7%
Water	404-530-533-60644	EQUIPMENT	25,028	40,290	(15,262)	161.0%
Water	404-539-533-10110	SALARIES & WAGES	21,000	-	21,000	0.0%
Water	404-539-533-10120	REGULAR SALARIES & WAGES	56,308	18,859	37,449	33.5%
Water	404-539-533-10140	OVERTIME	2,295	1,629	666	71.0%
Water	404-539-533-10210	FICA TAXES	6,090	1,454	4,636	23.9%
Water	404-539-533-10220	RETIREMENT CONTRIBUTIONS	9,552	2,141	7,411	22.4%
Water	404-539-533-10230	LIFE & HEALTH INSURANCE	15,930	5,415	10,515	34.0%
Water	404-539-533-30403	GASOLINE & DIESEL	2,300	256	2,044	11.1%
Water	404-539-533-30404	OIL & GREASE	500	-	500	0.0%
Water	404-539-533-30405	TIRES	100	-	73	0.0%
Water	404-539-533-30406	AUTO PARTS	50	-	50	0.0%
Water	404-539-533-30407	VEHICLE REPAIRS-PARTS AND LABOR	50	-	50	0.0%
Water	404-539-533-30440	RENTALS/LEASES	200	-	200	0.0%
Water	404-539-533-30462	REPAIR & MAINT- EQUIPMENT & TOOLS	3,100	-	3,100	0.0%
Water	404-539-533-30467	REPAIR & MAINT.-MAINS & LINES	14,160	2,655	11,505	18.8%
Water	404-539-533-30468	REPAIR & MAINT.- SERVICES	10,700	5,815	4,885	54.4%
Water	404-539-533-30491	OTHER OPERATING EXPENSE	1,000	-	1,000	0.0%
Water	404-539-533-30521	OPERATING SUPPLIES	300	-	300	0.0%
Water	404-539-533-30522	OPERATING SUPPLIES - UNIFORMS	1,168	216	432	18.5%
Water	404-539-533-60644	EQUIPMENT	10,000	-	10,000	0.0%
		** EXPENSE TOTAL	1,600,897	147,438	1,320,802	9.2%
Gas	405-343-10000	GAS SALES	1,642,809	337,443	1,305,366	20.5%

12/31/2013	Account Number	Description	Adjusted	YTD	Balance	%
Fiscal Year: 2014 Month: 12 G/L: * Only Act Types: R,X			Budget	Actual		
Gas	405-343-15000	GAS INTERDEPARTMENTAL SALES	10,921	1,188	9,733	10.9%
Gas	405-343-16000	GAS CONNECTIONS	991	-	991	0.0%
Gas	405-343-17000	GAS FORFEITED DISCS-PENALTIES	23,402	4,098	19,304	17.5%
Gas	405-343-19000	GAS CUT ON/OFF FEES	157	157	0	99.9%
Gas	405-343-27000	GAS OTHER CHARGES	6,348	307	6,041	4.8%
Gas	405-361-10000	INTEREST REVENUE	2,873	-	2,873	0.0%
Gas	405-369-90000	MISCELLANEOUS REVENUE	1,063	-	1,063	0.0%
Gas	405-381-10000	INTERFUND TRANSFER	153,971	-	153,971	0.0%
Gas		** REVENUE TOTAL	1,842,535	343,192	1,499,343	18.6%
Gas						
Gas	405-520-532-10110	EXE SALARIES & WAGES	13,351	3,092	10,259	23.2%
Gas	405-520-532-10120	REGULAR SALARIES & WAGES	32,892	5,659	27,233	17.2%
Gas	405-520-532-10140	OVERTIME	20	1	19	3.8%
Gas	405-520-532-10210	FICA TAXES	3,539	447	3,092	12.6%
Gas	405-520-532-10220	RETIREMENT CONTRIBUTIONS	5,549	758	4,791	13.7%
Gas	405-520-532-10230	LIFE & HEALTH INSURANCE	9,939	1,541	8,398	15.5%
Gas	405-520-532-30341	CONTRACTUAL SERVICES	66,301	82	65,929	0.1%
Gas	405-520-532-30380	PURCHASED GAS	929,130	155,635	773,495	16.8%
Gas	405-520-532-30402	TRAVEL EXPENSE	200	-	200	0.0%
Gas	405-520-532-30403	GAS & DIESEL	750	-	750	0.0%
Gas	405-520-532-30404	OIL & GREASE	50	-	50	0.0%
Gas	405-520-532-30405	TIRES	100	-	100	0.0%
Gas	405-520-532-30410	TELEPHONE EXPENSE	1,000	295	705	29.5%
Gas	405-520-532-30440	RENTALS/LEASES	2,250	-	2,073	0.0%
Gas	405-520-532-30491	OTHER OPERATING EXPENSE	9,700	162	8,496	1.7%
Gas	405-520-532-30493	TRAINING	1,527	191	-	12.5%
Gas	405-520-532-30511	OFFICE SUPPLIES	175	15	160	8.8%
Gas	405-520-532-30521	OPERATING SUPPLIES	150	-	-	0.0%
Gas	405-520-532-30522	OPERATING SUPPLIES - UNIFORMS	135	7	71	5.0%
Gas	405-520-532-31000	OTHER OPERATING EXP - IT SUPPORT	8,000	-	8,000	0.0%
Gas	405-520-532-90990	TRANSFER OF PROFIT	578,391	-	578,391	0.0%
Gas	405-520-532-91000	BUSINESS ACTIVITY SHARED EXP	86,468	-	86,468	0.0%
Gas	405-561-532-10120	REGULAR SALARIES & WAGES	57,257	6,174	51,083	10.8%
Gas	405-561-532-10140	OVERTIME	2,069	19	2,050	0.9%
Gas	405-561-532-10210	FICA TAXES	4,538	442	4,096	9.7%
Gas	405-561-532-10220	RETIREMENT CONTRIBUTIONS	7,119	734	6,385	10.3%
Gas	405-561-532-10230	LIFE & HEALTH INSURANCE	10,538	1,378	9,160	13.1%
Gas	405-561-532-30403	GASOLINE & DIESEL	3,500	421	3,079	12.0%
Gas	405-561-532-30404	OIL & GREASE	300	-	300	0.0%
Gas	405-561-532-30405	TIRES	150	-	123	0.0%
Gas	405-561-532-30406	VEHICLE PARTS	152	91	61	60.2%
Gas	405-561-532-30407	VEHICLE REPAIR PARTS AND LABOR	200	-	200	0.0%
Gas	405-561-532-30430	UTILITIES	2,450	182	2,268	7.4%
Gas	405-561-532-30440	RENTALS/LEASES	328	88	240	26.8%
Gas	405-561-532-30462	REPAIR & MAINT-EQUIPMENT & TOOLS	927	-	639	0.0%
Gas	405-561-532-30467	MAINT. OF MAINS & LINES - GAS	18,585	428	17,999	2.3%
Gas	405-561-532-30468	MAINTENANCE OF SERVICES - GAS	6,120	60	6,060	1.0%
Gas	405-561-532-30491	OTHER OPERATING EXPENSE	200	-	200	0.0%
Gas	405-561-532-30520	OPER SUPP-WATER HEATERS	2,000	-	2,000	0.0%
Gas	405-561-532-30521	OPERATING SUPPLIES	200	-	200	0.0%
Gas	405-561-532-30522	OPERATING SUPPLIES - UNIFORMS	1,502	239	686	15.9%
Gas		** EXPENSE TOTAL	1,867,752	178,139	1,685,509	9.5%

12/31/2013	Account Number	Description	Adjusted	YTD	Balance	%
Fiscal Year: 2014 Month: 12 G/L: * Only Act Types: R,X			Budget	Actual		
Refuse	406-343-11000	RESIDENTIAL SALES	623,837	164,302	459,535	26.3%
Refuse	406-343-12000	COMMERCIAL SALES	463,618	120,974	342,644	26.1%
Refuse	406-343-15000	YARD TRASH COLLECTION	69,126	35,160	33,966	50.9%
Refuse	406-343-17000	FORFEITED DISCOUNTS-PENALTIES	20,716	5,046	15,670	24.4%
Refuse		** REVENUE TOTAL	1,177,297	325,483	851,814	27.6%
Refuse	406-410-539-30360	ADMINISTRATIVE SERVICES	65,000	-	65,000	0.0%
Refuse	406-410-539-30443	RESIDENTIAL REFUSE	592,560	93,998	498,562	15.9%
Refuse	406-410-539-30480	LANDFILL TIPPING FEES	56,618	4,978	51,640	8.8%
Refuse	406-410-539-31443	COMMERCIAL REFUSE	499,101	82,995	416,106	16.6%
Refuse	406-410-539-91000	BUSINESS ACTIVITY SHARED EXP	29,018	-	29,018	0.0%
		** EXPENSE TOTAL	1,242,297	181,971	1,060,326	14.6%
Landfill	407-343-44000	GARBAGE TIPPING FEES	259,784	51,859	207,925	20.0%
Landfill	407-361-10000	INTEREST INCOME	286	-	286	0.0%
Landfill		** REVENUE TOTAL	260,070	51,859	208,211	19.9%
Landfill	407-422-536-10120	REGULAR SALARIES & WAGES	50,341	12,204	38,137	24.2%
Landfill	407-422-536-10140	OVERTIME	5,100	1,211	3,889	23.8%
Landfill	407-422-536-10210	FICA TAXES	4,241	911	3,330	21.5%
Landfill	407-422-536-10220	RETIREMENT CONTRIBUTIONS	6,653	1,478	5,175	22.2%
Landfill	407-422-536-10230	LIFE & HEALTH INSURANCE	18,983	3,695	15,288	19.5%
Landfill	407-422-536-30312	ENGINEERING FEES	8,173	978	7,195	12.0%
Landfill	407-422-536-30346	MONITORING FEES	49,450	850	36,585	1.7%
Landfill	407-422-536-30430	UTILITIES	1,354	82	1,272	6.0%
Landfill	407-422-536-30462	REPAIR & MAINT-EQUIPMENT & TOOLS	434	-	434	0.0%
Landfill	407-422-536-30463	REPAIR & MAINT.-BUILDINGS & GROUND	502	-	502	0.0%
Landfill	407-422-536-30491	OTHER OPERATING EXPENSE	6,692	-	6,692	0.0%
Landfill	407-422-536-30493	TRAINING	1,000	-	1,000	0.0%
Landfill	407-422-536-30501	PERMITS	200	-	200	0.0%
Landfill	407-422-536-31000	OTHER OPERATING EXP - IT SUPPORT	8,000	-	8,000	0.0%
Landfill	407-422-536-90990	TRANSFER PROFIT	49,059	-	49,059	0.0%
Landfill	407-422-536-91000	BUSINESS ACTIVITY SHARED EXP	49,675	-	49,675	0.0%
		** EXPENSE TOTAL	259,857	21,409	226,433	8.2%
Telecom	408-340-00000	INTERNET PROVIDER FEES	5,700	99	5,601	1.7%
Telecom	408-340-20000	BROADBAND SALES	60,715	9,176	51,539	15.1%
Telecom	408-340-30000	ARBOR CREST CABLE SALES	-	600	(600)	na
Telecom	408-340-40000	BROADBAND - BUSINESS	13,905	2,108	11,797	15.2%
Telecom	408-340-50000	BROADBAND - GOVERNMENT	17,194	818	16,376	4.8%
Telecom	408-345-10000	QFONE-RESIDENTIAL SALES	28,443	-	28,443	0.0%
Telecom	408-345-20000	QFONE RESIDENTIAL INSTALLATION	176	-	176	0.0%
Telecom	408-355-10000	QFONE BUSINESS SALES	14,734	-	14,734	0.0%
Telecom	408-355-20000	QFONE BUSINESS INSTALLATION	25	-	25	0.0%
Telecom		** REVENUE TOTAL	140,892	12,801	128,091	9.1%
Telecom	408-539-539-10110	EXECUTIVE SALARIES & WAGES	22,957	4,501	18,456	19.6%
Telecom	408-539-539-10120	REGULAR SALARIES & WAGES	22,322	5,590	16,732	25.0%
Telecom	408-539-539-10210	FICA	3,464	712	2,752	20.6%
Telecom	408-539-539-10220	RETIREMENT CONTRIBUTIONS	5,433	774	4,659	14.2%

12/31/2013	Account Number	Description	Adjusted	YTD	Balance	%
Fiscal Year: 2014 Month: 12 G/L: * Only Act Types: R,X			Budget	Actual		
Telecom	408-539-539-10230	LIFE & HEALTH INSURANCE	12,472	2,337	10,135	18.7%
Telecom	408-539-539-30341	CONTRACTUAL SERVICES	34,741	21,962	1,796	63.2%
Telecom	408-539-539-30343	PROFESSIONAL SERVICES	3,168	-	3,168	0.0%
Telecom	408-539-539-30360	ADMINISTRATIVE SERVICES	454	-	454	0.0%
Telecom	408-539-539-30370	MARKETING & ADVERTISING	2,000	-	2,000	0.0%
Telecom	408-539-539-30402	TRAVEL EXPENSES	810	-	810	0.0%
Telecom	408-539-539-30403	GAS & DIESEL	3,088	674	2,414	21.8%
Telecom	408-539-539-30410	TELEPHONE	6,379	1,985	4,394	31.1%
Telecom	408-539-539-30430	UTILITIES	11,156	1,055	10,101	9.5%
Telecom	408-539-539-30461	REPAIR & MAINTENANCE	2,136	-	2,136	0.0%
Telecom	408-539-539-30470	PRINTING & BINDING	124	-	124	0.0%
Telecom	408-539-539-30491	OTHER OPERATING EXPENSES	4,079	1,587	2,482	38.9%
Telecom	408-539-539-30511	OFFICE SUPPLIES	363	-	363	0.0%
Telecom	408-539-539-30521	OPERATING SUPPLIES	4,444	-	4,444	0.0%
Telecom	408-539-539-60644	EQUIPMENT	492	-	492	0.0%
Telecom	408-539-539-70711	PRINCIPAL-NET QUINCY BLDG	19,200	-	19,200	0.0%
Telecom	408-539-539-70721	INTEREST-NET QUINCY BLDG	1,600	-	1,600	0.0%
Telecom	408-539-539-90990	TRANSFER PROFIT	14,474	-	14,474	0.0%
		** EXPENSE TOTAL	175,356	41,176	123,186	23.5%
IT - Internal Service	508-539-539-10110	EXECUTIVE SALARIES & WAGES	32,203	6,752	25,451	21.0%
IT - Internal Service	508-539-539-10120	REGULAR SALARIES & WAGES	20,091	5,590	14,501	27.8%
IT - Internal Service	508-539-539-10210	FICA	4,342	878	3,464	20.2%
IT - Internal Service	508-539-539-10220	RETIREMENT CONTRIBUTIONS	6,811	826	5,985	12.1%
IT - Internal Service	508-539-539-10230	LIFE & HEALTH INSURANCE	14,745	2,521	12,224	17.1%
IT - Internal Service	508-539-539-30341	CONTRACTUAL SERVICES	18,859	4,279	11,528	22.7%
IT - Internal Service	508-539-539-30343	PROFESSIONAL SERVICES	31,000	1,734	29,266	5.6%
IT - Internal Service	508-539-539-30360	ADMINISTRATIVE SERVICES	1,500	-	1,500	0.0%
IT - Internal Service	508-539-539-30402	TRAVEL EXPENSE	800	1,605	(805)	200.6%
IT - Internal Service	508-539-539-30403	GAS & DIESEL	2,626	-	2,626	0.0%
IT - Internal Service	508-539-539-30410	TELEPHONE	3,000	-	3,000	0.0%
IT - Internal Service	508-539-539-30470	PRINTING & BINDING	1,475	-	1,475	0.0%
IT - Internal Service	508-539-539-30491	OTHER OPERATING EXPENSES	19,586	8,271	10,545	42.2%
IT - Internal Service	508-539-539-30511	OFFICE SUPPLIES	455	-	455	0.0%
IT - Internal Service	508-539-539-30521	OPERATING SUPPLIES	3,000	-	3,000	0.0%
IT - Internal Service	508-539-539-60644	EQUIPMENT	9,708	-	9,708	0.0%
IT - Internal Service	508-539-539-70710	2003 BOND DEBT SERVICE PRINCIPAL	26,100	-	26,100	0.0%
IT - Internal Service	508-539-539-70720	2003 BOND DEBT SERVICE INTEREST	72,941	-	72,941	0.0%
		** EXPENSE TOTAL	269,242	32,457	232,964	12.1%

CITY OF QUINCY, FLORIDA  
ANALYSIS - COMPARISON OF ESTIMATED TO ACTUAL COLLECTIONS  
FOR PERIOD SEPTEMBER 1, 2013 TO December 31, 2013

<u>Period</u>	<u>Estimated Collections</u>	<u>Actual Collections</u>	<u>Variance</u>
Sep-2013	\$ 1,710,161.76	\$ 1,888,654.95	\$ 178,493.19
Oct-2013	1,886,411.98	1,945,304.63	58,892.65
Nov-2013	2,212,278.94	2,121,931.58	(90,347.36)
Dec-2013	1,875,682.24	1,950,276.35	74,594.11
Jan-2014			
Feb-2014			
Mar-2014			
Apr-2014			
May-2014			
Jun-2014			
Jul-2014			
Aug-2014			
Sep-2014			
<b>Total</b>	<b>\$ 7,684,534.92</b>	<b>\$ 7,906,167.51</b>	<b>\$ 221,632.59</b>

Based on a comparison to the same time period one year ago.

A/P as of 12/31/13		Due Pre-	Due Pre-	Due Pre-	Due Pre-	Total Invoices
Vendor #	Vendor Name	9/30/2013	10/31/2013	11/30/2013	12/31/2013	
230	TDS TELECOM	-	-	-	(481)	(481)
114327	Pro-Am Safety, Inc.	24	-	-	-	24
146533	BIG BEND CHAPTER FGFOA	30	-	-	-	30
114366	HD SUPPLY WATERWORKS	-	-	-	40	40
399	ZEE MEDICAL SERVICE CO.	-	47	-	-	47
146651	BUDGET PRINTING	-	-	50	-	50
145543	State Farm Insurance	-	-	-	69	69
114477	EDWARD FIRE PROTECTION, IN	-	70	-	-	70
3464	PRIDE ENERPRISES	71	-	-	-	71
5466	JONES WELDING & INDUSTRIAL	-	-	71	-	71
9735	EDWARDS FIRE PROTECTION, I	-	-	75	-	75
9273	IMSA	-	-	80	-	80
145053	FedEx	-	-	-	80	80
146084	TALLAHASSEE WELDING & MAINT	-	81	-	-	81
500	Comcast Cable Communicator	2	2	68	10	82
145660	DIGITAL-ALLY	83	-	-	-	83
146534	THE SHOE BOX	-	-	93	-	93
146617	VILANO BEACH MAIN STREET II	95	-	-	-	95
114319	AWARDS 4U	-	-	-	100	100
426	CONTINENTAL AMERICAN INSUR	-	-	-	102	102
791	FLORIDA GOVERNMENT FINANCIAL	105	-	-	-	105
146616	FLOOKAHS OYSTER BAR & GRILL	109	-	-	-	109
114754	NORTH AMERICAN NUMBERING	-	-	-	127	127
146127	CITRUS PUBLISHING	131	-	-	-	131
145149	Robert E. Beach	-	140	-	-	140
146659	CHEROKEE COUNTRY KENNEL	-	-	-	144	144
4388	BURDICK'S HEATING AND A/C	150	-	-	-	150
5180	NORTH FLORIDA SAFETY COUNCIL	150	-	-	-	150
1402	KENON PLUMBING SERVICE	153	-	-	-	153
114536	SHRED-IT	-	39	78	39	156
4218	GPM EQUIPMENT SALES, INC.	-	-	-	158	158
229	RING POWER CORPORATION	136	-	32	-	169
5788	NATIONAL NOTARY ASSOCIATION	170	-	-	-	170
10922	PATRICK E. COOK PH.D	175	-	-	-	175
146644	BARBARA DRAKE	175	-	-	-	175
3841	CAPITAL HYDRAULICS INC	55	124	-	-	179
850	MARIANNA AUTO PARTS	210	-	-	-	210
9392	NFPA	215	-	-	-	215
9772	SOUTHEAST DIGITAL NETWORKING	-	-	218	-	218
11529	ADT SECURITY SERVICES, INC.	113	2	113	5	232
6621	ESPOSITO NURSERY, INC.	237	-	-	-	237
145518	Georgia Department of Revenue	-	-	-	238	238
9978	CRAWFORD & SONS OIL CO., INC	122	117	-	-	239
221	PARMER'S INC.	240	-	-	-	240
114466	AMERICAN DATA GROUP INC.	240	-	-	-	240
372	COMMUNITY COFFEE COMPANY	212	37	-	-	249
145238	Florida League of Mayors, Inc.	-	-	250	-	250
3532	GALL'S INC.	253	-	-	-	253
146641	POPS KOUNTRY KITCHEN	-	266	-	-	266
5586	DAVIS SAFE & LOCK, INC.	256	-	-	12	268
5580	FICPA	275	-	-	-	275
146089	Mike Bryant	-	-	-	275	275
670	HEATH CONSULTANTS, INC.	-	-	-	276	276
11538	CHECKCARE	150	150	-	-	300
114313	ZP SYSTEMS, INC.	300	-	-	-	300
145244	Patients First	-	-	-	310	310
4933	RDJ SPECIALITIES, INC.	316	-	-	-	316
2206	QUALITY WATER SUPPLY	87	87	73	73	320
918	SUNSTATE METER & SUPPLY	348	-	-	-	348
3799	AMERICAN BUSINESS CENTER INC	349	-	-	-	349
145423	Tallahassee Memorial Healthcare	83	268	-	-	351
3197	WILLIAMS COMMUNICATIONS	-	-	356	-	356

A/P as of 12/31/13		Due Pre-	Due Pre-	Due Pre-	Due Pre-	Total Invoices
Vendor #	Vendor Name	9/30/2013	10/31/2013	11/30/2013	12/31/2013	
119	BIG BEN WRECKER & AUTO BO	375	-	-	-	375
127	CLARK MUNROE TRACTOR COM	386	6	-	-	392
114538	CLARK SALES DISPLAY, INC.	-	-	-	399	399
254	SUBER & WEAVER EQUIPMENT	408	-	-	-	408
114506	RICOH USA INC	-	-	223	207	429
9343	SUNSHINE STATE ONE CALL	214	72	68	80	433
5649	SONITROL OF TALLAHASSEE IN	109	109	109	109	435
6798	JOHN JONES A/C, HEATING	447	-	-	-	447
3625	CAPITAL RUBBER & INDUSTRIA	461	-	-	-	461
5291	NORTH FLORIDA VAULT & SEP'	480	-	-	-	480
9084	SAFETY-KLEEN	339	25	128	-	492
3325	ALSCO INC.	368	77	78	41	565
749	HAVANA FORD INC.	284	237	-	57	579
943	EXECUTIVE OFFICE FURNITURE	472	43	78	-	593
9616	GROUND'S MAINTENANCE SER'	-	-	649	-	649
9863	FIRST CALL TRUCK PARTS	-	439	213	-	652
146541	JERRY A. PARKS	654	-	-	-	654
146645	AJENE A YORK	-	-	654	-	654
982	QUILL CORPORATION	-	-	662	-	662
146583	GPI AGENCY	387	50	93	151	681
114615	PETERSEN INDUSTRIES, INC.	730	-	-	-	730
145745	PYROTECNICO	750	-	-	-	750
146163	SEABORN PRINTING COMPANY	-	-	761	-	761
5636	FLORIDA LEAGUE OF CITIES, IN	-	765	-	-	765
5861	DRAKE'S CARPETS	800	-	-	-	800
146484	CLASSIC INSURANCE	810	-	-	-	810
144967	Trinity Analysis Development	-	-	850	-	850
524	PAUL'S PEST CONTROL	80	199	127	460	866
146004	MAGIC BROADCASTING	-	870	-	-	870
246	SOUTHEASTERN TESTING	-	944	-	-	944
146053	HILAIRE DESA	1,000	-	-	-	1,000
8923	TOM HORNE SUPPLY CO.	-	-	-	1,020	1,020
5184	PRIORITY NEWS, INC.	498	390	-	232	1,120
145144	Midway Tire	559	564	-	-	1,123
145256	Presstek Inc.	-	-	1,165	-	1,165
145030	NORTH AMERICAN ELECTRIC R	-	-	-	1,209	1,209
145459	Boone Signs, Inc.	-	-	1,210	-	1,210
3171	ATCO INTERNATIONAL	1,259	-	-	-	1,259
145403	The Maintenance Connection,	340	354	570	-	1,265
146075	Bandwidth.com	-	-	-	1,284	1,284
4565	NAFECO, INC.	1,380	9	9	21	1,419
6696	BENTLEY SYSTEMS, INC.	710	-	-	710	1,420
12042	CUMULUS BROADCASTING OF	1,420	-	-	-	1,420
6597	Florida Combined Life/LTD	-	-	-	1,461	1,461
146118	BRADWELL MORTUARY	-	1,500	-	-	1,500
114618	HD SUPPLY POWER SOLUTION!	-	815	-	713	1,528
1342	FLORIDA STATE UNIVERSITY CE	788	-	788	-	1,575
9915	STUART C. IRBY CO.	1,466	238	-	-	1,704
251	STONE'S INCORPORATED	-	-	-	1,709	1,709
145136	Georgia-Florida Bark & Mulch	-	-	-	1,750	1,750
3537	CITY SERVICES	-	191	1,560	-	1,751
145515	Community Redevelopment A	2,022	-	-	-	2,022
11070	CINTAS CORPORATION #646	-	826	441	826	2,092
114510	FLORIDA MUNICIPAL ELECTRIC	2,094	-	-	-	2,094
11007	RESCUE SYSTEMS UNLIMITED	-	-	2,095	-	2,095
145066	AG-PRO COMPANIES	1,148	842	182	-	2,172
4735	FIRST COMMUNICATIONS INC.	-	-	-	2,209	2,209
130	W.S. DARLEY & COMPANY	1,902	493	-	-	2,394
197	MARPAN SUPPLY CO., INC	2,423	-	-	-	2,423
222	PEAVY & SON	1,547	78	672	253	2,550
1062	LEWIS-SMITH SUPPLY CORP	1,571	411	782	-	2,764
117	BELL AND BATES HARDWARE	2,321	386	23	246	2,976
4703	BSN SPORTS	2,234	945	-	-	3,179

A/P as of 12/31/13		Due Pre-	Due Pre-	Due Pre-	Due Pre-	Total Invoices
Vendor #	Vendor Name	9/30/2013	10/31/2013	11/30/2013	12/31/2013	
145721	SAFETY FIRST	-	-	-	3,200	3,200
5638	AUS FLORIDA GROUP LOCKBO)	-	1,171	856	1,192	3,218
10	UTILITY REFUNDS	-	-	-	3,338	3,338
146609	NAVEX GLOBAL INC	3,343	-	-	-	3,343
145219	Florida Combined Life/AD&D	-	-	1,257	2,118	3,375
894	CSX TRANSPORTATION	3,402	-	-	-	3,402
301	W & L TIRE & WHEEL CO.	1,338	2,090	-	-	3,428
5264	HAMPTON INN	3,520	-	-	-	3,520
5539	SOUTHEASTERN FED. POWER (	3,791	-	-	-	3,791
6216	DEPT OF ENVIRONMENTAL PR(	4,000	-	-	-	4,000
145026	VERIZON	-	-	-	4,143	4,143
8716	U S Postal Service	-	-	-	4,200	4,200
145473	Sun Trust Equipment Finance a	-	4,656	-	-	4,656
144926	THOMAS HOWELL FERGUSON,	-	4,822	-	-	4,822
752	DELL MARKETING L.P.	4,940	-	-	-	4,940
11326	FLORIDA MUNICIPAL POWER A	1,712	500	1,896	1,237	5,345
114569	MYOFFICEPRODUCTS, LLC	2,777	922	840	1,284	5,822
12036	THE GOLF CLUB OF QUINCY	-	-	-	6,056	6,056
1093	CAPITAL AREA COMMUNITY	6,300	-	-	-	6,300
144993	Superior Redi Mix	6,397	555	-	-	6,952
4487	LANGDALE FOREST PRODUCTS	7,016	-	-	-	7,016
145564	Power Services, Inc.	-	-	3,653	4,788	8,441
151	Florida Transformer, Inc.	-	1,520	7,153	-	8,673
9523	BCA WATSON RICE LLP	9,331	-	-	-	9,331
114412	ALCATEL USA MARKETING	10,044	-	-	-	10,044
146083	SITY COMMUNICATIONS INC	-	-	-	10,915	10,915
145276	Honeywell International, Inc.	-	-	-	10,975	10,975
146067	ELECTSOLVE TECHNOLOGY SOI	-	7,460	-	3,730	11,190
4740	BOARD OF COUNTY COMMISSI	3,634	3,286	2,985	2,738	12,643
145553	Gadsden County BOCC	8,200	2,740	2,150	-	13,090
11451	HATCH MOTT MACDONALD	11,010	1,928	2,777	1,270	16,985
4342	BIG BEND TRANSIT, INC	13,118	3,108	3,419	-	19,645
11646	BANK OF AMERICA	-	-	-	23,795	23,795
9746	GADSDEN COUNTY ANIMAL SE	24,188	-	8,309	-	32,498
370	Gadsden County BOCC	35,277	18,181	14,503	-	67,961
6661	FLORIDA MUNICIPAL INSURAN	-	-	-	73,577	73,577
6381	MUNICIPAL GAS AUTHORITY O	-	-	-	80,032	80,032
145533	Raymond James & Associates	120,000	-	-	-	120,000
18	AMERICAN FUNDS	61,523	30,576	29,200	28,942	150,241
145087	Waste Pro U.S.A.	-	3,848	92,363	92,276	188,487
4879	NORTH FLORIDA CONSTRUCTI	159,550	-	24,039	49,001	232,590
146566	FKC CO LTD	-	-	-	267,615	267,615
6180	OPERATIONS MANAGEMENT II	117,296	78,648	86,833	-	282,777
5708	SOUTHEASTERN POWER ADMI	204,500	-	-	185,579	390,079
Vendor Total		\$ 867,261	\$ 179,320	\$ 297,975	\$ 878,724	\$ 2,223,280

AP total as of September 30, 2013	2,007,156
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Paid on pre-9/30/2013	New purchs 10/1/2013	New purchs 11/1/2013	New purchs 12/2013 *	Total new since 9/30/13
1,139,895	179,320	297,975	878,724	1,356,018

\* Includes \$267,615 (267,615)  
and \$ 73,040 for DeWatering Eqpt. (73,040)

Normal Activity Since 9/30 (without the above equipment purchase. \$ 1,015,363





FL CITY OF QUINCY  
XXXX-XXXX-XXXX-5777  
November 05, 2013 - December 04, 2013

Purchasing Card

Company Statement

Account Information
Mail Billing Inquiries to: BANKCARD CENTER PO BOX 982238 EL PASO, TX 79998-2238
Customer Service: 1.888.449.2273 24 Hours
TTY Hearing Impaired: 1.800.222.7365 24 Hours
Outside the U.S.: 1.509.353.6656 24 Hours
For Lost or Stolen Card: 1.888.449.2273 24 Hours

Payment Information
Statement Date ..... 12/04/13
Payment Due Date ..... 12/18/13
Days in Billing Cycle ..... 30
Credit Limit ..... \$250,000
Cash Limit ..... \$250,000
Total Payment Due ..... \$23,794.66

Account Summary
Previous Balance ..... \$40,492.60
Payments ..... -\$40,492.60
Credits ..... -\$226.93
Cash ..... \$0.00
Purchases ..... \$24,020.82
Other Debits ..... \$0.00
Overlimit Fee ..... \$0.00
Late Payment Fee ..... \$0.00
Cash Fees ..... \$0.00
Other Fees ..... \$0.77
Finance Charge ..... \$0.00
Current Balance ..... \$23,794.66

RECEIVED  
DEC 09 2013  
FINANCE

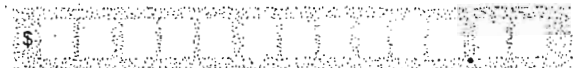
Cardholder Activity Summary					
Account Number	Credit Limit	Credits	Cash	Purchases and Other Debits	Total Activity
XXXXXXXXXX-5834	3,000	226.93	0.00	3,030.41	2,803.48
XXXXXXXXXX-2696	500	0.00	0.00	80.61	80.61
XXXXXXXXXX-4581	1,500	0.00	0.00	159.01	159.01
XXXX-XXXX-XXXX-6458	9,858	0.00	0.00	57.50	57.50



Account Number: XXXX-XXXX-XXXX-5777  
November 05, 2013 - December 04, 2013

Total Payment Due ..... \$23,794.66  
Payment Due Date ..... 12/18/13

Enter payment amount



Check here for a change of mailing address or phone numbers.  
Please provide all corrections on the reverse side.

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



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



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

\*\*N0016968





**Posting payments:** Payments received by mail at the remittance address shown on the Payment Coupon portion of the face of this statement on a banking day will be posted to your account on the day received. If we receive your mailed payment on a non-banking day, we will post it to your account on the next banking day. There may be a delay of up to 5 banking days in posting payments made at a location other than the mailing address listed on the front of your payment coupon.

**Service for the hearing impaired (TTY/TDD):** Contact our service for the hearing-impaired at 1.800.222.7365.

**Telephone monitoring:** For the purposes of monitoring and improving the quality of service, Bank's supervisory personnel may listen to and/or record telephone calls between Bank employees and any person acting on Company's behalf.

**Disclosure:** We may furnish to your employer information concerning your use of your account. To read more about our information disclosure, please visit [www.bankofamerica.com/corporatecarddisclosure](http://www.bankofamerica.com/corporatecarddisclosure) or call the customer service number listed on your statement to request a copy.

**In case of errors or questions about your bill:** Errors or questions about your bill must be received in writing no later than 60 days after we sent you the first statement on which the error or problem appeared. Please mail this information to BANKCARD CENTER, PO BOX 982238, EL PASO, TX 79998-2238. Your letter must include the following information:

- The company name, cardholder name and account number in question.
- The dollar amount of the suspected error.
- A written description of the error and why you believe there is an error. If you need more information, describe the item you are unsure about.



<b>Customer Service:</b> For questions regarding transactions, general assistance, and reporting lost and stolen cards, call:	
<u>Within the U.S.</u> 1.888.449.2273	<u>Outside the U.S.</u> 1.509.353.6656 (collect calls accepted)

**Thank you for your business.**

**Please write your change of address here:**

_____	
Street	
_____	
City	
_____	_____
State	Zip
(    )	(    )
_____	_____
Home Phone	Business Phone

**Posting payments:** Payments received by mail at the remittance address shown on the Payment Coupon portion of the face of this statement on a banking day will be posted to your account on the day received. If we receive your mailed payment on a non-banking day, we will post it to your account on the next banking day. There may be a delay of up to 5 banking days in posting payments made at a location other than the mailing address listed on the front of your payment coupon.

**Cardholder Activity Summary**

Account Number Credit Limit	Credits	Cash	Purchases and Other Debits	Total Activity
XXXX-XXXX-XXXX-7167 50,000	0.00	0.00	19,166.54	19,166.54
XXXX-XXXX-XXXX-2285 1,500	0.00	0.00	271.34	271.34
XXXX-XXXX-XXXX-5884 1,094	0.00	0.00	36.40	36.40
XXXX-XXXX-XXXX-3558 1,500	0.00	0.00	475.97	475.97
XXXX-XXXX-XXXX-4834 2,500	0.00	0.00	743.81	743.81

**Transactions**

Posting Transaction Date Date	Description	Reference Number	MCC	Charge	Credit
FL CITY OF QUINCY Account Number: XXXX-XXXX-XXXX-5777					Total Activity
12/02 11/29	PAYMENT THANK YOU	3366551236007AZ	70000003333825086551236 0008		40,492.60
					Total Activity
Account Number: XXXX-XXXX-XXXX-5834					2,803.48
11/25 11/22	QUINCY AUTO PARTS QUINCY FL	24210733326200006900059	5533	138.40	
11/25 11/22	AMERICAN TRANSMISSION TALLAHASSEE FL	24254773328275325601282	7538	884.52	
11/26 11/25	QUINCY AUTO PARTS 850-627-9551 FL	24210733329200006100053	5533	181.85	
11/26 11/25	W & L TIRE & WHEEL CO INCQUINCY FL	24137473330005369793570	5532	308.12	
11/27 11/25	FOUR STAR FREIGHTLINER 850-7010163 FL	24695883329900018031512	7538	800.36	
11/27 11/25	CAPITAL HYDRAULICS TALLAHASSEE FL	24512393330091000017517	5046	40.00	
11/29 11/26	CAPITAL TRUCK, INC TALLAHASSEE FL	24707803331980156305225	5013	136.15	
11/29 11/27	CAPITAL TRUCK, INC TALLAHASSEE FL	74707803332980156305203	5013		136.15
12/02 11/29	QUINCY AUTO PARTS 850-627-9551 FL	24210733333200006400010	5533	39.95	
12/03 12/02	WAL-MART #0488 QUINCY FL	24226383337091007874978	5411	118.76	
12/03 12/02	VICTORY CORPS 763-746-1371 MN	24765013337286000028529	5046	90.78	
12/04 12/02	VICTORY CORPS 763-746-1371 MN	24765013338286000028619	5046	242.37	
12/04 12/03	STONES HOME CENTERS STOREQUINCY FL	24013393337000176320925	5200	29.15	
12/04 12/03	W & L TIRE & WHEEL CO INCQUINCY FL	24137473338005391081566	5532	20.00	
12/04 12/03	SIGN ZONE, INC 7637461350 MN	74765013337200000097603	5046		90.78
					Total Activity
Account Number: XXXX-XXXX-XXXX-2696					80.61
11/29 11/27	HILLY FIELDS FLORISTS AND850-6810558 FL	24755423331273315496020	5992	80.61	
					Total Activity
Account Number: XXXX-XXXX-XXXX-4681					169.01
11/14 11/13	WAL-MART #0488 QUINCY FL	24226383318091004816728	5411	81.01	
11/15 11/14	WW GRAINGER 877-2022594 PA	24755423319733193175778	5085	57.06	
11/29 11/28	WAL-MART #0488 QUINCY FL	24226383333091003480576	5411	20.94	
					Total Activity
Account Number: XXXX-XXXX-XXXX-6458					57.50
11/06 11/05	FEDEX 444670493 800-4633339 TN	24164073309741148999960	4215	32.00	
11/06 11/05	FEDEX 444670492 800-4633339 TN	24164073309741149004109	4215	25.50	
					Total Activity
Account Number: XXXX-XXXX-XXXX-7167					19,166.54
11/07 11/05	HD SUPPLY UTILITIES, LTD 9402707200 FL	24792623310014000990413	5065	9,762.00	
11/13 11/12	SUPERIOR REDI MIX 850-575-1532 FL	24506013316980034963615	1771	6,951.75	
11/29 11/27	CINTAS K67 800-2468271 OH	24717053331273310005547	7399	1,193.65	
12/04 12/03	ATCO MANUFACTURING COMPAN973-3000174 GA	24275393337388700430457	2842	1,259.14	
					Total Activity
Account Number: XXXX-XXXX-XXXX-2285					271.34
11/11 11/07	AZAR'S UNIFORM TALLAHASSEE850-4021133 FL	24050803312900013700018	5137	138.00	
11/26 11/25	GADSEN COUNTY TAX COLL QUINCY FL	24427333329720036589064	9311	133.34	
					Total Activity
Account Number: XXXX-XXXX-XXXX-5884					36.40
11/20 11/19	EXECUTIVE OFFICE FURN TALLAHASSEE FL	24453883323000013600011	5021	36.40	
					Total Activity
Account Number: XXXX-XXXX-XXXX-3558					475.97



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**Transactions**

Date	Date	Description	Reference Number	MCC	Charge	Credit
11/29	11/27	VICTORY CORPS	763-746-1371 MN			
12/04	12/03	WAL-MART #0488	QUINCY FL			

Account Number: XXXX-XXXX-XXXX-4834 Total Activity 743.81

11/06	11/05	DT2GO	850-810-4246 FL	24506013309980169911172	7372	75.00
11/11	11/08	WUFOO.COM/CHARGE	813-4213676 CA	24906413312004152759648	5968	29.95
11/13	11/13	MYFAX *PROTUS IP SOLN	866-563-9212 GA	24692163317000527329350	5968	103.30
11/18	11/15	BARRACUDA NETWORKS INC	408-3425400 CA	24436543320005343092099	7372	200.00
11/18	11/15	ALFRESCO SOFTWARE	MAIDENHEAD	74830503319174129391184	8299	94.00
11/18	11/18	INTERNATIONAL TRANSACTION FEE		74830503319174129391184	0001	0.75
11/18	11/17	MYFAX *PROTUS IP SOLN	866-563-9212 GA	24692163321000115613797	5968	5.80
11/25	11/22	ACCUWEATHER INC	814-235-8540 PA	24492153327200905801563	8999	7.95
11/25	11/24	CITRIXONLINE.COM	855-837-1750 CA	24692163328000946038282	5968	49.00
11/26	11/24	ADOBE SYSTEMS, INC.	800-833-6687 WA	24610433329004023090112	5734	69.99
12/02	11/28	SKYPE	SKYPE.COM	74198813335347062533066	5968	2.99
12/02	12/02	INTERNATIONAL TRANSACTION FEE		74198813335347062533066	0001	0.02
12/03	12/02	8X8, INC. 888-898-8733	888-8988733 CA	24436543337005385972258	4816	35.02
12/03	12/02	8X8, INC. 888-898-8733	888-8988733 CA	24436543337005386018135	4816	35.02
12/03	12/02	8X8, INC. 888-898-8733	888-8988733 CA	24436543337005386018721	4816	35.02

**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.

Time Period  
11/05/13 - 12/04/13

Due Date: 12/18/2013  
Invoice Date: 12/4/2013  
Invoice #: Dec2013

BANK OF AMERICA  
P-CARD STATEMENT  
Vendor# 11646

		General Ledger #	Justification
8X8	35.02	408-539-539-30410	AFTER HOURS PHONE FOR NETQU
8X8	35.02	001-260-513-30410	HR HOTLINE
8X8	35.02	001-210-521-30410	QPD HOTLINE
ACCUWEATHER	7.95	508-539-539-30491	WEATHER DATA CM OFFICE
ADOBE SYSTEMS	69.99	508-539-539-30521	CITY ADOBE SUBSCRIPTION
ALFRESCO SOFTWARE	94.00	508-539-539-30491	CITY SHAREPOINT SITE
AMERICAN TRANSMISSION	884.52	001-450-541-30407	TRANSMISSION FOR POLICE CAR
ATCO MANUFACTURING	1,259.14	001-450-541-30406	Public works supplies
AZAR'S UNIFORM	138.00	001-220-521-30522	UNIFORMS FOR NEW OFFICER - S. PETERS
BARRACUDA NETWORKS INC	200.00	508-539-539-30341	City office site backup
CAPITAL HYDRAULICS	40.00	001-450-541-30407	SEALANT FOR BOOM TRUCK
CAPITAL HYDRAULICS	136.15	001-450-541-30406	SWITCH FOR PUBLIC WORKS VEHICLE
CAPITAL HYDRAULICS	(136.15)	001-450-541-30406	CREDIT
CINTAS	1,173.65	001-410-539-30522	employee uniforms
CINTAS	20.00	400-274-513-30522	employee uniforms
CITRIXONLINE	49.00	508-539-539-30491	GOTOMEETING
DT2GO	75.00	508-539-539-30491	COQ WEBSITE
EXECUTIVE OFFICE FURN	36.40	400-274-513-30511	OFFICE SUPPLIES
FEDEX	32.00	001-271-513-30521	OVERNIGHTED CHECK TO RONALD THOMPKINS
FEDEX	25.50	408-539-539-30491	OVERNIGHTED CHECK TO OMEGA RAIL MANAGEMENT
FOUR STAR FREIGHTLINER	800.36	001-450-541-30405	TIRES FOR POLICE EXPLORER
GADSDEN COUNTY TAX COLL	133.34	001-220-521-60644	NEW TAG FOR POLICE BICYCLE TRAILER
HD SUPPLY	9,762.00	403-591-531-30467	Utilities supplies
HILLY FIELDS FLORISTS	80.61	001-001-519-30390	FLOWERS FOR CITY COMMISSIONER FAMILY MEMBER (BROTHER)
INTERNATIONAL TRANSACTION	0.75	408-539-539-30491	CITY SKYPE ACCOUNT
INTERNATIONAL TRANSACTION	0.02	408-539-539-30410	CITY SKYPE ACCOUNT
MYFAX *PROTUS IP SOLN	10.00	001-310-572-30410	City fax services fee - REC
MYFAX *PROTUS IP SOLN	10.00	408-539-539-30410	City fax services fee - NetQ
MYFAX *PROTUS IP SOLN	10.00	002-250-552-30410	City fax services fee - CRA
MYFAX *PROTUS IP SOLN	10.00	001-260-513-30491	City fax services fee - HR
MYFAX *PROTUS IP SOLN	19.10	001-271-513-30410	City fax services fee - FIN
MYFAX *PROTUS IP SOLN	20.00	001-160-512-30410	City fax services fee - CMO
MYFAX *PROTUS IP SOLN	10.00	001-210-522-30410	City fax services fee - QFD
MYFAX *PROTUS IP SOLN	20.00	001-210-521-30410	City fax services fee - QPD
QUINCY AUTO PARTS	138.40	001-450-541-30406	SEALANT FOR BOOM TRUCK
QUINCY AUTO PARTS	181.85	001-450-541-30406	BATTERY FOR CHIEF TRUCK
QUINCY AUTO PARTS	39.95	001-450-541-30406	BULBS FOR POLICE CARS
SIGN ZONE	(90.78)	001-440-519-30491	RETURNED DECORATIONS (WRONG COLOR)
SKYPE	2.99	408-539-539-30410	CITY SKYPE ACCOUNT
STONES HOME CENTER	29.15	001-440-519-30491	SUPPLIES FOR CHRISTMAS PARADE FLOAT
SUPERIOR REDI MIX	6,951.75	001-430-541-60632	Rocks, concrete supplies
VICTORY CORPS	90.78	001-440-519-30491	SUPPLIES FOR CHRISTMAS PARADE FLOAT
VICTORY CORPS	242.37	001-440-519-30491	SUPPLIES FOR CHRISTMAS PARADE FLOAT
VICTORY CORPS	268.04	001-310-572-30491	DECORATIONS & ITEMS PURCHASED FOR CHRISTMAS PARADE
W & L TIRE	308.12	001-450-541-30405	TIRES FOR CITY FLOAT
W & L TIRE	20.00	001-450-541-30405	TIRE REPAIR FOR CITY DUMP TRAILER
WAL-MART	118.76	001-440-519-30491	SUPPLIES FOR CHRISTMAS PARADE FLOAT
WAL-MART	81.01	001-210-522-30491	CLEANING SUPPLIES
WAL-MART	20.94	001-230-522-30406	ANTIFREEZE FOR FIRE ENGINES
WAL-MART	207.93	001-310-572-30491	DECORATIONS & ITEMS PURCHASED FOR CHRISTMAS PARADE
WFFOO.COM	29.95	508-539-539-30491	INSTANT ALERT FORM REGISTRATION
WW GRAINGER	57.06	001-230-522-30462	SCBA KIT TESTING KITS
	<b>23,794.66</b>		