

# **City of Quincy**

City Hall

404 West Jefferson Street

Quincy, FL 32351

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



## **Meeting Agenda**

**Tuesday, February 26, 2013**

**6:00 PM**

**City Hall Commission Chambers**

## **City Commission**

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

**AGENDA FOR THE REGULAR MEETING OF  
THE CITY COMMISSION OF  
QUINCY, FLORIDA  
Tuesday  
February 26, 2013  
6:00 PM  
CITY HALL CHAMBERS**

**Call to Order**

**Invocation**

**Pledge of Allegiance**

**Roll Call**

**Agenda Approval**

**Approval of Minutes**

1. Approval of Minutes of the February 12, 2013 Regular Meeting  
(Sylvia Hicks, City Clerk)

**Public Hearings, Ordinances, Resolutions and Proclamations**

2. Resolution Honoring Howard E. Smith from the City of Quincy
3. Resolution Honoring Howard E. Smith from Gadsden County
4. Resolution NO. 1296-2013 Naming Fire State #2 in honor of Howard E. Smith
5. Resolution NO. 1297-2013 (Bike Trail)

**Presentation(s)**

6. Florida Arts Bike Trail

**Citizen(s) to be Heard (3 Minute Limit)**

**Consent Agenda**

## **Discussion(s)**

7. Proposed Ordinance to Amend Chapter 10 Relating to Animals to Add Requirements Regulating Pet Waste  
(Jack L. McLean Jr., City Manager, Bernard Piawah, Planning Director)
8. Rehearing of the Big Bend Bus Shuttle Status Report and Request of Funding  
(Jack L. McLean Jr., City Manager, Bernard Piawah, Planning Director)

## **Report(s)/ Information**

9. QFD Monthly Report  
(Jack L. McLean Jr. City Manager, Howard Smith, Fire Chief)
10. Financial Report as of January 31, 2013 (FY2013)/ P-Card Statement  
(Jack L. McLean Jr. City Manager, Theresa Moore, Finance Director)

## **City Manager's Report(s)**

## **City Attorney's Report(s)**

## **Commissioners' Reports**

## **Other**

## **Adjournment**

\*Item Not in Agenda Book

CITY COMMISSION  
CITY HALL  
QUINCY, FLORIDA

REGULAR MEETING  
FEBRUARY 12, 2013  
6:00 P.M.

The Quincy City Commission met in regular session Tuesday, February 12, 2013, with Mayor Commissioner Sapp presiding and the following present:

Commissioner Keith A. Dowdell  
Commissioner Larry D. Edwards  
Commissioner Gerald A. Gay, III  
Commissioner Derrick D. Elias

**Also Present:**

City Manager Jack L. McLean Jr.  
City Attorney Larry K. White  
City Clerk Sylvia Hicks  
Police Chief Walt McNeil  
Fire Chief Howard Smith  
Finance Director Theresa Moore  
Customer Service Director Ann Sherman  
Utilities Director Mike Wade  
Planning Director Bernard Piawah  
Account Control Analyst Catherine Robinson  
CRA Director Charles Hayes  
Executive Assistant to the City Manager, Cynthia Shingles  
Acting Human Resources Bessie Evans  
I T Director John Thomas  
Parks and Recreation Director Greg Taylor  
Engineering Tech Jay Teixeira  
Public Works Director Willie Earl Banks, Sr.  
OMI Representative Terry Presnell  
Sergeant At Arms Vincent Rich

**Call to Order:**

Mayor Commissioner Sapp called the meeting to order, followed by invocation and the Pledge of Allegiance.

**Approval of Agenda:**

Commissioner Gay made a motion to approve the agenda. Commissioner Dowdell seconded the motion. The ayes were unanimous.

**Approval of Minutes:**

Commissioner Edwards made a motion to approve the January 23, 2013 regular meeting minutes with any corrections if necessary. Commissioner Dowdell seconded the motion. The ayes were unanimous.

**Public Hearings, Ordinances, Resolutions and Proclamations:**

Commissioner Edwards made a motion to approve Resolution No. 1295-2013 Gadsden County Black Heritage, Culture, and Education Organization Temporary Road Closing for the 2013 Black Heritage Parade. Commissioner Dowdell seconded the motion. The ayes were unanimous.

**Presentation(s):** None

**Citizens to be Heard:** None

**Consent Agenda:** None

**Discussion(s):**

*Proposed Consent Order – Biosolids*

Mike Wade, Utilities Director stated that recent rule changes by Florida Department of Environmental Protection (FDEP) terminates all of Quincy's existing permits and require that no later than January 1, 2013, all sites shall be permitted to achieve compliance with certain provisions in Chapter 62.640, Florida Administrative Code F.A.C. He stated that the new rule now applies for permitted sites and therefore makes it more difficult for biosolids disposal requirements of the Waste Water Treatment Plant (WWTP) to be met through land application methods. After considering options such as the installation of dewatering equipment, acquiring adequate land for land application, contracting disposal to a vendor or transporting to an approved facility (Tallahassee) for disposal, staff, along with consulting engineers, Hatch Mott McDonald, determined that the most affordable long term solution was to install dewatering equipment that will create a product that can be disposed of in a landfill. The consent order will allow Quincy to continue land applying biosolids on the previously permitted sites which are now considered "unpermitted". The consent order will give Quincy through December 31, 2013 to complete the dewatering project and attain compliance with the current rule. The consent order includes a \$250 fee for cost and expenses incurred by FDEP and a stipulated \$100 per day penalty for each day of non-compliance after the time period allowed by the consent order. He stated the project is out for bid. Commissioner Gay wants language in the contract to make sure that the consultant will also bear the burden if we miss our completion date. Commissioner Gay made a motion to approve the request to authorize the Mayor to execute the consent order. Commissioner Edwards seconded the motion.

### *City of Quincy Traffic Detectors Ordinance*

A draft ordinance was presented to the Commission by the Attorney and Chief of Police to install traffic infraction detectors. Commissioner Gay stated that he wants to go on record opposing the installation of cameras. Commissioner Elias asked what percentage the City would receive. Chief McNeil stated there is a formula that determines the contractor, County and City. Ms. Hannah asked if there was data to support the installation of cameras. Chief McNeil stated yes. Commissioner Dowdell asked if there was a cost to the City. Chief McNeil stated no. Commissioner Edwards made a motion to approve the draft ordinance. Commissioner Dowdell seconded the motion. The ayes were Commissioners Dowdell, Edwards, and Sapp. Nays were Commissioners Gay and Elias. The motion carried.

### *Capital Equipment Purchase*

Public Works Director, Willie Earl Banks and Information Technology Director, John Thomas came before the Commission requesting approval for the purchase of John Deere 5083E Tractor with 20' Versa Boom Alamo 60" Head Arm Mower (Slope Mower) at a cost of \$84,000. Mr. Thomas requested a 42 feet Bucket Truck which would also be used in Public Works at a cost of \$42,900. Commissioner Dowdell made a motion to authorize the City Manager to sign the Loan Agreement with Capital City Bank in the amount of \$126,900.00 for the Slope Mower and Lift Truck. Commissioner Edwards seconded the motion. The ayes were unanimous.

### *Special Use Request to Operate a Daycare Center at 1130 Live Oak Street*

Building and Planning Director, Bernard Piawah stated that Ms. Lavern Thomas is requesting to relocate her daycare center to 1130 Live Oak Street. He stated that the Planning Board reviewed and recommended approval. He stated that Public Works, Utilities and The Police had no concerns. The Fire Department provided safety issues. Commissioner Elias made a motion to approve the Special Use Request at 1130 Live Oak Street. Commissioner Edwards seconded the motion. The ayes were unanimous.

### **Report(s)/Information:**

#### *Public Records Request Policy and Fee Table*

#### Public Records Policy

Under Chapter 119 of the Florida Statutes, the public is entitled to access to all public records except documents meeting any of the exemptions identified in the Florida Statutes. According to section 119.011 (1) of the Florida Statutes, a public record is defined as:

- All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of physical form, characteristics, or means of transmission, made or received pursuant to law

or ordinance in connection with the transaction of official business by any agency.

#### Procedures for Obtaining Records:

1. Public records requests may be made in writing or orally and directed to: the Clerk, City of Quincy at 404 West Jefferson Street, Quincy, Florida 32351, 850-618-0030, ext. 6679. All public records requests should be referred to the appropriate delegate or administrative supervisor. The delegate or administrative supervisor is responsible for appointing one or more persons to gather the requested documents and then either arranging a time for inspection of the documents or making copies available to the requestor. E-mail that does not fall within the definition of a public record should not be produced. E-mail which is a public record but contains exempt information should be produced but the exempt information must first be deleted or redacted. If in doubt as to whether an e-mail message is a public record or contains exempt information, the delegate or administrative supervisor should consult the guidelines and/or consult with the City Attorney's Office as necessary.
2. A request for access to public records must reasonably describe the record sought and be reasonably limited as to the subject matter and/or length of time represented by the record.
3. Request for access to, and inspection of, any public records may be made at City Clerk's Office during the regular business hours (Monday - Friday, 8:30 a.m. - 5:00 p.m.) exclusive of legal holidays.
4. A request may be denied if the particular document is not on file with this Office or is exempted by state law from the definition of public record.
5. No request will be denied for any refusal to be identified or to state the purpose of the request. However, reasonable restrictions may be imposed on the manner of access to an original record if the record is irreplaceable or easily damaged.
6. For certified copies of any law, resolution, deed, bond, record, document or paper deposited or kept in the City Clerk's Office, Quincy, *as required by law, the cost is \$0.50 per page and \$5.00 per certificate, \$10.00 for special certificates.*
7. For uncertified copies of any law, resolution, deed, bond, record, document or paper deposited or kept in the City Clerk's Office, Quincy, *as required by law, the cost is the actual and necessary cost of reproduction and the actual and necessary cost of transcription (\$.15/page) or \$2.00, whichever is greater*
8. The fee for certificates as to results of searches of the records and files of the City Clerk's Office is \$5.00 when a printed form is used and \$10.00 when a specially prepared form is required

9. An additional \$25.00 will be charged for preparing any record or certificate described in sections 6 through 8 above in an expeditious manner.
10. For copies of records other than records described in sections 6 through 8 above, requesters may be charged \$.15/copy for photocopies, and may be charged the actual, necessary and direct costs of photographic or other reproduction. Requesters also may be charged the actual costs of mailing or shipping any requested copies or reproductions. If the actual, necessary and direct cost of locating records responsive to a request exceeds \$50.00, the requester also may be charged that location cost. Prepayment may be required if total costs of responding to a request exceed \$5.00.
11. Per page cost and the labor cost associated with the lowest hourly rate of the person working on the document less the indirect cost. The staff will provide you, in advance, what the estimated cost shall be. However, the cost may vary dependent on the information forwarded, filed, located, sorted and assembled. The documents will be presented to you in a reasonable time, but less than thirty (30) calendar days.
12. Requests for information and historical data, and information on consumption and billing information on your personal account will not be deemed as a public records request.
13. The Clerk will make timely distribution of public records requests; and maintain a log with the date of request, fees collected, response date and person(s) responsible for replying to request.

<b>Document Description</b>	<b>Fee Per Page</b>	<b>Per Certificate</b>	<b>Special Certificate</b>
Certified copies of documents kept In the City Clerk's Office	\$ .50	\$5.00	\$10.00
Un-Certified copies of documents kept in the City Clerk's Office (reproduction & transcription)	\$.15	Or \$2.00 which-ever is greater	
Fee for certificates as to results of searches of the records and files of the City Clerk's Office.	\$5.00 for printed form	\$10.00 when using specially prepared form	
Charge for preparing any record or Certificate described in lines 1 thru 3 Above	\$25.00		



Photocopies of records described in lines 1 thru 3	\$.15 per copy	
Staff charges the lowest salary of person involved		\$10.00 Per Hour

Commissioner Dowdell made a motion to approve the Public Records Request and Fee Table. Commissioner Gay seconded the motion. The ayes were Commissioners Dowdell, Edwards, Gay, and Sapp. Nay was Commissioner Elias. The motion carried.

#### *City Cemetery Records Database*

Jay Teixeira, Engineering Tech presented to the Commission a report on the City's cemetery records and database. He stated that the Commission had expressed concern that the cemetery's database contained only names of purchasers of the cemetery plots and not the names of the deceased interred therein. He stated we have compiled the existing database of purchasers into one searchable database and have also implemented procedures to assure that all new purchasers are entered into the database. We have created a database of names, dates and plot locations of deceased and have begun populating it.

#### *Closed Account Report*

Ann Sherman, Customer Service Director presented to the Commission a report on closed accounts. She stated that the purpose was to determine the number of closed accounts and a review as to whether or not these locations were being occupied without proper authorization. She stated that we are aware of two locations where accounts were closed and the structure is being occupied without proper authorization; 404 North Madison Street – Police is investigating and 521 West Washington – Legal is involved. She stated that staff would need to (1) research each account to determine if an account was re-opened after it had been finalized, (2) If the records reflect that no new account has been opened since finalization, staff would then: (3) direct the meter readers, code enforcement, police or all of those mentioned to physically visit each location for any signs of habitation. City Attorney issued an opinion of Utility Violation. He stated based upon the fact that all utilities are disconnected to the residence which is occupied, there exist reasonable grounds to believe that the City of Quincy's Code is being violated by this individual. The improper use of the sewer system violates both the equitable requirement of the ordinances and secondly poses a threat to the health of resident(s) and/or the neighbors to this household.

#### *Smart Grid Activity*

Commissioner Elias asked what is being paid out the Smart-Grid budget. The Manager stated personnel cost, engineering, labor, professional, contractual services, equipment

and hardware. Mayor Sapp commended Ms. Sherman, Mr. Thomas and the Police Chief for implementing and educating our citizens on the smart-grid system.

**City Manager's Report:**

City Manager McLean stated that he urge citizens to sign up for the round-up program.

**City Attorney's Report:** None

**City Commissioner's Report:**

Commissioner Elias stated that we need to make sure we are kept abreast of all smart-grid funds.

Commissioner Gay concerns were:

- Dezell Street water runoff
- Action on the property at 521 Washington Street

Commissioner Edwards's concerns were:

- East entrance of Hillcrest Cemetery vines are down and the facing is deteriorating
- Fletcher Drive needs at least a 50 yard patch
- Way-side Park vagrants are using the Park
- Letters are being sent out to our citizens, especially targeting our seniors regarding our water lines. He stated this seems to be a scam.
- Asked the Mayor if she would send a formal letter to the producer of our fuel company because they are the highest in this area.

Commissioner Dowdell – None

Mayor Sapp's concerns were:

- Need a guard rail on Highway 12 East
- Traffic light at Stewart and Crawford Streets changes quick
- Will get with Mike Wade, Utilities Director on a security light that constantly comes on and goes off (regarding the location)
- House at the corner of Cooper and 4<sup>th</sup> Streets (abandoned), code enforcement issue. The Manager stated he would get a report.
- Commissioner Edwards stated that we need to have a review of our code ordinances to make them more stringent. Commissioner Gay stated he has been researching what other cities do on violations, he stated it is 30 days then it goes to another level.

Commissioner Edwards made a motion to adjourn the meeting. Commissioner Gay seconded the motion. The meeting was then adjourned.

APPROVED:

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Angela G. Sapp Mayor and Presiding  
Officer of the City Commission and of  
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

HONORING



**HOWARD E. SMITH**  
ON HIS RETIREMENT

*WHEREAS*, Howard E. Smith, Fire Chief, Quincy Fire Department, will retire on February 28, 2013 after 32 years of outstanding and meritorious service to the City of Quincy; and

*WHEREAS*, Howard Smith began his career with the City of Quincy, as a police officer, in the Quincy Police Department on May 15, 1980, and

*WHEREAS*, Howard Smith became dual certified as a police officer and firefighter and quickly advanced to Inspector, Fire Marshall, Assistant Chief; and

*WHEREAS*, as a result of diligent work and demonstrated ability, he advanced to the position of Fire Chief in March, 2005; and

*WHEREAS*, Howard has earned the respect and admiration of management, coworkers and citizens alike with his knowledge, and proven professionalism; and

*WHEREAS*, throughout his many years of service, Howard has served the Citizens, City Commission, City Managers and Employees of this City with fairness and dedication.

*NOW, THEREFORE BE IT FURTHER RESOLVED*, by the power vested in me, Angela G. Sapp as Mayor of the City of Quincy, Florida and on behalf of my colleagues of the City Commission: Mayor Pro-Tem Keith A. Dowdell, Commissioner Derrick D. Elias, Commissioner Gerald A. Gay, III, Commissioner Larry D. Edwards, Employees of the City of Quincy and the Citizens of Quincy, Florida do hereby commend and thank Howard E. Smith, for many years of dedicated service and we extend our best wishes to him and his family for continued success, happiness, and good health in the years to come.

*ADOPTED AT QUINCY, FLORIDA, THIS 26<sup>TH</sup> DAY OF FEBRUARY, 2013.*

*Angela G. Sapp*  
Mayor

Sylvia Hicks  
City Clerk

Jack L. McLean Jr.  
City Manager

# RESOLUTION

HONORING

*Howard E. Smith*

*On His Retirement As Quincy Fire Chief*

WHEREAS Howard E. Smith, a native son of Gadsden County, attended Stevens and Stewart Street Elementary, Quincy Middle School, Carter Parramore and graduated from James A. Shanks High School in 1976; and

WHEREAS after graduating high school, Howard E. Smith continued his education at the Pat Thomas Law Enforcement Academy and the Florida State Fire College; and

WHEREAS Howard E. Smith began his career with the City of Quincy as a public safety officer, in the Quincy Department of Public Safety on May 15, 1980; became dual certified as both a Police Officer and Firefighter, advanced to Fire Inspector, Fire Marshall, Assistant Fire Chief then found his place as Fire Chief in March, 2005; and

WHEREAS Howard E. Smith, after 32 years of dedicated service to the City of Quincy, will retire as Chief of the Quincy Fire Department on February 28, 2013.

THEREFORE BE IT RESOLVED that the Gadsden County Board of County Commissioners wishes to express appreciation for Chief Howard E. Smith's contributions to our County and commends Chief Smith for his 32 years of dedicated public service to the citizens of Quincy, Florida.

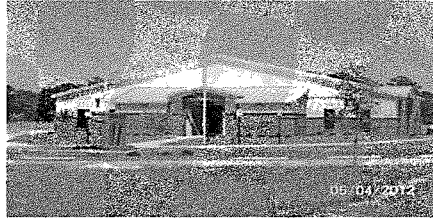
IN TESTIMONY WHEREOF, as Chairman of the Gadsden County Board of County Commissioners, I, Douglas M. Croley, do hereunto subscribe my name on this 26th day of February, in the year of Our Lord, 2013.



GADSDEN COUNTY  
BOARD OF COUNTY COMMISSIONERS

  
Douglas M. Croley, Chairman

# RESOLUTION NO. 1296-2013



## NAMING FIRE STATION NUMBER 2 THE HOWARD E. SMITH FIRE STATION

*WHEREAS*, Quincy Fire Department has been in operation for 116 years;  
and

*WHEREAS*, it was organized in 1897 and operated with two volunteer units consisting of 25 members each; and

*WHEREAS*, Quincy Fire Department currently operates with 17 paid firefighters, 5 part-time firefighters and 15 volunteer firefighter positions; and

*WHEREAS*, The City of Quincy has been planning and hoping to put a Fire Station on the Southside of Quincy due to the railroad tracks that runs throughout the City; and

*WHEREAS*, Chief Howard E. Smith, through his vision, ingenuity and creativity saw an opportunity to provide a new Fire Station on the Southside and filed a successful grant to get the Fire Station built; and

*WHEREAS*, the Grand Opening Ceremony for Fire Station #2 was held on July 27, 2012; and

*WHEREAS*, the City Commission deemed it fitting and right to name Fire Station #2 in honor of Chief Howard E. Smith.

*NOW, THEREFORE BE IT FURTHER RESOLVED*, by the power vested in me, Angela G. Sapp as Mayor of the City of Quincy, Florida and on behalf of my colleagues of the City Commission: Mayor Pro-Tem Keith A. Dowdell, Commissioner Derrick D. Elias, Commissioner Gerald A. Gay, III, Commissioner Larry D. Edwards, Employees of the City of Quincy and the Citizens of Quincy, Florida do hereby name Fire Station #2, the Howard E. Smith Fire Station.

*ADOPTED AT QUINCY, FLORIDA, THIS 26<sup>TH</sup> DAY OF FEBRUARY, 2013.*

*Angela G. Sapp*  
Mayor

Sylvia Hicks  
City Clerk

Jack L. McLean Jr.  
City Manager

**RESOLUTION No. 1297-2013**

**A RESOLUTION OF THE QUINCY CITY COMMISSION SUPPORTING  
THE HAVANA TO QUINCY HISTORIC BIKE ART TRAIL**

WHEREAS, the people of Quincy have expressed a strong interest and support for nature based tourism including, the Havana to Quincy Historic Bike Art Trail; and

WHEREAS, the people of Quincy have expressed a strong interest and support for heritage-based tourism including cultural, archaeological and historical preservation, and how through proper interpretation and support of facilities along the trail, will help preserve and educate citizens and visitors of the rich history and environment of the area; and

WHEREAS, the Vision Statement of the Capital Region Transportation Planning Agency (CRTPA) is to: "Create an integrated regional multimodal transportation network that provides the most options for moving people and goods economically, effectively and safely while protecting the environment, promoting economic development and maintaining a high quality of life with sustainable development patterns";

WHEREAS, the Quincy City Commission supports the Havana to Quincy Historic Bike Art Trail that will connect Havana and Quincy; and

WHEREAS, to that end, it is appropriate, and it is the Parties desire to solicit available federal, state, and local agency assistance and funding in the completion of the Trail; and

WHEREAS, this is a formal expression of interest to work together and coordinate efforts in completing the Trail, and encourages citizens, organizations, institutions, businesses and government agencies of Quincy, Havana and Gadsden County to support and participate actively in this effort; but it shall not be construed as an obligation by any Party to expend funds or resources on the "Havana to Quincy Historic Bike Art Trail".

NOW THEREFORE, be it Resolved, that the Quincy City Commission supports the completion of the Havana to Quincy Historic Bike Art Trail in Gadsden County and requests support and funding from the CRTPA.

Passed in open session of the City Commission of the City of Quincy, Florida on the \_\_\_ day of \_\_\_\_\_, A.D., 2013.

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Angela G. Sapp  
Presiding Officer of the City Commission  
and 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 26, 2013

Date Submitted: February 21, 2013

TO: Honorable Mayor and Members of the Commission

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

SUBJECT: **Proposed Ordinance to Amend Chapter 10 Relating  
to Animals to Add Requirements Regulating Pet Waste**

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**Statement of Issue:**

About a month ago, the Commission directed the City's staff to prepare an ordinance to regulate dog feces in the City. Attached to this memorandum is a draft ordinance for your discussion and consideration. The proposed Ordinance has not been advertised in the newspaper.

**Background:**

The City's citizens have noticed people walking their dogs on City streets, parks and recreational facilities and have observed that some pet owners left unattended feces deposited by their pets. Like human waste, pet excrement or waste is ugly and smelly, and poses a health risk to humans and animals alike. If left unattended, the dog waste will go directly into the storm drain untreated and ends up in water bodies and streams. Dog waste contains harmful bacteria and viruses which render the receiving water body unfit for human utilization. Thus, dog wastes are harmful to human health and wellbeing and constitute a public nuisance.

To help protect the health and wellbeing of citizens, the City's staff is proposing to revise the definition section of Chapter 10 (Animals) to add new definitions that are relevant to the regulation of pet wastes and add Section 10-10 that requires pet owners to immediately remove and properly dispose of the waste deposited by their pets.

**OPTIONS:**

Option 1: Direct Staff to proceed with the draft Ordinance pertaining to the regulation of pet waste.

Option 2: Do not direct staff to proceed with the draft Ordinance pertaining to the regulation of dog waste.

**Staff Recommendation:**

Option 1.

**Attachment**

Draft Animals Ordinance

ORDINANCE NO. \_\_\_\_\_

ANIMALS

AN ORDINANCE AMENDING CHAPTER 10 OF THE QUINCY CODE OF ORDINANCES TO ADD SECTION **10-5.5** ESTABLISHING REQUIREMENT FOR THE PROPER REMOVAL AND DISPOSAL OF ANIMAL WASTE IN THE CITY OF QUINCY; TO PRESCRIBE PENALTIES FOR FAILURE TO COMPLY; REPEALLING ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR CODIFICATION AND PROVIDING AN EFFECTIVE DATE.

Sec. 10-1. - Definitions.

~~The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:~~

**For the purpose of this section, the following terms, phrases, words and their derivations shall have the meanings stated herein unless their use in the text of this Chapter clearly demonstrates a different meaning. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.**

1. *Adult dog or cat* shall mean any dog or cat that is four months of age or older.
2. *Animal* means any live, nonhuman vertebrate creature, domestic or wild.
3. *At large* shall mean an animal not under the physical control of the owner, a member of the owner's family, or an individual designated by the owner to have custody of the animal by means of leash, cord, or chain or person in custody of said animal, not confined to the real property of its owner or person in custody by means of a fence constructed in a manner which serves to keep said animal confined to the property. "At large" shall not include dogs actually working livestock, locating or retrieving wild game in season for a licensed hunter, or a dog being trained to work livestock or retrieve wild game.
4. *Citation* shall mean a written notice issued to a person by an officer with probable cause to believe that the person has committed a civil infraction in violation of this chapter or an electronically generated notice issued to a person at a division facility or by certified mail/return receipt requested.
5. *Control* shall mean the regulation of the possession, ownership, care and custody of animals.
6. *Cruelty* shall mean every act, omission or neglect by which unnecessary or unjustifiable pain or suffering is caused, permitted or allowed to continue when there is reasonable remedy or relief, except when done in the interest of medical science.
7. *Farm animal* shall mean any animal commonly used for agricultural purposes, including, but not limited to pigs, sheep, goats, horses, crows, roosters, ducks or other fowl, and cow, bull, or steer.
8. *Harboring* shall mean the act of keeping and caring for an animal or of providing premises to which the animal returns for food, shelter or care for a period of at least 48 hours.
9. *Home confinement* shall mean the animal is kept isolated from the public within the owner's physical dwelling or attachment thereon or, if outside, chained in the owner's yard or under the immediate control of the owner or member of the owner's family.
10. *Juvenile dog or cat* shall mean any dog or cat that is at least two months of age but not older than four months of age.

11. *Kenel* shall mean any place of business at which dogs or cats are kept for sale, breeding, boarding, treatment or grooming purposes as allowed by the zoning regulations of the City of Quincy, Florida. "Kenel" shall not include any humane society, animal protection agency or veterinarian clinic.
12. *Officer* shall mean any law enforcement officer defined in F.S. § 943.10 or any animal control officer.
13. *Owner* shall mean any natural person, firm, association or corporation who owns, keeps, harbors or controls an animal, and the knowledge and acts of agents and employees of corporations in regard to animals transported, owned, employed by or in the custody of a corporation shall be held to the knowledge and act of such corporation. If the owner is a minor as defined by statute, the minor's parent(s) or legal guardian shall be the owner for the purposes of this chapter.
14. *Pound* means a facility operated for the purpose of impounding animals.
15. *Public nuisance* means any animal which:
  - (1) Molests passersby or passing vehicles;
  - (2) Attacks other animals;
  - (3) Trespasses on school grounds;
  - (4) Is at large or is not under restraint;
  - (5) Is in estrus and unconfined;
  - (6) Damages public or private property;
  - (7) Barks, whines, or howls in an excessive, continuous or untimely fashion; or
  - (8) Is a vicious animal.
  - (9) Defecates in a public place
16. *Restraint* shall mean any animal secured by a leash or lead, or within the real property limits of its owners.
17. *Vicious animal* shall mean bull terrier, yorkshire terrier, doberman pinscher or rottweiler or any dog that is ¼ of the above, any animal which has bitten or attempted to bite or otherwise attack, harm, or inflict serious injury to any human or another animal without provocation, or which is known or should be known to have a propensity to bite, attack, or otherwise harm or cause serious injury to persons or another animal upon public or private property, provided that such actions are attested to in a sworn statement by one or more persons and dutifully investigated by an officer, or has been used primarily or in part for the purpose of dog fighting or is a dog trained for dog fighting.
18. *Wild animal* shall mean any nonhuman primate, raccoon, skunk, fox, ferret, poisonous snake, leopard, panther, tiger, lion, lynx, or any other animal so classified by the Florida Game and Fresh Water Fish Commission.
19. ***Immediate*** – shall mean that the pet solid waste is removed at once, without delay.
20. ***Owner/Keeper*** – any person who shall possess, maintain, house or harbor any pet or otherwise have custody of any pet, whether or not the owner of such pet.
21. ***Person*** – any individual, corporation, company, partnership, firm, association, or political subdivision of this State subject to municipal jurisdiction.
22. ***Pet*** - a domesticated animal (other than a disability assistance animal) kept for amusement or companionship.
23. ***Pet solid waste*** – waste matter expelled from the bowels of the pet; excrement
24. ***Proper disposal*** – placement in a designated waste receptacle, or other suitable container, and discarded in a refuse container which is regularly emptied by the municipality or some other refuse collector; or disposal into a system designed to convey domestic sewage for proper treatment and disposal.

#### Sec. 10-2. - Enforcement.

The provisions of this chapter shall be enforced by authorized persons in the Quincy Police Department, the code enforcement board, or any authorized animal control regulatory agency approved by the code

enforcement board. It shall be unlawful for any person to interfere with such personnel in the performance of their duties.

(Code 1958, § 6-17; Ord. No. 917, § 2, 1-9-01)

### Sec. 10-3. - Impoundment.

- (a) *Confinement in pound.* Unlicensed or unrestrained dogs and cats and nuisance animals, including vicious animals, shall be taken by authorized persons in the department of public safety and impounded in the city pound and there confined in a humane manner.
- (b) *Notice of impoundment.* Impounded animals shall be kept for not less than 72 hours; however, if a licensed veterinarian should deem that for humane or health reasons an injured, suffering, fatally ill or contagious animal would be a health threat to other animals at the pound, such animal may be humanely euthanized immediately if no owner is known or can be found. The director of the department shall, without unnecessary delay, make a reasonable attempt to notify the owner of an impounded animal, if known. Notice of animals impounded, with a brief description thereof, shall be posted at the city hall and the department of public safety on the day of impoundment.
- (c) *Hours of pound.* The pound shall be open to the public at such hours as may be determined by the director of the department so as to allow the working public a reasonable opportunity to claim their animals.
- (d) *Payment of fees.* An owner reclaiming an impounded animal shall pay, prior to the release of such animal, the impoundment fee and the city licensing fee, if the animal is unlicensed and required to be licensed. The license will be issued only after proper proof of vaccination against rabies is produced.
- (e) *Reclaiming animals deemed a nuisance.* An owner reclaiming any impounded animal found to have been a public nuisance shall, in addition to paying the fines as provided in this section, give satisfactory assurances to the department of public safety of plans for the future confinement or security of such animal; otherwise, such animal shall be humanely euthanized at the expiration of the reclamation period.
- (f) *Fees.* The impoundment fee shall be \$30.00 for each offense, and the boarding fee shall be \$5.00 per day.
- (g) *Destruction of unclaimed animals.* Any animal not reclaimed by its owner within 72 hours in the manner provided in this section shall become the property of the city and shall be humanely euthanized by a trained person on the staff of the department of public safety.
- (h) *Repeat offenses.* Any owner who has had more than three offenses within any 12-month period, whether such person is associated with the same animal or several animals, shall pay an impoundment fee of \$50.00 for each offense thereafter during such period.
- (i) *Recordkeeping.* The director of the department of public safety shall keep a registry of all animals reclaimed by the owners and the amount paid upon reclamation and shall turn such money over to the city finance director and the records to the city clerk.
- (j) *Suspected rabid animals.* Any animal which has bitten a person and is suspected of being rabid by the city or authorized members of the department of public safety or a licensed veterinarian shall be quarantined for not less than ten days by a licensed veterinarian at the expense of the owner of the animal; however, if the person bitten and the owner agree, the animal may be quarantined by the owner in a reasonable and secure manner acceptable to the person bitten; subject, however, to the right of the person bitten to request at any time during the quarantine period that the animal be quarantined by a licensed veterinarian. If the person bitten so requests, owner must comply. The quarantine of an animal at a veterinarian's facility shall terminate upon release authorized by the veterinarian.

(Code 1958, § 6-14)

### Sec. 10-4. - Licensing of dogs and cats.

- (a) *[License required.]* Any person owning, keeping, or harboring custody of any dog or cat two months of age or older within this city must obtain a license as provided in this section.
- (b) *Application.* Written application for a license shall be made to the city clerk or to a licensed veterinarian acting on behalf of the city clerk, which application shall include the name and address of applicant, a description of

the animal, the appropriate fee and a rabies certificate issued by a licensed veterinarian or antirabies clinic as proof of vaccination.

- (c) *Term of license.* Licenses for the keeping of dogs and cats shall be for a period of one calendar year.
- (d) *Exceptions.* License fees shall not be required for Seeing Eye dogs or government police dogs.
- (e) *License tags.* Upon acceptance of the license application and fee, the city clerk or a licensed veterinarian acting on behalf of the city clerk shall issue a durable tag stamped with an identifying number and the date of issuance. Tags shall be color coded so that authorized persons in the department of public safety may easily distinguish current tags. Tags shall be designed so that they may be conveniently fastened or riveted to the collar or harness of the dog or cat.
- (f) *Tags to be worn.* Dogs and cats must wear current city-issued tags at all times when off the premises of the owners.
- (g) *Record of tag numbers.* The city clerk shall maintain a record of the identifying numbers of all tags issued, both by the city clerk and by all licensed veterinarians acting on behalf of the city clerk, and the city clerk shall make this record available to the public and authorized members of the department of public safety.
- (h) *License fee.* A license shall be issued after payment of a license fee of \$3.00 per dog or cat, whether neutered or unneutered, male or female.
- (i) *Duplicate license.* A duplicate license or tag may be obtained upon payment of a replacement fee of \$1.00.
- (j) *Transfer of tag.* No person shall use any license for any dog or cat other than the dog or cat for which it was issued. No dog or cat shall wear an expired license tag.

*{Code 1956, § 6-12; Ord. No. 796, § 1 (6-12); 11-10-92; Ord. No. 917, § 3, 1-9-01}*

#### **Sec. 10-5. - Restraint of animals.**

- (a) No owner shall fail to exercise proper care and supervision of the owner's animals so as to allow the animals to become a public nuisance. Any animal reported as and found to be a nuisance will be impounded in accordance with\_. The actions of an animal constitute a nuisance when the animal is not under restraint, an animal disturbs the rights of, threatens the safety of, or harms a member of the general public, or damages the property of others.
- (b) Every female dog or cat in heat shall be confined in a building or secure enclosure in such a manner that such female dog or cat cannot come into contact with any male dog or cat except for planned breeding.

#### **Sec. 10-5.5 – Pet Waste**

- a) **Requirement for Disposal of Pet Waste:**
  - 1. All pet owners and keepers shall immediately remove and properly dispose of their pet's solid waste deposited on public parks and recreation areas, public streets, or private property other than the premises of the owner of the pet.
  - 2. The owner of any pet shall remove pet waste from his or her property if it poses a threat to the health, safety or wellbeing of any person or animal.
- b) **Exemptions:** Any owner or keeper who requires the use of a disability assistance animal shall be exempt from the provisions of this section while such animal is being used for that purpose.
- c) **Enforcement:** The provisions of this Section shall enforced by the Police Department and the City Code Compliance Officer.
- d) **Violations and Penalty:** Any person cited for violation of this Section shall be deemed to be charged with a civil infraction and shall be subject to the enforcement proceeding and penalties established in Sections 10-8 and 10-9 of the Quincy Code of Ordinances.

- e) **Severability: Each section, subsection, sentence, clause and phrase of this Ordinance is declared to be an independent section, subsection, sentence, clause and phrase, and the finding or holding of any such portion of this Ordinance to be unconstitutional, void, or ineffective for any cause, or reason, shall not affect any other portion of this Ordinance.**

*(Code 1958, § 6-13; Ord. No. 917, §§ 4, 5, 1-9-01; Ord. No. 969, § 2, 10-25-03)*

**Sec. 10-6. - Keeping of wild animals or farm animals.**

- (a) No person shall keep or permit to be kept on such person's premises within the city any wild or vicious animal for display or for exhibition purposes, whether gratuitously or for a fee. This section shall not be construed to apply to zoological parks, performing animal exhibitions or circuses.
- (b) No person shall keep or permit to be kept any wild animal as a pet.
- (c) Keeping of farm animals within the city limits is hereby prohibited. Except as otherwise provided herein, it shall be unlawful for any person to keep any farm animal as defined in this chapter within the city limits.
- (d) Notwithstanding the provisions of subsection (c), the code enforcement board and the city commission may, by special permit, authorize the keeping of livestock or farm animals within the city limits for exhibition or display purposes at any place so designated to accommodate such display or exhibit, provided that such action is otherwise in compliance with all other city ordinances governed by this chapter.
- [(e)] Subsections (c) and (d) of this section do not apply to any area within the city limits which has been zoned for agricultural use.

*(Code 1958, § 6-16; Ord. No. 917, § 6, 1-9-01)*

**Sec. 10-7. - Regulation of vicious dogs.**

- (a) For purposes of this section, the following term shall have the meaning indicated: Enclosure shall mean that the dog is securely confined indoors, or within a six-foot high fence or within a structure suitable to prevent the entry of young children and to confine a vicious dog in conjunction with other measures which may be taken by the owner or keeper, such as tethering of the vicious dog. Such enclosure shall have secure sides, top and bottom, and shall be designed to prevent the animal from escaping over, under, or through the structure, shall be kept locked, and shall also provide protection from the elements.
- (b) In the event an incident involving any dog that may be vicious is reported, the appropriate law enforcement agency shall conduct an investigation, which shall consist of an interview of the owner, if possible, and a sworn affidavit executed by any person, or the investigating officer, desiring to have a dog classified as vicious. If the agency determines after conducting the investigation that sufficient cause exists to classify the dog as vicious, as defined in this chapter, the agency shall initially classify the dog as a vicious dog and promptly notify the owner of the dog in writing of such initial classification by registered mail, certified hand-delivery, or service of process in conformance with F.S. ch. 48.
- (c) If a dog is initially classified as vicious and the owner does not contest such initial classification, the owner shall comply with the provisions of subsection 10-7(f) within 14 calendar days notification of the classification.
- If the owner contests the initial classification, he or she shall, within seven calendar days of receipt of the notice of such initial classification, file a written request with the code enforcement board and forward a copy to the police department or any animal regulatory agency of the city for a hearing to appeal the initial classification and confine the dog in a securely fenced or enclosed area pending the resolution of the appeal.
- The hearing shall be conducted in accordance with the procedures set forth in section 10-7.5. If the police department has not impounded the dog, the owner shall provide the address where the dog is confined to the police department. No owner shall relocate or transfer ownership of a dog that is the subject of a vicious dog investigation pending the outcome of the investigation or any hearings or appeals related to the determination of a vicious dog classification. In the event that a dog is to be destroyed, the owner shall not relocate the dog or transfer ownership of the dog.
- (d) In the event that any law enforcement officer or animal regulatory agency has sufficient cause to believe that a dog is vicious and that the owner is unable or unwilling to securely confine the animal, the officer

may impound the dog pending the investigation if deemed necessary to protect the public. If the dog is subsequently classified as vicious, it shall remain impounded until the owner provides for its secure confinement pursuant to this section. The division may dispose of such an impounded dog in a humane manner at the expense of the owner if the owner does not make such provisions within 14 days of the latter of:

- (1) Initial classification of viciousness;
- (2) Determination of viciousness by the hearing officer; or
- (3) Conclusion of any appeal which is decided adversely to the owner.

The owner shall be responsible for boarding fees, veterinary and other costs incurred by the City of Quincy to maintain the dog during such impoundment unless the owner prevails at the conclusion of all legal proceedings.

- (e) Notwithstanding the definition of "vicious dog" as provided by this chapter, no dog may be classified as vicious if any injury or damage is sustained by a person who, at the time such injury or damage was sustained, was committing a willful trespass or other tort upon premises occupied by the owner or keeper of the dog, or if lawfully on the property, was teasing, tormenting, abusing or assaulting the dog or its owner or a family member, or was committing or attempting to commit a crime. No dog may be classified vicious if an injury or damage was sustained by a domestic animal which at the time such injury or damage was sustained was teasing, tormenting, abusing, or assaulting the dog. No dog may be classified as vicious if the dog was merely protecting or defending a human being within the immediate vicinity of the dog from an unjustified attack or assault.
- (f) No person shall own or keep a vicious dog without registering the dog with the police department and obtaining a vicious dog license tag within 14 calendar days of either the classification of viciousness by the police department; or in the event of appeal of such classification is taken, the upholding of the classification by the code enforcement board or a court of competent jurisdiction. Any owner of a dog declared vicious by another jurisdiction who brings the dog into the City of Quincy shall register the dog within 14 calendar days of setting up residence in the city. The procedures and requirements for registering the vicious dog are as follows:
  - (1) The owner shall complete a vicious dog registration form for each dog so classified and pay a one-time registration fee as set forth by resolution for each vicious dog being registered;
  - (2) A vicious dog license tag shall be obtained at the fee set by the code enforcement board or the City of Quincy Police Department. The vicious dog license is to be renewed annually. Failure to renew the vicious dog license tag within 30 calendar days from the expiration of the previous tag will result in the assessment of a late renewal penalty as set by resolution and will subject the owner or keeper to citation for noncompliance with this ordinance. In the event a current vicious dog tag is lost, destroyed, or misplaced or otherwise missing, a replacement vicious dog license tag must be obtained at the fee set forth by resolution for replacement vicious dog license tags.
  - (3) The owner or keeper shall display a sign on his or her premises warning that there is a vicious dog on the premises. The sign shall be visible and capable of being read from the public highway or street.
  - (4) The owner or keeper shall comply with sections 10-3 and 10-4 of this chapter, to the extent such sections do not conflict with this section. A vicious dog is not required to wear a regular license tag in addition to the vicious dog license tag.
  - (5) The owner or keeper shall, on or before the effective date of such registration for which application is being made, have an enclosure for the vicious dog on the property where the vicious dog will be kept or maintained.
- (g) The owner or keeper of a vicious dog shall:
  - (1) At all times ensure that the dog is securely confined indoors, or confined in an enclosure as defined herein. At any time that a vicious dog is not so confined, the dog shall be muzzled and leashed in such a manner as to prevent it from biting or injuring any person or animal, and kept on a leash with the owner or custodian in attendance except for the following:



- a. When the dog is in attendance at, and participating in, any dog show, contest or exhibition not prohibited under F.S. § 828.122, and sponsored by a dog club, association, society or similar organization;
  - b. While the dog being transported within the cab or passenger portion of any motor vehicle, provided said vehicle has a roof, and the dog cannot escape through an open window.
- (2) Notify the City of Quincy Police Department and the code enforcement board immediately if a vicious dog is on the loose, unconfined, has attacked a human being or another animal, or has died or been sold or given away. If the vicious dog has been sold or given away, the owner or keeper shall also provide the City of Quincy Police Department with the name, address, and telephone number of the new owner of the vicious dog.
- (3) Notify the City of Quincy Police Department of any cancellation, modification, expiration or termination of liability insurance coverage purchased by the owner.
- (h) This section shall not apply to dogs owned and used by a law enforcement agency or dogs used for the purpose of hunting wild game.
- (i) Any vicious dog without a valid vicious dog license tag as required by this section, or which is not maintained on property with an enclosure, or which shall be outside of the dwelling of the owner or keeper, or outside of an enclosure except as provided in subsection (g)(1), shall be confiscated by an officer, placed in quarantine if necessary, for the proper length of time, or impounded or disposed of in a humane manner after the expiration of 14 calendar days from the date written notice is provided to the owner that such dog has been confiscated. Notice shall be effected by registered mail, certified hand delivery, or service of process in conformance with F.S. ch. 48. The 14-day time period shall allow the owner or keeper to request a hearing.
- (j)
  - (1) If any dog previously classified as vicious when unprovoked, attacks and causes severe injury to or the death of a human being, an officer shall immediately confiscate and impound the dog and after written notice to the owner and expiration of ten business days from the date the owner receives the notice, dispose of such vicious dog in a humane manner.
  - (2) If any dog previously classified as vicious, when unprovoked, attacks or bites a human being or a domestic animal, an officer shall immediately confiscate and impound the dog and after written notice to the owner and expiration of ten business days from the date the owner receives the notice, dispose of the such vicious dog in a humane manner.
  - (3) Notice shall be effected by registered mail, certified hand delivery, or service of process in conformance with F.S. ch. 48. The ten-day time period shall allow the owner to request a hearing. The owner shall be responsible for payment of all impound and boarding fees, as well as veterinary fees, as may be required to humanely and safely keep the dog during any impoundment or appeal procedure.
- (k) In the event that the owner or keeper of a vicious dog is a minor, the parent or guardian of such minor shall be responsible for complying with the provisions of this section. No vicious dog license shall be issued to any person under the age of 18 years.

*{Ord. No. 917, § 7. 1-9-01; Ord. No. 969, § 3. 10-23-03}*

#### **Sec. 10-7.5. - Hearings.**

- (a) *Administration of hearings.* Any hearings or appeals requested under Chapter 10 of the Code of Ordinances for the City of Quincy, Florida, will be scheduled and held by the code enforcement board.
- (b) *Notice of hearings.* Upon receipt of a timely, written request for a hearing, the code enforcement board shall schedule a hearing to be held as soon as possible and provide the owner of the dog initially classified as vicious or the owner of a dog confiscated pursuant to section 10-7(i) or (j) with no less than ten calendar days written notice of the time, date and place of the hearing, which shall be held not more than 21 calendar days from the date the code enforcement board receives the owner's request. The notice of hearing shall be sent to the owner by certified mail return receipt requested.
- (c) *Hearing procedures.*
  - (1) Each party shall have the following rights:

- a. To be represented by counsel;
  - b. To call and examine witnesses;
  - c. To introduce exhibits;
  - d. To examine opposing witnesses on any relevant matter, even though the matter was not covered under direct examination;
  - e. To impeach any witness regardless of which party first called the witness to testify.
- (2) All hearings shall be conducted, insofar as is practicable, in accordance with the Florida Rules of Civil Procedure and the Florida Evidence Code. However, the general nature of the hearing will be held in an informal manner.
- (3) Any interested party or person may make application and upon good cause shown, may be allowed within the discretion of the members of the code enforcement board to intervene and appear in a proceeding pending before the code enforcement board.
- (d) *Subpoenas.*
- (1) The code enforcement board has the power or authority to issue subpoenas to compel the attendance of witnesses at a hearing upon the written request of any party or upon the board's own motion.
- (2) A subpoena may be served by any person authorized by law to serve process. Service shall be made as provided by law.
- (3) Any person subject to a subpoena may, before compliance and on timely petition, request the code enforcement board to invalidate the subpoena.
- (4) A party may seek enforcement of a subpoena issued under the authority of this chapter by filing a petition for enforcement in the municipal court. Failure to comply with an order of the court shall result in a finding of contempt of court. However, no person shall be in contempt while a subpoena is being challenged under subsection (d)(3).
- (5) If a party willfully fails to testify when duly subpoenaed, the code enforcement board may:
- a. Order that the matters regarding which the questions were asked or any other designated facts shall be taken to be established for the purposes of the action in accordance with the claim of the party obtaining the order;
  - b. Render a judgment by default against the disobedient party.
- (6) Witness fees shall be paid as provided by law.
- (e) *Evidence.*
- (1) In any hearing before the code enforcement board, irrelevant, immaterial, or unduly repetitious evidence shall be excluded. All other evidence of a type commonly relied upon by a reasonably prudent person in the conduct of their affairs shall be admissible, whether such evidence would be admissible in a trial in the courts of the State of Florida. Any part of the evidence may be received in written form, and all testimony of parties and witnesses shall be made under oath. Hearsay evidence may be used for the purpose of supplementing or explaining other evidence, but it shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions.
- (2) Documentary evidence may be received in the form of a copy or excerpt if the original is not readily available. Upon request, parties shall be given an opportunity to compare the copy with the original.
- (3) A party shall be permitted to conduct cross-examination when testimony is taken or documents are made a part of the record.
- (4) The rules of privilege shall be effective to the same extent that they are now or hereafter may be recognized in civil actions.

(5) The code enforcement board shall ensure that a full record of the hearing is preserved, which record shall be made public and open to inspection and transcription by any person.

(f) *Written determinations of the code enforcement board.*

(1) After due public hearing, the code enforcement board shall issue a determination based upon the preponderance of the evidence. The board shall bear the burden of establishing the viciousness of the dog; and the owner shall bear the burden of establishing any legal defense to the classification of viciousness.

(2) All determinations of the code enforcement board shall be in writing, and signed and dated. It should include findings of fact and conclusions of law, and shall be served upon the owner by registered mail, certified hand delivery, or service in conformance with F.S. ch. 48. If the code enforcement board upholds the initial classification of viciousness, the owner shall comply with the subsection 10-7(f) within 14 calendar days of the board's determination; or in the event of any appeal of said determination to a court of competent jurisdiction, within 14 calendar days of a decision adverse to the owner. Any owner may file a written request with the municipal court of the City of Quincy to appeal the determination of the code enforcement board within ten business days of the receipt of the determination.

*(Ord. No. 917, § 8, 1-9-01)*

**Sec. 10-8. - Enforcement of violations.**

- (a) Any person cited for violation of this chapter shall be deemed to be charged with a civil infraction.
- (b) An animal care officer or a law enforcement officer who has probable cause to believe that a person an act in violation of this chapter shall issue a citation for a civil penalty as specified in section 10-9 in an amount set by resolution.
- (c) Any person cited for an infraction under this chapter shall sign and accept a citation acknowledging receipt of the citation and indicating a promise to appear before the code enforcement board if such person wishes to contest the charges.
- (d) Any person who willfully refuses the sign and accept a citation issued by a law enforcement officer or animal control officer sent via certified mail return receipt by the code enforcement board shall be guilty of a second degree misdemeanor punishable as provided by F.S. § 775.082 or 775.083.
- (e) Any person cited with a violation of this chapter may pay the civil penalty and applicable surcharge within ten calendar days of the date of receiving the citation. If the person pays the civil penalty and applicable surcharge, he or she shall be deemed to have admitted the infraction and to have waived his or her right to a nonjury trial on the issue of commission of the violation.
- (f) In the event an animal is impounded for violation of this chapter and the owner of the animal abandons or surrenders the animal to the City of Quincy Police Department, or an animal control facility, the owner shall remain liable for the civil penalties imposed for violations of this chapter. In the event the animal runs away, is lost, given away, or dies, the owner will remain liable for any civil penalties imposed for violations under this chapter.
- (g) Any person who fails to pay the civil penalty within the time allowed, or fails to appear before the code enforcement board to contest the citation, shall be deemed to have waived his or her right to contest the citation; and judgment may be entered against the person in court for an amount not to exceed the maximum civil penalty of \$500.00.

*(Ord. No. 917, § 9, 1-9-01)*

**Sec. 10-9. - Amount of civil penalties.**

- (a) Any person cited for an infraction under this chapter shall pay the civil penalty specified for such infraction as set forth by resolution.
- (b) If a citation is contested and the code enforcement board finds by a preponderance of the evidence that a violation occurred, the court shall impose a civil penalty of no less than the amount due under subsection (a) had the citation not been contested, and no more than \$500.00.

- (c) In addition to any civil penalties, any person who fails to pay all penalties imposed within the ten calendar day payment period shall pay a delinquency fee as specified by resolution.
- (d) Any person who fails to come into compliance with any section of this chapter for which he or she is in violation within the ten calendar day payment period shall be subject to citation for second and subsequent offense violations of the same sections of this chapter. Any person upon whom a civil penalty has been imposed shall also pay a surcharge in the amount set by resolution upon each civil penalty so imposed.
- (e) The amendments to definition of "at large", "public nuisance", "restraint", and "vicious animal" in section 10-1; subsection 10-5(a); and subsection 10-7(g)(1) shall not be enforced for a period of 60 days after passage of the ordinance during which period of time the city will place notify the public of the effective date of these provisions.

**Effective Date:** This Ordinance shall be in full force and effect from and after its adoption and any publication as may be required by law.

**INTRODUCED** in open session of the City Commission of the City of Quincy Florida on the \_\_\_\_ day of \_\_\_\_, A.D. 2013.

**PASSED** in open session of the City Commission of the City of Quincy, Florida on the \_\_\_\_ day of \_\_\_\_, A.D. 2013

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**Angela G. Sapp**  
Presiding Officer of the City Commission  
and 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 26, 2013

Date Submitted: February 22, 2013

To: Honorable Mayor and Members of the City Commission

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

Subject: Rehearing of the Big Bend Bus Shuttle Status Report and Request for Funding

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**Statement of Issue**

On January 23, 2013, an agenda item was presented to the Commission requesting for additional funding to support the In-Town Big Bend Bus Shuttle in the City of Quincy. The Commissioners indicated that they needed more time to consider the issue and asked that the agenda item be rescheduled for the end of February. Attached is the agenda item of January 23, 2013 for the Commissions' consideration today.

**Attachments:**

1. January 23, 2013 agenda Item and minutes
2. December 11, 2012 agenda Item and minutes
3. October 15, 2012 Special Meeting minutes
4. March 13, 2012 agenda Item and minutes
5. February 28, 2012 agenda Item and minutes
6. December 13, 2011 Agenda Item and Minutes from Apalachee Regional Planning Council
7. January 23, 2007 minutes

**CITY OF QUINCY  
CITY COMMISSION  
AGENDA REQUEST**

Date of Meeting: January 23, 2013

Date Submitted: January 16, 2013

To: Honorable Mayor and Members of the City Commission

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

Subject: Big Bend Bus Shuttle Status Report and Request for Funding

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**Statement of Issue**

On September 30, 2012, the contract with Bid Bend for their In-Town Quincy service ended. Subsequently, the City and County asked Big Bend to continue the service based on a new fare and schedule, and for project cost of \$72,000.00 of which \$18,000.00 will come from the City, \$18,000.00 from the County and \$36,000.00, from the fare collected. According to Big Bend, that money will only provide service up to the end of February. Giving that circumstance and reduction in trip ridership and the 5-day work-week versus 4 days, after February 28 the bus shuttle service in the City of Quincy will end unless the City and County enter into a new contract with Big Bend to continue the service for the remainder of the year. The overall cost of operating the shuttle for the year on a 5-day schedule from 8:30 a.m. to 2:30 p.m. is \$82,000.00.

**Background**

Big Bend Transit, Inc. provides bus shuttle service in Gadsden County. Among the services they offer is the Quincy In-Town Bus service which provides service along a fixed route within the City of Quincy. The City as well as the County contributes annually to the operation of the Quincy Shuttle. On September 30, 2012, the contract with Bid Bend for the service ended. Subsequently, the City and County asked Big Bend to continue the service based on a new fare and schedule, and for project cost of \$72,000.00 of which \$18,000.00 will come from the City, \$18,000.00 from the County and \$36,000.00, from the fare collected. Prior to November 1, 2012, the fare was \$1.00 per trip and the time of operation was from 8:30 a.m. to 6:00 p.m. and generated \$12,000.00 from fare collected. Beginning on November 1, 2012, the fare became \$2.50 per trip and the time of operation was changed: instead of running from 8:30 a.m.

to 6:00 p.m, it now runs from 8:30 a.m. to 2:30 p.m. and generated about \$12,000.00 as well.

### **Service Continuation and Additional Funding**

Following the change in fare in November 2012, the ridership decreased; however, the total fare collected remained about the same as before the change. Nevertheless, the fare collected for the month does not cover the cost of operating the shuttle for one month. In November, for example, the operating cost was \$6,851 while the fare collected was \$1,107.00 the difference is then covered by the contribution from the City and County. Based on that rate of spending, as of today, there is only about \$10,919.00 from the County and City coffers respectively to cover the cost of operating the shuttle. By the end of February the \$36,000.00 from the City and County would finish. In order to cover the cost of operating the bus service for the rest of the year, the City and County will need to appropriate an additional \$17,000.00 respectively for the service. Thus, for the future operation of the shuttle the City Commission needs to approve the expenditure of this additional money.

Also, in order to increase ridership, the fare is proposed to be changed from \$2.50 to \$1.75 and the route to be expanded to include Gretna, and St. Johns, or Midway. The expansion of coverage to these new areas and the elimination of non-effective routes are expected to generate more ridership and greater commercial activity in Quincy without an increase in the \$82,000.00 cost of operations.

### **Conclusion**

The Big Bend In-Town Quincy shuttle provides an essential service that addresses the transportation needs of a particular segment of the population (mostly the elderly). Users of this service have become reliant on it for grocery shopping, doctor's visit and the payment of bills. The City's staff believes that it is an important service to the community and is recommending that the service be continued.

### **Options**

- Option 1: Vote to approve the continuation of the Big Bend In-Town bus shuttle in the City of Quincy for the remainder of the year and appropriate money to pay for it.
- Option 2: Do not vote to approve the continuation of the Big Bend In-Town bus shuttle in the City of Quincy.

### **Staff Recommendation**

Option 1

## FOR INFORMATION ONLY

CITY COMMISSION  
CITY HALL  
QUINCY, FLORIDA

REGULAR MEETING  
JANUARY 23, 2013  
6:00 P.M.

The Quincy City Commission met in regular session Wednesday, January 23, 2013, with Mayor Commissioner Sapp presiding and the following present:

Commissioner Keith A. Dowdell (Absent)  
Commissioner Larry D. Edwards  
Commissioner Gerald A. Gay, III  
Commissioner Derrick D. Elias

### Also Present:

City Manager Jack L. McLean Jr.  
City Attorney Larry K. White  
City Clerk Sylvia Hicks  
Police Chief Walt McNeil  
Fire Chief Howard Smith  
Finance Director Theresa Moore  
Customer Service Director Ann Sherman  
Utilities Director Mike Wade  
Planning Director Bernard Piawah  
Account Control Analyst Catherine Robinson  
CRA Director Charles Hayes  
Acting Human Resources Director Bessie Evans  
Accountant III Yvette McCullough  
Public Works Director Willie Earl Banks, Sr.  
Sergeant At Arms Assistant Chief Glenn Sapp

### Call to Order:

Mayor Commissioner Sapp called the meeting to order, followed by invocation (Lord's Prayer) and the Pledge of Allegiance.

Commissioner Edwards made a motion to excuse Commissioner Dowdell. Commissioner Gay seconded the motion. The ayes were unanimous.

### Approval of Agenda:

Commissioner Gay made a motion to approve the agenda. Commissioner Edwards seconded the motion. The ayes were unanimous.



**Approval of Minutes:**

Commissioner Gay made a motion to approve the January 8, 2013 regular meeting minutes with any necessary corrections. Commissioner Edwards seconded the motion. Commissioner Elias stated that the Commission did not approve the Public Records Request Policy and should be brought back to the Commission. The Mayor said to schedule the policy for adoption. The ayes were unanimous.

**Public Hearings, Ordinances, Resolutions and Proclamations:**

**Presentation(s):** None

**Citizens to be Heard:** None

**Consent Agenda:** None

**Discussion(s):**

*FDOR Stipulation Agreement*

Finance Director Theresa Moore presented to the Commission a Stipulation Agreement from the Department of Revenue. She stated the stipulation agreement negotiated with the FDOR for 2006 audit of the Sales and Use Taxes included a balloon payment of \$174,208, which was further reduced to \$162,146 due to payment made while negotiating the stipulation agreement for FDOR. The balloon payment came due in August 2012. In addition, FDOR concluded its second audit of the Sales and Use Taxes for 2010. This audit resulted in an assessment of \$139,938 in tax liability. Staff requested that the assessment associated with these two audits be combined in one new stipulation agreement. She also stated as a corrective action, we have implemented to ensure that these issues have been adequately addressed. Staff has been proactive by engaging FDOR to provide their perspective when reviewing taxpayer's records. Commissioner Gay asked what the driving force behind the audit was. The Finance Director stated that the tax exemption certificates. The Attorney stated that he reviewed the agreement and suggested the following statement be removed: "I understand that by signing this agreement I am personally liable for tax, penalty and interest that will become due for the twelve months following the date of the execution of this agreement." Commissioner Edwards made a motion to approve the stipulation agreement with the modification as suggested by the Attorney. Commissioner Gay seconded the motion. The ayes were Commissioners Edwards, Gay, and Sapp. Nay was Commissioner Elias. The motion carried.

*Big Bend Bus Shuttle Report and Request for Funding*

Building and Planning Director Bernard Piawah stated that Big Bend Transit, Inc provides shuttle service along a fixed route within the City. The shuttle provides an essential service that addresses the transportation needs of a particular segment of the

## FOR INFORMATION ONLY

population (mostly the elderly). Users of this service have become reliant on it for grocery shopping, doctor's visit and the payment of bills. The City as well as the County contributes annually to the operation of the Quincy Shuttle. On February 28, 2013, the bus shuttle service in the City of Quincy will end unless the City and County enters into a new contract with Big Bend to continue the service for the remainder of the year. Commissioner Elias stated that according to the documents presented to them at the last meeting regarding small vendor payments, we still owe them quite a bit of money. The Manager stated we have paid them since that report was issued. Commissioner Gay made a motion to table the item until the February 26, 2013 meeting, after Commissioner Elias meets with the Transportation Disadvantage Coordinating Board. Commissioner Elias seconded the motion. The ayes were unanimous.

### **Report(s)/Information:**

#### *FY2012 Audit Pre-Audit List*

Finance Director Theresa Moore presented to the Commission the FY2012 Audit-Pre-Audit list and stated that the Commission will be kept informed regarding the status of the audit, including preparation of the items on the auditor's pre-audit list. Staff and the external auditor have agreed to a tentative date of May 22, 2013 as the targeted date for completion of the FY2012 audit report, with June 22, 2013 as the final date of issuance of the FY2012 audit report. She also stated that Mr. Thompkins will be here once a month to update the Commission. Commissioner Elias asked the status of the RFP for the Audit. Ms. Moore apologized for not getting the RFP out and stated she would have it out at the end of the week.

#### *Quincy Fire Department Monthly Activity Report*

The Quincy Fire Department Monthly Activity Report was presented to the Commission and there was no questions regarding the report.

#### *Financial Report/P-Card Statement*

Finance Director Theresa Moore presented to the Commission the Financial Report/P-card Statement for December 2012. Commissioner Gay asked if we are monitoring our KWH sales, the City Manager stated we are monitoring the KWH sales and is \$158,000 to the good. Finance Director Theresa Moore introduced the Accountant III, Ms. Yvette McCullough.

### **City Manager's Report:**

Willie Earl Banks, Public Works Director came before the Commission to inform them of the annual Relay for Life breakfast to be held at the Joe Ferolito Center on Friday, February 1, 2013 from 6:00 am until 10:00 am.

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Ann Sherman, Customer Service Director reported to the Commission that the total contributions received from Capital Area Community Action in 2011 were \$183,918.72 and serving 717 customers, and 2012 were \$120,535.79 serving 587 customers. She also reported the contributions from Gadsden Senior Services for 2011 were \$23,314.34 serving 69 customers and in 2012 was \$11,429.68 serving 43 customers.

Ms. Sherman reported that the roundup letters did not go out as planned because they had to clean up some addresses in the system but they will get them out as soon as possible. She reported that point and pay was very well received and the new bills will go out on February 28<sup>th</sup>. City Manager McLean thanked our customers for the collection rate.

### **Attorney's Report:**

Attorney Larry White reported to the Commission that the Eaton trial is scheduled for April 10, 2013.

### **Commissioner's Reports:**

Commissioner Edwards requested an update on the Historic Preservation Grant for the Police Station. Police Chief Walt McNeil stated that Ms. Regina Davis is an optimist and is continuing to collect support letters. He stated the application will probably be reviewed in March.

Commissioner Edwards requested an update on the Code Enforcement violation located at 508 Rosewood. Building and Planning Director Bernard Piawah stated the Magistrate held a meeting and the property owner was given 30 days to bring the violation into compliance. She had already corrected some of the issues in the backyard. There was no law enforcement issue at the property and she pledged to do what she had to do to be in compliance with the law.

Commissioner Elias stated that since we are having a mild winter what impact that would have on our revenues. City Manager McLean stated we are basing our estimated revenues to actual sales and reduce KWH sales to match our revenues.

Commissioner Elias stated that Mr. Scott of Senior Citizens is requesting a letter from the City regarding the funds the City donated to them during the budgeting process. The letter should state once the City releases the funds they can administer them as they deem necessary.

Commissioner Elias reported that people are bringing their dogs to the park and our children are playing and he thinks that is a safety issue. He stated that he observed a large Doberman and had seen some Pit Bulls at Tanyard Creek.

Commissioner Elias stated that we need an ordinance to band dogs in the park because they do their business and children play in the park, this is a health and safety issue. We need a poop & scoop ordinance for dogs in general whether in the park or

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on the streets. The Manager stated we have a Park Ranger and he would be monitoring the situation.

Commissioner Elias asked if the City had taken care of the issue on G.F. & A. Drive. The Public Works Director replied yes they had taken care of the issue.

Commissioner Elias requested a report on Smart Grid Finances. Commissioner Elias requested that the P-card statement he receives is not redacted.

Commissioner Gay asked could someone live in a house that does not have utilities. The City Manager stated to make sure, he would check the policy and get back with them.

Mayor Sapp stated that people are parking along the west side of the fence on Tanyard Creek.

Commissioner Elias asked the status of traffic calming devices in Tanyard Creek Park.

Mayor Sapp stated that the paint on the tennis court is peeling.

**Adjournment:**

Commissioner Edwards made a motion to adjourn the meeting. Commissioner Gay seconded the motion. The meeting was adjourned.

APPROVED:

\_\_\_\_\_  
Angela G. Sapp, Mayor and Presiding  
Officer of the City Commission and of  
City of Quincy, Florida

ATTEST:

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

**CITY OF QUINCY  
CITY COMMISSION  
AGENDA REQUEST**

**MEETING DATE:** December 11, 2012

**DATE OF REQUEST:** December 6, 2012

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

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

**SUBJECT:** Big Bend Bus Shuttle Status Report

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**Statement of Issue**

On November 1, 2012, Big Bend Transit Inc. began implementing a new fare and schedule for the Quincy Bus Shuttle. The Manager wanted to know the effect this change will have on the ridership. The purpose of this report is to apprise the Commission of the status of the ridership of the bus shuttle service in light of the new fare.

**Background**

Big Bend Transit, Inc. provides bus shuttle service in Gadsden County. Among the services they offer is the Quincy In-Town Bus service which provides service along a fixed route within the City of Quincy. The City as well as the County contributes annually to the operation of the Quincy Shuttle. Earlier in the year, the County and City requested some changes in the operation of the shuttle, specifically with regards to the fare and schedule. Prior to November 1, 2012, the fare was \$1.00 per trip and the time of operation was from 8:30 a.m to 6:00 p.m. Beginning on November 1, 2012, the fare became \$2.50 per trip and the time of operation was changed: instead of running from 8:30 a.m to 6:00 p.m, it now runs from 8:30 a.m. to 2:30 p.m. The Manager wanted to know the effect of these changes on the shuttle ridership. In view of that, he directed staff to evaluate the ridership and report to the Commission.

**Shuttle Ridership Before New Fare**

Table 1 below shows the ridership of the shuttle during the past five months; that is, from July to October when the fare was \$1.00 and for the month of November when the fare became \$2.50. The number of people who rode the bus between July and

October, when the fare was \$1.00, ranges from a low of 975 in September to a high of 1342 in August, which corresponds to a monthly collected fare that ranges from \$975.00 in September to \$1342.00 in August. The average number of trips ranges from a low of 48 passenger trips in October to a high of 58 passenger trips in August. The average fare collected per day during the four months prior to the implementation of the new fare ranges from a low of \$48.00 in October to a high of \$58.00 in August.

**TABLE 1**

<b>Month</b>	<b>Passenger Trips</b>	<b>Average # of Trips (total/days)</b>	<b>Monthly Fare Collected (\$)</b>	<b>Average Fare Collected per day (total/days) (\$)</b>
July	1,129	51	1,129	51
August	1,342	58	1,342	58
September	975	45	975	49
October	1,107	48	1,107	48
November	431	21	1,077	51

**Shuttle Ridership In November, 2012**

The last row in Table 1 shows the bus shuttle ridership in November. As could be seen in the Table, with the increase in fare in November the ridership decreased to 431 passengers for the month of November. However, the fare collected for the month and the average fare for November remained about the same as in previous months when the fare was \$1.00. In November the fare collected was \$1,077.00 and the average fare for the month was \$51.00 which is in line with the amount that the company collected in previous months when the fare was \$1.00.

**Conclusion and Future Hope**

While the increase in fare may have dampened the ridership, the amount collected for the month remains about the same as in previous months. According to Big Bend, it is normal for ridership to decrease with an increase in fare. However, they believe that over time the ridership will come back up, perhaps, not up to the level that it used to be but higher than the level in November. The City’s staff plans to embark on a promotion campaign to increase ridership. If the ridership rises in the coming months, the increase in fare will have a positive impact on the finances of the bus shuttle. Thus, it is too early

to draw any conclusion on the impact of the increased fare on the shuttle service in the City. More data from the coming months will be assessed before drawing any conclusion.

**FOR INFORMATION ONLY**

CITY COMMISSION  
CITY HALL  
QUINCY, FLORIDA

REGULAR MEETING  
DECEMBER 11, 2012  
6:00 P.M.

The Quincy City Commission met in regular session Tuesday, December 11, 2012, with Mayor Commissioner Sapp presiding and the following present:

Commissioner Keith A. Dowdell (Tardy)  
Commissioner Larry D. Edwards (Absent)  
Commissioner Gerald A. Gay, III  
Commissioner Derrick D. Elias

**Also Present:**

City Manager Jack L. McLean Jr.  
City Attorney Larry K. White  
City Clerk Sylvia Hicks  
Police Chief Walt McNeil  
Finance Director Theresa Moore  
Customer Service Director Ann Sherman  
Utilities Director Mike Wade  
Information Technology Director John Thomas  
Planning Director Bernard Piawah  
Recreation Director Greg Taylor  
Public Works Director Willie Earl Banks, Sr.  
Account Control Analyst Catherine Robinson  
CRA Director Charles Hayes  
Executive Assistant to City Manager Cynthia Shingles  
Human Resources Specialist Bessie Evans  
Sergeant At Arms Assistant Chief Glenn Sapp

**Call to Order:**

Mayor Commissioner Sapp called the meeting to order, followed by invocation and the Pledge of Allegiance.

Commissioner Gay made a motion to excuse Commissioner Edwards. Commissioner Elias seconded the motion. The ayes were unanimous.

**Approval of Agenda**

Commissioner Gay made a motion to approve the agenda. Commissioner Elias seconded the motion. The ayes were unanimous.



**Approval of Minutes:**

Commissioner Gay made a motion to approve the minutes of the November 13, 2012 regular meeting minutes with corrections if necessary. Commissioner Elias seconded the motion. The ayes were unanimous.

Commissioner Gay made a motion to approve the minutes of the November 27, 2012 regular meeting minutes with corrections if necessary. Commissioner Elias seconded the motion. The ayes were unanimous.

Commissioner Gay made a motion to approve the minutes of the November 28, 2012 special meeting minutes with corrections if necessary. Commissioner Elias seconded the motion. Commissioner Gay requested that the questions he raised during the special meeting be added to the minutes. The ayes were unanimous.

**Public Hearings, Ordinances, Resolutions, and Proclamations:**

**Presentation(s):**

Mayor Sapp presented a plaque to the 2012 East Gadsden High School Football Team and Coach Fuller. Commissioner Gay stated that he appreciates the job he is doing with the young men and in the community. Coach Fuller and his players have been back to back district champions. Coach Fuller asked everyone to continue to support our children.

**Commissioner Dowdell entered the meeting (6:26pm)**

**Citizens to be Heard:**

Vivian Howard of 805 South Virginia Street came before the Commission regarding public records request. She stated that she is disappointed with the request, it took 35 days to receive it and it is not what she requested. She stated she received a call and her bill was over \$400.00 for 152 pages and then later she got a call stating the bill had been reduced. She stated that she have a copy of the request that was made and stated she wanted certain items, not the name and address of the internet, cable and telephone customers. The Manager stated that we do not have a collection rate for the internet customers but we did provide Ms. Howard with a listing of the customers, last date paid and she could have determined the collection rate. Ms. Howard stated it appears that the City is always hiding something. Ms. Howard stated that she is asking for better customer service. Commissioner Gay asked if we are in line with what we charge for public records request with other municipalities. The Manager stated yes, and Chapter 119 allows us to charge for time. Mayor Sapp stated we need a policy on public records request. Commissioner Elias stated his concern is the length of time it took for the City to provide the request. We need to provide them with the information they are requesting and the cost needs to be reasonable. Mayor Sapp stated that we need to create a fee scale so that the individual making the request will not be blindsided by the cost.

Denise Hannah of 714 South 9<sup>th</sup> Street came before the Commission regarding a public records request. She stated that she made her request on October 29<sup>th</sup> and she was told that the information would cost \$57.71. Ms. Hannah stated that the request stated that we would pay for copies not paying for time. She stated we pay our utilities and taxes then you throw a twist in the mix to pay for time. The employees are already on the clock why do we have to double pay, what are you doing with the money. We need to be transparent. The Mayor reiterated that a fee scale should be developed and develop a policy.

**Consent Agenda:** None

**Discussion(s):**

*Restoration of the Police Station*

Chief McNeil requests the Commission approval to pursue a grant in the amount of \$350,000 from the State of Florida's Division of Historical Preservation to restore the Police Department Building. He stated he is working with Ms. Regina Davis, Executive Director of the Tallahassee Frenchtown Community Development Corporation to secure the grant funding. He also stated that the grand funding requires a 50% match, but the match may be any combination of in-kind services, volunteer labor, donated material and travel, plus cash on hand. Commissioner Elias asked the Chief if he budgeted anything in this year's budget and how much it would cost to fully restore the building. The Chief stated no he did not budget anything and he did not know exactly how much it would cost to fully restore the building, probably \$1.5 million. Commissioner Gay stated that he share in the vision of having a new Police Station and we should look to putting additional funding in next year's budget for funding the Police Station. He also thanked Ms. Davis for assisting us in pursuing the grant. City Manager McLean reported that he is proposing to restructure the 2002 or 2003 Bond Series to get up to \$400,000. Commissioner Dowdell asked the Manager to explain what he meant by restructuring the bond. The Manager stated he will bring back to the Commission a plan to refinance the bond. Mayor Sapp asked the Chief to explain Ms. Davis' role. He stated Ms. Davis is a consultant and will be paid \$500. Commissioner Gay made a motion to approve the request for the Police Department to pursue obtaining grant funding for the restoration of the Historic Post Office Building located at 121 East Jefferson Street. Commissioner Dowdell seconded the motion. The ayes were Commissioners Dowdell, Gay, and Sapp. Nay was Commissioner Elias. The motion carried.

*Utility Write-Offs*

Finance Director Theresa Moore brought a request to the Commission to write off utility accounts \$518,690 from 1977 to 1999 and \$827,736 from 2000 to 2006 for a grand total of \$1,346,426. Commissioner Gay stated this is good business sense. Commissioner Dowdell made a motion to approve the request for the write off of \$1,346,426. Commissioner Gay seconded the motion. The ayes were unanimous.

**Report(s) Information:**

*Big Bend Bus Shuttle Status Report*

Building and Planning Director Bernard Piawah stated that on November 1, 2012, Big Bend Transit, Inc. began implementing a new fare and schedule for the Quincy Bus Shuttle. He stated the Manager wanted to know the effect this change would have on the ridership. He stated that beginning November 1<sup>st</sup> the fare increased to \$2.50 per trip and the time of operation was changed to 8:30 a.m. to 2:30 p.m. Mr. Piawah stated that the City plans to embark on a promotion campaign to increase ridership and more data will be assessed before drawing any conclusion.

*The Manning of the New Fire Station*

The Manager stated that the new Fire Station opened in October with two firefighters and starting in January 2013, the station will be manned with three firefighters. He stated that Chief Smith is implementing a Volunteer Firefighter system to enhance and increase manpower. Stipends will be given to the volunteers on a quarterly basis who satisfy the requirements of standing shifts, attending training, attending meetings as well as callback to emergency calls.

*City Manager's Report*

City Manager McLean reported to the Commission that City Hall will be closed for the annual Christmas Party Thursday, December 13, 2012 from 12:00 until 3:00 p.m. and signs will be placed in the appropriate places.

City Manager McLean reported that cut-off has been moved from Thursday until Monday.

City Manager McLean reported that the Main Street Christmas Parade will be held on Friday, December 14, 2012.

**City Attorney's Report:**

City Attorney White reported that he filed documents against Kelly Jr. #2 regarding operating an illegal internet café business.

City Attorney White reported that the Eaton Trial will begin January 28, 2013.

**Commissioner's Concerns:**

Commissioner Elias stated that they received an e-mail from the City Manager regarding the leakage from the wells at the landfill and asked the Attorney if he had looked into the matter. City Attorney stated that he had not looked into the matter. The City

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Manager stated we have been in contact with the Department of Environmental Protection for remedial action. Commissioner Elias asked could the private owner take action. The City Attorney replied yes.

Commissioner Gay asked did we repair the cell to the specifications and standards of DEP. The Manager stated yes. Commissioner Gay stated can we file for Sovereign Immunity.

Commissioner Elias stated that there is a ditch that is eroding at Ms. Joetta Young's property on Davis Street that needs attention.

Commissioner Elias stated that there have been several break-ins in the Sun Set area and asked the Chief to step-up patrol.

Commissioner Elias stated that the new utility bills did not have a due date on the portion to remit.

Commissioner Elias asked how we are going to write-off the past due utility bills and still collect on them. The Manager stated this is a bookkeeping issue.

Commissioner Elias asked the time of the Christmas Party. The Manager stated from 12:00 to 3:30.

Commissioner Elias asked if the Manager was planning on giving out Christmas bonuses. The Manager stated yes. Commissioner Elias asked what that would cost. The Manager stated approximately \$11,000 and that would include the taxes.

Commissioner Elias asked the Manager if he was planning on paying the small vendors. The Manager stated yes, but did not want to disrupt cash flow doing so. Commissioner Elias asked the Manager to agenda the Small Vendor issue for the 1<sup>st</sup> meeting in January.

Commissioner Gay asked the Manager if we had closed out the Department of Energy Grant. The Manger stated yes.

Commissioner Gay stated that he had received an e-mail from Dianna Thurman and no one had replied. The Manager stated he would send a reply.

Commissioner Gay stated the Manager needs to meet with the County Manager regarding the building inspection issue (contractors waiting for inspections and the inspector not coming out). The Manager stated he would give a report next month.

Commissioner Gay wished everyone a Merry Christmas.

Commissioner Gay stated he expects the City employees to be non-confrontational regarding citizens requesting public records. He thanked the mayor for bringing up the

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issue that we need some policy on public records requests. We need to know that we work for the citizens and for the betterment of the City.

Commissioner Dowdell asked if we have issued the RFP for the Auditing Services. The Manager stated we have completed, but have not put it out for bid. Commissioner Dowdell asked if it was illegal to hire an auditing firm on just the low bid. The Attorney stated there are several criteria for hiring a firm.

Commissioner Dowdell asked if the street sweeper was down. The Manager stated the sweeper needed a transmission.

Commissioner Dowdell asked why the street stripping stop. The Manager stated we have begun the restriping again.

Mayor Sapp thanked Public Works for cleaning up Stevens Park.

Mayor Sapp thanked the City for the removal of the tree on Station Street.

Mayor Sapp stated we have successfully implemented the new billing system thanks to Ms. Sherman, Mr. Thomas, Chief's McNeil and Assistant Chief Sapp for holding the district meetings in the Community. She also stated that she noticed Customer Service hosting open house and asked if it was successful. Ms. Sherman stated it was successful.

Mayor Sapp took a moment to thank the City employees for the hard work throughout the year.

Mayor Sapp reminded everyone that the 2<sup>nd</sup> meeting in December has been cancelled and we will meet again on January 8, 2013.

Mayor Sapp stated that we need to look at getting our own Building Inspector.

Mayor Sapp stated that Mrs. Julia Woodward passed on Sunday and the funeral services will be held on Thursday, December 13, 2012 at 11:00 a.m. at First Presbyterian Church. The Mayor asked for a moment of silence out of respect for the family.

A motion was made by Commissioner Gay to adjourn the meeting. Commissioner Dowdell seconded the motion. The meeting was adjourned.

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APPROVED:

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Angela G. Sapp Mayor and Presiding  
Officer of the City Commission and of  
City of Quincy

ATTEST:

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

CITY COMMISSION  
CITY HALL  
QUINCY, FLORIDA

SPECIAL MEETING  
OCTOBER 15, 2012  
6:00 P.M.

The Quincy City Commission met in special session Monday, October 15, 2012, with Mayor Commissioner Sapp presiding and the following present:

Commissioner Keith A. Dowdell  
Commissioner Larry D. Edwards  
Commissioner Gerald A. Gay, III  
Commissioner Derrick D. Elias

Also Present:

City Manager Jack L. McLean Jr.  
City Attorney Larry K. White  
City Clerk Sylvia Hicks  
Finance Director Theresa Moore  
Police Chief Walt McNeil  
Parks & Recreation Director Greg Taylor  
Public Works Director Willie Earl Banks, Sr.  
Customer Service Director Ann Sherman  
Building & Planning Director Bernard Piawah  
IT Director John Thomas  
Community Redevelopment Agency Director Charles J. Hayes  
Executive Assistant to the City Manager Cynthia Shingles  
Sergeant at Arms Glenn Sapp

Also Present:

TCBA Watson Rice, LLP Ronald Thompkins

The purpose of the special meeting was to receive the FY 2010-2011 Audit Report and discuss Big Bend Transit Shuttle Service.

*Discussion of Big Bend Transit Shuttle Service – (In Town)*

City Manager McLean requested that the rider fee be increased from \$1.00 to \$2.50 and that would allow us to participate in a shared arrangement with the County. He said the City would pay only \$18,000 a year towards the service. City Manager McLean stated the funds would come from the contingency line item. Commissioner Edwards made a motion to approve an increase in rider fee from \$1.00 to \$2.50 immediately with a 90 day window to review an adjustment with the City paying \$18,000 a year towards the service. Commissioner Gay seconded the motion. The ayes were unanimous. Commissioner Edwards made a motion to appoint Commissioner Elias to

serve on the sub-committee. Commissioner Dowdell seconded the motion. The ayes were unanimous.

#### *Audit Report*

Mr. Ronald Thompkins of TCBA Watson Rice LLP was present and presented to the Commission the Final 2010-2011 Audit Report. He stated that he was pleased to announce that the City had a clean and unqualified opinion. Mr. Thompkins stated that they have audited the financial statement of the City and have conducted their audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Governmental Auditing standards, issued by the Comptroller General of the United States of America. Mr. Thompkins stated that due to a lack of resources in the Finance Department was one of the main reasons for the audit being late. He also stated that the City had several findings. He stated that a deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements, on a timely basis. A material weakness is a deficiency or combination of deficiencies in internal such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. We consider the deficiencies described in the accompanying schedule of findings and questioned cost as item IC-MW-11-01, IC-MW-11-02, IC-MW-11-03 to be material weakness. A significant deficiency is a deficiency or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies described in the accompanying schedule of findings and responses as items IC-SD-11-04. Commissioner Dowdell made a motion to accept the final FY 2010-2011 Audit Report. Commissioner Gay seconded the motion. The ayes were unanimous.

There being no further business to discuss a motion was made to adjourn. The meeting was adjourned.

APPROVED:

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Angela G. Sapp Mayor and Presiding  
Officer of the City Commission and of  
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: March 13, 2012  
Date Submitted: March 9, 2012  
To: Honorable Mayor and Member of the Commission  
From: Jack L. McLean Jr, City Manager  
Theresa Moore, Finance Director  
Subject: Budget Reflections: Path Forward

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**Statement of Issue:**

Recent payment of the settlement pertaining to the Womack case and existing obligations pertaining to SEPA and other vendors have imposed a tight strain on our cash flow. In light of recent activities, Staff wanted to provide the Commission with a discussion of how these items have impacted not only our budget but our cash flow as well.

**Analysis/Discussion:**

Each department is responsible for managing their budget with the overall results communicated to the Commission monthly. These results reflect actual revenue and expenditures against the budget. However, this report does not capture actual cash flow activities. Below is a discussion of recent significant cash flow activities:

- In November 2011, the City expended \$582,921 as a settlement in the Womack case. Although \$350,000 of this settlement was encumbered and expensed against last year's budget, the entire settlement was taken from this year's cash flow.
  - Payment of the settlement was made using the line of credit for \$400,000 with the balance coming from the reserve (\$187,000).
- In an agreement with Alcatel (resolving an issue from prior administration), we agreed to pay the vendor the \$224,000 due to them for equipment. The current balance of this obligation is \$42,270 and will be paid off in May based on the pay arrangement with the vendor.
- Payments to SEPA were previously noted at being in the arrears. Currently, the arrearage is approximately \$115,000 and will be paid by the end of May as well.
- Payment of \$52,791 (a non budget item) for communication service tax to the Department of Revenue as a result of an audit.
- Purchase of a new CAD system that will total \$100,000.

- Filling the Planning Director, Parks & Recreation Director and the Accounting position in Finance, consistent with the Commission desire, removed lapse position funding as a tool to manage the cash flow and budget.
- The extreme mild winter has been beneficial to customer; however, the city's projected revenues were based on a normal winter.

The above issues are critical in our cash flow analysis and have significant impact on our ability to meet our financial obligation on a continuous basis. During this same period last year, we were able to pay the majority of our vendors within 35 days. Even with improved cash management techniques utilized since November/December 2011, the payment window is now 10 to 15 days and in some case longer-up to 90 to 100 days-for 14 vendors. (These vendors represent ten percent of the total number of vendors). A close working relationship with many of large vendors and their appreciation of the effect of the mild winter months and its impact on cash flow has helped us to manage cash flow. Those vendors know that we are actively working off the older invoices and that pace of becoming current will accelerate with retiring of the Alcatel obligation and SEPA arrearage.

The recent decision to fund the Big Bend Transit for \$32,000 to \$38,000 through the remainder of the fiscal year is another example of a non budgeted item that provides more challenges to our cash flow. We all agree that the services provided by Big Bend Transit are necessary for our citizens. However, options to reduce the cost and not establish expectations for an automatic inclusion in next year's budget were recommended by Staff. It is Staff's intent to develop with the county an RFP for the services as a means to lower the service cost and partner with the private sector to meet the transportation needs of our citizens. (See February 28, 2012 agenda item.) Staff proposed short term funding of \$27,250, of which the city share is \$13,625, to cover the period needed to develop and issue an RFP and receive bids. Because of the current cash flow situation, Staff respectfully urges the Commission to permit Staff to pursue the RFP options and bring the matter back to the Commission within 90 days.

**Options:**

1. Authorize Staff to work with County to develop, issue, and receive bids to provide transit services.
2. Request Big Bend Transit to immediately increase the fee from \$.050 to \$1.25.
3. Take no action.

**Recommendation:**

Option 1 and 2.

## Analysis:

### Options for transportation in the county

#### 1. Big Bend Transit TD Eligible population

The Transportation Disadvantaged (TD) Program is sponsored by the State of Florida Transportation Disadvantaged Trust Fund. Service is provided anywhere in Gadsden County five days a week and seven hours each day. To become eligible for TD service, the rider must submit proof of income, or a physician completed medical verification form. The rider's household income must fall between 0-150 percent of the Federal Poverty Level. Trips must be scheduled 24 hours in advance. The ridership on this program far exceeds the local loop ridership.

TD trips will require a \$2.00 per one-way trip fare for all trips.

#### 2. Big Bend Transit non-TD eligible population

The non-TD Eligible Transportation Program is sponsored by the Big Bend Transit. Service is provided anywhere in Gadsden County five days a week and seven hours each day. There are no eligibility requirements for this program.

TD trips will require a \$5.00 per one-way trip fare for all trips. Trips must be scheduled 24 hours in advance. The ridership on this program far exceeds the local loop ridership.

#### 3. Current operating cost of Local Loop

The current cost of the Local Loop annually is \$109,000. Fifty cent is collected for each trip and on an annual basis the fare collections equal \$8,162.50. Although the Gadsden County Transportation Disadvantaged Coordinating Board and the Big Bend Transit do not identify the number of individual using the service, we estimate, being generous, on a daily basis about 36 persons use the service for at a cost of \$12.62 per person. Riders pay only \$.50 of the trip cost.

The total operation cost for the 1 bus and driver on the 5 day 7 hours route is \$45 per hour. Staff thinks that riders are not paying enough and that the operating cost is higher than a market driven approach to providing transportation. TD Eligible riders pay \$4 for a round trip, while Local Loop riders pay \$1.00 for a round trip. Non TD eligible riders pay \$10 for a round trip. If Local Loop rider paid \$2 per trip, the aggregate sum paid would write down the cost of the service by \$32,000.

### Funding Options

#### 1. Provide the 50% request or \$49,000 to continue the current service

2. Provide funds a reduce fixed route schedule (60% of trips) or \$65,400, of which the city share is \$29,400
3. Provide bridge funding for 90 days or \$27,250 of which the city share is \$13,625 and go out for bids
4. Require a trip fare of between \$1.25 to \$2.00 per trip

**Staff Recommendation**

**Option 3**

CITY COMMISSION  
CITY HALL  
QUINCY, FLORIDA

REGULAR MEETING  
March 13, 2012  
6:00 P.M.

The Quincy City Commission met in regular session Tuesday, March 13, 2012, with Mayor Commissioner Elias presiding and the following present:

Commissioner Keith A. Dowdell  
Commissioner Larry D. Edwards (Absent)  
Commissioner Gerald A. Gay, III  
Commissioner Angela G. Sapp

Also Present:

City Manager Jack L. McLean, Jr.  
City Attorney Larry K. White  
City Clerk Sylvia Hicks  
Police Chief Glenn Sapp  
Fire Chief Howard Smith  
Customer Service Director Ann Sherman,  
Utilities Director Mike Wade  
Finance Director Theresa Moore  
Account Specialist Catherine Robinson  
Planning Director Bernard Piawah  
Public Works Director Willie Banks, Sr.  
CRA Director Charles Hayes  
Human Resources Director Lauren Wright  
OMI Representative Brett Stauffer  
OMI Representative Terry Presnell  
Parks and Recreation Director Greg Taylor  
Sergeant At Arms Officer Rich

Also Present: County Commissioner Chair Sherrie Taylor

**Call to Order:**

Mayor Commissioner Elias called the meeting to order, followed by invocation and the Pledge of Allegiance.

Commissioner Gay made a motion to excuse Commissioner Edwards. Commissioner Sapp seconded the motion. The ayes were unanimous.

**Approval of Agenda:**

Commissioner Sapp made a motion to approve the agenda. Commissioner Dowdell seconded the motion. The ayes were unanimous.

**Approval of Minutes:**

Commissioner Sapp made a motion to approve the minutes of the February 28, 2012 minutes with corrections if necessary. Commissioner Dowdell seconded the motion. The ayes were unanimous.

**Ordinances, Resolutions, and Proclamations:**

Commissioner Dowdell made a motion to approve Resolution No. 1283-2012 authorizing the Florida Department of Transportation Maintenance Agreement. Commissioner Gay seconded the motion. The ayes were unanimous.

**Presentations:**

**Citizen(s) to be Heard:**

**Consent Agenda:**

**Discussion(s):**

*Reappointment of Historic Preservation Commission Members*

- Marva Davis                      2 year term
- James Auman                    2 year term
- Mary Katherine Faircloth    2 year term
- Ellen DiSalvo                   3 year term
- Joel Sampson                   1 year term
- Mary Ann Thomas              1 year term

Commissioner Dowdell made a motion to reappoint the Historic Preservation Commission. Commissioner Gay seconded the motion. The ayes were unanimous.

*Budget Reflections*

Finance Director Theresa Moore came before the Commission and stated the recent payment of the settlement pertaining to the Womack case and existing obligations to SEPA and other vendors have imposed a tight strain on our cash flow. She stated the following as activities that has made the City have significant cash flow problems: (1) \$582,921 settlement Womack case (2) \$224,000 Alcatel (3) \$115,000 SEPA (4) \$52,791 Department of Revenue non-budget item (5) \$100,000 CAD System Police Department (6) Filling Parks & Recreation & Planning Director positions (7) Extreme mild winter has had an impact on our budget (8) Big Bend Transit request of \$32,000 to \$38,000 (non-budget). Commissioner Dowdell stated that he is not against the shuttle and don't want the service to stop but we did not budget for this item and he also thinks that we should consider the RFP for the shutter service. Mayor Elias stated that our overall cash flow is not a result of the decision made by the Commission at their last meeting. Commissioner Gay stated this is in the middle of our budget and he does not want to fun unbudgeted items. Commissioner Sapp stated that she does not want to put the City in any strain. Sherrie Taylor Chairman of Transportation Disadvantage Board came before the Commission and stated that it is her plans to immediately increase the fees to \$1.00 -\$2.00 and

it is the responsibility of the County Transportation Disadvantage Board not the City or County to put item out of RFP. The County had to go into its contingency funds as well as the City. Commissioner Dowdell stated we need to have a midyear budget analysis. Mayor Elias stated we have a an overall cash flow issue not just a Big Bend Transit issue and need to look at our overall spending habits. Commissioner Dowdell made a motion to set a date to discuss our budget reflections. Commissioner Sapp seconded it. Commissioner Gay stated we need a layout of the budget as to what we owe to all of our vendors and how far we are in the arrears. Mayor Elias added the P-Card expenditures. The ayes were unanimous.

**Report(s)/Information:**

*Tanyard Creek Maintenance Program*

CRA Director informed the Commission that the Sheriff is going to let the City have an inmate crew to maintain the park and the rental of the park will be with Parks & Recreation after completion. The Manager stated the amphitheater will remain under the care of the CRA Director for rentals.

**City Manager's Report(s):**

City Manager McLean reported that the Recreation Department will host a camp for Spring-break city residents \$30.00 and \$35.00 for non-city residents.

City Manager McLean reported that the FDLE report did not find any wrong doing or criminal activities.

**City Attorney's Report(s):**

City Attorney White reported to the Commission that he was unable to conclude the issue with Harbrolite and Active Minerals. He stated he would have the issue resolved by the next meeting.

Commissioners' Reports:

Commissioner Dowdell Concerns

- The sign on Lincoln Street
- The continuous of people running the stop sign
- FDLE Report – how did it get started – The Mayor stated he would discuss it under his concerns.

Commissioner Gay Concerns

- Need to set at date to discuss Alcoholic Beverage Ordinance

**Commissioner Gay left the meeting:**

Commissioner Sapp Concerns

- Thanked Public Works Staff for the work they did on Kent Street
- Make sure that the street sweeper comes to District II
- We all must be careful of how we treat each other

The Commission agreed to schedule a workshop to discuss the Alcoholic Beverage Ordinance (1022), Adaptive Reuse and Budget Analysis for Wednesday March 21, at 6:00 p.m.

Mayor Elias concerns

- See-saw in the Tanyard Creek Park is broken
- Bus stop at Ray Road City or County right-of-way - Manager stated a survey was done and it showed that it was the County right-of-way. Chairman Sherrie Taylor stated that he contacted the Property Appraiser Clay Van Landingham he indicated that it was the City's right-of-way.
- Asked the Chief Sapp if the Police Officers could slow down when not on a call
- Chairman Taylor asked if the City had changed their vote from the last meeting regarding Big Bend Transit. The Mayor and Commissioner Taylor stated we had not made any changes since the last meeting.
- How did the information get to FDLE? The Mayor stated he had concerns and requested that the Commission do an independent audit of the P-Card but not action was taken and the Manager said if I think that there is criminal activity he should take it to FDLE or the State Attorney. Commissioner Dowdell told the Mayor he did not like this and he did not have a right to do it without the permission of the Commission. Commissioner Sapp stated that the report addresses the Mayor and it seems as if the whole Commission agreed to send the documents and it is a bad reflection on the Commission. Mayor Elias stated he did not say he took the documents as the Mayor. Mayor Elias told Commissioner Dowdell he did not care what he thought. Commissioner Sapp told the Mayor was rude. The Mayor replied he had the floor and had not recognized anyone.

Mayor Elias adjourned the meeting.

APPROVED:

\_\_\_\_\_  
 Derrick D. Elias Mayor and Presiding  
 Officer of the City Commission and of  
 City of Quincy, Florida

ATTEST:

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



CITY COMMISSION  
CITY HALL  
QUINCY, FLORIDA

REGULAR MEETING  
FEBRUARY 28, 2012  
6:00 P.M.

The Quincy City Commission met in regular session Tuesday, February 28, 2012, with Mayor Commissioner Elias presiding and the following present:

Commissioner Keith A. Dowdell (absent)  
Commissioner Larry D. Edwards  
Commissioner Gerald A. Gay, III  
Commissioner Angela G. Sapp

Also Present:

City Manager Jack L. McLean, Jr.  
City Attorney Larry K. White  
City Clerk Sylvia Hicks  
Police Chief Walter McNeil  
Fire Chief Howard Smith  
Customer Service Director Ann Sherman,  
Utilities Director Mike Wade  
Finance Director Theresa Moore  
Account Specialist Catherine Robinson  
Planning Director Bernard Piawah  
Public Works and Recreation Director Willie Banks, Sr.  
IT Analysis Willie Mitchell  
Sergeant At Arms

**Call to Order:**

Mayor Commissioner Elias called the meeting to order, followed by invocation and the Pledge of Allegiance.

Commissioner Gay made a motion to excuse Commissioner Dowdell. Commissioner Edwards seconded the motion. The ayes were unanimous.

**Approval of Agenda:**

Commissioner Sapp made a motion to approve the agenda with the following addition: Add Gadsden County Board Chairman Sherrie Taylor under Presentations. Commissioner Gay seconded the motion. The ayes were unanimous.

**Approval of Minutes:**

Commissioner Gay made a motion to approve the minutes of the February 14, 2012 minutes with corrections if necessary. Commissioner Edwards seconded the motion. The ayes were unanimous.

**Ordinances, Resolutions, and Proclamations:**

Commissioner Edwards made a motion to approve Resolution No. 1282-2012 authorizing the Temporary Road Closure and Parade Permit for Bike Florida. Commissioner Sapp seconded the motion. The ayes were unanimous.

**Presentations:**

Gadsden County Board Chairman Sherrie Taylor came before the Commission to thank the City of Quincy for the part they played in the deployment of our troops. She stated that it is important that going forward we shall work together both the City and County. Chairman Taylor stated she will place an ad in the paper thanking everyone who played a part in the ceremony.

**Citizens to be Heard:**

Vivian Howard of 805 South Virginia Street came before the Commission regarding her utility bill. She asked the status of her bill she stated she have not heard anything since the last meeting. The Manager stated the bill was corrected and sent out. Customer Service Director Ann Sherman stated the bill was delivered to Ms. Howards home.

**Consent Agenda:**

**Discussion(s):**

*CH2M HILL 2011 Annual Report*

Terry Presnell and Brett Stauffer of CH2M HILL presented to the Commission the 2011 annual report. Terry stated that the completion of the work in 2001 marks 18 years of successful partnering between CH2M Hill and the City of Quincy. Mr. Presnell stated that Florida Department of Environmental Protection (FDEP) will be changing the rules for the land application of biosolids. Starting January 2013 we will be unable to land apply the biosolids generated by the wastewater plant onto the fields and have permitted presently without making a major change to the facilities biosolids treatment systems. Commissioner Gay stated that CH2M HILL has done a great job for the City.

*Wastewater Facilities Plan Rescission:*

Utilities Director Mike Wade came before the Commission and stated that the Wastewater Facilities Plan was presented to the Commission January 24, 2012 meeting with the intent that the meeting was held as an advertised public hearing. The Commission approved this item with a unanimous vote. Unintentionally the meeting was not advertised in the local medias as a public meeting as required. The Wastewater Facilities Plan has been placed on the February 28, 2012 agenda and an advertisement had been placed advertising a public meeting.

Commissioner Edwards made a motion to rescind the January 24, 2012 adoption of the Wastewater Facilities Plan. Commissioner Gay seconded the motion. The ayes were unanimous. Mayor Elias stated this is a public hearing and asked if anyone in the audience had any comments or question. There were none. Commissioner Gay made a motion to adopt the Wastewater Facilities Plan. Commissioner Sapp seconded the motion. The ayes were unanimous.

### *Big Bend Transit*

City Manager McLean presented to the Commission options for the transportation in the county: Mr. McLean stated that Big Bend Transit offer three transportation options. (1) Transportation Disadvantage (TD) is sponsored by the State of Florida Transportation Disadvantaged Trust Fund. Service is provided anywhere in Gadsden County. The rider must provide proof of income or a physician must complete a medical verification form. TD trip will require a \$2.00 per one way trip fare. (2) Non Transportation is sponsored by Big Bend Transit and no eligibility requirements for this program and requires \$5.00 per one way trip fares. (3) Local Loop. City Manager McLean suggested the service is bid out to see if someone else can provide the service at a cheaper rate. Sherrie Taylor Chairman of the Gadsden County Transportation Disadvantage Coordinating Board requested consideration and participation from the Commission for assistance in continuing the fixed route scheduled for public transportation. Commissioner Gay stated he did not want to put the citizens in a bind this is an unbudgeted item and is not against the project. Commissioner Edwards stated he is not against the project. Mayor Elias stated we need to find the funds and keep the project going this year if we can spend \$30,000 for grass on the football field we sure can find the funds. Commissioner Gay asked where the funds would come from. Denise Hannah came before the Commission and stated that she is appalled that the Commission can't come up with funds to assist the citizen of Quincy. The Manager stated contingency. Commissioner Sapp made a motion to approve option 1 provide 50% requested or \$49,000 to continue the current service. Mayor Commissioner Elias seconded the motion. The Manager suggested we fund the shutter service until the end of the fiscal year which will be approximately \$31,000. Commissioner Sapp withdrew her motion and Mayor Elias withdrew his second. Commissioner Sapp then made a motion to approve funding the shuttle until the end of the fiscal year. Commissioner Gay seconded the motion. The ayes were unanimous.

### **Commissioner Gay left the meeting**

### *Request For Change In Fee Schedule*

Commissioner Edwards made a motion to approve the request for change in fee and advertise for an ordinance. Commissioner Sapp seconded the motion. The ayes were Commissioners Edwards and Sapp. Nay was Commissioner Elias. The motion carried.

### **Report(s)/Information**

1. Financial Report – Mayor Elias asked the Finance Director what kind of charges makes up the line item other operating expenses since it is approximately 95% expended. She stated phones and the I-Pads. Mayor Elias asked the Commissioner to pay close attention to the P-Card Statement.

**City Manager's Reports:** – None

**City Attorney's Reports:**

City Attorney White reported that he will have a conclusion to the Harbrolite/Active Minerals issue at the next meeting.

**Commissioners' Reports:**

Commissioner Sapp thanked the Manager and Staff for the work on Kent Street.

Commissioner Edwards stated that Fletcher Drive has been re-milled.

Commissioner Edwards stated that one of his constituents asked if there is a quiet zone for trains. The Attorney stated he would check out the issue.

Commissioner Edwards stated that he wants to make sure that the Quincy Development Corporation is disbanded.

Mayor Elias stated that CBS Sunday Morning was here this morning featuring Chief McNeil and he was proud to be a part of the event.

Mayor Elias asked why don't utilize our park and not have the fest downtown. The CRA Director stated this is part of Main Street and we try to patronize the merchants downtown.

Mayor Elias asked the Manager if the grass on the football field was bid out. The Manager stated no, it is our practice to shop around and get quotes. Mayor Elias stated we need to get back to policy not practice.

There being no further business the meeting was adjourned.

APPROVED:

\_\_\_\_\_  
Derrick D. Elias Mayor and Presiding  
Officer of the City Commission and of  
City of Quincy, Florida

ATTEST:

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

**CITY OF QUINCY**  
**CITY COMMISION AGENDA REQUEST**

**MEETING DATE:** February 28, 2012

**DATE OF REQUEST:** February 21, 2012

**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:** Request for Change in Fee Schedule

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**Statement of Issue:** On October 28, 2008, the City Commission passed Ordinance Number 1017, amending the fee schedule of Sections 14-86, 14-133, 14-153, 14-172, 14-193, and 14-212 of the Code of Ordinances of the City of Quincy and establishing the fees for certain Building Department services of Chapter 46. The City's staff is requesting to modify the fee schedule in Attachment A of Ordinance Number 1017 with respect to certain services performed under Section 46 of the City's code. This is because the fees charged for subdivision plat approval is simply a flat fee that is not reflective of the size of the subdivision. The fee proposed by staff is calibrated based on the size of the subdivision. The proposed modifications to the fees are shown in strikethrough and underline format in Attachment A, to the proposed ordinance.

**Background/Analysis:** The City Commission passed Ordinance Number 1017, on October 28, 2008 amending the fee schedule of Sections 14-86, 14-133, 14-153, 14-172, 14-193, and 14-212 of the Code of Ordinances and establishing the fees for certain Building Department services of Chapter 46 as indicated in Attachment A to Ordinance Number 1017. Under this schedule, a request for preliminary subdivision plat review is charged \$1000.00 and final subdivision plat review is also charged \$1000.00. No consideration is given to the size of the subdivision. That is, a subdivision plat involving only three lots is required to pay the same fee as a subdivision plat with more lots. Thus, the current fee structure appears to punish developments with fewer lots and reward those with more lots. In view of this, the City's staff is requesting that the fee structure be changed so that every request for subdivision plat review will be charged a base fee of \$500.00 plus an additional fee of \$20.00 per lot at the preliminary and final plat approval stages respectively. The City does not get many requests for subdivision plat review; however,

when we get one it is usually for a subdivision with fewer lots. The proposed fee structure is aimed to bring fairness into the system since the applicant will be charged a fee that is proportional to the size of his or her subdivision. The City's staff is also requesting to have the fees for the following activities included on the schedule: property boundary adjustment (with no additional development potential) and minor replat (division into two lots). The City is currently charging these fees and the staff would like them to be reflected on the schedule.

**Options**

1. Approve the request for a change in the fee schedule as indicated in Attachment A to the Ordinance.
2. Do not approve the request for a change in the fee schedule as indicated in Attachment A to the Ordinance.

**Staff Recommendation:**

Approve Option 1.

# City of Quincy

## Agenda Request

**Date of Meeting:** December 13, 2011

**Date Submitted:** December 5, 2011

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

**From:** Vanita Anderson, Transportation Disadvantaged Program Coordinator  
Apalachee Regional Planning Council  
Gadsden County TD Coordinating Board

Edward Waters, General Manager  
Big Bend Transit, Inc.

**Subject:** Approval of Financial Support for The Shuttle

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### **Statement of Issue:**

This item seeks The City Commission approval of financial support for The Shuttle, a public transportation service.

### **Background:**

Big Bend Transit, Inc. has operated an in-town shuttle service in the City of Quincy since May 1, 2005. This service was made possible from funds that StarMetro and the City of Tallahassee received from the Federal Transportation Administration for Jobs Access and Reverse Commute (JARC) and New Freedom (NF).

The project provides a fixed route/fixed schedule service within the major municipality, Quincy. The Shuttle provides for opportunities to employment, training and educational facilities. The project was designed to utilize the existing coordinated transportation system of Gadsden County as a feeder system, to gather and distribute the passengers residing outside the municipality and throughout the county area, and to provide transfers to the inter-county Gadsden Express. The project demonstrates an important service concept for a unique ridership group. The services are provided five days per week on a 16.3 mile fixed schedule/route 9.5 hours/day.

Since the service began on May 1, 2005, 61,041 trips were provided over the 77 months to approximately 1,400 riders, citizens of Gadsden County. The ridership has steadily increased over time. The lowest daily ridership of 43 persons was in the first month of service and the highest daily ridership was 83 persons, for an average monthly daily usage of 66 persons.

Funding will be depleted by March 30, 2012. To continue, the project needs the financial support of the City of Quincy and the Gadsden County Board of Commissioners. The cost to operate The Shuttle for one year is approximately \$106,800.00. It is hoped that the City of Quincy will sponsor \$49,130 and the County Commission will sponsor another \$49,130. It is anticipated that \$8,550 will be generated through the fare box collection paid by the ridership.

**Analysis:**

Transportation is often the vital link between not only quality of life, but also, employment, education and other life sustaining needs for some of the most vulnerable citizens of the City. The Shuttle provides a needed service to the citizens of Quincy that have no other means of transportation to employment, training and education opportunities. Employment is the engine of the local economy, helping to sustain and encourage growth. Economic development is crucial to preserve and enhance the quality of life in Quincy. Without the proper education of its residents, the City most likely will see no improvements in the economics and quality of life of its citizens.

The Shuttle has proven to be a successful service. It is a service that the ridership depends on to improve their quality of life. It would be a shame to discontinue a thriving program due to a funding issue.

**Fiscal Impact:**

\$49,130 for one year

**Options:**

1. Approve the funding for The Shuttle.
2. Do not approve the funding for The Shuttle.
3. Provide other direction.

**City Administrator's Recommendation**

Option #

**Attachment:**

Letter of Request from the Gadsden County Transportation Disadvantaged Coordinating Board.



**GADSDEN COUNTY**  
**TRANSPORTATION DISADVANTAGED COORDINATING BOARD**  
**20776 Central Ave. East, Suite 1, Blountstown, Florida 32424**  
**(850) 674-4571**

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November 10, 2011

The Honorable Derrick Elias  
Mayor  
City of Quincy  
404 West Jefferson Street  
Quincy, Florida 32351

RE: Funding Request for the Quincy/Gadsden County Shuttle

Dear Mayor Elias:

Big Bend Transit, Inc. has operated an in-town shuttle service in the City of Quincy since October 1, 2009. This service was made possible from funds that StarMetro and the City of Tallahassee received from the Federal Transportation Administration for Jobs Access and Reverse Commute (JARC) and New Freedom (NF). These funds will be depleted by March 30, 2012. To continue, the project needs the financial support of the City of Quincy and the Gadsden County Board of Commissioners. The cost to operate the Shuttle service for one year is approximately \$106,800.00. It is hoped that the City of Quincy will sponsor \$49,130 and the County Commission will sponsor another \$49,130. It is anticipated that \$8,550 will be generated through the fare box collection paid by the ridership.

The project provides a fixed route/ fixed schedule service within the major municipality, Quincy. The shuttle provides for opportunities to employment, training and educational facilities. To date (October 1, 2009 – September 30, 2011), the service has provided 29,725 trips to a ridership that has steadily increased to nearly 1,400 citizens of the City of Quincy and Gadsden County. The project utilizes the existing coordinated transportation system of Gadsden County as a feeder system, to gather and distribute the passengers residing outside the municipality and throughout the county area, and to provide transfers to the inter-county Gadsden Express. The project demonstrates an important service concept for a unique ridership group by providing transportation to educational and employment opportunities that improve the lives of the citizens as well as the economy of Gadsden County.

Your consideration and participation in this necessary public service and your assistance in continuing the fixed route/ fixed schedule public transportation service will be appreciated. Please feel free to contact Mr. Ted Waters, General Manager, Big Bend Transit, Inc. at 574-6266 or me if you have any questions, would like additional information or a presentation regarding the service.

Sincerely,



Sherrie Taylor  
Gadsden County Commissioner and  
Chairman of the Gadsden County Chairman Transportation Disadvantaged Coordinating Board

cc: Gadsden County Transportation Disadvantaged Coordinating Board members  
Ted Waters, Big Bend Transit, Inc.

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Staffed by the Apalachee Regional Planning Council

CITY COMMISSION  
CITY HALL  
QUINCY, FLORIDA

REGULAR MEETING  
DECEMBER 13, 2011  
6:00 P.M.

The Quincy City Commission met in regular session Tuesday, December 13, 2011, with Mayor Commissioner Elias presiding and the following present:

Commissioner Keith A. Dowdell  
Commissioner Larry D. Edwards  
Commissioner Gerald A. Gay, III  
Commissioner Angela G. Sapp

Also Present:

City Manager Jack L. McLean, Jr.  
Interim City Attorney Larry K. White  
Police Chief Walter McNeil  
City Clerk Sylvia Hicks  
Fire Chief Howard Smith  
Executive Assistant to the City Manager Anita Washington  
Customer Service Director Ann Sherman,  
Utilities Director Mike Wade  
Finance Director Theresa Moore  
Information Technology Director John Thomas  
Planning Director Bernard Piawah  
Accountant Specialist Catherine Robinson  
Recreation and Public Works Director Willie Earl Banks, Sr.  
Sergeant At Arms Assistant Chief Glenn Sapp

**Call to Order:**

Mayor Commissioner Elias called the meeting to order, followed by invocation and the Pledge of Allegiance.

**Approval of Agenda:**

Commissioner Dowdell made a motion to approve the agenda with the addition of Apalachee Regional Planning Council to be added under Citizens to be Heard. Commissioner Gay seconded the motion. The ayes were unanimous.

**Approval of Minutes:**

Commissioner Edwards made a motion to approve the minutes of the November 8, 2011 special meeting minutes with corrections if necessary. Commissioner Dowdell seconded the motion. The ayes were unanimous.

Commissioner Dowdell made a motion to approve the minutes of the November 22, 2011 regular meeting minutes with corrections if necessary. Commissioner Sapp seconded the motion. The ayes were unanimous.

### **Ordinances, Resolutions and Proclamations:**

#### **Presentation(s):**

##### *Gadsden County Tobacco Free Partnership*

Katie Cruikshank Program Coordinator of the American Lung Association in Florida along with the following students of SWAT: West Gadsden: Gavon Germany and Shamprelissia Rump, East Gadsden: Randarius Williams, Brianna Gordon and Deldrick Grimes came before the Commission requesting to approve a resolution banning flavored tobacco. The Commission agreed to approve the resolution at their next meeting. Mayor Elias and Commissioner Edwards thanked students, Commissioner Sapp advised the students to keep up the good work.

#### **Tri-Star Tours & Cruises, Inc.**

Willie Brown of 612 Rustling Pines, Midway, came before the Commission seeking to expand his business in the Quincy Business Park on Joe Adams Road. He stated he would employ a total of 17 part and full time employees. Commissioner Dowdell asked if Mr. Brown and the Attorney had communicated. The Attorney replied no. Commissioner Edwards asked if we could negotiate with the Bank. The Attorney stated we can do a quiet title or a quick claim deed but we are not in a position to sell the property. He stated that the City gave All Tech South East property with a reverter clause indicating that if certain conditions are not met the City would retain possession of the property they fail to meet those conditions. He stated during the time they were in business they [the Kilmers] went to the bank and borrowed money to build a building and looking at documents the City did not take second position to any of the instruments. Commissioner Dowdell asked if the Bank knew that a reverter clause at the time of the loan. The Attorney stated he did not know if they knew at the time of the loan but they should have known the deed had been filed and was of public record in the Gadsden County Clerk of Court. Commissioner Dowdell asked could we temporarily allow him to operate his business out of that building until we work something out with the bank. The Attorney stated he would not recommend that as an option. Commissioner Sapp asked the Attorney's recommendation. The Attorney stated he recommends we not do anything until all issues are final. The Manager stated that we can resolve the matter two ways the first being to negotiate on behalf of Mr. Brown using the waiver as leverage and the second being just give the waiver to the bank without conditions. Commissioner Dowdell made a motion that we do a good faith attempt to resolve the issue within two weeks. Commissioner Sapp seconded the motion. Mayor Elias reminded Commissioner Dowdell that this is the holiday season and things will slow down until the New Year. Commissioner Dowdell amended his motion and extended his time until January 15, 2012 and Commissioner Sapp amended her seconded. The ayes were Commissioners Dowdell, Gay, Sapp and Elias. Nay was Commissioner Edwards. The motion carried.

**Citizens to be Heard:**

Vernita Anderson of Apalachee Regional Planning Council came before the Commission seeking funds to continue the shuttle transportation in Quincy. She stated the shuttle was funded with federal dollars and they will expire in March of 2012. Ted Waters of Big Bend Transit they are requesting \$49,130.00 from the County and City. Commissioner Sapp made a motion to table the item to see if we can appropriate some funds for this project. Commissioner Dowdell seconded the motion. The ayes were unanimous.

Vivian Howard of 805 South Virginia Street came before the Commission with the following concerns:

- How the City conducts business
- Customer Service
- Meters Changed without notification
- Late fees added to bill after being paid
- Utilities cut off prior to the cutoff date
- Too many errors are being made

Commissioner Dowdell stated he supports his constituents whole heartily and too many mistake are being made. He stated that when you start causing citizens problems you cause problems for the Commission. Commissioner Dowdell stated if you make a mistake live up to them and the City always want to give a credit when someone overpay he said give them their money back. He stated he will be a Commissioner to his people. Commissioner Dowdell apologized to Ms. Howard on behalf of the City of Quincy. Commissioner Gay stated they City needs to put door hangers on every door indicating what the City is doing and some information regarding the program as to why we are changing out the meters. He stated the citizen should have been notified. City Manager McLean stated he did not like the errors and there will be consequences for individuals that make the errors. Commissioner Edwards and Sapp apologized to Ms. Howard and appreciate her coming to the meeting voicing her opinion. Mayor Elias stated that he had been complaining about customer service or the lack of and what do we have to do to improve our customer service. He stated that there is no excuse for bad customer service.

**Consent Agenda:****Boards and Appointments:****Discussion(s):***Selman Road Voluntary Annexation*

Bernard Piawah City Planner stated that the City is interested in annexing 16 parcels located along Selman Road as well and Magnolia Forest. City staff is asking the Commission for permission to make an offer to Mr. Sheline and enter into an agreement with him for the annexation of his property. The conditions for the annexation are as follows from Mr. Sheline:

## **Condition for Annexation:**

### **Part A: Sheline's Property along Selma Road that abuts SR 90 and the City Limit**

1. The City will pay for the surveying of a portion of the 91.62-acre area (Parcel Number 3-16-2N-3W-0000-00200-0000) that is between the 8.01-acre parcel (Parcel Number: 3-16-2N-3W-7921-00000-0011) along Selma Road and the City's limit, for a total of about 20 acres of Sheline's property along Selma Road to be annexed (please see the location map in Exhibit 1).
2. The 8.01-acre parcel and the portion to the west are currently designated Rural Residential in the Gadsden County's comprehensive plan and used as Agriculture-Timberland on the Property Appraisal's Map. Subsequent to the annexation, the City will initiate an amendment to the City's comprehensive plan to assign to these properties the same land use designation of Rural Residential as is the case in the County. The City's zoning map will also be changed to keep the same zoning as in the County.
3. The City will allow the property to continue its use as timberland until such time in the future that the property owner and or, the City considers it appropriate to change the land use designation on the property to other categories consistent with the City's vision and comprehensive plan.

### **Part B. Sheline's Properties within Magnolia Forest Development**

1. The City will annex Magnolia Forest Subdivision which includes 44 undeveloped (unsold) lots owned by Mr. Sheline, and Mr. Sheline will grant consent to the City for the annexation of these lots identified by location and Parcel Numbers.
2. The City will take over maintenance responsibility for the roads and streets within Magnolia Forest including the street lights that are currently the responsibility of Mr. Sheline.
3. The City will take over maintenance responsibility for the drainage facilities that are currently the responsibility of Mr. Sheline.

### **Part C. Tax Credit:**

The anticipated tax increases to Mr. Sheline of \$24,728, for Parcel Number 3-16-2N-3W-7921-00000-0011 and the 11 to 12 acres of land (to be surveyed) that is adjacent to the west of the before mentioned parcel, and the tax increases on the 44 lots in Magnolia Forest Development (see Exhibit 2) will be offset against a connection fee rebate of \$562 for each lot as it is developed. That is to say, for the 44 unsold lots that Mr. Sheline owns, the City will grant a utility connection fee rebate of \$562 per residential connection for a total of \$24,728. Subsequently, each tax year following the execution date of this agreement, the difference in taxes between the County's tax rate and the City's tax rate that would have been paid by Mr. Sheline on these 44 lots (inclusive of the taxes on Parcel Number 3-16-2N-3W-7921-00000-0011

and the 11 to 12 acres to be surveyed) will be credited to Mr. Sheline by the City until the connection fee rebate of \$24,728.00 is used up.

Part D. Miscellaneous

1. *The execution of this Agreement by the City of Quincy does not constitute development or an approval or final development order and does not create any basis for vested status to either commence or continue development.*
2. This Agreement may not be modified or amended except by an instrument in writing signed by the Parties hereto. No amendment or modification of this Agreement shall be otherwise valid or binding.

Commissioners Gay, Dowdell and Mayor Elias stated they have issues with the conditions the Mr. Sheline has requested. The Commission did not take any action.

EAP SAP Appropriation Application

At a public hearing representatives from Hatch Mott MacDonald came to inform them that the City had received a \$440,000 appropriation from Congress to upgrade the City's sewer system. The City must apply to Environmental Protection Agency (EPA) to obtain the funds. The City is currently under a FDEP consent order due to excessive Infiltration/Inflow (I/I) into the sewer system. In order to obtain the funds, EAP requires the City file an application and must be executed by the Manager. City staff and Hatch Mott MacDonald have been in discussions with FDEP on how the City could fund the 45% match to the EAP grant. FDEP offers loans and grants that can be use to match the EPA grant. Discussions with FDEP indicate that their grant would be approximately 75%. Thus, the impact to the City would be a loan of 25% of the 45% match or \$90,000. Commissioner Edwards made a motion to authorize the City Manager to execute the grant application. Commissioner Gay seconded the motion. The ayes were unanimous.

**Reports/Information:**

*Financial*

**City Manager's Report(s)**

City Manager McLean requested a workshop for the Smart Grid revised Budget.

City Manager McLean requested a Special Meeting for as Special Use Request for a daycare center. The Commission agreed to hold the Special Meeting on Monday, December 19, 2011 at 1:00 p.m. followed by the workshop.

*Commission December 27, 2011 Meeting*

Commissioner Dowdell made a motion to cancel the December 27, 2011 Commission Meeting. Commissioner Gay seconded the meeting. The ayes were unanimous.

### **City Attorney's Report(s)**

City Attorney Larry White informed the Commission that Pyramid Construction and Richard Fauble has reached a settlement.

City Attorney Larry White informed the Commission that he had met with Harbrolite Attorney regarding the title transfer and both parties would like to resolve the issue without litigation.

City Attorney Larry White thanked the committee for allowing him to participate in the Christmas Parade.

### **Commissioner's Report(s)**

Commissioner Sapp wanted to know the street sweeper's schedule.

Commissioner Sapp asked what the City could do to make Station Street look better since closing and requested a plan by January 15, 2012.

Commissioner Sapp wished everyone a Merry Christmas.

Commissioner Gay had concerns with Customer Service he stated we should strive to keep working hard to present ourselves in a better light to our citizens.

Commissioner Gay told the City Attorney he appreciates the job he done to resolve the Faulbe/Pyramid Construction issue.

Commissioner Gay asked the status of the center line on Washington & 14<sup>th</sup> Street. The Public Works Director state he is work on the matter.

Commissioner Edwards advised the employees that they should follow the chain of command.

Commissioner Edwards asked if some wants to sell their cemetery plot back to the City what is the procedure. The Manager stated we will pay them what they paid for them.

Commissioner Edwards stated he is getting complaints of no one is answering the phone at City Hall.

Commissioner Edwards wished everyone a Merry Christmas.

Commissioner Dowdell wished everyone a Merry Christmas.

Mayor Elias had the following concerns:

- Why utilities are being turned off before the grace period
- Asked if there is only one cashier
- Voice mail being full

- Need the P-card statement as part of the monthly financial report
- Asked if the individuals that had made personal purchases with their p-card had repaid the City. The Manager stated that they had repaid the funds.
- Asked the status of hiring the Recreation Director and how many applications have we received
- Asked if we were advertising for a Police Chief position, the Manager stated we are not.
- How long are we going to have an Interim City Attorney

Commissioner Dowdell made a motion to appoint Larry White as the City Attorney. Commissioner Edwards seconded the motion. Commissioner Gay stated we need to have an agreement/contract drawn up. The ayes were Commissioners Dowdell, Edwards and Sapp. Nay was Commissioners Gay and Elias. The motion carried.

Mayor Elias stated that the City Hall will be closed Friday, December 23, 2011 and Monday, December 26, 2011 for Christmas.

Mayor Elias stated that the first meeting in January we will have to appoint a City Manager but he wants to go in another direction.

There being no further business the meeting was adjourned.

APPROVED:

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Derrick D. Elias Mayor and Presiding  
Officer of the City Commission and of  
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 COMMISSION  
CITY HALL  
QUINCY, FLORIDA

REGULAR MEETING  
JANUARY 23, 2007  
6:00 P.M.

The Quincy City Commission met in regular session on Tuesday, January 23, 2007, with Mayor Commissioner Taylor presiding and the following present.

Commissioner Keith A. Dowdell  
Commissioner Gerald Gay  
Commissioner L. Finley Cook  
Commissioner Derrick D. Elias

Also present:

City Manager Bill Bogan, Jr.  
City Attorney Jack McLean, Jr.  
Police Chief Gerald McSwain  
Fire Chief Howard Smith  
Human Resources Director Lauren Wright  
Executive Assistant Stacey Brown  
OMI Representative Terry Presnal  
Utilities Director Rohan Berry  
IT Director Ray Eaton  
Interim Public Works Director Chad Brown  
Customer Service Director Ann Sherman  
Purchasing Agent Eugene Sutton  
Auburn Ford  
Accountant Catherine Robinson

**Call to Order:**

Mayor Taylor called the meeting to order, and led in Prayer followed by the Pledge of Allegiance to the US Flag.

**Approval of Minutes:**

Commissioner Cook made a motion to approve the minutes of the January 9, 2007, regular meeting with corrections if necessary. Commissioner Dowdell seconded the motion. The ayes were unanimous.

**Proclamation:**

Mayor Taylor issued a Proclamation for Disaster Resistant Neighborhood.

**Employee Recognition:**

Mayor Taylor and Lauren Wright Human Resource Director presented plaques to the following:  
Telly S. Mathews 10 years of service Fire Department  
Officer Lee R. Burns 5 years of service Police Department  
Officer Delwyn Hall 5 years of service Police Department  
Officer Clarence Pearson 5 years of service Police Department  
Jorge Martinez 5 years of service Human Resources Department

**Consent Agenda:**

Commissioner Elias made a motion to approve the Fred's Department Grant. Commissioner Cook seconded the motion. The ayes were unanimous.

Commissioner Elias made a motion to approve the Funding for the Quincy Shuttle (partnering with the County to fund the operation of the shuttle for the remainder of FY 2007 only, payable from the contingency line item, sharing the cost equally.) Commissioner Gay seconded the motion. The ayes were unanimous.

Commissioner Elias made a motion to approve the Park and Cemetery Grounds Maintenance (explore the possibility of outsourcing the lawn maintenance.) Commissioner Cook seconded the motion. The ayes were unanimous. Ms. Denise P. Hannah of 714 South 9<sup>th</sup> Street asked the City Manager if he had thought about inmate labor as an alternative as opposed to outsourcing. The City Manager stated he needs to get permission from the Commission just to explore the possibility of outsourcing and he stated the City is currently working with DOC for inmate labor.

Attendance of Florida Municipal Official Alumni Association was withdrawn from the agenda.

Commissioner Elias made a motion to approve the Step Up, Florida Proclamation. Commissioner Cook seconded the motion. The ayes were unanimous.

**General Business:**

Commissioner Gay made a motion to authorize the Mayor to execute the PBA Contract. Commissioner Cook seconded the motion. The ayes were unanimous.

**Reports:**

The following Reports were presented to the Commission:

- a. Police Department Annual Report.
- b. Golf Driving Range Project Status Report.
- c. Sunset Park Project Status Report. Commissioner Elias reported the ribbon cutting ceremony was a success and thanked all the departments for working so diligently on the completion of the park. Commissioner Elias advised the City Manager to make sure the grant is closed in order to apply the next cycle.

**City Manager's Concerns:**

City Manager Bogan stated he had received an invitation from the County inviting the Commission to attend a site visit to the Town of Jupiter on February 15, 2007 to review the Community Center. City Manager Bogan stated the building could serve as dual purpose for hurricane disaster preparedness.

City Manager Bogan stated he would be traveling to Pensacola on Thursday to observe how the inmate labor works.

City Manager Bogan stated he is pleased to report that he, the Mayor and the Superintendent of School last Friday regarding school board issues and will bring a report at a later date regarding the meeting.

City Manager Bogan announced that the United Way, TCC, and National Association of Black Accountants at the Community Action Center are preparing taxes free for anyone who earns \$40,000 or less and it include e-filing. He stated he would have the announcement on WQNT channel 13.

Terry Presnell of OMI came before the Commission to inform the citizens that as a result of sampling from our water DEP noted that they were to obtain three samples instead two. He also stated that a letter would be mailed to all the citizens in that regard.

**City Attorney's Concerns:**

City Attorney Jack McLean presented to the Commission an unemployment compensation claim of a former employee the ruling was in favor of the City.

City Attorney McLean asked for direction on the Sunset Acres Development litigation that is on appeal. Attorney McLean reported he had received an inquiry from the developer if we wanted to discuss a settle. The Commission advised the Attorney they were not interested in any settlement and let the court proceeding continue.

City Attorney McLean announced that every citizen is entitled to file an exemption on their income tax regarding excise tax on long distance services.

**Commissioner's Concerns:**

Commissioner Elias: None

Commissioner Gay thanked Public Works for the work the did on GF&A Drive regarding the flooding issue.

Commissioner Elias stated the City need to clean the ditches on private property that we use as drainage.

Commissioner Cook: None

Commissioner Dowdell stated they did not give a starting date for the CRA Manager. The Attorney reminded Commissioner Dowdell that they could not act on any CRA issues at this meeting.

Commissioner Dowdell stated he had received a complaint regarding noise on Elm Street and asked the Chief if he could give some insight on the issue. Chief McSwain stated he would get a report to the Manager and Commission.

Mayor Taylor asked the Manager if Public Works would fill some potholes on the corner of 4<sup>th</sup> and Coopers Street.

Commissioner Gay also asked the Manager if Public Works would fill some potholes on Ward Street.

**Citizens' Concerns:**

Mr. Derrick Butler requested to use the City Property for a Car Show, Commissioner Dowdell made a motion to table the issue until the Manager and Mr. Butler negotiate the financial obligations. Commissioner Elias seconded the motion. The ayes were unanimous.

Mr. Henry Rollins of 411 North Calhoun Street came before the Commission with certain issues; garbage cans remaining on the sidewalk, meeting with City Manager and the Manager leaving the meeting; and dogs chasing individuals on Franklin Street. Commissioner Gay asked the citizens to be mindful of our right of way and move their garbage cans off the streets. City Manager Bogan apologized to Mr. Rollins and stated that he had another meeting to attend.

Commissioner Cook made a motion to adjourn the meeting. Commissioner Gay seconded the meeting.

APPROVED

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Sherrie Taylor  
Presiding Officer of the City Commission  
And 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

**QFD Monthly District Fire Calls  
January 2013**

<b>District</b>	<b><u>District</u></b>	<b><u>Location</u></b>	<b><u>Type of Incident</u></b>
<b>District 1</b>	1/3/2013	410 Thomas St	Good intent
	1/12/2013	Shelfer St & MLK Blvd	Vehicle accident with injuries
	1/19/2013	620 S Atlanta St	Structure fire
	1/20/2013	1720 MLK, Jr. Blvd	Smoke detector activation
	1/25/2013	1832 Hamilton St	Structure fire
<b>District 2</b>	01/17/13	600 S Adams St	Canceled enroute
	1/21/2013	1003 W Jefferson St	Alarm malfunction
	1/21/2013	1003 W Jefferson St	Alarm malfunction
	1/22/2013	1003 W Jefferson St	Alarm malfunction
	1/22/2013	729 E Jefferson St	Motor vehicle accident
<b>District 3</b>	No Activity		
<b>District 4</b>	1/29/2013	20 N Stewart St	Public Assist
	1/30/2013	Forest Drive & Highland Ave	Power line down
<b>District 5</b>	12/16/2013	803 Magnolia St	Electrical arcing
	1/17/2013	1641 W Jefferson St	Alarm activation

**QFD Monthly Activity Report**  
**January 2013**

	<b><u>2013</u></b>	<b><u>2012</u></b>
<b>Total Fire Calls</b>	138	62
City	116	31
County	22	31
<b>Total Man Hours</b>	95 hrs 26 mins	135 hrs 13 mins
City	40 hrs 15 mins	42 hrs 19 mins
County	64 hrs 1 min	92 hrs 14 mins
<b>Type Fire Calls - City</b>	2	2
Structure	2	1
Vehicle	4	5
False Alarm	2	5
Hazard	0	0
Rescue	0	0
Wood & Grass	6	17
Other		
<b>Type Fire Calls - County</b>	2	3
Structure	9	10
Vehicle	1	3
False Alarm	2	1
Hazard	0	0
Rescue	1	4
Woods & Grass	7	7
Other		
<b>Fire Causes</b>	7	7
Accidental	2	2
Undetermined	0	0
Suspicious	0	0
Arson		
<b>Average Response Time</b>		
City	2.88 mins	3.54 mins
County	7.03 mins	8.58 mins
<b>Average Firefighters per Call</b>		
City	1.35	3.02
County	2.17	3.03
<b>Average Time Spent per Call</b>		
City	6.30 mins	14.76 mins
County	17.35 mins	27.06 mins

*QFD Monthly Activity Report  
January 2013*

	<b>2013</b>	<b>2012</b>
Responses Out of District	3	0
Mutual Aid Responses *	1	0
Deaths	0	0
Injuries	0	0
Fire Prevention Programs	1	2
Fire Safety Inspection	0	22
Fire Investigation	0	0
Plans Review	0	5
Training Man Hours	247 hrs	317 hrs
Hydrants Serviced/Painted	0	0
Utility Turn Ons	97	6
Smoke Detector Installs	0	0

**City of Quincy  
City Commission  
Agenda Request**

Date of Meeting: February 26, 2013

Date Submitted: February 22, 2013

To: Honorable Mayor and Commissioners

From: Jack L. McLean Jr., City Manager  
Theresa Moore, Finance Director

Subject: Financial Report as of **January 31, 2013 (FY2013)**

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Attached you will find preliminary financial data for January 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 four months (33.3%) of financial activity for the current fiscal year. Below are some highlights for the fiscal year (FY2013).

**Revenue:**

- Overall, General Fund revenues reflect that we have received 31.8% of budgeted revenues. Ad valorem tax revenue received to date total \$689,227 which represents 69.8% of its budget. Tax payments are due to the tax collector's office beginning in November and continue throughout the year. Once payment is received by the tax collector, it is subsequently submitted to the City.
- Revenues pertaining to the transfer of profit from the Enterprise Fund to the General Fund amounts to \$978,879 or 39% of the revenues received to date for the General Fund. As deemed necessary, the monthly transfers will be adjusted to only transfer to the general fund the amount actually required to meet the expenses through the current period.
- The overall Enterprise Fund revenues reflect that we have received \$6.121 million or 26% of the budgeted revenues.

**Expenses:**

- The General Fund expended 31.6% of its budgeted expenses. There were no unusual expenses included in this total.
- The Enterprise Fund expended 28.4% of its budgeted expenses. There are no unusual expenses included in these expenses.



The additional financial data is presented below for your review.

**Current Cash Balances:**

	<u>Jan 31, 2013</u>	<u>Dec 31, 2012</u>
Cash Balance Operating - (Capital City)	\$ 107,543	\$ 199,458
Operating - (Premier)	<u>\$ 75,941</u>	<u>\$ 75,882</u>
<b>Total</b>	<b>\$ 183,484</b>	<b>\$ 275,340</b>

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

Beginning Balance	\$ 97,000	\$ 0
Draws	\$ 421,000	\$ 97,000
Repayment	<u>\$ 25,544</u>	<u>\$ 0</u>
<b>Ending Balance</b>	<b>\$ 492,456</b>	<b>\$ 97,000</b>

**Reserves:**

Investments Unrestricted	\$2,115,170	\$2,125,039
*Investments Restricted	\$3,308,398	\$2,781,952

(\*Includes funds placed in escrow to cover debt service.)

**Accounts Payable**

Current (0 -30 days)	\$1,300,364
31 – 60 days	393,557
61 – 90 days	<u>148,254</u>
<b>Total</b>	<b>\$1,842,175</b>

**Note:**

The amount of accounts payable greater than 60 days is \$148,254 or 8% of total outstanding accounts payable. Included are the following:

- 31 – 60 days – includes invoices from SEPA, OMI. The SEPA invoice is being paid consistent with the payment plan previously provided.
- 61 – 90 days – majority of amount includes 2 invoices for OMI.

**ATTACHMENTS**

Budget to Actual Revenue – January 31, 2013  
 Budget to Actual Expenses – January 31, 2013

**CITY OF QUINCY, FLORIDA  
BUDGET TO ACTUAL EXPENSES  
AS OF JANUARY 31, 2013 (FY2013)**

<u>G/L ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL YTD</u>	<u>(OVER) UNDER BUDGET</u>	<u>PERCENT</u>
<b>GEN FUND REVENUE</b>					
001-311-10000	CURRENT AD VALOREM TAX	987,997	689,227.19	298,769.81	69.76%
001-312-41000	SALES-LOCAL OPTION GAS TAX	274,544	55,046.53	219,497.47	20.05%
001-312-60000	LOCAL GOV INFRASTRUCTURE SURTA	325,000	119,826.50	205,173.50	36.87%
001-314-80000	UTILITY SERVICE TAX - PROPANE	7,699	2,985.23	4,713.77	38.77%
001-315-00000	COMMUNICATION SERVICES TAX	205,000	101,265.00	103,735.00	49.40%
001-321-10000	PROFESSIONAL & OCCUPATION LICE	46,800	39,315.02	7,484.98	84.01%
001-321-11000	COMPETENCY LICENSE	228	1,805.00	(1,577.00)	791.67%
001-322-10000	PERMITS	63,997	19,482.14	44,514.86	30.44%
001-329-10000	OTHER LICENSES, FEES & PERMITS	2,075	225.00	1,850.00	10.84%
001-335-12000	STATE REVENUE SHARING PROCEEDS	222,764	78,694.08	144,069.92	35.33%
001-335-14000	STATE - MOBILE HOME LICENSE	2,704	1,297.00	1,407.00	47.97%
001-335-15000	STATE - ALCOHOLIC BEVERAGE LIC	4,995	2,694.72	2,300.28	53.95%
001-335-17000	STATE - D O T REIMBURSEMENT	63,104	31,552.10	31,551.90	50.00%
001-335-18000	STATE - HALF CENT SALES TAX	185,000	69,442.04	115,557.96	37.54%
001-335-41000	STATE - REBATE ON MUN VEH FUEL	6,625	769.42	5,855.58	11.61%
001-335-42000	STATE - UNCLAIMED PROPERTY	418	-	418.00	0.00%
001-340-21000	SERVICES - COUNTY FIRE PROTECT	405,000	202,500.00	202,500.00	50.00%
001-340-21500	SERVICES-FIRE INSPECTIONS	2,475	450.00	2,025.00	18.18%
001-347-22000	REVENUE - FOOTBALL	6,207	3,840.00	2,367.00	61.87%
001-347-23000	REVENUE - BASKETBALL	6,546	3,430.00	3,116.00	52.40%
001-347-27000	REVENUE - OTHER ACTIVITY FEES	5,813	470.00	5,343.00	8.09%
001-347-30000	RENT ON FACILITIES	4,273	943.50	3,329.50	22.08%
001-347-41000	REVENUE - POOL ADMISSION FEES	5,118	-	5,118.00	0.00%
001-347-50000	COKE FUND REVENUE	108	72.82	35.18	67.43%
001-359-10000	OTH FINES & FORFEITS	16,528	5,315.32	11,212.68	32.16%
001-361-10000	INTEREST INC ON INVESTMENTS	500	-	500.00	0.00%
001-361-13000	UNREALIZED GAIN	500	-	500.00	0.00%
001-361-15000	INTEREST INC ON BANK ACCT	355	23.25	331.75	6.55%
001-364-11000	SALE OF LAND - HILLCREST CEMET	6,000	1,015.00	4,985.00	16.92%
001-364-12000	SALE OF LAND - SUNNYVALE CEMET	18,000	9,915.00	8,085.00	55.08%
001-369-90000	OTHER MISCELLANEOUS REVENUES	228,768	120,928.93	107,839.07	52.86%
001-382-10000	CONTRIBUTION FR INTER OPER-ELE	3,845,121	769,024.20	3,076,096.80	20.00%
001-382-20000	CONTRIBUTION FR INTER OPER-GAS	577,537	115,507.40	462,029.60	20.00%
001-382-30000	CONTRIBUTION FR INTER OPER-WAT	167,000	33,400.00	133,600.00	20.00%
001-382-40000	CONTRIBUTION FR INTER OPER-REFUS	125,950	25,190.00	100,760.00	20.00%
001-382-50000	CONTRIBUTION FR INTER OPER-SEW	135,271	27,054.20	108,216.80	20.00%
001-382-60000	CONTRIBUTION FR INTER OPER LAN	43,515	8,703.00	34,812.00	20.00%
	<b>TOTAL GENERAL FUND REVS</b>	<b>7,999,535</b>	<b>2,541,409.59</b>	<b>5,458,125.41</b>	<b>31.77%</b>

**ENTERPRISE FUND REVENUES**

**BUSINESS ACTIVITY**

400-381-10000	INTERFUND TRANSFER	653,139	217,713.00	435,426.00	33.33%
	<b>TOTAL BUSINESS ACTIVITY</b>	<b>653,139</b>	<b>217,713.00</b>	<b>435,426.00</b>	<b>33.33%</b>

**SEWER**

402-343-10000	SALES	1,836,242	467,252.40	1,368,989.60	25.45%
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**CITY OF QUINCY, FLORIDA  
BUDGET TO ACTUAL EXPENSES  
AS OF JANUARY 31, 2013 (FY2013)**

<u>G/L ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL YTD</u>	<u>(OVER) UNDER BUDGET</u>	<u>PERCENT</u>
402-343-16000	CONNECTIONS	2,507	-	2,507.00	0.00%
402-343-17000	FORFEITED DISCOUNTS - PENALTIE	24,665	9,189.76	15,475.24	37.26%
402-343-19000	CUT ON/OFF FEES	0	-	-	0.00%
402-343-50000	SEWER SURCHARGE O/S	34,203	10,926.38	23,276.62	31.95%
402-361-10000	INTEREST REVENUE	41	15.20	25.80	37.07%
402-381-10000	INTERFUND TRANSFER	128,681	-	128,681.00	0.00%
	<b>TOTAL SEWER REV</b>	<b>2,026,339</b>	<b>487,383.74</b>	<b>1,538,955.26</b>	<b>24.05%</b>
<b>ELECTRIC</b>					
403-343-11000	RESIDENTIAL SALES	5,855,463	1,449,655.76	4,405,807.24	24.76%
403-343-12000	COMMERCIAL SALES	6,685,382	1,820,740.67	4,864,641.33	27.23%
403-343-13000	INDUSTRIAL SALES	1,774,379	406,244.24	1,368,134.76	22.90%
403-343-14000	STREET LIGHTING SALES	241,167	53,816.78	187,350.22	22.32%
403-343-15000	INTERDEPARTMENTAL SALES	430,759	121,055.29	309,703.71	28.10%
403-343-16000	CONNECTIONS	1,452	964.00	488.00	66.39%
403-343-17000	FORFEITED DISCOUNTS - PENALTIE	115,741	44,489.17	71,251.83	38.44%
403-343-18500	SPECIAL PROJECT - MATERIAL SAL	511	-	511.00	0.00%
403-343-19000	CUT ON/OFF FEES	27,199	10,959.63	16,239.37	40.29%
403-343-24000	TRANSFORMER RENT	8,627	2,835.07	5,791.93	32.86%
403-343-27000	MISCELLANEOUS CHARGES	2,112	17,381.30	(15,269.30)	822.98%
403-343-29000	POLE RENT	11,546	39.20	11,506.80	0.34%
403-343-90000	MISCELLANEOUS REVENUES	2,712	39.20	2,672.80	1.45%
403-361-10000	INTEREST REVENUE	14,395	-	14,395.00	0.00%
403-369-90000	MISCELLANEOUS REVENUES	1,410	1,200.74	209.26	85.16%
	<b>TOTAL ELECTRIC REV</b>	<b>15,172,855</b>	<b>3,929,421.05</b>	<b>11,243,433.95</b>	<b>25.90%</b>
<b>WATER</b>					
404-343-10000	SALES	1,333,091	372,437.28	960,653.72	27.94%
404-343-15000	INTERDEPARTMENTAL SALES	59,512	32,617.62	26,894.38	54.81%
404-343-16000	CONNECTIONS	10,835	615.50	10,219.50	5.68%
404-343-17000	FORFEITED DISCOUNTS-PENALTIES	26,215	11,586.00	14,629.00	44.20%
404-343-19000	CUT ON/OFF FEES	125	330.40	(205.40)	264.32%
404-343-27000	MISCELLANEOUS CHARGES	0	(22,617.75)	22,617.75	0.00%
404-343-30000	WATER SURCHARGE O/S	57,715	16,334.39	41,380.61	28.30%
404-361-10000	INTEREST REVENUE	10,507	23.48	10,483.52	0.22%
404-361-13000	UNREALIZED GAIN	500	-	500.00	0.00%
404-381-10000	INTERFUND TRANSFER	96,033	-	96,033.00	0.00%
	<b>TOTAL WATER REV</b>	<b>1,594,533</b>	<b>411,326.92</b>	<b>1,183,206.08</b>	<b>25.80%</b>
<b>GAS</b>					
405-343-10000	GAS SALES	1,814,205	515,986.69	1,298,218.31	28.44%
405-343-15000	GAS INTERDEPARTMENTAL SALES	9,854	4,133.96	5,720.04	41.95%
405-343-16000	GAS CONNECTIONS	419	696.00	(277.00)	166.11%
405-343-17000	GAS FORFEITED DISCS-PENALTIES	18,609	5,929.65	12,679.35	31.86%
405-343-19000	GAS CUT ON/OFF FEES	132	(16.80)	148.80	-12.73%
405-343-27000	GAS OTHER CHARGES	0	(360.52)	360.52	0.00%
405-361-10000	INTEREST REVENUE	0	-	-	0.00%
405-369-90000	MISCELLANEOUS REVENUE	0	-	-	0.00%
405-381-10000	INTERFUND TRANSFER	183,120	-	183,120.00	0.00%
	<b>TOTAL GAS REV</b>	<b>2,026,339</b>	<b>526,368.98</b>	<b>1,499,970.02</b>	<b>25.98%</b>

**CITY OF QUINCY, FLORIDA  
BUDGET TO ACTUAL EXPENSES  
AS OF JANUARY 31, 2013 (FY2013)**

<b>G/L ACCT #</b>	<b>ACCOUNT DESCRIPTION</b>	<b>ANNUAL BUDGET</b>	<b>ACTUAL YTD</b>	<b>(OVER) UNDER BUDGET</b>	<b>PERCENT</b>
<b>REFUSE</b>					
406-343-11000	RESIDENTIAL SALES	646,369	197,204.61	449,164.39	30.51%
406-343-12000	COMMERCIAL SALES	483,618	163,027.65	320,590.35	33.71%
406-343-15000	YARD TRASH COLLECTION	132,726	38,817.54	93,908.46	29.25%
406-343-17000	FORFEITED DISCOUNTS-PENALTIES	18,716	7,529.51	11,186.49	40.23%
	<b>TOTAL REFUSE REV</b>	<b>1,281,429</b>	<b>406,579.31</b>	<b>874,849.69</b>	<b>31.73%</b>
<b>LANDFILL</b>					
407-343-44000	GARBAGE TIPPING FEES	252,445	44,991.03	207,453.97	17.82%
407-361-10000	INTEREST INCOME	60	19.65	40.35	32.75%
	<b>TOTAL LANDFILL REV</b>	<b>252,505</b>	<b>45,010.68</b>	<b>207,494.32</b>	<b>17.83%</b>
<b>TELECOMMUNICATION</b>					
408-340-00000	INTERNET PROVIDER FEES	456	197.70	258.30	43.36%
408-340-20000	BROADBAND SALES	50,247	45,149.92	5,097.08	89.86%
408-340-30000	ARBOR CREST CABLE SALES	0	400.00	(400.00)	0.00%
408-340-40000	BROADBAND - BUSINESS	10,265	4,856.13	5,408.87	47.31%
408-340-50000	BROADBAND - GOVERNMENT	6,159	2,768.70	3,390.30	44.95%
408-345-10000	QFONE-RESIDENTIAL SALES	8,359	-	8,359.00	0.00%
408-345-20000	QFONE RESIDENTIAL INSTALLATION	54	-	54.00	0.00%
408-349-00000	QFONE BUSINESS INSTALLATION	25	-	25.00	0.00%
408-355-10000	QFONE BUSINESS SALES	5,876	-	5,876.00	0.00%
408-382-10000	INTERFUND TRANSFER	131,839	43,946.33	87,892.67	33.33%
	<b>TOTAL TELECOMMUNICATIONS REV</b>	<b>213,280</b>	<b>97,318.78</b>	<b>115,961.22</b>	<b>66.38%</b>
	<b>TOTAL ENTERPRISE FND REVS</b>	<b>23,220,419</b>	<b>6,121,122.46</b>	<b>17,099,296.54</b>	<b>26.36%</b>
	<b>TOTAL REVENUES</b>	<b>31,923,139</b>	<b>7,284,084.88</b>	<b>24,639,054.12</b>	<b>22.82%</b>

**CITY OF QUINCY, FLORIDA  
BUDGET TO ACTUAL EXPENSES  
AS OF JANUARY 31, 2013 (FY2013)**

<u>G/L ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL YTD</u>	<u>(OVER) UNDER BUDGET</u>	<u>PERCENT</u>
<b>GEN FUND EXP</b>					
<b>CITY COMMISSION</b>					
001-110-511-10110	SALARIES & WAGES	77,135	26,700.30	50,434.70	34.62%
001-110-511-10210	FICA TAXES	5,901	2,042.57	3,858.43	34.61%
001-110-511-30402	TRAVEL	4,000	1,345.50	2,654.50	33.64%
001-110-511-30491	OTHER EXPENSES	8,000	4,634.50	3,365.50	57.93%
001-110-511-31000	OTHER OPERATING IT SUPPORT	4,000	1,333.33	2,666.67	33.33%
001-110-511-80810	AID TO GOVERNMENT AGENCIES	5,300	1,500.00	3,800.00	28.30%
001-110-511-80820	AID TO PRIVATE ORGANIZATIONS	19,000	1,000.00	18,000.00	5.26%
	<b>TOTAL CITY COMMISSION</b>	<b>123,336</b>	<b>38,556.20</b>	<b>84,779.80</b>	<b>31.26%</b>
<b>CITY MANAGER</b>					
001-160-512-10110	SALARIES & WAGES	140,111	48,601.30	91,509.70	34.69%
001-160-512-10120	REGULARY SALARIES & WAGES	30,069	10,487.93	19,581.07	34.88%
001-160-512-10210	FICA TAXES	13,019	2,562.82	10,456.18	19.69%
001-160-512-10220	RETIREMENT CONTRIBUTIONS	30,470	11,024.73	19,445.27	36.18%
001-160-512-10230	LIFE & HEALTH INSURANCE	20,769	8,875.33	11,893.67	42.73%
001-160-512-30341	CONTRACTUAL SERVICES	8,800	8,684.00	116.00	98.68%
001-160-512-30343	PROFESSIONAL SERVICES	1,800	1,600.00	200.00	88.89%
001-160-512-30402	TRAVEL EXPENSE	2,300	-	2,300.00	0.00%
001-160-512-30403	GAS	4,000	727.79	3,272.21	18.19%
001-160-512-30410	TELEPHONE	5,140	1,367.95	3,772.05	26.61%
001-160-512-30461	REPAIR & MAINTENANCE OFFICE EQ	500	301.33	198.67	60.27%
001-160-512-30491	OTHER OPERATING EXPENSE	2,800	835.39	1,964.61	29.84%
001-160-512-30511	OFFICE SUPPLIES GENERAL	1,300	364.95	935.05	28.07%
001-160-512-31000	OTHER OPERATING EXP - IT SUPPO	8,000	2,666.67	5,333.33	33.33%
	<b>TOTAL CITY MANAGER</b>	<b>269,078</b>	<b>98,100.19</b>	<b>170,977.81</b>	<b>36.46%</b>
<b>CITY ATTORNEY</b>					
001-120-514-30341	CONTRACTUAL SERVICES	115,000	63,832.00	51,168.00	55.51%
001-120-514-30343	PROFESSIONAL SERVICES	900	7,318.00	(6,418.00)	813.11%
001-120-514-30402	TRAVEL	500	-	500.00	0.00%
001-120-514-30491	OTHER OPERATING EXPENSE	1,500	474.96	1,025.04	31.66%
001-120-514-30500	LEGAL & RECORDING FEES	3,500	900.00	2,600.00	25.71%
001-120-514-30501	ONLINE LIBRARY SERVICES	5,000	1,200.00	3,800.00	24.00%
001-120-514-30540	PUBLICATIONS,SUBSCRIP,& MEMBER	1,000	-	1,000.00	0.00%
001-120-514-31000	OTHER OPERATING EXP - IT SUPPO	8,000	2,666.67	5,333.33	33.33%
	<b>TOTAL CITY ATTORNEY</b>	<b>135,400</b>	<b>76,391.63</b>	<b>59,008.37</b>	<b>56.42%</b>
<b>CITY CLERK</b>					
001-130-519-10110	SALARIES & WAGES	57,754	20,147.97	37,606.03	34.89%
001-130-519-10210	FICA TAXES	4,418	1,413.81	3,004.19	32.00%
001-130-519-10220	RETIREMENT CONTRIBUTIONS	6,930	2,399.04	4,530.96	34.62%
001-130-519-10230	LIFE & HEALTH INSURANCE	5,591	1,971.03	3,619.97	35.25%
001-130-519-30343	PROFESSIONAL SERVICES	4,600	550.00	4,050.00	11.96%
001-130-519-30410	TELEPHONE	2,300	384.35	1,915.65	16.71%
001-130-519-30461	REPAIR & MAINT - OFFICE EQUIPM	500	7.96	492.04	1.59%
001-130-519-30491	OTHER OPERATING EXPENSE	200	-	200.00	0.00%
001-130-519-30493	TRAINING	255	-	255.00	0.00%

CITY OF QUINCY, FLORIDA  
BUDGET TO ACTUAL EXPENSES  
AS OF JANUARY 31, 2013 (FY2013)

<u>G/L ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL YTD</u>	<u>(OVER) UNDER BUDGET</u>	<u>PERCENT</u>
001-130-519-30500	LEGAL ADS AND RECORDING FEES	2,525	442.00	2,083.00	17.50%
001-130-519-30511	OFFICE SUPPLIES-GENERAL	750	415.06	334.94	55.34%
001-130-519-31000	OTHER OPERATING EXP - IT SUPPO	8,000	2,666.67	5,333.33	33.33%
	<b>TOTAL CITY CLERK</b>	<b>93,823</b>	<b>30,397.89</b>	<b>63,425.11</b>	<b>32.40%</b>
<b>NON-DEPARTMENTAL</b>					
001-001-519-30320	ACCOUNTING & AUDITING SERVICES	113,500	(5,700.00)	119,200.00	-5.02%
001-001-519-30342	RECORDING OF THE COMMISSION MT	36,000	9,000.00	27,000.00	25.00%
001-001-519-30343	PROFESSIONAL SERVICES	10,000	137.20	9,862.80	1.37%
001-001-519-30390	CONTINGENCIES	100,000	2,767.50	97,232.50	2.77%
001-001-519-30410	TELEPHONE	1,000	3.45	996.55	0.35%
001-001-519-30430	SALES & USE TAXES (DOR AUDIT)	150,000	77,500.00	72,500.00	51.67%
001-001-519-30440	SUMMER YOUTH WORK PROGRAM	29,000	-	29,000.00	0.00%
001-001-519-30451	INSURANCE	505,000	79,004.55	425,995.45	15.64%
001-001-519-30465	COPIER PAYMENT	7,500	1,783.26	5,716.74	23.78%
001-001-519-30491	OTHER OPERATING EXPENSE	66,645	61,053.71	5,591.29	91.61%
001-001-519-30500	LEGAL ADS & RECORDINGS	500	-	500.00	0.00%
001-001-519-30510	EMPLOYEE HEALTH AWARENESS INIT	0	640.00	(640.00)	0.00%
001-001-519-30512	POSTAGE	10,000	2,819.60	7,180.40	28.20%
001-001-519-31000	OTHER OPERATING EXP - IT SUPPO	117,730	39,243.32	78,486.68	33.33%
001-001-519-70730	TRANSFER DEBT SVC CAP IMP BOND	460,981	115,220.31	345,760.69	24.99%
	<b>TOTAL NON-DEPARTMENTAL</b>	<b>1,607,856</b>	<b>383,472.90</b>	<b>1,224,383.10</b>	<b>23.85%</b>
<b>PERSONNEL</b>					
001-260-513-10110	EXE SALARIES & WAGES	62,520	21,750.18	40,769.82	34.79%
001-260-513-10120	REGULAR SALARIES & WAGES	37,644	13,296.15	24,347.85	35.32%
001-260-513-10210	FICA TAXES	7,663	2,331.21	5,331.79	30.42%
001-260-513-10220	RETIREMENT CONTRIBUTIONS	12,020	4,189.99	7,830.01	34.86%
001-260-513-10230	LIFE & HEALTH INSURANCE	16,170	4,979.82	11,190.18	30.80%
001-260-513-30314	PSYCHIATRIC EVALUATIONS	875	350.00	525.00	40.00%
001-260-513-30315	EMPLOYEE QUALITY OF LIFE	2,000	524.99	1,475.01	26.25%
001-260-513-30341	CONTRACTUAL SERVICES	3,000	1,950.00	1,050.00	65.00%
001-260-513-30343	PROFESSIONAL SERVICES	4,930	1,294.60	3,635.40	26.26%
001-260-513-30402	TRAVEL EXPENSE	1,000	-	1,000.00	0.00%
001-260-513-30410	TELEPHONE	2,280	893.84	1,386.16	39.20%
001-260-513-30461	REPAIR AND MAINTENANCE OFFICE	250	-	250.00	0.00%
001-260-513-30491	OTHER OPERATING EXPENSE	800	32.30	767.70	4.04%
001-260-513-30493	TRAINING	3,300	345.00	2,955.00	10.45%
001-260-513-30511	OFFICE SUPPLIES GENERAL	2,740	816.17	1,923.83	29.79%
001-260-513-31000	OTHER OPERATING EXP - IT SUPPO	8,000	2,666.68	5,333.32	33.33%
001-260-513-60641	OFFICE FURNITURE & EQUIPMENT	500	-	500.00	0.00%
	<b>TOTAL PERSONNEL</b>	<b>165,692</b>	<b>55,420.93</b>	<b>110,271.07</b>	<b>33.45%</b>
<b>FINANCE</b>					
001-271-513-10110	EXE SALARIES & WAGES	19,538	6,790.18	12,747.82	34.75%
001-271-513-10120	REGULAR SALARIES & WAGES	31,749	9,950.33	21,798.67	31.34%
001-271-513-10140	OVERTIME	0	32.20	(32.20)	0.00%
001-271-513-10210	FICA TAXES	3,923	1,203.34	2,719.66	30.67%
001-271-513-10220	RETIREMENT CONTRIBUTIONS	6,154	1,908.16	4,245.84	31.01%
001-271-513-10230	LIFE & HEALTH INSURANCE	10,621	2,556.29	8,064.71	24.07%
001-271-513-30343	PROFESSIONAL SERVICES	28,800	480.00	28,320.00	1.67%

**CITY OF QUINCY, FLORIDA  
BUDGET TO ACTUAL EXPENSES  
AS OF JANUARY 31, 2013 (FY2013)**

<u>G/L ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL YTD</u>	<u>(OVER) UNDER BUDGET</u>	<u>PERCENT</u>
001-271-513-30402	TRAVEL EXPENSE	2,500	1,095.41	1,404.59	43.82%
001-271-513-30410	TELEPHONE	4,500	1,128.60	3,371.40	25.08%
001-271-513-30461	REPAIR & MAINT OFFICE EQUIPMEN	1,800	224.00	1,576.00	12.44%
001-271-513-30470	PRINTING & BINDING-BUDGET	1,500	13.09	1,486.91	0.87%
001-271-513-30491	OTHER OPERATING EXPENSE	2,700	553.69	2,146.31	20.51%
001-271-513-30493	TRAINING	2,000	280.00	1,720.00	14.00%
001-271-513-30511	OFFICE SUPPLIES GENERAL	2,800	1,518.70	1,281.30	54.24%
001-271-513-30512	POSTAGE	2,000	114.34	1,885.66	5.72%
001-271-513-30521	OPERATING SUPPLIES	6,300	3,472.69	2,827.31	55.12%
001-271-513-30540	DUES, PUBLICATIONS, & MEMBERSH	750	-	750.00	0.00%
001-271-513-31000	OTHER OPERATING EXP - IT SUPPO	8,000	2,666.68	5,333.32	33.33%
001-271-513-60641	OFFICE FURNITURE & EQUIPMENT	2,000	-	2,000.00	0.00%
	<b>TOTAL FINANCE</b>	<b>137,635</b>	<b>33,987.70</b>	<b>103,647.30</b>	<b>24.69%</b>
<b>PURCHASING</b>					
001-276-513-10110	EXE SALARY & WAGES	10,023	3,495.98	6,527.02	34.88%
001-276-513-10210	FICA	767	175.28	591.72	22.85%
001-276-513-10220	RETIREMENT	1,203	370.08	832.92	30.76%
001-276-513-10230	LIFE & HEALTH	1,402	900.14	501.86	64.20%
	<b>TOTAL GEN SERVICES ADM</b>	<b>13,395</b>	<b>4,941.48</b>	<b>8,453.52</b>	<b>36.89%</b>
<b>LAW ENFORCEMENT ADM</b>					
001-210-521-10110	EXE SALARIES & WAGES	82,127	28,537.42	53,589.58	34.75%
001-210-521-10120	REGULAR SALARIES & WAGES	182,304	63,375.14	118,928.86	34.76%
001-210-521-10210	FICA TAXES	20,229	6,827.87	13,401.13	33.75%
001-210-521-10220	RETIREMENT CONTRIBUTIONS	31,732	10,965.59	20,766.41	34.56%
001-210-521-10230	LIFE & HEALTH INSURANCE	36,184	12,383.32	23,800.68	34.22%
001-210-521-30341	CONTRACTUAL SERVICES	31,420	4,410.33	27,009.67	14.04%
001-210-521-30403	GAS & DIESEL	6,000	1,215.40	4,784.60	20.26%
001-210-521-30410	TELEPHONE	22,000	14,099.45	7,900.55	64.09%
001-210-521-30430	UTILITIES	24,000	5,758.30	18,241.70	23.99%
001-210-521-30461	REPAIR & MAINTENANCE-OFFICE EQ	500	-	500.00	0.00%
001-210-521-30464	REPAIRS & MAINTENANCE-RADIO	4,500	1,970.64	2,529.36	43.79%
001-210-521-30491	OTHER OPERATING EXPENSE	4,600	908.63	3,691.37	19.75%
001-210-521-30492	INVESTIGATIVE FUNDS	3,000	-	3,000.00	0.00%
001-210-521-30511	OFFICE SUPPLIES-GENERAL	2,000	852.84	1,147.16	42.64%
001-210-521-30521	OPERATING MATERIALS & SUPPLIES	1,500	297.42	1,202.58	19.83%
001-210-521-30522	OPERATING SUPPLIES-UNIFORMS	1,000	-	1,000.00	0.00%
001-210-521-30540	PUBLICATIONS, SUBSCRIP. & MEMB	1,000	225.00	775.00	22.50%
001-210-521-31000	OTHER OPERATING EXP - IT SUPPO	8,000	2,666.68	5,333.32	33.33%
001-210-521-60620	BUILDINGS	3,800	-	3,800.00	0.00%
001-210-521-60641	OFFICE FURNITURE & EQUIPMENT	3,300	-	3,300.00	0.00%
001-210-521-60644	EQUIPMENT	3,800	-	3,800.00	0.00%
	<b>TOTAL LAW ENFORCEMENT ADM</b>	<b>472,996</b>	<b>154,494.03</b>	<b>318,501.97</b>	<b>32.66%</b>
<b>LAW ENFORCEMENT OPERATIONS</b>					
001-220-521-10120	REGULAR SALARIES & WAGES	879,741	323,245.44	556,495.56	36.74%
001-220-521-10130	OTHER SALARIES & WAGES - P/T	38,000	14,050.16	23,949.84	36.97%
001-220-521-10140	OVERTIME	34,510	30,935.62	3,574.38	89.64%
001-220-521-10150	SPEC PAY-INCENTIVE,HOL, LV BUY	12,480	5,490.00	6,990.00	43.99%
001-220-521-10210	FICA TAXES	73,802	27,722.63	46,079.37	37.56%

**CITY OF QUINCY, FLORIDA  
BUDGET TO ACTUAL EXPENSES  
AS OF JANUARY 31, 2013 (FY2013)**

<u>G/L ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL YTD</u>	<u>(OVER) UNDER BUDGET</u>	<u>PERCENT</u>
001-220-521-10220	RETIREMENT CONTRIBUTIONS	115,768	41,457.98	74,310.02	35.81%
001-220-521-10230	LIFE & HEALTH INSURANCE	195,265	62,124.55	133,140.45	31.82%
001-220-521-30341	CONTRACTURAL SERVICES	3,500	120.00	3,380.00	3.43%
001-220-521-30402	TRAVEL EXPENSE	645	381.00	264.00	59.07%
001-220-521-30403	GASOLINE & DIESEL	69,000	20,834.67	48,165.33	30.20%
001-220-521-30462	REPAIR & MAINT.-EQUIPMENT & TO	1,587	837.60	749.40	52.78%
001-220-521-30464	REPAIR & MAINTENANCE - RADIOS	241	-	241.00	0.00%
001-220-521-30491	OTHER OPERATING EXPENSE	4,132	3,934.86	197.14	95.23%
001-220-521-30493	TRAINING	39,000	5,390.17	33,609.83	13.82%
001-220-521-30499	CANINE EXPENSE	7,000	583.92	6,416.08	8.34%
001-220-521-30511	OFFICE SUPPLIES	1,714	-	1,714.00	0.00%
001-220-521-30521	OPERATING MATERIALS & SUPPLIES	2,069	628.15	1,440.85	30.36%
001-220-521-30522	OPERATING SUPPLIES - UNIFORMS	11,423	1,177.87	10,245.13	10.31%
001-220-521-60644	EQUIPMENT	1,902	23,988.00	(22,086.00)	1261.20%
001-220-521-70710	CAPITAL EQUIPMENT LOAN- PRINCI	14,964	4,925.19	10,038.81	32.91%
001-220-521-70711	VEHICLE LOAN CCBG (4)-PRINCIPA	28,000	8,842.35	19,157.65	31.58%
001-220-521-70720	CAPITAL EQUIPMENT LOAN- INTERE	662	391.90	270.10	59.20%
001-220-521-70721	VEHICLE LOAN CCBG (4)- INTERES	3,491	1,107.01	2,383.99	31.71%
	<b>TOTAL LAW ENFORCEMENT OPERAT</b>	<b>1,538,896</b>	<b>578,169.07</b>	<b>960,726.93</b>	<b>37.57%</b>

**FIRE CONTROL ADM**

001-210-522-10110	EXE SALARIES & WAGES	63,934	22,236.71	41,697.29	34.78%
001-210-522-10120	REGULAR SALARIES & WAGES	88,293	30,836.87	57,456.13	34.93%
001-210-522-10150	SPEC PAY-INCENTIVE,HOL,LV BUYB	3,160	1,170.00	1,990.00	37.03%
001-210-522-10210	FICA TAXES	11,887	3,786.15	8,100.85	31.85%
001-210-522-10220	RETIREMENT CONTRIBUTIONS	18,646	6,463.71	12,182.29	34.67%
001-210-522-10230	LIFE & HEALTH INSURANCE	29,815	10,028.79	19,786.21	33.64%
001-210-522-30410	TELEPHONE	8,085	1,208.76	6,876.24	14.95%
001-210-522-30430	UTILITIES	32,550	3,798.97	28,751.03	11.67%
001-210-522-30461	REPAIR & MAINTENANCE-OFFICE EQ	2,260	-	2,260.00	0.00%
001-210-522-30463	REPAIR & MAINT.-BUILDINGS & GR	3,000	697.84	2,302.16	23.26%
001-210-522-30464	REPAIR & MAINTENANCE-RADIO	18,000	1,745.32	16,254.68	9.70%
001-210-522-30465	COPIER PAYMENT	1,350	400.00	950.00	29.63%
001-210-522-30491	OTHER OPERATING EXPENSE	1,145	10.33	1,134.67	0.90%
001-210-522-30494	FIRE PREVENTION & EDUCATION	2,550	275.00	2,275.00	10.78%
001-210-522-30511	OFFICE SUPPLIES-GENERAL	967	525.00	442.00	54.29%
001-210-522-30521	OPERATING MATERIALS & SUPPLIES	655	23.10	631.90	3.53%
001-210-522-30522	OPERATING SUPPLIES - UNIFORMS	1,150	-	1,150.00	0.00%
001-210-522-31000	OTHER OPERATING EXP -IT SUPPOR	8,000	2,666.68	5,333.32	33.33%
001-210-522-60641	OFFICE FURNITURE & EQUIPMENT	2,500	979.88	1,520.12	39.20%
001-210-522-70711	VEHICLE LOAN CCBG - PRINCIPAL	5,490	1,811.10	3,678.90	32.99%
001-210-522-70721	VEHICLE LOAN CCBG - INTEREST	625	226.74	398.26	36.28%
	<b>TOTAL FIRE CONTROL ADM</b>	<b>304,062</b>	<b>88,890.95</b>	<b>215,171.05</b>	<b>29.23%</b>

**FIRE CONTROL OPERATIONS**

001-230-522-10120	REGULAR SALARIES & WAGES	667,108	214,968.23	452,139.77	32.22%
001-230-522-10130	OTHER SALARIES & WAGES - P/T	39,000	22,575.00	16,425.00	57.88%
001-230-522-10140	OVERTIME	0	11,220.73	(11,220.73)	0.00%
001-230-522-10150	SPEC PAY-INCENTIVE,HOL,LV BUYB	34,360	9,135.00	25,225.00	26.59%
001-230-522-10210	FICA TAXES	56,645	18,194.53	38,450.47	32.12%
001-230-522-10220	RETIREMENT CONTRIBUTIONS	88,856	27,669.15	61,186.85	31.14%
001-230-522-10230	LIFE & HEALTH INSURANCE	158,081	49,831.79	108,249.21	31.52%



**CITY OF QUINCY, FLORIDA  
BUDGET TO ACTUAL EXPENSES  
AS OF JANUARY 31, 2013 (FY2013)**

<u>G/L ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL YTD</u>	<u>(OVER) UNDER BUDGET</u>	<u>PERCENT</u>
001-230-522-30402	TRAVEL EXPENSE	1,650	-	1,650.00	0.00%
001-230-522-30403	GASOLINE & DIESEL	16,135	4,737.14	11,397.86	29.36%
001-230-522-30404	OIL & GREASE	550	-	550.00	0.00%
001-230-522-30405	TIRES	1,000	-	1,000.00	0.00%
001-230-522-30406	VEHICLE PARTS ONLY	1,500	170.28	1,329.72	11.35%
001-230-522-30462	REPAIR & MAINT. - EQUIPMENT &	4,165	885.40	3,279.60	21.26%
001-230-522-30491	OTHER OPERATING EXPENSE	1,327	668.35	658.65	50.37%
001-230-522-30493	TRAINING	5,800	989.00	4,811.00	17.05%
001-230-522-30511	OFFICE SUPPLIES	640	9.85	630.15	1.54%
001-230-522-30521	OPERATING MATERIALS & SUPPLIES	909	684.27	224.73	75.28%
001-230-522-30522	OPERATING SUPPLIES - UNIFORMS	33,068	8,084.23	24,983.77	24.45%
001-230-522-60644	EQUIPMENT	8,630	244.29	8,385.71	2.83%
	<b>TOTAL FIRE CONTROL OPERATIONS</b>	<b>1,119,424</b>	<b>370,067.24</b>	<b>749,356.76</b>	<b>33.06%</b>
<b>BUILDING &amp; PLANNING</b>					
001-284-515-10110	EXE SALARIES & WAGES	55,628	19,361.93	36,266.07	34.81%
001-284-515-10120	REGULAR SALARIES & WAGES	61,886	21,135.14	40,750.86	34.15%
001-284-515-10140	OVERTIME	0	28.51	(28.51)	0.00%
001-284-515-10210	FICA TAXES	8,990	2,830.03	6,159.97	31.48%
001-284-515-10220	RETIREMENT CONTRIBUTIONS	14,102	4,824.93	9,277.07	34.21%
001-284-515-10230	LIFE & HEALTH INSURANCE	30,629	10,165.19	20,463.81	33.19%
001-284-515-30341	CONTRACTUAL SERVICES	40,025	7,850.00	32,175.00	19.61%
001-284-515-30343	PROFESSIONAL SERVICES	14,025	1,600.00	12,425.00	11.41%
001-284-515-30402	TRAVEL EXPENSE	2,000	-	2,000.00	0.00%
001-284-515-30403	GAS & DIESEL	2,500	1,324.49	1,175.51	52.98%
001-284-515-30410	TELEPHONE	2,500	699.78	1,800.22	27.99%
001-284-515-30461	REPAIR & MAINT. OFFICE EQUIPME	500	225.00	275.00	45.00%
001-284-515-30491	OTHER OPERATING EXPENSE	2,200	327.95	1,872.05	14.91%
001-284-515-30500	ADVERTISEMENTS	2,500	-	2,500.00	0.00%
001-284-515-30511	OFFICE SUPPLIES GENERAL	3,000	205.60	2,794.40	6.85%
001-284-515-31000	OTHER OPERATING EXP - IT SUPPO	8,000	2,666.68	5,333.32	33.33%
001-284-515-60641	OFFICE FURNITURE & EQUIPMENT	1,000	-	1,000.00	0.00%
	<b>TOTAL BUILDING &amp; PLANNING</b>	<b>249,485</b>	<b>73,245.23</b>	<b>176,239.77</b>	<b>29.36%</b>
<b>RECREATIONAL ACTIVITY</b>					
001-310-572-10110	EXE SALARIES & WAGES	43,737	27,648.77	16,088.23	63.22%
001-310-572-10120	REGULAR SALARIES & WAGES	56,020	7,169.41	48,850.59	12.80%
001-310-572-10210	FICA TAXES	8,303	3,360.09	4,942.91	40.47%
001-310-572-10220	RETIREMENT CONTRIBUTIONS	13,025	4,143.79	8,881.21	31.81%
001-310-572-10230	LIFE & HEALTH INSURANCE	3,280	3,865.83	(585.83)	117.86%
001-310-572-30343	PROFESSIONAL SERVICES	12,000	2,949.27	9,050.73	24.58%
001-310-572-30390	CONTINGENCY	2,000	-	2,000.00	0.00%
001-310-572-30402	TRAVEL EXPENSE	2,000	-	2,000.00	0.00%
001-310-572-30403	GAS & DIESEL	2,000	464.71	1,535.29	23.24%
001-310-572-30410	TELEPHONE	5,100	1,687.50	3,412.50	33.09%
001-310-572-30440	RENTAL OF EQUIPMENT & BUILDING	3,000	50.00	2,950.00	1.67%
001-310-572-30462	REPAIR & MAINT-EQUIPMENT & TOO	45,000	-	45,000.00	0.00%
001-310-572-30491	OTHER OPERATING EXPENSES	34,000	1,330.76	32,669.24	3.91%
001-310-572-30493	TRAINING	2,000	-	2,000.00	0.00%
001-310-572-30511	OFFICE SUPPLIES - GENERAL	1,500	479.23	1,020.77	31.95%
001-310-572-30521	OPERATING MATERIALS & SUPPLIES	2,000	1,017.05	982.95	50.85%
001-310-572-30523	OPERATING SUP - CHEM	2,000	-	2,000.00	0.00%

**CITY OF QUINCY, FLORIDA  
BUDGET TO ACTUAL EXPENSES  
AS OF JANUARY 31, 2013 (FY2013)**

<u>G/L ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL YTD</u>	<u>(OVER) UNDER BUDGET</u>	<u>PERCENT</u>
001-310-572-30524	SWIMMING POOL SUPPLIES	6,807	-	6,807.00	0.00%
001-310-572-30525	ATHLETIC EQUIPMENT - FOOTBALL	15,000	2,622.20	12,377.80	17.48%
001-310-572-30526	ATHLETIC EQUIP BASEBALL & SOFT	1,000	-	1,000.00	0.00%
001-310-572-30528	ATHLETIC EQUIPMENT - BASKETBAL	2,000	483.10	1,516.90	24.16%
001-310-572-30529	ATHLETIC EQUIPMENT - OTHER	5,500	155.00	5,345.00	2.82%
001-310-572-30540	OTHER RECREATIONAL ACTIVITIES	31,000	10,286.31	20,713.69	33.18%
001-310-572-31000	OTHER OPERATING EXP - IT SUPPO	8,000	2,666.68	5,333.32	33.33%
	<b>TOTAL RECREATIONAL ACTIVITY</b>	<b>306,272</b>	<b>70,379.70</b>	<b>235,892.30</b>	<b>22.98%</b>
<b>PARKS</b>					
001-440-572-10120	REGULAR SALARIES & WAGES	37,812	31,213.66	6,598.34	82.55%
001-440-572-10130	OTHER SALARIES & WAGES - P/T	25,500	9,301.92	16,198.08	36.48%
001-440-572-10140	OVERTIME	0	336.14	(336.14)	0.00%
001-440-572-10210	FICA TAXES	3,072	2,103.97	968.03	68.49%
001-440-572-10220	RETIREMENT CONTRIBUTIONS	4,819	1,603.94	3,215.06	33.28%
001-440-572-10230	LIFE & HEALTH INSURANCE	6,338	2,844.04	3,493.96	44.87%
001-440-572-30391	PARKS & FACILITY	10,000	635.95	9,364.05	6.36%
001-440-572-30430	UTILITIES	38,000	7,667.86	30,332.14	20.18%
001-440-572-30440	RENTAL OF EQUIPMENT & BUILDING	3,000	400.00	2,600.00	13.33%
001-440-572-30463	REPAIR & MAINTENANCE-BLDGS. &	6,000	-	6,000.00	0.00%
	<b>TOTAL PARKS</b>	<b>134,541</b>	<b>56,107.48</b>	<b>78,433.52</b>	<b>41.70%</b>
<b>PUBLIC WORKS ADM</b>					
001-410-539-10110	EXE SALARIES & WAGES	41,202	12,707.07	28,494.93	30.84%
001-410-539-10120	REGULAR SALARIES & WAGES	8,784	4,650.71	4,133.29	52.95%
001-410-539-10210	FICA TAXES	3,824	1,213.94	2,610.06	31.75%
001-410-539-10220	RETIREMENT CONTRIBUTIONS	5,998	2,070.25	3,927.75	34.52%
001-410-539-10230	LIFE & HEALTH INSURANCE	12,774	4,192.57	8,581.43	32.82%
001-410-539-30402	TRAVEL EXPENSE	1,500	-	1,500.00	0.00%
001-410-539-30410	TELEPHONE	6,800	2,244.79	4,555.21	33.01%
001-410-539-30430	UTILITIES	81,269	25,270.05	55,998.95	31.09%
001-410-539-30440	REPAIR & MAINT BUILDING	3,500	-	3,500.00	0.00%
001-410-539-30491	OTHER OPERATING EXPENSE	5,000	1,384.61	3,615.39	27.69%
001-410-539-30493	TRAINING	5,000	-	5,000.00	0.00%
001-410-539-30511	OFFICE SUPPLIES	500	225.48	274.52	45.10%
001-410-539-30521	OPERATING MATERIALS & SUPPLIES	3,000	692.23	2,307.77	23.07%
001-410-539-30522	OPERATING EXPENSE - UNIFORMS	16,000	2,760.66	13,239.34	17.25%
001-410-539-30524	OPERATING SUPPLIES - TOOLS	1,000	-	1,000.00	0.00%
001-410-539-31000	OTHER OPERATING EXP - IT SUPPO	8,000	2,666.68	5,333.32	33.33%
	<b>TOTAL PUBLIC WORKS ADM</b>	<b>204,151</b>	<b>60,079.04</b>	<b>144,071.96</b>	<b>29.43%</b>
<b>ROADS &amp; STREETS</b>					
001-430-541-10110	SALARIES & WAGES	5,886	1,875.31	4,010.69	31.86%
001-430-541-10120	REGULAR SALARIES & WAGES	122,561	37,508.39	85,052.61	30.60%
001-430-541-10130	OTHER SALARIES & WAGES - P/T	0	15,253.38	(15,253.38)	0.00%
001-430-541-10140	OVERTIME	0	1,055.15	(1,055.15)	0.00%
001-430-541-10210	FICA TAXES	9,826	4,060.50	5,765.50	41.32%
001-430-541-10220	RETIREMENT CONTRIBUTIONS	15,414	4,601.42	10,812.58	29.85%
001-430-541-10230	LIFE & HEALTH INSURANCE	30,995	7,193.01	23,801.99	23.21%
001-430-541-30341	CONTRACTUAL SERVICES	35,600	3,600.00	32,000.00	10.11%

**CITY OF QUINCY, FLORIDA  
BUDGET TO ACTUAL EXPENSES  
AS OF JANUARY 31, 2013 (FY2013)**

<u>G/L ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL YTD</u>	<u>(OVER) UNDER BUDGET</u>	<u>PERCENT</u>
001-430-541-30403	GASOLINE & DIESEL	75,000	27,250.27	47,749.73	36.33%
001-430-541-30524	OPERATING SUPPLIES - SMALL TOO	1,000	302.70	697.30	30.27%
001-430-541-30530	ROAD MATERIALS & SUPPLIES	25,000	2,687.58	22,312.42	10.75%
001-430-541-60632	RESURF & SIDEWALKS	168,100	11,552.60	156,547.40	6.87%
001-430-541-60634	STORM WATER FACILITIES	5,000	-	5,000.00	0.00%
001-430-541-60643	HEAVY EQUIPMENT	58,776	5,371.81	53,404.19	9.14%
001-430-541-70710	CCB LOAN- GRAPPLE TRUCK PRINCI	29,488	9,660.32	19,827.68	32.76%
001-430-541-70720	CCB LOAN GRAPPLE TRUCK - INTER	1,602	673.72	928.28	42.05%
	<b>TOTAL ROADS &amp; STREETS</b>	<b>584,248</b>	<b>132,646.16</b>	<b>451,601.84</b>	<b>22.70%</b>
<b>CEMETERIES &amp; GROUNDS</b>					
001-431-542-10110	SALARIES & WAGES	5,886	1,815.31	4,070.69	30.84%
001-431-542-10120	REGULAR SALARIES & WAGES	3,698	1,516.25	2,181.75	41.00%
001-431-542-10140	OVERTIME	0	22.23	(22.23)	0.00%
001-431-542-10210	FICA TAXES	733	229.70	503.30	31.34%
001-431-542-10220	RETIREMENT CONTRIBUTIONS	1,150	399.89	750.11	34.77%
001-431-542-10230	LIFE & HEALTH INSURANCE	2,806	881.96	1,924.04	31.43%
001-431-542-30521	OPERATING SUPPLIES	5,000	-	5,000.00	0.00%
	<b>TOTAL CEMETERIES &amp; GROUNDS</b>	<b>19,273</b>	<b>4,865.34</b>	<b>14,407.66</b>	<b>25.24%</b>
<b>BUILDINGS &amp; GROUNDS</b>					
001-440-519-10110	SALARIES & WAGES	5,865	1,815.31	4,049.69	30.95%
001-440-519-10120	REGULAR SALARIES & WAGES	150,218	60,388.31	89,829.69	40.20%
001-440-519-10140	OVERTIME	0	1,254.08	(1,254.08)	0.00%
001-440-519-10210	FICA TAXES	11,940	4,370.98	7,569.02	36.61%
001-440-519-10220	RETIREMENT CONTRIBUTIONS	18,730	7,097.60	11,632.40	37.89%
001-440-519-10230	LIFE & HEALTH INSURANCE	40,891	14,454.32	26,436.68	35.35%
001-440-519-30341	CONTRACTUAL SERVICES	30,000	10,120.20	19,879.80	33.73%
001-440-519-30463	REPAIR & MAINT.-BUILDINGS & GR	45,000	26,732.96	18,267.04	59.41%
001-440-519-30491	OTHER OPERATING EXPENSE	12,000	8,881.68	3,118.32	74.01%
001-440-519-60644	EQUIPMENT	2,500	-	2,500.00	0.00%
	<b>TOTAL BUILDINGS &amp; GROUNDS</b>	<b>317,144</b>	<b>135,115.44</b>	<b>182,028.56</b>	<b>42.60%</b>
<b>FLEET MAINTENANCE</b>					
001-450-541-10120	REGULAR SALARIES & WAGES	81,349	32,093.70	49,255.30	39.45%
001-450-541-10210	FICA TAXES	6,223	2,173.18	4,049.82	34.92%
001-450-541-10220	RETIREMENT CONTRIBUTIONS	9,762	3,819.17	5,942.83	39.12%
001-450-541-10230	LIFE & HEALTH INSURANCE	19,007	6,911.25	12,095.75	36.36%
001-450-541-30404	OIL & GREASE	1,198	468.56	729.44	39.11%
001-450-541-30405	TIRES	11,381	7,857.03	3,523.97	69.04%
001-450-541-30406	VEH PARTS ONLY	56,475	22,246.55	34,228.45	39.39%
001-450-541-30407	VEHICLE REPAIRS	17,430	11,465.61	5,964.39	65.78%
	<b>TOTAL FLEET MAINT</b>	<b>202,825</b>	<b>87,035.05</b>	<b>115,789.95</b>	<b>42.91%</b>
	<b>TOTAL GEN FUND EXPENDITURES</b>	<b>7,999,532</b>	<b>2,532,363.64</b>	<b>5,467,168.36</b>	<b>31.66%</b>

CITY OF QUINCY, FLORIDA  
BUDGET TO ACTUAL EXPENSES  
AS OF JANUARY 31, 2013 (FY2013)

<u>G/L ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL YTD</u>	<u>(OVER) UNDER BUDGET</u>	<u>PERCENT</u>
<b>ENTERPRISE FUND</b>					
<b>FINANCIAL SERVICES</b>					
400-271-513-10110	EXECUTIVE SALARIES & WAGES	58,613	20,367.52	38,245.48	34.75%
400-271-513-10120	REGULAR SALARIES & WAGES	143,498	31,945.48	111,552.52	22.26%
400-271-513-10210	FICA TAXES	13,961	3,757.07	10,203.93	26.91%
400-271-513-10220	RETIREMENT CONTRIBUTIONS	23,253	5,724.02	17,528.98	24.62%
400-271-513-10230	LIFE & HEALTH INSURANCE	25,049	7,668.06	17,380.94	30.61%
	<b>TOTAL FINANCIAL SERVICES</b>	<b>264,374</b>	<b>69,462.15</b>	<b>194,911.85</b>	<b>26.27%</b>
<b>CUSTOMER SERVICES</b>					
400-274-513-10110	EXE SALARIES & WAGES	64,225	22,340.44	41,884.56	34.78%
400-274-513-10120	REGULAR SALARIES & WAGES	124,531	45,263.74	79,267.26	36.35%
400-274-513-10140	OVERTIME	8,526	3,739.13	4,786.87	43.86%
400-274-513-10210	FICA TAXES	15,092	5,813.15	9,278.85	38.52%
400-274-513-10220	RETIREMENT CONTRIBUTION	21,274	7,454.40	13,819.60	35.04%
400-274-513-10230	LIFE & HEALTH INSURANCE	34,516	12,010.27	22,505.73	34.80%
400-274-513-30341	CONTRACTUAL SERVICES	30,800	9,600.50	21,199.50	31.17%
400-274-513-30390	CONTINGENCY	10,000	1,100.00	8,900.00	11.00%
400-274-513-30402	TRAVEL EXPENSES	5,000	-	5,000.00	0.00%
400-274-513-30403	GAS & DIESEL	6,500	1,878.29	4,621.71	28.90%
400-274-513-30410	TELEPHONE	6,500	1,302.88	5,197.12	20.04%
400-274-513-30461	REPAIR & MAINTAIN OFFICE EQUIP	3,000	488.48	2,511.52	16.28%
400-274-513-30491	OTHER OPERATING EXPENSES	1,500	205.08	1,294.92	13.67%
400-274-513-30493	TRAINING	3,500	-	3,500.00	0.00%
400-274-513-30511	OFFICE SUPPLIES-GENERAL	5,000	1,056.07	3,943.93	21.12%
400-274-513-30522	OPERATING SUPPLIES - UNIFORMS	4,000	867.18	3,132.82	21.68%
400-274-513-31000	OTHER OPERATING EXPENSE IT SUP	8,000	2,666.67	5,333.33	33.33%
400-274-513-31500	ENERGY PROGRAM EXPENSES	6,000	39.33	5,960.67	0.66%
400-274-513-60641	OFFICE FURNITURE & EQUIPMENT	10,000	-	10,000.00	0.00%
400-274-513-70711	NETQUINCY BLDG PRINCIPAL 50%	19,200	6,501.34	12,698.66	33.86%
400-274-513-70722	NETQUINCY BLDG INTEREST 50%	1,600	400.58	1,199.42	25.04%
	<b>TOTAL CUSTOMER SERVICES</b>	<b>388,764</b>	<b>122,727.53</b>	<b>266,036.47</b>	<b>31.57%</b>
	<b>TOTAL BUSINESS ACTIVITY</b>	<b>653,138</b>	<b>192,189.68</b>	<b>460,948.32</b>	<b>29.43%</b>
<b>SEWER ADMINISTRATION</b>					
402-520-535-10110	EXE SALARIES & WAGES	13,089	4,554.28	8,534.72	34.79%
402-520-535-10120	REGULAR SALARIES & WAGES	32,380	8,168.12	24,211.88	25.23%
402-520-535-10140	OVERTIME	20	2.20	17.80	11.00%
402-520-535-10210	FICA TAXES	3,480	889.21	2,590.79	25.55%
402-520-535-10220	RETIREMENT CONTRIBUTIONS	5,459	1,517.42	3,941.58	27.80%
402-520-535-10230	LIFE & HEALTH INSURANCE	9,975	2,968.16	7,006.84	29.76%
402-520-535-30341	CONTRACTUAL SERVICES	23,500	79.20	23,420.80	0.34%
402-520-535-30343	PROFESSIONAL SERVICES	81,189	38,075.50	43,113.50	46.90%
402-520-535-30410	TELEPHONE	6,340	1,972.49	4,367.51	31.11%
402-520-535-30440	RENTALS & LEASES	2,100	355.00	1,745.00	16.90%
402-520-535-30491	OTHER OPERATING EXPENSE	6,257	2,187.53	4,069.47	34.96%
402-520-535-30511	OFFICE SUPPLIES	125	35.54	89.46	28.43%
402-520-535-30521	OPERATING SUPPLIES	128	33.00	95.00	25.78%
402-520-535-30522	OPERATING SUPPLIES - UNIFORMS	89	35.35	53.65	39.72%
402-520-535-31000	OTHER OPERATING EXP - IT SUPPO	8,000	2,666.68	5,333.32	33.33%

CITY OF QUINCY, FLORIDA  
BUDGET TO ACTUAL EXPENSES  
AS OF JANUARY 31, 2013 (FY2013)

<u>G/L ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL YTD</u>	<u>(OVER) UNDER BUDGET</u>	<u>PERCENT</u>
402-520-535-70710	DEBT SERVICE PRINCIPAL	82,500	82,075.00	425.00	99.48%
402-520-535-70711	DEBT SERVICE PRIN-SERIES 2003	115,533	61,121.00	54,412.00	52.90%
402-520-535-70720	DEBT SERVICE DEP STATE LOAN PR	182,741	-	182,741.00	0.00%
402-520-535-70721	DEBT SERVICE DEP STATE LOAN IN	39,818	-	39,818.00	0.00%
402-520-535-70730	NOTE PAY EQUIP LOAN- PRINCIPAL	16,212	5,130.86	11,081.14	31.65%
402-520-535-70731	NOTE PAY EQUIP LOAN- INTEREST	716	403.25	312.75	56.32%
402-520-535-90990	TRANSFER OF PROFIT	135,271	27,054.20	108,216.80	20.00%
402-520-535-91000	BUSINESS ACTIVITY SHARED EXP	54,170	18,056.67	36,113.33	33.33%
	<b>TOTAL SEWER ADM</b>	<b>819,092</b>	<b>257,380.66</b>	<b>561,711.34</b>	<b>31.42%</b>
	<b>SEWER TREATMENT</b>				
402-531-535-30341	CONTRACTUAL SERVICES	756,274	206,109.66	550,164.34	27.25%
402-531-535-30430	UTILITIES	257,861	70,756.57	187,104.43	27.44%
402-531-535-30466	REPAIR & MAINTENANCE - PLANT	35	-	35.00	0.00%
402-531-535-30501	PERMITS	114	100.00	14.00	87.72%
402-531-535-60644	EQUIPMENT	58,500	-	58,500.00	0.00%
	<b>TOTAL SEWER TREATMENT</b>	<b>1,072,784</b>	<b>276,966.23</b>	<b>795,817.77</b>	<b>25.82%</b>
	<b>SEWER DISTRIBUTION</b>				
402-540-535-10120	REGULAR SALARIES & WAGES	71,211	20,675.65	50,535.35	29.03%
402-540-535-10140	OVERTIME	2,284	1,037.70	1,246.30	45.43%
402-540-535-10210	FICA TAXES	5,622	1,534.51	4,087.49	27.29%
402-540-535-10220	RETIREMENT CONTRIBUTIONS	8,819	2,243.35	6,575.65	25.44%
402-540-535-10230	LIFE & HEALTH INSURANCE	16,131	5,539.64	10,591.36	34.34%
402-540-535-30312	ENGINEERING STUDY	2,000	-	2,000.00	0.00%
402-540-535-30341	CONTRACTUAL SERVICES	1,745	-	1,745.00	0.00%
402-540-535-30401	AUTO EXPENSE	200	-	200.00	0.00%
402-540-535-30403	GASOLINE & DIESEL	3,024	577.13	2,446.87	19.08%
402-540-535-30404	OIL & GREASE	576	-	576.00	0.00%
402-540-535-30405	TIRES	150	-	150.00	0.00%
402-540-535-30406	AUTO PARTS	150	-	150.00	0.00%
402-540-535-30407	VEHICLE REPAIRS-PARTS AND LABO	200	-	200.00	0.00%
402-540-535-30440	RENTALS/LEASES	200	-	200.00	0.00%
402-540-535-30462	REPAIR & MAINT.-EQUIPMENT & TO	5,300	2,028.08	3,271.92	38.27%
402-540-535-30467	MAINTENANCE OF MAINS & LINES	16,215	4,782.74	11,432.26	29.50%
402-540-535-30491	OTHER OPERATING EXPENSE	203	2.00	201.00	0.99%
402-540-535-30521	OPERATING SUPPLIES	200	-	200.00	0.00%
402-540-535-30522	OPERATING SUPPLIES - UNIFORMS	1,167	468.58	698.42	40.15%
	<b>TOTAL SEWER DISTRIBUTION</b>	<b>135,397</b>	<b>38,889.38</b>	<b>96,507.62</b>	<b>28.72%</b>
	<b>TOTAL SEWER FUND</b>	<b>2,027,273</b>	<b>573,236.27</b>	<b>1,454,036.73</b>	<b>28.28%</b>
	<b>ELECTRIC ADMINISTRATION</b>				
403-520-531-10110	EXE SALARIES & WAGES	26,179	9,108.45	17,070.55	34.79%
403-520-531-10120	REGULAR SALARIES & WAGES	64,758	16,336.14	48,421.86	25.23%
403-520-531-10140	OVERTIME	41	4.39	36.61	10.71%
403-520-531-10210	FICA TAXES	6,960	1,778.20	5,181.80	25.55%
403-520-531-10220	RETIREMENT CONTRIBUTIONS	10,917	3,035.00	7,882.00	27.80%
403-520-531-10230	LIFE & HEALTH INSURANCE	19,962	5,936.64	14,025.36	29.74%
403-520-531-30341	CONTRACTUAL SERVICES	213,501	11,579.20	201,921.80	5.42%
403-520-531-30343	PROFESSIONAL SERVICES	0	3,018.45	(3,018.45)	0.00%
403-520-531-30370	PURCHASED ELECTRIC	8,071,340	2,448,062.86	5,623,277.14	30.33%
403-520-531-30391	RESERVES	341,350	75,217.00	266,133.00	22.04%

**CITY OF QUINCY, FLORIDA  
BUDGET TO ACTUAL EXPENSES  
AS OF JANUARY 31, 2013 (FY2013)**

<u>G/L ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL YTD</u>	<u>(OVER) UNDER BUDGET</u>	<u>PERCENT</u>
403-520-531-30392	REPAIRS & REPLACEMENT	67,000	28,500.00	38,500.00	42.54%
403-520-531-30393	RATE STABILIZATION FUND	875,000	299,931.00	575,069.00	34.28%
403-520-531-30402	TRAVEL EXPENSE	1,550	112.44	1,437.56	7.25%
403-520-531-30403	GASOLINE & DIESEL	1,911	813.43	1,097.57	42.57%
403-520-531-30404	OIL & GREASE	218	-	218.00	0.00%
403-520-531-30405	TIRES	150	-	150.00	0.00%
403-520-531-30406	VEHICLE PARTS ONLY	50	-	50.00	0.00%
403-520-531-30407	VEHICLE REPAIRS	200	1.88	198.12	0.94%
403-520-531-30410	TELEPHONE	4,480	1,507.19	2,972.81	33.64%
403-520-531-30440	RENTALS/LEASES	2,250	355.00	1,895.00	15.78%
403-520-531-30491	OTHER OPERATING EXPENSE	16,876	14,088.50	2,787.50	83.48%
403-520-531-30493	TRAINING	6,600	1,209.84	5,390.16	18.33%
403-520-531-30511	OFFICE SUPPLIES	153	34.25	118.75	22.39%
403-520-531-30512	POSTAGE	25,000	10,000.00	15,000.00	40.00%
403-520-531-30521	OPERATING SUPPLIES	200	33.00	167.00	16.50%
403-520-531-30522	OPERATING SUPPLIES - UNIFORMS	268	105.98	162.02	39.54%
403-520-531-30540	DUES, PUBLICATION, & MEMBERSHI	34,300	20,010.48	14,289.52	58.34%
403-520-531-30580	STATE ASSESSMENT TAXES	2,976	1,072.27	1,903.73	36.03%
403-520-531-30591	UNCLAIMED PROPERTY UTILITY REF	3,783	-	3,783.00	0.00%
403-520-531-31000	OTHER OPERATING EXP - IT SUPPO	8,000	2,666.68	5,333.32	33.33%
403-520-531-70710	DEBT SERVICE PRIN-SERIES 2003	40,425	40,425.00	-	100.00%
403-520-531-70720	DEBT SERVICE INTEREST-SERIES 2003	59,575	30,104.25	29,470.75	50.53%
403-520-531-90990	TRANSFER OF PROFIT	3,845,121	769,024.20	3,076,096.80	20.00%
403-520-531-90996	INTERFUND TRANSFER TO TELCOM	131,839	43,946.33	87,892.67	33.33%
403-520-531-91000	BUSINESS ACTIVITY SHARED EXP	238,138	79,379.33	158,758.67	33.33%
	<b>TOTAL ELECTRIC ADM</b>	<b>14,121,071</b>	<b>3,917,397.39</b>	<b>10,203,673.61</b>	<b>27.74%</b>
	<b>ELECTRIC DISTRIBUTION</b>				
403-591-531-10120	REGULAR SALARIES & WAGES	279,062	87,598.65	191,463.35	31.39%
403-591-531-10140	OVERTIME	20,300	5,613.96	14,686.04	27.65%
403-591-531-10210	FICA TAXES	22,901	6,904.66	15,996.34	30.15%
403-591-531-10220	RETIREMENT CONTRIBUTIONS	35,923	10,021.93	25,901.07	27.90%
403-591-531-10230	LIFE & HEALTH INSURANCE	50,459	13,930.77	36,528.23	27.61%
403-591-531-30341	CONTRACTUAL SERVICES	2,000	-	2,000.00	0.00%
403-591-531-30403	GASOLINE & DIESEL	16,455	4,512.85	11,942.15	27.43%
403-591-531-30404	OIL & GREASE	750	-	750.00	0.00%
403-591-531-30405	TIRES	55	-	55.00	0.00%
403-591-531-30406	PARTS	150	-	150.00	0.00%
403-591-531-30407	VEHICLE REPAIRS-LABOR & PARTS	15,304	3,715.40	11,588.60	24.28%
403-591-531-30430	UTILITIES	432,110	114,970.62	317,139.38	26.61%
403-591-531-30440	RENTALS / LEASES	305	-	305.00	0.00%
403-591-531-30462	REPAIR & MAINT - EQUIPMENT & T	5,623	1,461.70	4,161.30	26.00%
403-591-531-30467	REPAIR & MAINT-MAINS & LINES	71,819	23,760.60	48,058.40	33.08%
403-591-531-30468	REPAIR & MAINTENANCE - SERVICE	18,475	10,409.25	8,065.75	56.34%
403-591-531-30469	LINE CLEARING CREW	30,000	-	30,000.00	0.00%
403-591-531-30491	OTHER OPERATING EXPENSES	800	149.04	650.96	18.63%
403-591-531-30521	OPERATING SUPPLIES	761	60.70	700.30	7.98%
403-591-531-30522	OPERATING SUPPLIES - UNIFORMS	10,072	2,326.36	7,745.64	23.10%
403-591-531-60635	STREET LIGHTS	3,645	402.30	3,242.70	11.04%
403-591-531-60636	SIGNALIZATION	3,000	-	3,000.00	0.00%
	<b>TOTAL ELECTRIC DISTRIBUTION</b>	<b>1,019,969</b>	<b>285,838.79</b>	<b>734,130.21</b>	<b>28.02%</b>
	<b>ELECTRIC WAREHOUSE</b>				
403-502-531-10120	REGULAR SALARIES & WAGES	15,834	-	15,834.00	0.00%

CITY OF QUINCY, FLORIDA  
BUDGET TO ACTUAL EXPENSES  
AS OF JANUARY 31, 2013 (FY2013)

<u>G/L ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL YTD</u>	<u>(OVER) UNDER BUDGET</u>	<u>PERCENT</u>
403-502-531-10140	OVERTIME	508	-	508.00	0.00%
403-502-531-10210	FICA TAXES	1,250	-	1,250.00	0.00%
403-502-531-10220	RETIREMENT CONTRIBUTIONS	1,961	-	1,961.00	0.00%
403-502-531-10230	LIFE & HEALTH INSURANCE	5,251		5,251.00	0.00%
403-502-531-30430	UTILITIES	4,657	1,147.61	3,509.39	24.64%
403-502-531-30462	REPAIR & MAINT - EQUIP AND TOO	30	-	30.00	0.00%
403-502-531-30463	REPAIR & MAINT - BLDS AND GROU	468	128.00	340.00	27.35%
403-502-531-30491	OTHER OPERATING EXPENSE	907	260.00	647.00	28.67%
403-502-531-30521	OPERATING SUPPLIES	680	373.70	306.30	54.96%
403-502-531-30522	OPERATING SUPPLIES - UNIFORMS	269	105.99	163.01	39.40%
	<b>TOTAL ELECTRIC WAREHOUSE</b>	<b>31,815</b>	<b>2,015.30</b>	<b>29,799.70</b>	<b>6.33%</b>
	<b>TOTAL ELECTRIC FUND</b>	<b>15,172,855</b>	<b>4,205,251.48</b>	<b>10,967,603.52</b>	<b>27.72%</b>
	<b>WATER ADMINISTRATION</b>				
404-520-533-10110	EXE SALARIES & WAGES	13,089	4,554.28	8,534.72	34.79%
404-520-533-10120	REGULAR SALARIES & WAGES	32,380	8,168.12	24,211.88	25.23%
404-520-533-10140	OVERTIME	20	2.20	17.80	11.00%
404-520-533-10210	FICA TAXES	3,480	889.22	2,590.78	25.55%
404-520-533-10220	RETIREMENT CONTRIBUTIONS	5,459	1,517.43	3,941.57	27.80%
404-520-533-10230	LIFE & HEALTH INSURANCE	9,975	2,968.17	7,006.83	29.76%
404-520-533-30341	CONTRACTUAL SERVICES	20,000	15,461.20	4,538.80	77.31%
404-520-533-30343	PROFESSIONAL SERVICES	5,714	-	5,714.00	0.00%
404-520-533-30402	TRAVEL EXPENSE	200	-	200.00	0.00%
404-520-533-30404	OIL & GREASE	40	-	40.00	0.00%
404-520-533-30410	TELEPHONE	3,862	986.44	2,875.56	25.54%
404-520-533-30440	RENTALS & LEASES	2,101	355.00	1,746.00	16.90%
404-520-533-30491	OTHER OPERATING EXPENSE	6,822	2,165.12	4,656.88	31.74%
404-520-533-30501	PERMITS & FEES	4,571	4,000.00	571.00	87.51%
404-520-533-30511	OFFICE SUPPLIES	150	34.25	115.75	22.83%
404-520-533-30521	OPERATING SUPPLIES	127	33.00	94.00	25.98%
404-520-533-30522	OPERATING SUPPLIES - UNIFORMS	90	35.36	54.64	39.29%
404-520-533-31000	OTHER OPERATING EXP - IT SUPPO	8,000	2,666.68	5,333.32	33.33%
404-520-533-70710	PRINCIPAL	82,500	82,050.00	450.00	99.45%
404-520-533-70711	PRINCIPAL-2003 BOND	115,533	71,670.47	43,862.53	62.03%
404-520-533-70720	DEBT SERVICE INTEREST	144,365	56,848.15	87,516.85	39.38%
404-520-533-70721	INTEREST-2003 BOND	112,670	61,120.75	51,549.25	54.25%
404-520-533-90990	TRANSFER OF PROFIT	167,000	33,400.00	133,600.00	20.00%
404-520-533-91000	BUSINESS ACTIVITY SHARED EXP	53,093	17,697.67	35,395.33	33.33%
	<b>TOTAL WATER ADM</b>	<b>791,241</b>	<b>366,623.51</b>	<b>424,617.49</b>	<b>46.34%</b>
	<b>WATER TREATMENT</b>				
404-530-533-30341	CONTRACTUAL SERVICES	328,909	110,982.10	217,926.90	33.74%
404-530-533-30391	RESERVES	75,000	-	75,000.00	0.00%
404-530-533-30430	UTILITIES	196,851	52,959.76	143,891.24	26.90%
404-530-533-30466	REPAIR & MAINTENANCE - PLANT	4,492	274.19	4,217.81	6.10%
404-530-533-30469	REPAIR & MAINT RESERVOIRS	7,500	-	7,500.00	0.00%
404-530-533-60644	EQUIPMENT	43,000	-	43,000.00	0.00%
	<b>TOTAL WATER TREATMENT</b>	<b>655,752</b>	<b>164,216.05</b>	<b>491,535.95</b>	<b>25.04%</b>
	<b>WATER DISTRIBUTION</b>				
404-539-533-10120	REGULAR SALARIES & WAGES	71,211	20,676.04	50,534.96	29.03%

**CITY OF QUINCY, FLORIDA  
BUDGET TO ACTUAL EXPENSES  
AS OF JANUARY 31, 2013 (FY2013)**

<u>G/L ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL YTD</u>	<u>(OVER) UNDER BUDGET</u>	<u>PERCENT</u>
404-539-533-10140	OVERTIME	2,284	1,038.61	1,245.39	45.47%
404-539-533-10210	FICA TAXES	5,622	1,534.60	4,087.40	27.30%
404-539-533-10220	RETIREMENT CONTRIBUTIONS	8,666	2,243.42	6,422.58	25.89%
404-539-533-10230	LIFE & HEALTH INSURANCE	16,131	5,539.32	10,591.68	34.34%
404-539-533-30403	GASOLINE & DIESEL	2,300	805.70	1,494.30	35.03%
404-539-533-30404	OIL & GREASE	500	-	500.00	0.00%
404-539-533-30405	TIRES	100	-	100.00	0.00%
404-539-533-30406	AUTO PARTS	50	-	50.00	0.00%
404-539-533-30407	VEHICLE REPAIRS-PARTS AND LABO	50	-	50.00	0.00%
404-539-533-30440	RENTALS/LEASES	200	-	200.00	0.00%
404-539-533-30462	REPAIR & MAINT- EQUIPMENT & TO	3,100	762.32	2,337.68	24.59%
404-539-533-30467	REPAIR & MAINT.-MAINS & LINES	24,160	1,620.53	22,539.47	6.71%
404-539-533-30468	REPAIR & MAINT.- SERVICES	10,700	3,800.95	6,899.05	35.52%
404-539-533-30491	OTHER OPERATING EXPENSE	1,000	-	1,000.00	0.00%
404-539-533-30521	OPERATING SUPPLIES	300	-	300.00	0.00%
404-539-533-30522	OPERATING SUPPLIES - UNIFORMS	1,167	318.08	848.92	27.26%
	<b>TOTAL WATER DISTRIBUTION</b>	<b>147,541</b>	<b>38,339.57</b>	<b>109,201.43</b>	<b>25.99%</b>
	<b>TOTAL WATER FUND</b>	<b>1,594,534</b>	<b>569,179.13</b>	<b>1,025,354.87</b>	<b>35.70%</b>
	<b>GAS ADMINISTRATION</b>				
405-520-532-10110	EXE SALARIES & WAGES	13,089	4,554.28	8,534.72	34.79%
405-520-532-10120	REGULAR SALARIES & WAGES	32,380	8,168.12	24,211.88	25.23%
405-520-532-10140	OVERTIME	20	2.20	17.80	11.00%
405-520-532-10210	FICA TAXES	3,480	889.24	2,590.76	25.55%
405-520-532-10220	RETIREMENT CONTRIBUTIONS	5,459	1,517.45	3,941.55	27.80%
405-520-532-10230	LIFE & HEALTH INSURANCE	9,975	2,968.22	7,006.78	29.76%
405-520-532-30341	CONTRACTUAL SERVICES	53,501	780.95	52,720.05	1.46%
405-520-532-30380	PURCHASED GAS	1,105,378	291,885.60	813,492.40	26.41%
405-520-532-30402	TRAVEL EXPENSE	200	-	200.00	0.00%
405-520-532-30403	GAS & DIESEL	750	-	750.00	0.00%
405-520-532-30404	OIL & GREASE	50	-	50.00	0.00%
405-520-532-30405	TIRES	100	-	100.00	0.00%
405-520-532-30410	TELEPHONE EXPENSE	1,000	638.45	361.55	63.85%
405-520-532-30440	RENTALS/LEASES	2,250	355.00	1,895.00	15.78%
405-520-532-30491	OTHER OPERATING EXPENSE	9,700	4,810.78	4,889.22	49.60%
405-520-532-30493	TRAINING	1,527	1,200.00	327.00	78.59%
405-520-532-30511	OFFICE SUPPLIES	175	34.25	140.75	19.57%
405-520-532-30521	OPERATING SUPPLIES	150	33.00	117.00	22.00%
405-520-532-30522	OPERATING SUPPLIES - UNIFORMS	135	35.33	99.67	26.17%
405-520-532-30580	TAXES-STATE ASSESMENT	0	1,137.99	(1,137.99)	0.00%
405-520-532-31000	OTHER OPERATING EXP - IT SUPPO	8,000	2,666.68	5,333.32	33.33%
405-520-532-90990	TRANSFER OF PROFIT	577,537	115,507.40	462,029.60	20.00%
405-520-532-91000	BUSINESS ACTIVITY SHARED EXP	86,468	28,822.67	57,645.33	33.33%
	<b>TOTAL GAS ADM</b>	<b>1,911,324</b>	<b>466,007.61</b>	<b>1,445,316.39</b>	<b>24.38%</b>
	<b>GAS DISTRIBUTION</b>				
405-561-532-10120	REGULAR SALARIES & WAGES	54,613	8,373.37	46,239.63	15.33%
405-561-532-10140	OVERTIME	2,068	80.35	1,987.65	3.89%
405-561-532-10210	FICA TAXES	4,336	599.89	3,736.11	13.84%
405-561-532-10220	RETIREMENT CONTRIBUTIONS	6,802	1,001.03	5,800.97	14.72%
405-561-532-10230	LIFE & HEALTH INSURANCE	10,586	1,784.96	8,801.04	16.86%
405-561-532-30403	GASOLINE & DIESEL	3,500	1,186.85	2,313.15	33.91%



**CITY OF QUINCY, FLORIDA  
BUDGET TO ACTUAL EXPENSES  
AS OF JANUARY 31, 2013 (FY2013)**

<u>G/L ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL YTD</u>	<u>(OVER) UNDER BUDGET</u>	<u>PERCENT</u>
405-561-532-30404	OIL & GREASE	300	-	300.00	0.00%
405-561-532-30405	TIRES	150	-	150.00	0.00%
405-561-532-30406	VEHICLE PARTS	150	-	150.00	0.00%
405-561-532-30407	VEHICLE REPAIR PARTS AND LABO	200	-	200.00	0.00%
405-561-532-30430	UTILITIES	2,450	682.92	1,767.08	27.87%
405-561-532-30440	RENTALS/LEASES	328	-	328.00	0.00%
405-561-532-30462	REPAIR & MAINT-EQUIPMENT & TOO	927	478.11	448.89	51.58%
405-561-532-30467	MAINT. OF MAINS & LINES - GAS	18,585	21,095.18	(2,510.18)	113.51%
405-561-532-30468	MAINTENANCE OF SERVICES - GAS	6,120	228.15	5,891.85	3.73%
405-561-532-30491	OTHER OPERATING EXPENSE	200	-	200.00	0.00%
405-561-532-30520	OPER SUPP-WATER HEATERS	2,000	-	2,000.00	0.00%
405-561-532-30521	OPERATING SUPPLIES	200	-	200.00	0.00%
405-561-532-30522	OPERATING SUPPLIES - UNIFORMS	1,502	353.35	1,148.65	23.53%
	<b>TOTAL GAS DISTRIBUTION</b>	<b>115,017</b>	<b>35,864.16</b>	<b>79,152.84</b>	<b>31.18%</b>
	<b>TOTAL GAS FUND</b>	<b>2,026,341</b>	<b>501,871.77</b>	<b>1,524,469.23</b>	<b>24.77%</b>
	<b>REFUSE ADMINISTRATION</b>				
406-410-539-30443	RESIDENTIAL REFUSE	540,710	186,600.35	354,109.65	34.51%
406-410-539-30480	LANDFILL TIPPING FEES	56,618	16,328.32	40,289.68	28.84%
406-410-539-31443	COMMERCIAL REFUSE	488,601	162,587.43	326,013.57	33.28%
406-410-539-90990	TRANSFER OF PROFIT	125,950	25,190.00	100,760.00	20.00%
406-410-539-91000	BUSINESS ACTIVITY SHARED EXP	29,018	9,672.67	19,345.33	33.33%
	<b>TOTAL REFUSE ADM</b>	<b>1,240,897</b>	<b>400,378.77</b>	<b>840,518.23</b>	<b>32.27%</b>
	<b>TOTAL REFUSE FUND</b>	<b>1,240,897</b>	<b>400,378.77</b>	<b>840,518.23</b>	<b>32.27%</b>
	<b>LANDFILL OPERATIONS</b>				
407-422-536-10120	REGULAR SALARIES & WAGES	38,296	23,333.47	14,962.53	60.93%
407-422-536-10140	OVERTIME	5,075	1,497.61	3,577.39	29.51%
407-422-536-10210	FICA TAXES	4,851	1,699.10	3,151.90	35.03%
407-422-536-10220	RETIREMENT CONTRIBUTIONS	6,684	2,853.33	3,830.67	42.69%
407-422-536-10230	LIFE & HEALTH INSURANCE	14,266	5,703.22	8,562.78	39.98%
407-422-536-30312	ENGINEERING FEES	20,973	(3,000.00)	23,973.00	-14.30%
407-422-536-30346	MONITORING FEES	49,950	6,942.54	43,007.46	13.90%
407-422-536-30430	UTILITIES	1,104	353.83	750.17	32.05%
407-422-536-30462	REPAIR & MAINT-EQUIPMENT & TOO	1,234	-	1,234.00	0.00%
407-422-536-30463	REPAIR & MAINT.-BUILDINGS & GR	1,002	-	1,002.00	0.00%
407-422-536-30491	OTHER OPERATING EXPENSE	6,680	2,158.76	4,521.24	32.32%
407-422-536-30493	TRAINING	1,000	-	1,000.00	0.00%
407-422-536-30501	PERMITS	200	-	200.00	0.00%
407-422-536-31000	OTHER OPERATING EXP - IT SUPPO	8,000	2,666.68	5,333.32	33.33%
407-422-536-90990	TRANSFER PROFIT	43,515	8,703.00	34,812.00	20.00%
407-422-536-91000	BUSINESS ACTIVITY SHARED EXP	49,675	16,558.33	33,116.67	33.33%
	<b>TOTAL LANDFILL OPERATIONS</b>	<b>252,505</b>	<b>69,469.87</b>	<b>183,035.13</b>	<b>27.51%</b>
	<b>TOTAL LANDFILL FUND</b>	<b>252,505</b>	<b>69,469.87</b>	<b>183,035.13</b>	<b>27.51%</b>
	<b>TELECOMMUNICATIONS</b>				
408-539-539-10110	EXECUTIVE SALARIES & WAGES	22,507	7,833.28	14,673.72	34.80%

CITY OF QUINCY, FLORIDA  
 BUDGET TO ACTUAL EXPENSES  
 AS OF JANUARY 31, 2013 (FY2013)

<u>G/L ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL YTD</u>	<u>(OVER) UNDER BUDGET</u>	<u>PERCENT</u>
408-539-539-10120	REGULAR SALARIES & WAGES	20,391	7,111.34	13,279.66	34.87%
408-539-539-10210	FICA	3,282	1,008.79	2,273.21	30.74%
408-539-539-10220	RETIREMENT CONTRIBUTIONS	5,148	1,781.91	3,366.09	34.61%
408-539-539-10230	LIFE & HEALTH INSURANCE	9,292	3,975.11	5,316.89	42.78%
408-539-539-30341	CONTRACTUAL SERVICES	44,776	23,592.17	21,183.83	52.69%
408-539-539-30343	PROFESSIONAL SERVICES	26,200	-	26,200.00	0.00%
408-539-539-30360	ADMINISTRATIVE SERVICES	454	-	454.00	0.00%
408-539-539-30370	MARKETING & ADVERTISING	2,000	-	2,000.00	0.00%
408-539-539-30402	TRAVEL EXPENSES	810	-	810.00	0.00%
408-539-539-30403	GAS & DIESEL	6,600	2,189.46	4,410.54	33.17%
408-539-539-30410	TELEPHONE	12,800	4,808.84	7,991.16	37.57%
408-539-539-30430	UTILITIES	13,126	4,685.48	8,440.52	35.70%
408-539-539-30461	REPAIR & MAINTENANCE	2,136	-	2,136.00	0.00%
408-539-539-30470	PRINTING & BINDING	2,200	-	2,200.00	0.00%
408-539-539-30491	OTHER OPERATING EXPENSES	5,350	4,670.61	679.39	87.30%
408-539-539-30511	OFFICE SUPPLIES	363	-	363.00	0.00%
408-539-539-30521	OPERATING SUPPLIES	7,819	1,145.01	6,673.99	14.64%
408-539-539-60644	EQUIPMENT	7,320	-	7,320.00	0.00%
408-539-539-70711	PRINCIPAL-NET QUINCY BLDG	19,535	6,501.34	13,033.66	33.28%
408-539-539-70721	INTEREST-NET QUINCY BLDG	1,172	400.58	771.42	34.18%
	<b>TOTAL TELECOMMUNICATIONS</b>	<b>213,281</b>	<b>69,703.92</b>	<b>143,577.08</b>	<b>32.68%</b>
	<b>TOTAL ENTERPRISE FUND</b>	<b>23,180,824</b>	<b>6,581,280.87</b>	<b>16,599,543.13</b>	<b>28.39%</b>
	<b>TOTAL ALL FUNDS</b>	<b>31,180,356</b>	<b>9,113,644.52</b>	<b>22,066,711.48</b>	<b>29.23%</b>

Redacted

RECEIVED  
JAN 11 2013  
FINANCE

Bank of America

FL CITY OF QUINCY

December 05, 2012 - January 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 ..... 01/04/13  
 Payment Due Date ..... 01/18/13  
 Days in Billing Cycle ..... 31  
 Credit Limit ..... \$250,000  
 Cash Limit ..... \$250,000  
 Total Payment Due ..... \$9,015.55

**Account Summary**

Previous Balance	\$9,439.11
Payments	-\$9,439.11
Credits	-\$643.72
Cash	\$0.00
Purchases	\$9,659.27
Other Debits	\$0.00
Overlimit Fee	\$0.00
Late Payment Fee	\$0.00
Cash Fees	\$0.00
Other Fees	\$0.00
Finance Charge	\$0.00
Current Balance	\$9,015.55

**Cardholder Activity Summary**

Account Number Credit Limit	Credits	Cash	Purchases and Other Debits	Total Activity
[Redacted] 1,500	432.06	0.00	1,512.60	1,080.54
[Redacted] 1,000	0.00	0.00	443.80	443.80
[Redacted] 3,500	21.44	0.00	730.00	708.56
[Redacted] 2,000	0.00	0.00	23.76	23.76

[Redacted]

Account Number: [Redacted]  
December 05, 2012 - January 04, 2013

Total Payment Due ..... \$9,015.55  
Payment Due Date ..... 01/18/13

Enter payment amount

\$ [Redacted]

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

\*\*P0002638

[Redacted]

**Cardholder Activity Summary**

Account Number Credit Limit	Credits	Cash	Purchases and Other Debits	Total Activity
[REDACTED] 419	0.00	0.00	90.50	90.50
[REDACTED] 9,800	0.00	0.00	337.39	337.39
[REDACTED] 1,500	0.00	0.00	207.44	207.44
[REDACTED] 1,500	47.95	0.00	0.00	-47.95
[REDACTED] 1,058	0.00	0.00	350.19	350.19
[REDACTED] 1,500	0.00	0.00	272.32	272.32
[REDACTED] 1,000	0.00	0.00	323.48	323.48
[REDACTED] 1,500	142.27	0.00	1,423.16	1,280.89
[REDACTED] 2,500	0.00	0.00	2,488.84	2,488.84
[REDACTED] 2,713	0.00	0.00	378.90	378.90
[REDACTED] 500	0.00	0.00	442.86	442.86
[REDACTED] 1,500	0.00	0.00	634.03	634.03

**Transactions**

Posting Date	Transaction Date	Description	Reference Number	MCC	Charge	Credit
FL CITY OF QUINCY						Total Activity
Account Number: [REDACTED]						-\$9,439.11
01/02	12/31	PAYMENT THANK YOU	250280340010 AZ	70000002366825065028034	0008	9,439.11
Account Number: [REDACTED]						Total Activity
Account Number: [REDACTED]						1,080.54
12/05	12/03	THE HOME DEPOT #6374	TALLAHASSEE FL	24610432339010182842102	5200	79.62
12/05	12/05	CHRISTMASDEPOT	201-245-4766 NJ	24692162340000013309760	5999	246.75
12/05	12/04	TALLAHASSEE NURSERIES	TALLAHASSEE FL	24210732340200788200169	5261	51.90
12/07	12/06	FLASHINGBLINKYLIGHTS.COM	888-755-9449 CA	24493982342200827701356	5065	222.39
12/10	12/07	FLASHINGBLINKYLIGHTS.COM	888-755-9449 CA	24493982343200827800124	5065	129.37
12/10	12/09	WM SUPERCENTER#1408	TALLAHASSEE FL	24226382344360550592151	5411	150.25
12/13	12/12	WM SUPERCENTER#0488	QUINCY FL	24226382347360641302666	5411	50.96
12/13	12/12	WALGREENS #10147	QUINCY FL	24445002348600283197744	5912	82.88
12/14	12/12	FREDS 00027052	QUINCY FL	24399002348205300139756	5310	24.00
12/17	12/13	LOWES #00716*	TALLAHASSEE FL	24692162349000507698539	5200	250.86
12/17	12/14	LOWES #00716*	TALLAHASSEE FL	24692162349000697387646	5200	44.66
12/17	12/14	LOWES #00716*	TALLAHASSEE FL	74692162349000507698641	5200	208.80
12/17	12/14	LOWES #00716*	TALLAHASSEE FL	74692162349000697387872	5200	14.78
12/19	12/18	HARBOR FREIGHT TOOLS 238	TALLAHASSEE FL	24231682354286688800658	5251	178.96
12/19	12/18	HARBOR FREIGHT TOOLS 238	TALLAHASSEE FL	74231682354286688800620	5251	192.38
12/24	12/20	WM SUPERCENTER#1408	TALLAHASSEE FL	74226382356360900152326	5411	8.05
12/24	12/20	WAL-MART #1408	SE2 TALLAHASSEE FL	74455012357141013217972	5411	8.05
Account Number: [REDACTED]						Total Activity
Account Number: [REDACTED]						443.80
12/06	12/05	LOWES #00716*	TALLAHASSEE FL	24692162340000260566880	5200	89.72



**Transactions**

Posting Transaction

Date	Date	Description	Reference Number	MCC	Charge	Credit
12/17	12/13	LOWES #00716* TALLAHASSEE FL	24692162349000507698471	5200	250.20	
12/31	12/27	THE HOME DEPOT #6374 TALLAHASSEE FL	24610432363010181048825	5200	103.88	
						<b>Total Activity</b>
Account Number: [REDACTED]						<b>708.56</b>
12/05	12/03	VICTORY CORPS 800-5288846 MN	24694142339900016031209	5099	519.41	
12/06	12/04	MYFLORIDACOUNTY.COM 877-3268689 FL	24121572340626526001212	9211	10.35	
12/11	12/10	STONES HOME CENTERS STOREQUINCY FL	24013392345000641430749	5200	116.46	
12/12	12/11	WM SUPERCENTER#0488 QUINCY FL	24226382346360601877476	5411	19.94	
12/12	12/11	WM SUPERCENTER#0488 QUINCY FL	74226382346360601877463	5411		21.44
12/17	12/14	WM SUPERCENTER#0488 QUINCY FL	24226382349360686562065	5411	63.84	
						<b>Total Activity</b>
Account Number: [REDACTED]						<b>23.76</b>
12/13	12/12	WM SUPERCENTER#0488 QUINCY FL	24226382347360630214112	5411	23.76	
						<b>Total Activity</b>
Account Number: [REDACTED]						<b>90.50</b>
12/13	12/13	MYFAX *PROTUS IP SOLN 866-563-9212 GA	24692162348000912225200	5968	90.50	
						<b>Total Activity</b>
Account Number: [REDACTED]						<b>337.39</b>
12/10	12/06	FEDEXOFFICE 00022038 TALLAHASSEE FL	24164072342069300461939	7338	143.60	
12/12	12/11	THE IVY SHOP QUINCY FL	24326882346200582100076	5947	60.00	
12/13	12/12	JIMMY'S SUBS & GRILL QUINCY FL	24607942348207288700018	5814	83.58	
12/13	12/12	JIMMY'S SUBS & GRILL QUINCY FL	24607942348207288700075	5814	4.06	
12/17	12/14	DOLLAR-GENERAL #1478 QUINCY FL	24445002350100637269120	5331	46.15	
						<b>Total Activity</b>
Account Number: [REDACTED]						<b>207.44</b>
12/06	12/05	FLORIDA POLICE CHIEF ASSOTALLAHASSEE FL	24755422340173401431256	8641	200.00	
12/13	12/12	WM SUPERCENTER#0488 QUINCY FL	24226382347360637077843	5411	7.44	
						<b>Total Activity</b>
Account Number: [REDACTED]						<b>-\$47.95</b>
12/24	12/21	HYATT HOTELS SARASOTA SARASOTA FL	74610432358004097167326	3640	47.95	
						<b>Total Activity</b>
Account Number: [REDACTED]						<b>350.19</b>
12/06	12/05	TARPAFLEX U.S. LLC 239-643-0877 FL	24506012340980047971748	5099	70.48	
12/12	12/10	DOLLAR-GENERAL #1478 QUINCY FL	24445002346100499525418	5331	29.47	
12/13	12/12	STU'SHINDIGZ DECORATIO 877-446-3449 IN	24692162347000725059334	5969	175.43	
12/13	12/11	BELL & BATES HOME CENTER QUINCY FL	24632692347347184357900	5251	74.81	
						<b>Total Activity</b>
Account Number: [REDACTED]						<b>272.32</b>
12/10	12/06	WM SUPERCENTER#0488 QUINCY FL	24226382342360466259004	5411	113.96	
12/13	12/12	QUALITY DISCOUNT MEATS QUINCY FL	24755422347173478539166	5499	140.00	
12/14	12/13	WM SUPERCENTER#0488 QUINCY FL	24226382348360657285135	5411	18.36	
						<b>Total Activity</b>
Account Number: [REDACTED]						<b>323.48</b>
12/07	12/06	ZEE MEDICAL SERVICE 813-681-5751 FL	24435652342206504200018	7399	23.50	
12/19	12/18	WM SUPERCENTER#0488 QUINCY FL	24226382353360810294075	5411	80.04	
12/19	12/18	WM SUPERCENTER#1408 TALLAHASSEE FL	24226382353360810294083	5411	199.94	
12/20	12/19	AMERICAN SAFETY AND HEALTH541-3447099 OR	24717052355733557181619	8299	20.00	
						<b>Total Activity</b>
Account Number: [REDACTED]						<b>1,280.89</b>
12/06	12/05	STONES HOME CENTERS STOREQUINCY FL	24013392340000317483209	5200	13.14	
12/10	12/06	THE HOME DEPOT #6374 TALLAHASSEE FL	24610432342010182005507	5200	270.32	
12/10	12/07	FREDS 00027052 QUINCY FL	24399002343205300150568	5310	6.00	
12/10	12/07	THE HOME DEPOT #6374 TALLAHASSEE FL	24610432343010182187601	5200	122.93	
12/11	12/10	WM SUPERCENTER#0488 QUINCY FL	24226382345360578748875	5411	26.04	
12/12	12/11	WM SUPERCENTER#0488 QUINCY FL	24226382346360605965780	5411	79.96	
12/13	12/12	WM SUPERCENTER#0488 QUINCY FL	24226382347360633751532	5411	14.27	
12/14	12/13	WM SUPERCENTER#0488 QUINCY FL	24226382348360661865054	5411	16.77	
12/17	12/14	WALGREENS #10147 QUINCY FL	24445002350600328905056	5912	67.69	
12/17	12/14	WALGREENS #10717 TALLAHASSEE FL	24445002350600328905130	5912	77.87	
12/19	12/17	THE OLDE RANGEMASTER L 407-2824278 FL	24071052353987196834200	5941	185.13	
12/21	12/20	WM SUPERCENTER#0488 QUINCY FL	24226382355360882999542	5411	265.16	
12/21	12/20	WM SUPERCENTER#1408 TALLAHASSEE FL	24226382355360882999559	5411	169.92	
12/21	12/20	WM SUPERCENTER#4427 TALLAHASSEE FL	24226382355360882999567	5411	75.76	
12/21	12/20	WM SUPERCENTER#1408 TALLAHASSEE FL	74226382355360882999539	5411		94.16
12/24	12/20	WALGREENS #10717 TALLAHASSEE FL	74445002356100521611881	5912		48.11
12/26	12/24	BATTERY SOURCE #07 TALLAHASSEE FL	24055232359206888100420	7538	32.20	

**Transactions**

Posting Transaction

Date	Date	Description	Reference Number	MCC	Charge	Credit
						<b>Total Activity</b>
<b>Account Number:</b> [REDACTED]						<b>2,488.84</b>
12/05	12/03	WWW.TANDT.COM	877-4612631 PA	24412902339700000312450	4816	26.94
12/06	12/05	ADT*SECURITY SERVICES	800-238-2455 FL	24692162340000184144608	7393	145.94
12/10	12/07	GOOGLE *Hirrun Tech	google.com/chCA	24692162342000972878753	5399	500.00
12/10	12/07	W & L TIRE & WHEEL CO	INCQUINCY FL	24137472343004309123656	5532	319.80
12/10	12/08	CTO*GOTOMEETING.COM	800-263-6317 CA	24692162343000179577199	5968	49.00
12/11	12/10	GOODWILL INDUSTRIE	TALLAHASSEE FL	24224432346101033717319	5521	129.97
12/13	12/12	2CO.COM*SITECUBE	614-921-2450 OH	24431052347083332312774	5964	89.25
12/14	12/13	STONES HOME CENTERS	STOREQUINCY FL	24013392348000832566993	5200	27.67
12/17	12/14	WM SUPERCENTER#0488	QUINCY FL	24226382349360699858823	5411	29.96
12/17	12/14	WM SUPERCENTER#0488	QUINCY FL	24226382349360699858831	5411	67.79
12/17	12/15	BARRACUDA NETWORKS INC	888-2684772 CA	24436542351004329436911	7372	200.00
12/19	12/17	DESIGN TEAM 2GO	850-8796446 FL	24088022353353307214804	7372	500.00
12/19	12/18	GEOTRUST *	866-436-8787 MA	24692162353000308824071	5734	369.00
12/20	12/19	STONES HOME CENTERS	STOREQUINCY FL	24013392354001219590086	5200	9.58
12/21	12/20	NEWTEK TECHNOLOGY SERV	877-323-4678 AZ	24988942355700051737372	7372	19.95
12/24	12/22	GK GROUP LLC	866-776-7584 TX	24493982357207439400485	4816	3.99
						<b>Total Activity</b>

**Account Number:** [REDACTED] **378.90**

12/07	12/06	LOWES #00716*	TALLAHASSEE FL	24692162341000573691473	5200	168.20
12/12	12/11	PRECISION MULTIPLE CON	MIDLAND PARK NJ	24323002346254563010059	5065	171.70
12/17	12/14	DOLLAR-GENERAL #1478	QUINCY FL	24445002350100637178388	5331	13.00
12/17	12/14	DOLLAR-GENERAL #1478	QUINCY FL	24445002350100637178461	5331	26.00

**Account Number:** [REDACTED] **442.86**

12/10	12/06	WM SUPERCENTER#0488	QUINCY FL	24226382342360469060334	5411	102.13
12/17	12/14	MYR*MYRON MANUFACTURIN	201-843-6796 NJ	24692162349000748193993	5964	291.71
12/27	12/26	WM SUPERCENTER#0488	QUINCY FL	24226382361360072859508	5411	49.02

**Account Number:** [REDACTED] **634.03**

12/14	12/13	WM SUPERCENTER#0488	QUINCY FL	24226382348360657407200	5411	435.00
12/14	12/12	THE PARTY CENTER	TALLAHASSEE FL	24254772348275369247768	5999	121.00
12/31	12/28	FLORIST CONCIERGE	800-650-5058 FL	24765012363200435403370	5992	78.03

**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 12/05/12 - 01/04/13	Due Date: Invoice Date: Invoice #:	1/18/2013 1/4/2013 Jan 2013	BANK OF AMERICA P-CARD STATEMENT Vendor# 11646
VENDOR	AMOUNT	General Ledger #	JUSTIFICATION
THE HOME DEPOT	79.62	001-440-519-30463	FLOWERS FOR CITY HALL
CHRISTMASDEPOT	246.75	001-310-572-30540	SNOWMAN FOR CHRISTMAS FLOAT
TALLAHASSEE NURSERIES	51.90	001-440-519-30463	FLOWERS FOR CITY HALL
FLASHINGBLINKYLIGHTS.COM	222.39	001-310-572-30540	LIGHTS FOR CHRISTMAS FLOATS & CHEERLEADERS
FLASHINGBLINKYLIGHTS.COM	129.37	001-310-572-30540	LIGHTS FOR QPRD QUEENS FOR CHRISTMAS PARADE
WM SUPERCENTER	150.25	001-440-519-30463	ITEMS FOR CHRISTMAS FLOAT
WM SUPERCENTER	50.96	001-440-519-30463	PW TRUCK IN CHRISTMAS PARADE-DECORATIONS CAMPBELL KELLY CHRISTMAS PARTY.
WALGREENS	82.88	001-310-572-30491	CHRISTMAS FLOAT
FREDS	24.00	001-310-572-30491	ITEMS FOR CHRISTMAS FLOAT
LOWES	250.86	001-440-519-30463	DOORS FOR BATHROOM ON TRACK FIELD
LOWES	44.66	001-440-519-30491	LOCKS FOR BATHROOMS AT THE TRACK FIELD
LOWES	(208.80)	001-440-519-30463	DOORS RETURN FOR TRACK FIELD
LOWES	(14.78)	001-440-519-30463	TAX REMOVE (SEE \$44.66)
HARBOR FREIGHT TOOLS	178.96	001-440-519-30463	MATERIAL FOR TRACK FIELD
HARBOR FREIGHT TOOLS	(192.38)	001-440-519-30463	MATERIAL FOR TRACK FIELD; RETURNED - VENDOR REFUNDED TAXES NOT CHARGED
WM SUPERCENTER	(8.05)	001-310-572-30491	RETURNED UNUSED CHRISTMAS LIGHTS
WAL-MART	(8.05)	001-310-572-30491	RETURNED UNUSED CHRISTMAS LIGHTS
LOWES	89.72	001-440-519-30463	TAPE FOR FLOOR REC
LOWES	250.20	001-440-519-30463	DOOR FOR TRACK FIELD
THE HOME DEPOT	103.88	001-440-519-30463	WAX FOR GYM
VICTORY CORPS	519.41	002-250-552-30345	SUPPLIES FOR CRA ADVISORY BOARD FLOAT
MYFLORIDACOUNTY.COM	10.35	002-250-552-30491	RECORDING LIEN AT COURTHOUSE FOR RAYMOND LANIER PROPERTY
STONES HOME CENTERS	116.46	002-250-552-30420	MATERIAL TO BUILD FLOAT FOR CRA ADVISORY BOARD
WM SUPERCENTER	19.94	002-250-552-30420	OFFICE SUPPLIES
WM SUPERCENTER	(21.44)	002-250-552-30420	REFUND ON OFFICE SUPPLIES
WM SUPERCENTER	63.84	002-250-552-30420	MATERIALS FOR CRA ADVISORY BOARD FLOAT
WM SUPERCENTER	23.76	001-130-519-30511	FRAMES FOR PROCLAMATIONS & RESOLUTIONS
Myfax *Protus IP Soln-NQ	10.50	408-539-539-30410	Online Fax Acct
Myfax *Protus IP Soln-MGR	10.00	001-160-512-30410	Online Fax Acct
Myfax *Protus IP Soln-FIRE	10.00	001-210-522-30410	Online Fax Acct
Myfax *Protus IP Soln-HR	10.00	001-260-513-30491	Online Fax Acct
Myfax *Protus IP Soln-FIN	10.00	001-271-513-30410	Online Fax Acct
Myfax *Protus IP Soln-CRA	10.00	002-250-552-30410	Online Fax Acct
Myfax *Protus IP Soln-Police	20.00	001-210-521-30410	Online Fax Acct
Myfax *Protus IP Soln-Rec	10.00	001-310-572-30410	Online Fax Acct
FEDEXOFFICE	143.60	001-271-513-30470	CRA BOND REFINANCING DOCUMENTS (5 COPIES)
THE IVY SHOP	60.00	001-260-513-30343	FLOWERS FOR MRS JULIA WOODWARD
JIMMY'S SUBS & GRILL	83.58	001-160-512-30491	WORKING LUNCH
JIMMY'S SUBS & GRILL	4.06	001-160-512-30491	WORKING LUNCH
DOLLAR-GENERAL	46.15	001-110-511-30491	CANDY FOR PARADE
FLORIDA POLICE CHIEF ASSOTAL	200.00	001-210-521-30540	MEMBERSHIP DUES
WM SUPERCENTER	7.44	001-210-521-30521	OFFICE SUPPLIES
HYATT HOTELS SARASOTA	(47.95)	001-271-513-30402	REFUND ON TAXES FOR Hotel for FGFOA Training School of Finance
TARPAFLEX US LLC	70.48	400-274-519-30511	CUSTOMER SERVICE CHRISTMAS FLOAT
DOLLAR-GENERAL	29.47	400-274-519-30511	REFRESHMENTS FOR OPEN HOUSE-NEW UTILITY BILL FORMAT & ONLINE BILL PAY
STU*SHINDIGZ DECORATIO	175.43	400-274-519-30511	CUSTOMER SERVICE CHRISTMAS FLOAT
BELL & BATES HOME CENTER	74.81	400-274-519-30511	CUSTOMER SERVICE CHRISTMAS FLOAT
WM SUPERCENTER	113.96	001-210-522-30494	RIBS AND CHICKEN FOR CHRISTMAS LUNCHEON-CITY SPONSORED FOR EMPLOYEES
QUALITY DISCOUNT MEATS	140.00	001-210-522-30494	NEW STATION CHRISTMAS DECORATION
WM SUPERCENTER	18.36	001-210-522-30521	CHARCOAL & LIGHTER FLUID
ZEE MEDICAL SERVICE	23.50	001-220-521-30493	TRAINING BOOKS FOR CPR CLASS
WM SUPERCENTER	80.04	001-220-521-30521	FLODER FOR GADSDEN SCHOOLS BLUE PRINTS
WM SUPERCENTER	199.94	001-220-521-60641	PRINTER AND TONER FOR EVIDENCE PC
AMERICAN SAFETY AND HEALT	20.00	001-220-521-30493	INSTRUCTOR RENEWAL FOR INV H.BARBER CPR
STONES HOME CENTERS	13.14	001-310-572-30491	PAINT BRUSH TO PAINT INSIDE GYM
THE HOME DEPOT	270.32	001-310-572-30540	GYM FLOOR PAINT
FREDS	6.00	001-310-572-30491	POSTERS FOR CUTOUTS TO GO ON GYM FLOOR
THE HOME DEPOT	122.93	001-310-572-30540	PAINT & WAX FOR GYM FLOOR
WM SUPERCENTER	26.04	001-310-540-30540	PAINT FOR BLEACHERS
WM SUPERCENTER	79.96	001-310-572-30491	ROUTER FOR COMPUTER
WM SUPERCENTER	14.27	001-310-572-30540	PAINT FOR LETTERS IN WINDOW, AIR FRESHNERS, STENCIL, WALL SOCKET COVER
WM SUPERCENTER	16.77	001-310-572-30491	CHRISTMAS PLANTS DECORATE GYM
WALGREENS	67.69	001-310-572-30491	ITEMS FOR CHRISTMAS FLOAT
WALGREENS	77.87	001-310-572-30491	ITEMS FOR CHRISTMAS FLOAT
THEOLDE RANGEMASTER	185.13	001-310-572-30540	GOLF/TOKEN DISPENSOR PART
WM SUPERCENTER	265.16	001-310-572-30540	CHAIRS FOR GYM
WM SUPERCENTER	169.92	001-310-572-30540	CHAIRS FOR GYM
WM SUPERCENTER	75.76	001-310-572-30540	CHAIRS FOR GYM
WM SUPERCENTER	(94.16)	001-310-572-30540	CHAIRS FOR GYM REFUND
WALGREENS	(48.11)	001-310-572-30491	RETURNED UNUSED CHRISTMAS DECORATIONS
BATTERY SOURCE	32.20	001-310-572-30491	BATTERY
WWW.1AND1.COM	26.94	508-539-539-30491	NEW CITY WEBSITE
ADT*SECURITY SERVICES	145.94	508-539-539-30491	SECURITY MONITORING
GOOGLE*HIRRUN TECH	500.00	408-539-539-30491	VOICE TERMINATION BACK OFFICE
W & L TIRE & WHEEL	159.90	508-539-539-30491	TIRES FOR FORD EXPLORER
W & L TIRE & WHEEL	159.90	408-539-539-30491	TIRES FOR FORD EXPLORER

Time Period	Due Date:	1/18/2013	BANK OF AMERICA
12/05/12 - 01/04/13	Invoice Date:	1/4/2013	P-CARD STATEMENT
	Invoice #:	Jan 2013	Vendor# 11646
VENDOR	AMOUNT	General Ledger #	JUSTIFICATION
CTO*GOTOMEETING.COM	49.00	508-539-539-30491	CITY WEB CONFERENCE TOOL
GOODWILL INDUSTRIE	129.97	508-539-539-30491	CALL CENTER PC KEOSK PAYMENT
2CO.COM*SITECUBE	89.25	408-539-539-30491	NETQUINCY WEB SITE QUARTERLY
STONES HOME CENTERS	27.67	508-539-539-30491	WOOD FOR CHRISTMAS FLOAT
WM SUPERCENTER	29.96	408-539-539-30491	CUSTOMER RESELLER 907 W. CLARK ST
WM SUPERCENTER	67.79	408-539-539-30491	CANDY, BAGS & ACCESSORIES FOR CHRISTMAS PARATE
BARRACUDA NETWORKS	200.00	508-539-539-30341	OFFSITE BACKUP
DESIGN TEAM 2GO	500.00	508-539-539-30341	COQ WEBSITE TRANSFER
GEOTRUST	369.00	508-539-539-30491	Encryption Certificate for Online Bill Pay
STONES HOME CENTERS	9.58	508-539-539-30491	GLOVES FOR IPC INSTALLS
NEWTEK TECHNOLOGY	19.95	508-539-539-30491	QUINCY CRA DNS
GK GROUP LLC	3.99	508-539-539-30491	MAINSTREET DNS
LOWES	168.20	403-591-531-30468	CHRISTMAS LIGHTS
PRECISION MULTIPLE CON	171.70	403-591-531-30468	CHRISTMAS LIGHTS
DOLLAR-GENERAL	13.00	403-591-531-30491	CHRISTMAS PARADE
DOLLAR-GENERAL	26.00	403-591-531-30491	CHRISTMAS PARADE
WM SUPERCENTER	102.13	001-210-522-30494	NEW STATION CHRISTMAS DECORATION
MYR*MYRON MANUFACTURIN	291.71	001-210-522-30494	POCKET CALENDARS
WM SUPERCENTER	49.02	001-230-522-30491	CLEANING SUPPLIES
WM SUPERCENTER	435.00	001-260-513-30343	EMPLOYEE HOLIDAY PARTY
THE PARTY CENTER	121.00	001-260-513-30343	EMPLOYEE HOLIDAY PARTY
FLORIST CONCIERGE	78.03	001-260-513-30343	CHRIS JORDAN AND DAVID RITTMAN'S AUNT-BEREAVEMENT
TOTAL	9,015.55		