

City of Quincy

City Hall

404 West Jefferson Street

Quincy, Florida 32351

www.myquincy.net



Tuesday - February 26, 2019

6:00 PM

City Hall Commission Chambers

City Commission

Mayor Angela Sapp - District Two

Mayor Pro-Tem Keith Dowdell - District One

Commissioner Ronte Harris - District Three

Commissioner Andy Gay - District Four

Commissioner Daniel McMillan - District Five

"In the Heart of Florida's Future"

AGENDA FOR THE REGULAR MEETING
OF THE CITY COMMISSION OF
QUINCY, FLORIDA
Tuesday~February 26, 2019
6:00 PM
City Hall Commission Chambers

Call to Order

Invocation

Pledge of Allegiance

Roll Call

Approval of Agenda

Special Presentations by Mayor or Commission

Approval of the Minutes of the Previous Meetings

1. Approval of Minutes of the 2/12/2019 Regular Meeting
 - Sylvia Hicks, City Clerk

Proclamations

2. Proclamation - Women in Construction
 - Mayor Angela G. Sapp, District 2
3. Proclamation - Mrs. Ruby Bradley 100th Birthday
 - Mayor Angela G. Sapp, District 2
4. Proclamation - Retirement of Jersey for Cathy Robinson
 - Mayor Angela G. Sapp, District 2

Public Hearings and Ordinances as Scheduled or Agendaed

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

Resolutions

5. Resolution 1387-2019 - Prohibiting the Use of Excessive Force by Law Enforcement Agencies
 - Jack L. McLean Jr., Interim City Manager
 - Bernard Piawah, Building and Planning Director
6. Resolution 1388-2019 – Approval of FEMA Temporary Housing
 - Jack L. McLean Jr., Interim City Manager
 - Bernard Piawah, Building and Planning Director

Reports by Boards and Committees

Reports, Requests and Communications by the City Manager

7. CDBG Award Agreement
 - Jack L. McLean Jr., Interim City Manager
 - Bernard Piawah, Building and Planning Director
8. Dangerous Building Abatement - 622 7th Street
 - Jack L. McLean Jr., Interim City Manager
 - Bernard Piawah, Building and Planning Director
9. Request to Suspend Re-Roofing Permit Fee Waivers
 - Jack L. McLean Jr., Interim City Manager
 - Bernard Piawah, Building and Planning Director
10. Request to Purchase Vehicles for Public Works
 - Jack L. McLean Jr., Interim City Manager
 - Reggie Bell, Public Works Director
11. Fire Reports
 - ◆ January Monthly Activity Report ◆ January District Calls ◆ 2018 Yearly Report
 - Jack L. McLean Jr., Interim City Manager
 - Curtis Bridges, Fire Chief
12. Police January Traffic Report
 - Jack L. McLean Jr., Interim City Manager
 - Glenn Sapp, Police Chief
13. January Financial Reports
 - ◆ P-Card Statements ◆ Allocations ◆ Arrearage Report ◆ Cash Requirements ◆ Financial Report
 - Jack L. McLean Jr., Interim City Manager
 - Ted Beason, Finance Director

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

Comments

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

Comments from the Audience

Adjournment

*Items not in Agenda Packet

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

CITY COMMISSION
CITY HALL
QUINCY, FLORIDA

REGULAR MEETING
FEBRUARY 12, 2019
6:00 P.M.

The Quincy City Commission met in regular session, Tuesday, February 12, 2019, with Mayor Commissioner Sapp presiding and the following present:

Commissioner Daniel McMillan
Commissioner Ronte Harris
Commissioner Gerald A. Gay, III
Commissioner Keith A. Dowdell

Also Present:

Interim City Manager Jack L. McLean Jr.
City Attorney Scott Shirley
City Clerk Sylvia Hicks
Police Chief Glenn Sapp
Planning Director Bernard Piawah
Finance Director Ted Beason
Human Resources Director Ann Sherman
Public Works Director Reginald Bell
Fire Chief Curtis Bridges
Parks and Recreation Director DeCody Fagg
Utilities Director Robin Ryals
Executive Assistant to the City Manager Vancheria Perkins
Customer Service Representative Diane Matheney
Dewberry Representative Matt Chester
Police Officer Ryan Lazzari
Police Lieutenant Eugene Monroe
Police Sargent Harold Barber
Sergeant at Arms Captain Robert Mixson

Also Present:

Former Mayor-Commissioner Derrick D. Elias

Call to Order:

Mayor Sapp called the meeting to order with invocation by Robin Ryals followed by the Pledge of Allegiance.

Mayor Sapp welcomed the Clerk back.

Approval of the Amended Agenda

Commissioner Harris made a motion to approve the agenda. Commissioner Gay seconded the motion. Commissioners McMillan and Sapp both had concerns with receiving material at the beginning of the meeting. The ayes were unanimous. The motion carried five to zero.

Special Presentations by the Mayor or Commission

Police Chief Glenn Sapp presented a plaque for Officer of the year to Ryan Lazzari.

Police Chief Glenn Sapp presented a plaque to Sylvia Manuel as the Civilian Employee of the Year.

Police Chief Glenn Sapp presented the Medal of Valor to Sargent Harold Barber for bravery.

Approval of the Minutes of the Previous Meetings

Approval of Minutes of the January 17, 2019 Special Meeting

Commissioner Harris made a motion to approve the minutes of the of the special meeting of January 17, 2017 meeting with corrections if necessary. Commissioner McMillan seconded the motion. The motion carried five to zero.

Approval of Minutes of the January 22, 2019 Regular Meeting

Commissioner Gay made a motion to approve the minutes of the regular meeting of January 22, 2019 meeting with corrections if necessary. Commissioner Harris seconded the motion. The Clerk informed the Commission that the amended minutes were the date at the top of page 1 and page 3 of the minutes Mr. Piawah presented the update of the City's CDBG Grant Application and Award of Engineering and Administrative Services instead of Deborah Roumelis. The motion carried five to zero.

Proclamations

Proclamation for Economic Development

Mayor Sapp Proclaimed February 11-15, 2019 as Economic Development Week in the City of Quincy.

Public Hearings and Ordinances as scheduled or Agendaed

Ordinances No. 1103-2019 Alcohol Ordinance Restaurant Revisions on First Reading

Commissioner Dowdell made a motion to read Ordinance no. 1103-2019 on first reading. Commissioner Gay seconded the motion. Upon roll call by the City Clerk the ayes were Commissioners McMillan, Harris, Gay, Dowdell, and Sapp. The Clerk read the title as follows.

ORDINANCE NO. 1103-2019

AN ORDINANCE OF THE CITY OF QUINCY, FLORIDA, AMENDING THE CITY CODE OF ORDINANCES; PROVIDING FOR FINDINGS; PROVIDING FOR AMENDMENT TO THE CODE OF ORDINANCES CHAPTER 6 TO ALLOW BONA FIDE RESTAURANTS TO ENGAGE IN PACKAGE SALES OF BEER AND WINE PRODUCTS IN SEALED CONTAINERS FOR OFF PREMISES CONSUMPTION; PROVIDING FOR SEVERABILITY; PROVIDING FOR COPY ON FILE; AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor Sapp opened the public hearing for comments from the audience.

Vivian Howard of 823 South Virginia Street asked the Commission by amending the ordinance that all restaurants can now sell package liquor all over the City. Mr. Piawah explained that only bona fide restaurants with beer and wine license from the State.

Lucy Harris owner of Damfino's located at 18 North Adams Street stated that her State license already allows for the sale of beer and wine in sealed containers.

The public hearing was closed.

Commissioner Dowdell stated that he thought the change was just for downtown. The Planning Director stated the change is for the whole City with restaurants that has state alcoholic beverage license.

Commissioner Gay made a motion to approve Ordinance No. 1103-2019 on first reading. Commissioner Harris seconded the motion. Upon roll call by the City Clerk the ayes were Commissioners McMillan, Harris, Gay, Dowdell, and Sapp. Nays were none. The motion carried five to zero.

Commissioner Harris made a motion to read Ordinance No. 1104-2019 on first reading. Commissioner Gay seconded the motion. Upon roll call by the City Clerk the ayes were Commissioners McMillan, Harris, Gay, Dowdell, and Sapp. The Clerk read the title as follows.

ORDINANCE NO. 1104-2019

AN ORDINANCE OF THE CITY OF QUINCY, FLORIDA, RELATING TO IMPACT FEES; PROVIDING FOR AUTHORITY; PROVIDING FINDINGS; AMENDING THE CODE OF ORDINANCES TO ELIMINATE IMPACT FEE CHARGES IN SECS. 46-975 - FIRE RESCUE, 46-976 - LAW ENFORCEMENT, 46-977 - PARKS AND RECREATION AND 46-978 - PUBLIC FACILITIES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Mayor Sapp opened the public hearing for comments from the audience.

There were no comments from the audience.

Commissioner Harris made a motion to approve Ordinance No. 1104-2019 on first reading. Commissioner Gay seconded the motion. Upon roll call by the City Clerk the ayes were Commissioners McMillan, Harris, Gay, Dowdell, and Sapp. Nays were none. The motion carried five to zero.

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

Resolutions

Resolution No. 1385-2019 Supplemental Investigation Procedures with Agenda Request

City Attorney Shirley stated that the resolution creates a fair process order of investigation.

The Interim City Manager McLean stated that this resolution provides for the order of investigation proceedings. Mr. McLean stated that we don't have to follow the rules in a standard court of the state.

Commissioner McMillan stated that they were changing the rules in the middle of the game and he don't think that is right.

Laura Bouie of 816 Hardin Street stated that she thinks the Commission should do a Memorandum of Understanding because we don't know the outcome of the situation and suggested that we turn this over to a third party. She stated it is difficult to investigate yourself.

Freida Bass-Preito of 329 asked why the legal staff is not the lead in the investigation instead of the City Manager and why City staff is involved.

Commissioner Dowdell made a motion to approve Resolution No. 1385-2019 establishing supplemental procedures applicable to City Commission investigation of individuals amending Section 1 A – 8 to add per Charter. Commissioner Harris seconded the motion. The motion carried three to one. Commissioner Gay was the nay vote with Commissioner McMillan abstaining.

Commissioner Dowdell made a motion to set a February 20, 2019 Special Meeting for the 2-15 Investigation Inquiry, and adopt the attached notice of particularity of the affairs and conduct to be investigated. Commissioner Harris seconded the motion. The motion carried three to one. Commissioner Gay was the nay vote with Commissioner McMillan abstaining.

Resolution No. 1386-2019 Black Heritage and Cultural Parade

Commissioner Dowdell made a motion to approve Resolution No. 1386-2019 approving the Black Heritage and Cultural Parade. Commissioner Harris seconded the motion. The motion carried five to zero.

Reports by Boards and Committees

Reports, Request and Communications by the City Manager

Legislative Presentation

Lane Stephens, City's Lobbyist reported to the Commission that house bills 2863 and 2869 are moving forward. He also stated that Senator Munford is working hard seeking other funding for Gadsden County.

Request to purchase New Bucket Truck

Commissioner Gay made a motion to approve the purchase of the 2017 Altec TA60 for \$67,000. Commissioner Dowdell seconded the motion. The motion carried five to zero.

Request to Purchase Regulators for North Substation

Commissioner Gay made motion to approve the purchase of the 3-333 KVA Regulators from Emerald Transformer with associated panels. Commissioner Harris seconded the motion. The motion carried five to zero.

Request to Purchase New Police Vehicles

Commissioner McMillan made a motion to approve the purchase or two Police Vehicles Chevy Tahoes. Commissioner Harris seconded the motion. Commissioner Dowdell asked if we could look into fleet leasing. The motion carried five to zero.

Budget Adjustments

Ted Beason Finance Director reported to the Commission that we have paid all of three of the entities that help us in the recovery of Hurricane Michael Bartow, Beaches, and Tuskegee. He stated the below amendments that outline the planned expenditures for the electric utility. This is consistent with the enactment of the Michael Recovery Fee as well as the securing of financial for Capital City Bank to pay for the recovery.

Account Number	Description	Current Budget	Increase (Decrease)	Amended Budget	YTD Amount 2/7/2019
Revenue					
403-389-00000	LINE OF CREDIT PROCEEDS	0	3,000,000	3,000,000	750,000
403-343-16500	MICHAEL SURCHARGE	0	528,235	528,235	
	Subtotal	0	3,528,235	3,528,235	750,000
Expenditures					
403-539-531-10120	REGULAR SALARIES & WAGES	0	166,667	166,667	0
403-539-531-10140	OVERTIME	0	10,000	10,000	0
403-539-531-10210	FICA TAXES	0	12,750	12,750	0
403-539-531-10220	RETIREMENT CONTRIBUTIONS	0	20,000	20,000	0
403-539-531-10230	LIFE & HEALTH INSURANCE	0	24,000	24,000	0
403-539-531-30469	LINE CLEARING CREWS	0	115,200	115,200	5,265
403-539-531-30521	STORMS- FOOD	0	15,500	15,500	15,379
403-539-531-60610	ELECTRIC REBUILD - MUTUAL AID	0	2,100,000	2,100,000	1,819,361
403-539-531-60630	STORM EQUIPMENT	0	120,000	120,000	117,099
403-539-531-60640	STORM HARDENING EQUIPMENT	0	70,000	70,000	0
403-539-531-60650	FIBER RESTORATION	0	800,000	800,000	0
403-539-531-70192	INTEREST EXPENSE	0	74,118	74,118	
	Subtotal	0	3,528,235	3,528,235	1,957,104

Mr. Beason stated the City entered into an agreement with Rolstan Solutions to help guide the City through the process of submitting its claim to FEMA. A portion of Rostan's services will be charged to the General Fund as they will assist in making our case for reimbursement of debris removal. Also Dr. Beverly Nash assisted with a number of matters related to the recovery. The budget adjustment below moves money from Recreation Salaries (open position) to Contractual Services.

Account Number	Description	Current Budget	Increase (Decrease)	Amended Budget	YTD Amount 2/7/2019
General Fund					
City Manager					
001-160-512-30341	CONTRACTUAL SERVICES	2,000	10,000	12,000	6,189
Recreation					
001-310-572-10120	REGULAR SALARIES & WAGES	207,890	(10,000)	197,890	48,453

In budget process, the funding for aid to outside organizations was shifted from the General Fund to the CRA Fund. Upon additional research, the staff feels that the funding for the organization listed below should come from the General Fund. It is recommended that the funding for the housing demolition projects will be decreased in the General Fund and be increased in the CRA Fund. The CRA Board would need to approve the increase housing demolition at their next meeting.

Account Number	Description	Current Budget	Increase (Decrease)	Amended Budget	YTD Amount 2/7/2019
001-284-515-30342	CONTRACTUAL SERVICES HOUSING D	55,000	(19,000)	36,000	0
001-110-511-80820	AID TO OUTSIDE ORGANIZATIONS	0	19,000		0
Organizations to be funded out of General Fund rather than CRA					
	Community Action		3,000		
	Gadsden county Senior Council		5,000		
	Organization for Learning & Human Development		1,000		
	Pregnancy Center of Gadsden County		5,000		
	Legacy School of Performing Arts		<u>5,000</u>		
			19,000		

Commissioner Harris made a motion to approve the budget amendments as presented. Commissioner Dowdell seconded the motion. The motion carried four to one with Commissioner McMillan casting the nay vote.

Commissioner Dowdell stated that he had a problem with Community Action he stated when clients call the office prior to 8:00 am they are informed that they have reached their quota for the day and try back the next day. He asked the Manager to look into the matter. Commissioner Dowdell has a concern with Rate Stabilization. The Finance Director stated we have budgeted \$100,000 and will make the transfer we already have \$200,000.

Storm Recovery

The City has its property and liability insurance with Florida Municipal Insurance Trust (FMIT). After the storm, FMIT sent adjustors out to survey the City's property. The City's deductible is 3% of each building.

FMIT has provided us with a schedule of estimated damages which is attached. FMIT offers "A Turn Key" program where they will obtain bids, pay for the contractor, and then in turn bill the City for the appropriate deductible. This program offers the advantage of saving time over formally bidding projects.

We have identified 13 buildings where we would like to use the turn key approach. The listing is attached.

If FMIT cannot start the repairs on the Utilities and Recreation Center within 3 weeks, we will seek help from Rostan Solutions, our FEMA consultants, to assist in bidding out these roofing projects.

Mayor Sapp reported the fence along GF& A Drive was damaged during the hurricane and asked if it could be added to the list. She also asked if this turn-key would speed up the repair. The Interim City Manager replied yes.

December Traffic Reports – None

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

Comments

City Manager

Interim City Manager Jack McLean reported to the Commission that the Police Department is requesting to apply for two grants (1) Aggressive Driving for the amount of \$16,000 due by February 28, 2019 and (2) Victims Advocate due by March 1, 2019. He stated that will not be any obligations to the City.

Interim City Manager McLean reported that Utilities is continually to install the street lights on US 90 Circle Drive and repaired 80 lights throughout the City.

Interim City Manager McLean reported that 40 regular meters had been installed and two (2) special meters.

Interim City Manager McLean reported that the City did not participate in Relay for Life last year but we will this year and our goal is \$5,000.

City Clerk

City Clerk Sylvia Hicks stated after reading the minutes of the January 8, 2019 regular meeting regarding codifying the ordinances. She stated that she had requested the funds but prior to the request got to the Commission it item was cut out of the budget. She also stated that it was stated that the ordinances had not been codified in five years. She stated that was not true. The minutes were codified in 2017 and there is on eight ordinances that needs to be codified of which two was just passed in January of this year.

City Attorney

City Attorney Scott Shirley reported that he had the minutes of the November 12 2002 regarding the pension for Commissioners.

City Attorney Shirley thanked the City Commission for allowing him to be the Attorney for the City and the stated that he had tendered his resignation with the 23rd of February being his last day.

City Attorney Shirley asked who are the member of the Employee Pension Board.

Commission Members

Commissioner Gay

Stated the process that is in place did not gain any traction it is a to Commissioner McMillan. We need to find some closure. Commissioner Gay stated he don't think he could be a part of this and don't know if he would be attending the meeting.

Commissioner Harris

Commissioner Harris stated the opportunity passed us by the young man just wanted an apology.

Commissioner Harris thanked the Utilities Department for the lights in Sunset Acres.

Commissioner Harris asked if we could have someone to answer the phones when someone calls.

Commissioner Harris stated that on South 9th Street at the end someone is logging at the old Key Farm and the trucks are tearing up the street. He asked the Manger to look into it.

Commissioner Harris thanked the Clerk for the update on the codification. He stated he did follow up on the funding issue and if it had come up during the budgeting process we would have dealt with it then.

Commissioner Harris stated that GF&A Drive was the only canopy road that we had it was beautiful get the fence repaired.

Next budget year set aside some funding for professional development and training

Commissioner McMillan

Commissioner McMillan thanked Utilities Department for the street lights on Bellamy Drive.

Commissioner McMillan he is disappointed with the Clergy Committee given the fact he is already falsely accused by a Clergyman he don't have must trust in them he was not at the event. He stated that one of the point that was agreed to was the meeting being recorded.

Commissioner Dowdell

Commissioner Dowdell thank you for taking care of the complaint on Thomas Street.

Commissioner Dowdell had some concerns with the high utility bills. Commissioner Dowdell stated that a customer had a high bill do they go back and look to see what the problem is. Mayor Sapp asked the Utility Director if he had looked the number of days on the bill. Mr. Ryals stated that the most efficient way to heat your house is a heat pump and if you use gas make sure you have your flames adjust properly annually.

Commissioner Dowdell thanked Ms. Sherman for analyzing his bill.

Commissioner reminded the Manager not to forget about the stormwater on Hamilton Street.

Commissioner Dowdell stated that he will setup a meeting with the Citizens of District I regarding the signs.

Comments from the Audience

Mayor Sapp advised Ms. Howard of the signs were discussed in the CRA Meeting and the next CRA meeting would be March 12, 2019 at 5:00 pm.

Vivian Howard of 805 South Virginia Street came before the Commission and stated she didn't appreciate the City not involving the citizens of signs and any other things that affects the citizens that includes speed bumps. The when the sign rot they would be more blight in g the neighborhood.

Freida Bass-Preito of 329 East Jefferson Street came before the Commission with the following concerns: \$1.2 million dollars where is this being charged, the deductible for insurance, Director of Customer Service salary, full-time HR assistant not budgeted, Grants Writer not budgeted. Had a question of the 2002 Ordinance, she stated she was told 2006 and 2013 who did their due diligence prior to it coming to the budget just had to do research of the minutes.

Mr. McLean stated that the deduction will be from non-departmental and the Grant write is from the Utility account on the enterprise side and all the positions are budgeted.

Derrick Elias of 322 Cheeborough Avenue thanked Commissioner Harris for taking care of the lighting issue. Mr. Elias also asked about the pension and where he can sign up he was a Commissioner for 16 years, asked how do you qualify and how many other would qualify.

Commissioner Harris stated we need a workshop on the pension.

Roosevelt Brown of 529 South Pat Thomas Parkway came before the Commission with the following concerns: 1) posting his family member on the City's webpage regarding her employment status with the City, The Manager's failure to mention another employee bragging about a pay increase in her social medial page and asked why he didn't address that on the City's webpage, 2) who is the Customer Service Director, did he advertise the position, and did she not sue the City, 3) What is your hiring process, he asked when was the last time a position in Customer Service, 4) How do you foster a positive work environment within your department 5) Is transparency important in your hiring process 6) How many people had been promoted in the Customer Service Department, 7) You promote pay increase for certain employees without transparency with the Customer Service Department, 8) They continue to rob the city resources and treasure, creating a hostile working environment no training for employees to enhance their skills, the way the City Mange is operating the City government open you up for future lawsuits.

Mayor Sapp

Mayor Sapp thanked Mr. Ryals for all the lights and making District II look good.

Mayor Sapp stated that the fence on GF&A Drive is down.

Mayor Sapp thanked Public Works for taking care of the holding pond at Jackson Heights.

Mayor Sapp stated she agrees with Ms. Bouie we need some type of MOU. The Attorney advised us not to enter into a MOU.

Mayor Sapp thanked Chief Sapp for the speed hump on 4th and near Mt. Olive Freewill Baptist Church.

Interim City Manager stated we advertise 90% of our jobs, no he did not advertise for the Customer Service position.

Mayor Sapp stated we don't get in to day to day operations of the City.

Commissioner Harris stated that he gets call regarding day to day he tells the caller that he does not get into day today. He stated they have gotten the beat-down about Customer Service. He stated when you bring the problem to the Commission it become their problem he wants employees to be treated fair and stated that evaluation should be in place.

Commissioner McMillan made a motion to adjourn the meeting. Commissioner Harris seconded the motion. There being no further business to discuss the meeting was adjourned.

APPROVED:

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

ATTEST:

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

PROCLAMATION

RECOGNIZING

WOMEN IN CONSTRUCTION WEEK

Whereas, the City of Quincy recognizes the National Association of Women in Construction (NAWIC) has distinguished itself for 54 years as the voice of women in construction; and

Whereas, the work done by the Chapter has benefited the City of Quincy as well as surrounding counties; and

Whereas, the Chapter has unceasingly promoted the employment and advancement of women in the construction industry; and

Whereas, in the construction community, the Chapter has been the driving force through renovation and beautification projects; promotion of skilled trades career; and a positive vision of the future; and

Whereas, we applaud the Chapter of the National Association of Women in Construction and its dedicated volunteers for its steadfast work on behalf and support of women in construction.

NOW, THEREFORE by the power vested in me, Angela G. Sapp as Mayor of the City of Quincy and along with my colleagues Mayor Pro-Tem Keith A. Dowdell, Commissioner Ronte Harris, Commissioner Gerald A. Gay III, and Commissioner Daniel McMillan recognize the week of March 4-8, 2019 as

Women in Construction Week

and encourage our citizens to congratulate the organization on its many accomplishments.

DATED this 26th day of February, 2019.

Angela G. Sapp
Mayor

Sylvia Hicks
City Clerk

Jack L. McLean Jr.
Interim City Manager



PROCLAMATION

In Honor of Mrs. Ruby Bradley

WHEREAS, it has come to the attention of the City of Quincy, Florida that a local resident, Mrs. Ruby Bradley will celebrate a momentous occasion, one that few will ever succeed; her One Hundredth (100th) Birthday; and

WHEREAS, the said Mrs. Ruby Bradley was born on March 13, 1919 in Quincy, Florida and was the daughter of the late Thomas and Allie Mitchell; and

WHEREAS, the said Mrs. Ruby Bradley was married to the late Selmo Bradley and they parented 6 lovely children: Annell, Dorothy, Barbara, Mary, Juanita, and Michael; and

WHEREAS, the said Mrs. Ruby Bradley is a member of St. John African Methodist Episcopal Church where she served as a Stewardess and Usher and attended Church School as her health permitted; and

WHEREAS, the City of Quincy, Florida now wishes to recognize Mrs. Ruby Bradley for her longevity and to honor her birthday by proclaiming March 13, 2019 as Mrs. Ruby Bradley Day in the City of Quincy, Florida; and

NOW THEREFORE, I Angela G. Sapp, Mayor of the City of Quincy and by virtue of the authority vested in me and on behalf of my colleagues, Mayor Pro-Tem Keith A. Dowdell, Commissioner Ronte Harris, Commissioner Gerald A. Gay III, and Commissioner Daniel McMillan hereby extend warm wishes and congratulations to Mrs. Ruby Bradley in celebrating her One Hundredth (100th) Birthday.

As God adds life to your years, may He add years to your life, Happy Birthday

Dated this 26th day of February, A.D. 2019.

Angela G. Sapp
Mayor

Sylvia Hicks
City Clerk

Jack L. McLean Jr.
Interim City Manager



PROCLAMATION

HONORING MS. CATHY ROBINSON

Whereas, the said Cathy Robinson is a graduate of James A. Shanks High School where she played high school basketball; and,

Whereas, the said Cathy Robinson attended and graduated from Florida A&M University where she was the only player in FAMU Basketball History to score 2,000 points and 1,000 rebounds; and

Whereas, the said Cathy Robinson was all Mid-Eastern Athletic Conference (MEAC) 1994, 1995, and 1996; and

Whereas, the said Cathy Robinson was the Black College All American Selection in 1995 and 1996; and

Whereas, the said Cathy Robinson was the 1996 MEAC Player of the Year; and

Whereas, Florida A&M University retired her Jersey #33 on Saturday, February 23, 2019; and

Whereas, the said Cathy Robinson currently coaches basketball for the Quincy Parks and Recreation Department.; and

Now, Therefore, I Angela G. Sapp, by the power vested in me as Mayor of the City of Quincy, Florida along with my colleagues; Mayor Pro-tem Keith A. Dowdell, Commissioner Ronte Harris, Commissioner Gerald A. Gay III, and Commissioner Daniel McMillan do hereby proclaim February 26, 2019 as

CATHY ROBINSON DAY

in the City of Quincy and encourage our citizens to congratulate Ms. Robinson on her many accomplishments.

DATED this 26th day of February, 2019.

Angela G. Sapp
Mayor

Sylvia Hicks
City Clerk

Jack L. McLean Jr.
Interim City Manager



RESOLUTION NUMBER 1387-2019

A RESOLUTION OF THE CITY OF QUINCY, FLORIDA, ADOPTING A POLICY OF PROHIBITING THE USE OF EXCESSIVE FORCE BY LAW ENFORCEMENT AGENCIES WITHIN THE CITY AGAINST ANY INDIVIDUALS ENGAGED IN LAWFUL NONVIOLENT CIVIL RIGHTS DEMONSTRATIONS AND ALSO ENFORCING APPLICABLE STATE AND LOCAL LAWS AGAINST PHYSICALLY BARRING ENTRANCE TO OR EXIST FROM A FACILITY OR LOCATION WHICH IS THE SUBJECT OF SUCH NONVIOLENT CIVIL RIGHTS DEMONSTRATIONS, AND PROVIDING FOR SEVERABILITY AND EFFECTIVE DATE.

WHEREAS, the City of Quincy desires to balance the free-speech rights of citizens to publicly demonstrate support for or opposition to various issues, with the City government's responsibility to maintain peace and public safety, and

WHEREAS, as a condition of receiving Community Development Block Grant funds, the City must adopt policies which comply with the requirements of 42 United States Code 5304(a)(1)(1) and Section 104 of the Housing and Community Development Act of 1974,

IT IS THEREFORE RESOLVED by the Quincy City Commission that

1. The City of Quincy hereby adopts a policy to prohibit the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in lawful nonviolent civil rights demonstrations, and
2. The City of Quincy will enforce applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction, and
3. The City of Quincy will not allow the entrance to or exit from any City facility to be barred by any civil rights demonstration.

If any portion of this Resolution is found to be invalid, the remainder shall continue to be in full force and effect.

Adopted in open session of the City Commission of the City of Quincy,
Florida, on this 26th day of February, 2019.

APPROVED:

Angela G. Sapp, Mayor and Presiding
Officer of the City Commission and of the
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: February 26, 2019

DATE OF REQUEST: February

TO: Honorable Mayor and Members of the City Commission

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

SUBJECT: Resubmission of Resolution Number 1382-2018 (Renumbered - Resolution Number 1388-2019) Pertaining to the Suspension of the Application of Land Development Regulations in Order to Allow FEMA Temporary Housing Units and Mobile Homes on Properties Damaged by Hurricane Michael While the Owner Repairs the Dwelling.

Statement of Issue:

This is a request for the approval of Resolution Number 1382-2018 (renumbered - Resolution Number 1388-2019) which will suspend the application of land development guidelines and regulations in order to allow FEMA Temporary Housing Units and Mobile Homes on properties damaged by Hurricane Michael while the home owner repairs the dwelling. The suspension of regulation will be for 180 calendar days with the possibility for two additional 180-day extensions if the City Commission decides to do so. Gadsden County has adopted such a resolution, and municipalities are free to do so if they so desire. Right now mobile homes are not allowed in the City except within mobile home parks. The proposed resolution will remove that prohibition and allow for the placement of mobile homes anywhere in the City. The City's staff is not particularly supportive of the adoption of this resolution because it could lead to the proliferation of mobile homes in the City. Please see the attached proposed Resolution Number 1382-2018 (renumbered 1388-2019); the City Commission rejected this Resolution on November 13, 2018.

Background:

On October 11, 2018, the Federal Emergency Management Agency (FEMA) issued a Major Disaster Declaration 4399 for 14 Florida counties, which includes Gadsden County, due to the emergency conditions resulting from Hurricane Michael. The Major

Disaster Declaration allows FEMA to provide for individual assistance which may include help to pay for temporary housing, emergency home repairs, rental assistance and the provision of FEMA Transportable Temporary Housing Units (TTHUs) and temporary FEMA Manufactured Housing Units (MHUs).

The City of Quincy, as a governmental entity, has adopted a comprehensive plan and land development regulations that regulate how land may be developed within the City and establishes procedures and standards for review and approval of all development, including density standards and housing types. Executive Order Number 18-276 specifically allows governmental entities to suspend the application of statutes, rules, ordinances, and orders that they administer to cope with the emergency. Under this proposal the FEMA housing units will be allowed to be placed on a property that was damaged by storm and for the duration of the repairs to the home. The initial suspension of rules will be for 180 days; and the Commission could provide two additional 180-day extensions if it so desires. Currently, FEMA has approved only one resident, who lives on Shadow Street, that would benefit from the Code suspension. FEMA placed a mobile trailer on the site, however, because of the City Code, the City is not providing power or other utilities.

The City's code currently does not allow mobile homes in the City except within mobile home parks and mobile homes parks are allowed only in the Residential-3 zoning category. The proposed resolution will remove that prohibition and allow for the placement of mobile homes anywhere in the City. At least 3 – 4 mobile home requests a year are made to the Planning Department.

Conclusion and Recommendation:

The City's staff is not particularly supportive of the adoption of this resolution because there does not appear to be any real need for it. In the City of Quincy, several properties (approximately 365 of them) sustained damages mostly to the roof. Of this, only four would be considered destroyed (where the damage is such that the dwelling unit cannot be occupied). The removal of the restrictions on the placement of mobile homes could lead to the proliferation of mobile homes in the City.

If the Commission approves the Resolution, the current occupant and similar situated occupants should sign an acknowledgment to the effect that: 1) the City's authorization will not exceed Hurricane Michael Disaster Declaration; and 2) permanent residential units of any kind to be placed on the Hurricane Michael damaged site must comply with the City Building Codes.

OPTIONS:

Option 1: Motion to approve Resolution Number 1382-2018 (renumbered Resolution Number 1388-2019) suspending the application of land

development regulations for 180 days in Order to allow FEMA temporary housing units and mobile homes on properties damaged by Hurricane Michael while the owners repair the dwelling and require the owner of the property to sign the acknowledgement as described above.

Option 2: Motion to deny the approval of the proposed resolution.

STAFF RECOMMENDATION:

Option 1

ATTACHMENT:

Resolution Number 1388-2018

RESOLUTION 1388-2019

A RESOLUTION OF THE QUINCY CITY COMMISSION, PROVIDING FOR THE TEMPORARY SUSPENSION OF THE REGULATIONS IN THE CITY OF QUINCY COMPREHENSIVE PLAN AND LAND DEVELOPMENT REGULATIONS RELATED TO DENSITY STANDARDS AND HOUSING TYPES FOR 180 CALENDAR DAYS TO ALLOW FOR ONE FEMA APPROVED TEMPORARY HOUSING UNIT PER PERMANENT HOUSING UNIT WHICH HAS SUSTAINED DAMAGES FROM HURRICANE MICHAEL WHILE THE PERMANENT HOUSING UNIT IS BEING REPAIRED OR REPLACED; ALLOWING FOR EXTENSION FOR UP TO TWO ADDITIONAL 180 PERIODS; DIRECTING STAFF TO DEVELOP GUIDELINES FOR THE PLACEMENT AND PERMITTING OF TEMPORARY HOUSING UNITS CONSISTENT WITH FEMA TEMPORARY HOUSING PROGRAM REQUIREMENTS; PROVIDING FOR SEVERABILITY, MODIFICATIONS AND CORRECTION OF SCRIVENER'S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on October 7, 2018 the State of Florida Office of the Governor issued Executive Order 18-276 declaring a state of emergency in response to Tropical Storm Michael for 26 counties; and

WHEREAS Section 1 of Executive Order 18-276 declares a state of emergency in Gadsden County and Section 4 of Executive Order 18-276 specifically allows governmental entities to suspend the application of statutes, rules, ordinances, and orders that they administer to cope with the emergency; and

WHEREAS, on October 11, 2018, the Federal Emergency Management Agency (FEMA) issued a Major Disaster Declaration 4399 for 14 Florida counties, which includes Gadsden County, due to the emergency conditions resulting from Hurricane Michael; and

WHEREAS, FEMA Major Disaster Declaration 4399 provides for Individual Assistance; FEMA assistance to individuals and households may include help to pay for temporary housing, emergency home repairs, rental assistance and the provision of FEMA Transportable Temporary Housing Units (TTHUs) and temporary FEMA Manufactured Housing Units (MHUs) consistent with federal standards, safety and floodplain requirements;

WHEREAS, the City of Quincy as a governmental entity has adopted a comprehensive plan and land development code that regulates how land may be developed within the City and

establishing procedures and standards for review and approval of all development, including density standards and housing types; and

WHEREAS, the City of Quincy desires to temporarily suspend the regulations in the City's Comprehensive Plan and Land Development Regulation related to density standards and housing types in order to allow for one FEMA approved temporary housing unit per permanent housing unit which has sustained damages from Hurricane Michael while the permanent housing unit is being repaired or replaced.

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

Section 1. Incorporation of Recitals.

The foregoing recitals are hereby incorporated by reference into the body of this Resolution and are adopted as findings of fact.

Section 2. Authority and Purpose.

This Resolution is adopted pursuant to the City's sovereign home rule authority and State of Florida Office of the Governor Executive Order 18-276 and FEMA Major Disaster Declaration 4399.

Section 3. Suspension of Land Development Regulations.

The regulations in the Quincy Comprehensive Plan and Land Development Regulation related to density standards and housing types are hereby suspended for a period of 180 calendar days in order to allow for one FEMA approved temporary housing unit per permanent housing unit which has sustained damages from Hurricane Michael while the permanent housing unit is being repaired or replaced. The City Commission may extend the suspension of the regulations related to density standards and housing types in the Quincy Comprehensive Plan and Land Development Regulation for up to two additional 180 calendar days periods by vote of the City Commission. Staff shall develop guidelines for the placement and permitting of FEMA approved TTHUs and MHUs consistent with FEMA Temporary Housing Program requirements.

Section 4. Severability.

If any section, subsection, sentence, clause, phrase, or provision of this Resolution is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, the remainder of the Resolution shall be construed as not having contained said section, subsection, sentence, clause, phrase, or provision, and shall not be affected by such holding.

Section 5. Modification.

It is the intent of the Quincy City Commission that the provisions of this Resolution may be modified as a result of considerations that may arise during public meeting. Such modifications shall be incorporated into the final version of the Resolution adopted by the City Commission and filed by the Clerk.

Section 6. Scrivener’s Errors.

The City Attorney may correct any scrivener’s errors found in this Resolution by filing a corrected copy of the Ordinance with the Clerk.

Section 7. Effective Date.

The Resolution will be effective upon adoption.

PASSED and ADOPTED by the City Commission of the City of Quincy, Florida, at an open session public meeting this 26th day of February, 2019.

BY:

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

ATTEST:

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

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

MEETING DATE: February 26, 2019

DATE OF REQUEST: February 21, 2019

TO: Honorable Mayor and Members of the City Commission

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

SUBJECT: CDBG Grant Award Agreement: Authorization to Sign Agreement and Other Related Documents

Statement of Issue:

On January 22, 2019, staff informed the City Commission of the City's success in winning a \$750,000 State Community Development Block Grant (CDBG) to be used to upgrade a major sewer mainline in the City. The State has forwarded to the City the official grant agreement document to be signed by the Mayor. Staff is asking the City Commission to authorize the mayor to sign the CDBG award agreement as well as the other special condition documents required by the State.

Special Condition Documents to Provide:

The following are some of the special condition documents that the City is required to prepare and submit along with the agreement:

1. Policy Prohibiting the Use of Excessive Force: The City is required to adopt a policy which complies with the requirements of Section 906 of Public Law 101-625 and Section 104 of the Housing and Community Development act of 1974, as amended. The law requires subrecipients of federal funds to adopt and enforce policies that prohibit the use of excessive force by law enforcement agencies within its jurisdiction and individuals engaged in nonviolent civil rights demonstrations and commits to enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction. To address this the City is adopting Resolution Number 1387-2019 (see attached).

2. CDBG Procurement Policy: The City is required to prepare a specific CDBG procurement policy to comply with Federal Regulation (CFR) 200.317-200.326. To address this the City has prepared the attached CDBG policy that complies with Federal Guidelines to be used for the administration of this grant.

3. Section 504/ADA Policy: The City is required to update its 504/ADA policy that defines a disabled person as any person who: (a) has a physical or mental impairment which substantially limits one or more major life activities, b) has a record of such an impairment, or c) is regarded as having such an impairment. To address this the City prepared the attached revised ADA/Title VI Accessibility and Nondiscrimination Policy and Plan consistent with Federal requirement.

4. Section 504/ADA and Title Evaluation and Accessibility Transition Plan: The City is required to evaluate its facility where the staff administering the federal grant will be located to identify any inadequacies regarding ADA accessibility and to prepare for adoption a transition plan. The City's staff has evaluated the City Hall (the facility where staff administering the federal grant will be located) and identified several inadequacies. See attached the transition plan for correcting the existing inadequacies regarding ADA accessibility in the City Hall.

Recommendation: Staff is recommending that the City Commission approve the various documents needed in support of the federal CDBG grant as required by the federal government.

OPTIONS:

Option 1. Move to approve:

- a) CDBG Grant Award Agreement;
- b) Resolution Number 1387-2019;
- c) CDBG Procurement Policy;
- d) Updated 504/ADA policy; and
- e) ADA Accessibility Transition Plan

Option 2. Do not move to approve items a) to e) above regarding the CDBG Grant Award Agreement.

Recommendation: Option 1.

ATTACHMENT 1:
CDBG Grant Award Agreement

Subgrant Contract Number: 19DB-ON-02-30-02-N10
FLAIR Contract Number: H2355
CFDA Number: 14.228

State of Florida
Department of Economic Opportunity
Federally-Funded
Subgrant Agreement – FFY 2017 Funding Cycle

THIS AGREEMENT is entered into by the State of Florida, Department of Economic Opportunity, (hereinafter referred to as “DEO”), and the **City of Quincy**, hereinafter referred to as the “Recipient” (each individually a “Party” and collectively “the Parties”).

THIS AGREEMENT IS ENTERED INTO BASED ON THE FOLLOWING REPRESENTATIONS:

WHEREAS, The U.S. Department of Housing and Urban Development (HUD) administers the Small Cities Community Development Block Grant (CDBG) Program at the Federal level and distributes CDBG grant funds to the states. The State of Florida has received these grant funds from HUD.

WHEREAS, DEO is the CDBG grantee agency for the State of Florida, designated to receive funds annually for program purposes. DEO is authorized to distribute CDBG funds to the Recipient so that the Recipient may develop and preserve affordable housing, provide services to communities, and create and retain jobs.

WHEREAS, Pursuant to the requirements of Title 2, Code of Federal Regulations (“C.F.R.”), part 200 and 24 C.F.R. § 570.500, the Recipient is a Subrecipient of federal funds, and is qualified and eligible to receive these subgrant funds in order to provide the services identified herein.

NOW THEREFORE, DEO and the Recipient agree to the following:

(1) Scope of Work.

The Scope of Work for this Agreement includes Attachment A, Project Detail Budget and Deliverables, Attachment B, Project Narrative, and Part 7 and Appendix A from Part 9 of the Recipient’s Florida Small Cities CDBG FFY 2017 Application for Funding submitted by the Recipient on August 13, 2018.

(2) Incorporation of Laws, Rules, Regulations, and Policies.

The Recipient agrees to abide by all applicable State and Federal laws, rules, and regulations, including but not necessarily limited to, the Federal laws and regulations set forth at Subpart K of 24 C.F.R. (except that the Recipient does not assume DEO’s responsibilities described at § 570.604 and the Recipient does not assume DEO’s responsibility for initiating the review process under the provisions of 24 CFR part 52); and chapter 73C-23, Florida Administrative Code (F.A.C.), Effective: May 27, 2018.

(3) Period of Agreement.

This Agreement begins on December 10, 2018, (the “Effective Date”) and ends on June 9, 2021, unless otherwise terminated as provided in this Agreement. DEO shall not grant any extension of this Agreement unless the Recipient provides justification satisfactory to DEO in its sole discretion, and DEO’s Director of the Division of Community Development approves such extension. The justification must document that project delays are due to events beyond the Recipient’s control, and include a performance plan that demonstrates the Recipient’s capacity to perform and complete the remaining project tasks within the extension period. DEO will also take into consideration the Recipient’s progress and verifiable achievements at DEO’s sole and absolute discretion. Upon expiration or termination of this Agreement, the Recipient shall follow the agreement closeout procedures set forth in Attachment H.

(4) Modification of Agreement.

(a) Modifications to this Agreement shall be valid only when executed in writing by the Parties. Any modification request by the Recipient, including any request using form SC-44, constitutes a request to negotiate the terms of this Agreement and DEO may accept or reject any proposed modification based on DEO's determination, and in its sole discretion, that any such acceptance or rejection is in the State's best interest.

(b) When requesting a modification, the Recipient shall electronically submit the following documents to DEO:

1. A cover letter signed by the Recipient's Chief Elected Official or by a duly-authorized Recipient's employee, officer, or board member, as evidenced by a written resolution or similar document. The letter must describe the need for the proposed changes and the effect that they will have on the project. If the modification requests a time extension, the letter must provide the justification for the extension;

2. A draft copy of the Modification to the Subgrant Agreement, Form SC-44;

3. If there are changes to the subgrant budget or the number of beneficiaries or accomplishments, a draft copy of the Request to Modify Agreement, Form SC-35, and a copy of Attachment A - Project Detail Budget and Deliverables;

4. If there are budget changes involving non-CDBG funds, a draft copy of Sources and Uses of Funds, Form SC-36;

5. If there are changes to the timeline, accomplishments or the line item budget, draft copies of the Attachment C - Activity Work Plan pages;

6. If there are changes to the number of beneficiaries or accomplishments, including Unaddressed Need being added to the Agreement as Addressed Need, a copy of the Attachment B - Project Narrative;

7. If there is a change in the location of an activity, a copy of a revised map from the Application for Funding indicating the proposed changes;

8. If the changes being requested in the modification required that a public hearing be held, copies of the public hearing notice and the minutes from the hearing; and

9. For Economic Development subgrants, if a new Participating Party is being added to the Agreement, a copy of the Participating Party Agreement signed by the Recipient and the Participating Party.

(c) DEO will review the modification request, and if DEO approves the request, at DEO's sole and absolute discretion, then DEO shall transmit electronically the modification documents to the Recipient. The modification documents must be signed by the Recipient's Chief Elected Official or by a duly-authorized Recipient's employee, officer, or board member, as evidenced by a written resolution or similar document. The Recipient shall return three signed original modifications to DEO via regular mail for DEO's review and signature.

(5) Records.

(a) The Recipient's performance under this Agreement shall be subject to 2 C.F.R. part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

(b) Representatives of DEO, the Chief Financial Officer of the State of Florida, the Auditor General of the State of Florida, the Florida Office of Program Policy Analysis and Government Accountability, or representatives of the Federal government and their duly authorized representatives shall have access to any of the Recipient's books, documents, papers, and records, including electronic storage media, as they may relate to this Agreement, for the purposes of conducting audits or examinations or making excerpts or transcriptions.

(c) The Recipient shall maintain books, records, and documents in accordance with generally accepted accounting procedures and practices which sufficiently and properly reflect all expenditures of funds provided by DEO under this Agreement.

(d) The Recipient will provide a financial and compliance audit to DEO, if applicable, and ensure that all related party transactions are disclosed to the auditor.

(e) The Recipient shall retain sufficient records on-site to show its compliance with the terms of this Agreement, and the compliance of all subrecipients, contractors, subcontractors, and consultants paid from funds under this Agreement, for a period of six years from the date DEO issues the final closeout (as defined in rule 73C-23.0031(14), F.A.C.) for this award. The Recipient shall ensure that audit working papers are available upon request for a period of six years from the date this Agreement is final closed, unless extended in writing by DEO. The six-year period may be extended for the following exceptions:

1. If any litigation, claim or audit is started before the six-year period expires, and extends beyond the six-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.
2. Records for the disposition of non-expendable personal property valued at \$5,000 or more at the time it is acquired shall be retained for six years after final disposition.
3. Records relating to real property acquired shall be retained for six years after the closing on the transfer of title.

(f) The Recipient shall maintain all records and supporting documentation for the Recipient and for all subrecipients, contractors, subcontractors, and consultants to be paid from funds provided under this Agreement, including documentation of all program costs, in a form sufficient to determine compliance with the requirements and objectives of the Scope of Work and all other applicable laws and regulations.

(g) The Recipient shall either (i) maintain all funds provided under this Agreement in a separate bank account (the Recipient shall maintain all funds advanced under this Agreement in a separate bank account) or (ii) the Recipient's accounting system shall have sufficient internal controls to separately track the expenditure of all funds from this Agreement (this option is not allowed for advanced funds). There shall be no commingling of funds provided under this Agreement with any other funds, projects, or programs. "Commingling" of funds is distinguishable from "blending" of funds, which is specifically allowed by law. DEO may, in its sole discretion, disallow costs made with commingled funds and require reimbursement for such costs as described herein, in Subparagraph (19)(e), Repayments.

(h) The Recipient, its employees or agents, including all subrecipients, contractors, subcontractors, and consultants to be paid from funds provided under this Agreement, shall allow access to its records at reasonable times to representatives of DEO, the Chief Financial Officer of the State of Florida, the Auditor General of the State of Florida, the Florida Office of Program Policy Analysis and Government Accountability, or representatives of the Federal government and their duly authorized representatives. "Reasonable" shall ordinarily mean during normal business hours of 8:00 a.m. to 5:00 p.m., local time, on Monday through Friday.

(i) The Recipient shall include the aforementioned audit and record keeping requirements in all approved subrecipient subcontracts and assignments.

(6) Audit Requirements.

(a) The Recipient shall conduct a single or program-specific audit in accordance with the provisions of 2 C.F.R. part 200 if it expends \$750,000 or more in Federal awards from all sources during its fiscal year.

(b) The requirements listed in Attachment J, Part II: State Funded, are not applicable to this subgrant agreement, which is a Federal pass-through award.

(c) Within 60 calendar days of the close of the fiscal year, on an annual basis, the Recipient shall electronically submit a completed Audit Compliance Certification, a blank version of which is attached hereto as Attachment K, to audit@deo.myflorida.com. The Recipient's timely submittal of one completed Audit Compliance Certification for each applicable fiscal year will fulfill this requirement within all agreements (e.g., contracts, grants, memorandums of understanding, memorandums of agreement, economic incentive award agreements, etc.) between DEO and the Recipient. This form is in addition to the Audit Certification Memo, Form SC-47, that must be sent to DEO if an audit is not required because the local government spent less than \$750,000 in Federal funds during the fiscal year.

(d) In addition to the submission requirements listed in Attachment J, the Recipient should send an electronic copy of its audit report or an Audit Certification Memo, Form SC-47, by June 30 following the end of each fiscal year in which it had an open CDBG subgrant to the grant manager listed in Paragraph (14) Notice and Contact. The forms referenced in this Agreement are available online at www.FloridaJobs.org/CDBGRecipientInfo or upon request from the grant manager listed in Paragraph (14) Notice and Contact.

(7) Reports.

The Recipient shall provide DEO with all reports and information as set forth in Attachment H. The quarterly and administrative closeout reports must include the current status and progress by the Recipient and all subrecipients and subcontractors in completing the work described in the Scope of Work and the expenditure of funds under this Agreement. The Recipient shall provide any additional program updates or information upon request by DEO. If all required reports and copies are not sent to DEO or are not completed in a manner acceptable to DEO, payments may be withheld until the reports are properly completed, or DEO may take other action as stated in Paragraph (11) Remedies or otherwise allowable by law.

(8) Monitoring.

(a) The Recipient shall monitor its performance under this Agreement, including the performance of any subcontractors and/or consultants who are paid from funds provided under this Agreement, to ensure that the project activities are being accomplished within the specified time periods included in Attachment C - Activity Work Plan and that other performance goals are being achieved. The Recipient shall perform a review for each function or activity in Attachment A - Project Detail Budget and Deliverables and Attachment C - Activity Work Plan, and shall include the results in the quarterly report.

(b) In addition to reviews of audits conducted in accordance with Paragraph (6) Audit Requirements, monitoring procedures may include, but are not limited to, on-site visits by DEO staff and limited scope audits. The Recipient shall comply and cooperate with any monitoring deemed appropriate by DEO. If DEO determines a limited scope audit of the Recipient is appropriate, the Recipient shall comply with any additional instructions provided by DEO to the Recipient regarding such audit. The Recipient shall comply and cooperate with any inspections, reviews, investigations, audits, or hearings deemed necessary by HUD, the Comptroller General of the United States, the Florida Chief Financial Officer, or Auditor General, in accordance with section 20.055(5), Florida Statutes (F.S.), or any Federal Office of the Inspector General.

(c) DEO shall monitor the Recipient's performance through desk monitorings and on-site monitoring visits. The Recipient shall always and contemporaneously maintain at Recipient's work sites and make available to DEO immediately upon DEO's request all Subgrant's records and documentation, including but not limited to: all Recipient's consultants' work products produced in contemplation of this Agreement for Recipient's Application and pertinent to this Agreement and its implementation. The Recipient shall supply data and make records available as necessary for DEO staff to complete an accurate evaluation of contracted activities. DEO will issue a monitoring report to the Recipient after each monitoring event. The Recipient shall reply in writing to any monitoring findings or concerns that require a response within 45 days of its receipt of DEO's monitoring report. DEO will clear any findings or concerns in writing once the Recipient has successfully addressed them. DEO will reject a Recipient's financial reimbursement request if a required response to a monitoring report is late.

(9) Liability.

(a) If the Recipient is a state agency or subdivision, as defined in section 768.28(2), F.S., pursuant to section 768.28(19), F.S., neither Party indemnifies nor insures or assumes any liability for the other Party for the other Party's negligence.

(b) The Recipient is solely responsible to the parties it deals with in carrying out the terms of this Agreement, and shall hold DEO harmless against all claims of whatever nature by third parties arising from the work and services performed under this Agreement. For purposes of this Agreement, the Recipient agrees that it is not an employee or agent of DEO, but is an independent contractor.

(c) If the Recipient is a state agency or subdivision, as defined in section 768.28, F.S., then the Recipient agrees to be fully responsible for its negligent or tortious acts or omissions which result in claims or suits against DEO, and agrees to be liable for any damages proximately caused by the acts or omissions to the extent set forth in section 768.28, F.S. Nothing herein is intended to serve as a waiver of sovereign immunity by the Recipient if sovereign immunity applies. Nothing herein shall be construed as consent by a state agency or subdivision of the State of Florida to be sued by third parties in any matter arising out of any agreement, subrecipient agreement, contract, or subcontract.

(10) Events of Default.

If any of the following events occur (“Events of Default”), DEO may, in its sole discretion, elect to terminate any obligation to make any further payment of funds, exercise any of the remedies set forth in Paragraph (11) Remedies, or pursue any remedy at law or in equity, without limitation. DEO may make payments or partial payments after any Events of Default without waiving the right to exercise such remedies, and without becoming liable to make any further payment:

(a) If any warranty or representation made by the Recipient in the Recipient’s Application for Funding, this Agreement, or any previous agreement with DEO is or becomes false or misleading in any respect, notwithstanding any knowledge on the part of DEO of any untruth of any such representation or warranty, or if the Recipient fails to keep or perform any of the obligations, terms or covenants in this Agreement or any previous agreement with DEO and has not cured them in timely fashion, or is unable or unwilling to meet its obligations under this Agreement;

(b) If any material adverse change occurs in the financial condition of the Recipient at any time during the term of this Agreement, and the Recipient fails to cure this adverse change within 30 calendar days from the date written notice is sent by DEO;

(c) If the Recipient fails to submit any required report, or submits any required report with incorrect, incomplete, or insufficient information, or fails to submit additional information as requested by DEO; or

(d) If the Recipient has failed to perform, or timely complete, any of its obligations under this Agreement, including attending DEO’s Implementation Workshop.

(11) Remedies.

If an Event of Default occurs, then DEO shall, upon 30 calendar days written notice to the Recipient and upon the Recipient’s failure to cure within those 30 calendar days, exercise any one or more of the following remedies, either concurrently or consecutively:

(a) Terminate this Agreement upon 24-hour written notice from the date notice is sent by DEO, in conformity with Paragraph (14) Notice and Contact;

(b) Begin any appropriate legal or equitable action to enforce performance of this Agreement;

(c) Withhold or suspend payment of all or any part of a request for payment;

(d) Demand that the Recipient return to DEO any funds used for ineligible activities or unallowable costs under this Agreement or any applicable law, rule, or regulation governing the use of the funds; or

(e) Exercise any corrective or remedial actions, including but not limited to:

1. Request additional information from the Recipient to determine the reasons for or the extent of non-compliance or lack of performance;

2. Issue a written warning to advise that more serious measures may be taken if the situation is not corrected;
or

3. Advise the Recipient to suspend, discontinue, or refrain from incurring costs for any activities in question.

(f) Pursuing any of the above remedies does not preclude DEO from pursuing any other remedies in this Agreement or provided at law or in equity. Failure to exercise any right or remedy in this Agreement, or failure to insist upon strict performance by DEO will not affect, extend, or waive any other right or remedy available to DEO, or affect the later exercise of the same right or remedy by DEO for any other default by the Recipient.

(12) Dispute Resolution.

Disputes concerning the performance of the Agreement shall be decided by DEO, which shall reduce the decision to writing and serve a copy on the Recipient. The decision will be final and conclusive unless within 21 days from the date of receipt, the Recipient files a petition for administrative hearing with DEO. DEO's decision on the petition shall be final, subject to the Recipient's right to review pursuant to chapter 120, F.S. Exhaustion of administrative remedies is an absolute condition precedent to the Recipient's ability to pursue any other form of dispute resolution; provided however, that the Parties may mutually agree to employ the alternative dispute resolution procedures outlined in chapter 120, F.S.

(13) Termination.

(a) DEO may suspend or terminate this Agreement for cause upon 24-hour written notice, from the date notice is sent by DEO. Cause includes, but is not limited to the Recipient's: improper or ineffective use of funds provided under this Agreement; fraud; lack of compliance with any applicable rules, regulations, statutes, executive orders, HUD guidelines, policies or directives, or laws; failure, for any reason, to timely and/or properly perform any of the Recipient's obligations under this Agreement; submission of reports that are incorrect or incomplete in any material respect; and refusal to permit public access to any document, paper, letter, or other material subject to disclosure under law, including chapter 119, F.S., as amended. The Recipient shall not be entitled to recover any cancellation charges or unreimbursed costs.

(b) DEO may terminate this Agreement, in whole or in part, for convenience by providing the Recipient 14-days written notice from the date notice is sent by DEO, setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if in the case of partial termination, DEO determines that the remaining portion of the award will not accomplish the purpose for which the award was made, DEO may terminate the portion of the award which will not accomplish the purpose for which the award was made. The Recipient shall continue to perform any work not terminated. The Recipient shall not be entitled to recover any cancellation charges or unreimbursed costs for the terminated portion of work.

(c) The Parties may terminate this Agreement for their mutual convenience in writing, agreed upon by the Parties. The termination must include the effective date of the termination.

(d) If this Agreement is terminated, the Recipient shall not incur new obligations for the terminated portion of the Agreement after the Recipient has received the notification of termination. The Recipient shall cancel as many outstanding obligations as possible. DEO shall disallow all costs incurred after the Recipient's receipt of the termination notice. The Recipient shall not be relieved of liability to DEO because of any breach of the Agreement by the Recipient. DEO may, to the extent authorized by law, withhold payments to the Recipient for the purpose of set-off until the exact amount of damages due DEO from the Recipient is determined.

(e) The rights and remedies under this clause are in addition to any other rights or remedies provided by law or under this Agreement.

(14) Notice and Contact.

(a) All notices provided under or pursuant to this Agreement shall be in writing, either by hand delivery, or first class, certified mail, return receipt requested, to the representative identified below at the address set forth below or said notification attached to the original of this Agreement.

(b) The name and address of the grant manager for this Agreement is:

Mark Nixon, Government Operations Consultant II
Florida Small Cities CDBG Program
Department of Economic Opportunity
107 East Madison Street – MSC 400
Tallahassee, Florida 32399-6508
Telephone: (850) 717-8438 – Fax: (850) 922-5609
Email: Mark.Nixon@deo.myflorida.com

(c) The name and address of the Local Government Project Contact for this Agreement is:

Dr. Bernard Piawah
Planning and Building Director
404 West Jefferson Street
Quincy Florida, 32351
Telephone: (850) 618-0020 - Fax: (850) 875-7313
Email: bpiawah@myquincy.net

(d) If different representatives or addresses are designated by either Party after execution of this Agreement, notice of the name, title and address of the new representative will be provided as stated in (14)(a) above.

(15) Contracts.

(a) If the Recipient contracts any of the work required under this Agreement, a copy of the proposed contract, and any proposed amendments, extensions, revisions or other changes thereto, must be forwarded to DEO for prior written approval. For each contract, the Recipient shall report to DEO as to whether that contractor, or any subcontractors hired by the contractor, is a minority vendor, as defined in section 288.703, F.S. Documentation must also be maintained on-site by the subgrant Recipient. The Recipient shall include the following conditions in any contract:

1. that the contractor is bound by the terms of this Agreement;
2. that the contractor is bound by all applicable State and Federal laws, rules, and regulations;
3. that the contractor shall hold DEO and the Recipient harmless against all claims of whatever nature arising out of the contractor's performance of work under this Agreement;
4. provisions addressing bid, payment, and performance bonds, if applicable, and liquidated damages. The Recipient shall document in the quarterly report the contractor's progress in performing its work under this Agreement; and
5. the contractor shall include the foregoing provisions in any contract for the performance of any work contemplated by this Agreement.

(b) For any contract that the Recipient executes for administrative services with a consultant that produced work products in contemplation of this Agreement for Recipient's Application and pertinent to this Agreement and its implementation, the Recipient shall include the following conditions:

1. that all original income survey forms shall be turned over to the Recipient; and
2. that copies of any spreadsheets produced to compile survey results shall be given to the Recipient.

(16) Terms and Conditions.

This Agreement, and the attachments and exhibits hereto, contains all the terms and conditions agreed upon by the Parties with respect to the subject matter hereof. There are no provisions, terms, conditions, or obligations other than those contained in this Agreement; and this Agreement supersedes all previous communications, representations, or agreements, either verbal or written, between the Parties. If a court of competent jurisdiction voids or holds unenforceable any provision of this Agreement, then that provision shall be enforced only to the extent that it is not in violation of law or is not otherwise unenforceable, and all other provisions shall remain in full force and effect. This Agreement may be executed in counterparts, each of which shall be an original and all of which shall constitute one and the same instrument.

(17) Attachments.

(a) If any inconsistencies or conflict between the language of this Agreement and the attachments arise, the language of the attachments shall control, but only to the extent of the conflict or inconsistency.

(b) This Agreement contains the following attachments:

- Attachment A – Project Detail Budget and Deliverables
- Attachment B – Project Narrative
- Attachment C – Activity Work Plan
- Attachment D – Program and Special Conditions
- Attachment E – Category Specific Conditions for Neighborhood Revitalization
- Attachment F – State and Federal Statutes, Regulations, and Policies
- Attachment G – Civil Rights Requirements
- Attachment H – Reports
- Attachment I – Warranties and Representations
- Attachment J – Audit Requirements
 - Exhibit 1 to Attachment J – Funding Sources
- Attachment K – Audit Compliance Certification

(18) Funding/Consideration.

(a) The funding for this Agreement shall not exceed \$750,000, subject to the availability of funds. The State of Florida and DEO's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature, and subject to any modification in accordance with chapter 216 F.S., or the Florida Constitution.

(b) DEO will provide funds to the Recipient by issuing a Notice of Subgrant Award/Fund Availability ("NFA") through DEO's financial management information system. Each NFA may contain specific terms, conditions, assurances, restrictions, or other instructions applicable to the funds provided by the NFA. By accepting funds made available through an NFA, the Recipient agrees to comply with all terms, conditions, assurances, restrictions, or other instructions listed in the NFA.

(c) The Recipient hereby certifies to DEO that written administrative procedures, processes, and fiscal controls are in place for the operation of its CDBG program for which the Recipient receives funds from DEO. The written administrative procedures, processes, and fiscal controls described in this paragraph must, at minimum, comply with applicable state and federal law, rules, regulations, guidance, and the terms of this Agreement. DEO has included, and the Recipient shall perform, any necessary special conditions added to Attachment D by DEO, where DEO's grant manager determined at the site visit that any of the Recipient's procedures were deficient.

(d) The Recipient shall expend funds only for allowable costs and eligible activities, and in accordance with the Scope of Work.

(e) The Recipient shall request all funds in the manner prescribed by DEO. The authorized signatory for the Recipient set forth on the SERA Access Authorization Form, provided by DEO, must approve the submission of payment requests on behalf of the Recipient.

(f) Except as set forth herein, or unless otherwise authorized in writing by DEO, costs incurred for eligible activities or allowable costs prior to the effective date of this Agreement are ineligible for funding with CDBG funds.

(g) If the necessary funds are not available to fund this Agreement as a result of action by the United States Congress, the Federal Office of Management and Budget, the Florida Legislature, the State Chief Financial Officer, or under Subparagraph (20)(i), Mandated Conditions, of this Agreement, all obligations on the part of DEO to make any further payment of funds will terminate, and the Recipient shall submit its administrative closeout report and subgrant agreement closeout package within 30 calendar days of receiving notice from DEO.

(h) The Recipient is ultimately responsible for the administration of this Agreement, including monitoring and oversight of any person or entity retained or hired by the Recipient to complete any Project Implementation Deliverables listed in Attachment B. The Recipient shall send a representative, either an employee or an elected official, to DEO's Implementation Workshop for the funding cycle so that it learns its responsibilities under the Agreement. DEO shall reimburse the travel costs of the representative in accordance with section 112.061, F.S. Failure to send a representative to the Implementation Workshop is an Event of Default as set forth in Paragraph (10) Events of Default.

(19) Repayments.

(a) The Recipient shall only expend funding under this Agreement for allowable costs resulting from obligations incurred during the Agreement period. The Recipient shall ensure that its subrecipients, contractors, subcontractors, and consultants only expend funding under this Agreement for allowable costs resulting from obligations incurred during the Agreement period. Pursuant to 24 C.F.R. § 570.489(b), the Recipient may request reimbursement for eligible application preparation costs that were listed in the Recipient's Application for Funding.

(b) In accordance with section 215.971, F.S., the Recipient shall refund to DEO any unobligated funds which have been advanced or paid to the Recipient.

(c) The Recipient shall refund to DEO any funds paid in excess of the amount to which the Recipient or its contractors, subcontractors, or consultants are entitled under the terms and conditions of this Agreement.

(d) The Recipient shall refund to DEO any funds received for an activity if the activity does not meet one of the three National Objectives listed in 24 C.F.R. § 570.483(b), (c) and (d); provided however, the Recipient is not required to repay funds for subgrant administration unless DEO, in its sole discretion, determines the Recipient is at fault for the ineligibility of the activity in question.

(e) The Recipient shall refund to DEO any funds not spent in accordance with the conditions of this Agreement or applicable law. Such reimbursement shall be sent to DEO, by the Recipient, within 30 calendar days after DEO has notified the Recipient of such non-compliance.

(f) In accordance with section 215.34(2), F.S., if a check or other draft is returned to DEO for collection, the Recipient shall pay to DEO a service fee of \$15.00 or five percent of the face amount of the returned check or draft, whichever is greater. All refunds or repayments to be made to DEO under this Agreement are to be made payable to the order of "Department of Economic Opportunity" and mailed directly to DEO at the following address:

Department of Economic Opportunity
Community Development Block Grant Programs
Cashier
107 East Madison Street – MSC 400
Tallahassee, Florida 32399-6508

(20) Mandated Conditions.

(a) The validity of this Agreement is subject to the truth and accuracy of all the information, representations, and materials submitted or provided by the Recipient in its Application for Funding, in this Agreement, in any later submission or response to a DEO request, or in any submission or response to fulfill the requirements of this Agreement. All said information, representations, and materials are incorporated by reference. DEO may terminate this Agreement upon 24-hours written notice if any information, representation, or material submitted by the Recipient is inaccurate or false.

(b) This Agreement shall be construed under the laws of the State of Florida, and venue for any actions arising out of this Agreement shall be in the Circuit Court of Leon County. The Parties explicitly waive any right to jury trial. If any provision of this Agreement conflicts with any applicable statute or rule, or is unenforceable, then that provision shall be null and void only to the extent of the conflict or unenforceability, and that provision shall be severable from, and shall not invalidate, any other provision of this Agreement.

(c) Any power of approval or disapproval granted to DEO under the terms of this Agreement shall survive the term of this Agreement.

(d) This Agreement may be executed in any number of counterparts, any one of which may be taken as an original.

(e) The Recipient shall comply with the Americans With Disabilities Act (Public Law 101-336, 42 U.S.C. § 12101 *et seq.*) and the Florida Civil Rights and Fair Housing Acts (§§ 760.01 – 760.37, F.S.), which prohibit discrimination by public and private entities on the basis of disability in employment, public accommodations, transportation, state and local government services, and telecommunications.

(f) Pursuant to section 287.133(2)(a), F.S., a person or affiliate, as defined in section 287.133(1), F.S., who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of \$35,000 for a period of 36 months following the date of being placed on the convicted vendor list. The Recipient warrants that neither it nor any of its affiliates is currently on the convicted vendor list. The Recipient shall disclose if it or any of its affiliates is placed on the convicted vendor list.

(g) Pursuant to section 287.134(2)(a), F.S., an entity or affiliate, as defined in section 287.134(1), who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity. The Recipient warrants that neither it nor any of its affiliates is currently on the discriminatory vendor list. The Recipient shall disclose if it or any of its affiliates is placed on the discriminatory vendor list.

(h) If the Recipient is not a local government or state agency and it receives funds under this Agreement from the Federal government, the Recipient certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal department or agency;

2. Have not, within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any offenses enumerated in Subparagraph (20)(h)2., Mandated Conditions, of this Agreement; and

4. Have not within a five-year period preceding this Agreement had one or more public transactions (Federal, State or local) terminated for cause or default.

5. If the Recipient is unable to certify to any of the statements in this certification, then the Recipient shall attach an explanation to this Agreement. In addition, the Recipient shall send a completed Form SC-37, Certification Regarding Debarment, Suspension, and Other Responsibility Matters (Primary Covered Transactions), to DEO for each contractor, and a completed Form SC-38, Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion (Subcontractor), to DEO for each subcontractor. A completed Form SC-37 must be received by DEO before the Recipient enters into a contract with the respective contractor, and a completed Form SC-38 must be received by DEO before a contractor enters into a subcontract with the respective subcontractor.

(i) All bills for fees or other compensation for services or expenses shall be submitted in detail sufficient for a proper preaudit and postaudit thereof.

(j) Any bills for travel expenses shall be submitted and reimbursed in accordance with section 112.061, F.S., the rules promulgated thereunder, and 2 C.F.R. § 200.474.

(k) If the Recipient is allowed to temporarily invest any advances of funds under this Agreement, any interest income shall either be returned to DEO or be applied against DEO's obligation to pay the Agreement award amount.

(l) The Recipient is subject to Florida's Government in the Sunshine Law (section 286.011, F.S.) with respect to the meetings of the Recipient's governing board or the meetings of any subcommittee making recommendations to the governing board. All of these meetings shall be publicly noticed, open to the public, and the minutes of all the meetings shall be public records, available to the public in accordance with chapter 119, F.S.

(m) The Recipient shall comply with section 519 of Public Law 101-144 and section 906 of Public Law 101-625 by having, or adopting within 90 days of execution of this Agreement, and enforcing, the following:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

(n) Upon expiration or termination of this Agreement the Recipient shall transfer to DEO any CDBG funds on hand at the time of expiration or termination, and any accounts receivable attributable to the use of CDBG funds.

(o) Any real property under Recipient's control that was acquired or improved in whole or in part with CDBG funds (including CDBG funds provided to the subrecipient in the form of a loan) in excess of \$25,000 must either:

1. Be used to meet a national objective until five years after expiration or termination of this Agreement, unless otherwise agreed upon by the Parties, or except as otherwise set forth herein; or

2. If not used to meet a national objective, Recipient shall pay to DEO an amount equal to the current market value of the property less any portion of the value attributable to expenditures of non-CDBG funds for the acquisition or improvement of the property, for five years after expiration or termination of this Agreement.

(21) Lobbying Prohibition.

(a) No funds or other resources received from DEO under this Agreement may be used directly or indirectly to influence legislation or any other official action by the Florida Legislature or any state agency.

(b) The Recipient certifies, by its signature to this Agreement, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Recipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement;

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the Recipient shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions; and

3. The Recipient shall require that this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose as described in this Paragraph (21), above.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

(22) Copyright, Patent, and Trademark.

(a) Any and all patent rights accruing under or in connection with the performance of this agreement are hereby reserved to the State of Florida. Any and all copyrights accruing under or in connection with the performance of this Agreement are hereby transferred by the Recipient to the State of Florida.

(b) If the Recipient has a pre-existing patent or copyright, the Recipient shall retain all rights and entitlements to that pre-existing patent or copyright unless the Agreement provides otherwise.

(c) If any discovery or invention is developed in the course of or as a result of work or services performed under this Agreement, or in any way connected with it, the Recipient shall refer the discovery or invention to DEO for a determination whether the State of Florida will seek patent protection in its name. Any patent rights accruing under or in connection with the performance of this Agreement are reserved to the State of Florida. If any books, manuals, films, or other copyrightable material are produced, the Recipient shall notify DEO. Any copyrights accruing under or in connection with the performance under this Agreement are transferred by the Recipient to the State of Florida.

(d) Within 30 calendar days of execution of this Agreement, the Recipient shall disclose all intellectual properties relating to the performance of this Agreement which he or she knows or should know could give rise to a patent or copyright. The Recipient shall retain all rights and entitlements to any pre-existing intellectual property which is so disclosed. Failure to disclose will indicate that no such property exists, and DEO shall have the right to all patents and copyrights which accrue during performance of the Agreement.

(23) Legal Authorization.

(a) The Recipient certifies that it has the legal authority to receive the funds under this Agreement and that its governing body has authorized the execution and acceptance of this Agreement. The Recipient certifies that the undersigned person has the authority to legally execute and bind the Recipient to the terms of this Agreement. DEO may, at its discretion, request documentation evidencing the undersigned has authority to bind the Recipient to this Agreement as of the date of execution; any such documentation is incorporated herein by reference.

(b) The Recipient warrants that, to the best of its knowledge, there is no pending or threatened action, proceeding, investigation, or any other legal or financial condition that would in any way prohibit, restrain, or diminish the Recipient's ability to satisfy its Agreement obligations. The Recipient shall immediately notify DEO in writing if its ability to perform is compromised in any manner during the term of the Agreement.

(24) Public Record Responsibilities.

(a) In addition to the Recipient's responsibility to directly respond to each request it receives for records made or received by the Recipient in conjunction with this Agreement and to provide the applicable public records in response to such request, the Recipient shall notify DEO of the receipt and content of such request by sending an email to PRRequest@deo.myflorida.com within one business day from receipt of such request.

(b) The Recipient shall keep and maintain public records, on-site as required by DEO, to perform the Recipient's responsibilities hereunder. The Recipient shall, upon request from DEO's custodian of public records, provide DEO with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided by chapter 119, F.S., or as otherwise provided by law. The Recipient shall allow public access to all documents, papers, letters or other materials made or received by the Recipient in conjunction with this Agreement, unless the records are exempt from section 24(a) of Article I of the State Constitution and section 119.07(1), F.S. For records made or received by the Recipient in conjunction with this Agreement, the Recipient shall respond to requests to inspect or copy such records in accordance with chapter 119, F.S. For all such requests for records that are public records, as public records are defined in section 119.011, F.S., the Recipient shall be responsible for providing such public records per the cost structure provided in chapter 119, F.S., and in accordance with all other requirements of chapter 119, F.S., or as otherwise provided by law.

(c) This Agreement may be terminated by DEO for refusal by the Recipient to comply with Florida's public records laws or to allow public access to any public record made or received by the Recipient in conjunction with this Agreement.

(d) If, for purposes of this Agreement, the Recipient is a “contractor” as defined in section 119.0701(1)(a), F.S. (“Recipient-contractor”), the Recipient-contractor shall transfer to DEO, at no cost to DEO, all public records upon completion including termination, of this Agreement, or keep and maintain public records required by DEO to perform the service. If the Recipient-contractor transfers all public records to the public agency upon completion of the Agreement, the Recipient-contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Recipient-contractor keeps and maintains public records upon completion of the Agreement, the Recipient-contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to DEO, upon request from DEO’s custodian of public records, in a format that is compatible with the information technology systems of DEO.

(e) If DEO does not possess a record requested through a public records request, DEO shall notify the Recipient-contractor of the request as soon as practicable, and the Recipient-contractor must provide the records to DEO or allow the records to be inspected or copied within a reasonable time. If the Recipient-contractor does not comply with DEO’s request for records, DEO shall enforce the provisions set forth in this Agreement. A Recipient-contractor who fails to provide public records to DEO within a reasonable time may be subject to penalties under section 119.10, F.S.

(f) The Recipient shall notify DEO verbally within 24 chronological hours and in writing within 72 chronological hours if any data in the Recipient’s possession related to this Agreement is subpoenaed or improperly used, copied, or removed (except in the ordinary course of business) by anyone except an authorized representative of DEO. The Recipient shall cooperate with DEO, in taking all steps as DEO deems advisable, to prevent misuse, regain possession, or otherwise protect the State’s rights and the data subject’s privacy.

(g) The Recipient acknowledges that DEO is subject to the provisions of chapter 119, F.S., relating to public records and that reports, invoices, and other documents the Recipient submits to DEO under this Agreement constitute public records under Florida Statutes. The Recipient shall cooperate with DEO regarding DEO’s efforts to comply with the requirements of chapter 119, F.S.

(h) If the Recipient submits records to DEO that are confidential and exempt from public disclosure as trade secrets or proprietary confidential business information, such records should be identified as such by the Recipient prior to submittal to DEO. Failure to identify the legal basis for each exemption from the requirements of chapter 119, F.S., prior to submittal of the record to DEO serves as the Recipient’s waiver of a claim of exemption. The Recipient shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if the Recipient-contractor does not transfer the records to DEO upon completion, including termination, of the Agreement.

(i) IF THE RECIPIENT-CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE RECIPIENT-CONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS by telephone at 850-245-7140, via email at PRRequest@deo.myflorida.com, or by mail at Department of Economic Opportunity, Public Records Coordinator, 107 East Madison Street, Caldwell Building, Tallahassee, Florida 32399-4128.

(j) To the extent allowable by law, the Recipient shall be fully liable for the actions of its agents, employees, partners, subrecipients, contractors, and subcontractors and shall fully indemnify, defend, and hold harmless the State and DEO, and their officers, agents, and employees, from suits, actions, damages, and costs of every name and description, including attorneys' fees, arising from or relating to public record requests or public record law violation(s), alleged to be caused in whole or in part by the Recipient, its agents, employees, partners, subrecipients, contractors, or subcontractors, provided, however, that the Recipient does not indemnify for that portion of any costs or damages proximately caused by the negligent act or omission of the State or DEO. DEO, in its sole discretion, has the right, but the not obligation, to enforce this indemnification provision.

(k) DEO does not endorse any Recipient, commodity, or service. No public disclosure or news release pertaining to this Agreement shall be made without the prior written approval of DEO. The Recipient is prohibited from using Agreement information, or DEO customers in sales brochures or other promotions, including press releases, unless prior written approval is obtained from DEO.

(l) The Recipient shall comply with the requirements set forth in section 119.0701, F.S., when entering into any public agency contract for services after the Effective Date of this Agreement. The Recipient shall amend each of the Recipient's public agency contracts for services already in effect as of the Effective Date of this Agreement and which contract will or may be funded in whole or in part with any public funds. DEO may terminate this Agreement if the Recipient does not comply with this provision.

(25) Employment Eligibility Verification.

(a) Executive Order 11-116, signed May 27, 2011, by the Governor of Florida, requires DEO contracts in excess of nominal value to expressly require the Recipient to:

1. Utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Recipient during the Agreement term; and,
2. Include in all contracts under this Agreement the requirement that contractors, subcontractors, consultants and subrecipients performing work or providing services pursuant to this Agreement use the E-Verify system to verify the employment eligibility of all new employees hired by the contractors, subcontractors, consultants and subrecipients during the term of the contract.

(b) The Department of Homeland Security's E-Verify system can be found at:

<https://www.e-verify.gov/>

(c) If the Recipient does not have an E-Verify Memorandum of Understanding in effect, the Recipient must enroll in the E-Verify system prior to hiring any new employee after the effective date of this Agreement.

(26) Program Income.

(a) The Recipient shall report to DEO all program income (as defined at 24 C.F.R. § 570.489(e)) generated by activities carried out with CDBG funds made available under this Agreement as part of the Recipient's Quarterly Progress Report, Form SC-65. The Recipient shall use program income in accordance with the applicable requirements of 2 C.F.R. part 200, 24 C.F.R. part 570, sections 290.046-290.048, F.S., chapter 73C-23.0051, F.A.C., and the terms of this Agreement.

(b) The Recipient shall return all program income generated after closeout to DEO. The Recipient shall return all program income generated prior to closeout to DEO unless the program income is used to fund additional units of CDBG activities, specified in a modification to this Agreement, and duly executed prior to administrative closeout. DEO or the State may require remittance of all or a portion of any balance of a Recipient's program income at the end of a program year.

(27) Independent Contractor.

(a) In the Recipient's performance of its duties and responsibilities under this Agreement, it is mutually understood and agreed that the Recipient is always acting and performing as an independent contractor. Nothing in this Agreement is intended to or shall be deemed to constitute an employer/employee relationship, partnership or joint venture between the Parties. The Recipient shall always remain an independent contractor with respect to the services to be performed under this Agreement.

(b) The Recipient, its officers, agents, employees, subcontractors, or assignees, in performance of this Agreement shall act in the capacity of an independent contractor and not as an officer, employee, agent, joint venturer, or partner of the State of Florida. Nor shall the Recipient represent to others that, as the Recipient, it has the authority to bind DEO unless specifically authorized to do so.

(c) Neither the Recipient, nor its officers, agents, employees, subcontractors, or assignees are entitled to State retirement or State leave benefits, or to any other compensation of State employment as a result of performing the duties and obligations of this Agreement.

(d) The Recipient agrees to take such actions as may be necessary to ensure that each subcontractor will be deemed to be an independent contractor and will not be considered or permitted to be an agent, employee, servant, joint venturer, or partner of the State of Florida.

(e) Unless justified by the Recipient, and agreed to by DEO in the Scope of Work, DEO will not furnish services of support (*e.g.*, office space, office supplies, telephone service, secretarial, or clerical support) to the Recipient or its subcontractor or assignee.

(f) DEO shall not be responsible for withholding taxes with respect to the Recipient's use of funds under this Agreement. The Recipient shall have no claim against DEO for vacation pay, sick leave, retirement benefits, social security, workers' compensation, health or disability benefits, reemployment assistance benefits, or employee benefits of any kind. The Recipient shall ensure that its employees, subcontractors, and other agents, receive benefits and necessary insurance (health, workers' compensation, reemployment assistance benefits) from an employer other than the State of Florida.

(g) The Recipient, at all times during the Agreement, must comply with the reporting and Reemployment Assistance contribution payment requirements of chapter 443, F.S.

(The remainder of this page left blank intentionally.)

**State of Florida
Department of Economic Opportunity
Federally Funded Subgrant Agreement
Signature Page**

Subgrant Contract Number: 19DB-ON-02-30-02-N10

FLAIR Contract Number: H2355

IN WITNESS WHEREOF, and in consideration of the mutual covenants set forth above and in all Attachments and Exhibits hereto, the Parties, through their duly-authorized representatives, sign this Agreement and represent and warrant that they have read and understand the Agreement and Attachments and Exhibits' terms and conditions on the day, month, and year set forth below.

City of Quincy

Department of Economic Opportunity

By: _____ Date: _____
(Authorized Signature)

By: _____ Date: _____
(Authorized Signature)

Name: Angela Sapp

Name: Mario Rubio

Title: Mayor

Title: Director, Division of Community Development

Federal Tax ID#: 59-6000416

DUNS#: 093596070

Approved as to form and legal sufficiency,
subject only to the full and proper execution
by the Parties

Office of the General Counsel
Department of Economic Opportunity

By: _____

Approved Date: _____

Attachment A – Project Detail Budget and Deliverables

Recipient: City of Quincy **Modification Number:** N/A **Contract Number:** 19DB-ON-02-30-02-N10

Activity		Accomplishments				Beneficiaries				Budget				
		Unit	Number	VLI	LI	MI	All	CDBG Amount	Other Funds	Source*	Total Funds			
1. Project Implementation														
21A	Administration											\$60,000		\$60,000
2. Construction														
03J	Sewer Line Replacement	LF	3,750	100	97	21	275	\$690,000	\$5,846	1			\$695,846	
3. Engineering Services														
03J	Engineering								\$44,154	1			\$44,154	
										Totals:		\$750,000	\$50,000	\$800,000

* Show the sources and amounts of "Other Funds" needed to complete the project below, including local funds, grants from other agencies and program income.

Source	Other Funds Counted as Leverage	Other Funds Not Counted as Leverage
1. Local Funds General Revenue	\$50,000	
2.		
3.		
4.		
5.		

Attachment A – Project Detail Budget and Deliverables

Recipient: City of Quincy Modification Number: N/A Contract Number: 19DB-ON-02-30-02-N10

Deliverable	Minimum Level of Service (to submit for request for payment)	Financial Consequences
<p>Project Implementation The Recipient shall complete eligible project implementation tasks as detailed in Attachment B – Project Narrative.</p> <p>Total Deliverable 1 cost reimbursement not to exceed: \$60,000</p>	<p>The Recipient shall be reimbursed upon completion of a minimum of one project implementation task on a per completed task basis as detailed in Attachment B – Project Narrative; evidenced by invoice(s) noting completed tasks as well as payroll and other supporting documentation, as applicable.</p>	<p>Failure to perform the minimum level of service shall result in nonpayment for this deliverable for each payment request.</p>
<p>Construction The Recipient shall complete infrastructure construction as detailed in Attachment B – Project Narrative.</p> <p>Total Deliverable 2 cost reimbursement not to exceed: \$690,000</p>	<p>Minimum Level of Service (to submit for request for payment)</p> <p>Following a draw for mobilization*, the Recipient shall be reimbursed upon completion of a minimum of 10 percent of overall project as detailed in Attachment B – Project Narrative. As evidence of percent completed, the Recipient shall provide AIA forms G702/G703 or similar DEO-approved industry-standard forms, signed by the contractor and certified by the engineer performing inspection services for the project, documenting the costs for which reimbursement is being requested, and noting overall percent completion of the project.</p> <p>* Mobilization refers to a contractor's mobilization of equipment, materials and barriers to the work site(s).</p>	<p>Financial Consequences</p> <p>Failure to perform the minimum level of service shall result in nonpayment for this deliverable for each payment request.</p>

Attachment B – Project Narrative

The Recipient will use its \$750,000 Neighborhood Revitalization CDBG subgrant to replace a portion of its failing wastewater collection system. CDBG funds will also reimburse administrative costs. The Recipient has committed \$50,000 toward engineering and construction costs.

Addressed Need

Service Area (SA) 1 – Approximately 3,750 linear feet of sewer line will be replaced or rehabilitated. The sewer trunk line has both inflow and infiltration problems during rainfall, which is causing excess wastewater to overflow from manholes, releasing untreated sewage into the streets and surrounding area, as well as contributing to surges at the wastewater treatment plant. It is expected that most of the sewer pipe will be slip-lined, rather than being replaced.

There are 114-households is served by the sewer line. A total of 275 individuals live in those homes, of which 218 (79.27%) are low- to moderate-income (LMI). Thus, the LMI National Objective will be met.

Unaddressed Need

The following activities are not currently funded in the Project Detail Budget. If CDBG funds remain available after the “Addressed Need” activity is procured, the Recipient has the option to request a modification to bring one or more of the “Unaddressed Need” activities into the Agreement.

SA 2 – The Recipient needs to replace/rehabilitate the sewer trunk line east of SA 1. A maximum of 1,600 LF from South Adams Street east to Love Street. The estimated cost of this sewer line replacement/rehabilitation extension is \$91,500. Work would begin at the end of the Service Area #1 project, and continue for approximately 3–4 months.

A total of 134 individuals live in SA 2, of which 97 (71.92%) are low- to moderate-income (LMI). Thus, the LMI National Objective would be met.

SA 3 – The Recipient needs to replace/rehabilitate some smaller, deteriorated sewer collection lines within the larger SA 2 boundary, as well replacing old, iron water mains. Approximately 1,400 linear feet of water and sewer line would be addressed on Love Street and Clark Street at an estimated cost of \$82,000 each. A total of 65 people live in SA 3, of which 45 (69.23%) are LMI. Thus, the LMI National Objective would be met.

SA 4 – The Recipient needs to replace/rehabilitate some smaller, deteriorated sewer collection lines within the larger SA 1 boundary. Approximately 1,000 LF of sewer line would be addressed at an estimated cost of \$59,800. All 44 people living in SA 4 are LMI, so the LMI National Objective would be met.

SA 5 – The Recipient needs to replace/rehabilitate some smaller, deteriorated sewer collection lines on Stewart and Clark streets. Approximately 850 LF of sewer line would be addressed at an estimated cost of \$53,400.

A total of 26 individuals live in the service area, of which 23 (88.89%) are LMI. Thus, the LMI National Objective would be met.

Attachment B – Project Narrative

SA 6 – The Recipient needs to replace/rehabilitate some smaller, deteriorated sewer collection lines on Jackson and Clark streets. Approximately 900 LF of sewer line would be addressed at an estimated cost of \$55,100.

All 14 individuals living in SA 6 are 9 LMI. Thus, the LMI National Objective would be met.

Project Implementation Deliverable

Tasks that are eligible for reimbursement under the Project Implementation Deliverable are as follows:

- Develop policies for the Recipient to adopt related to special conditions listed in this subgrant agreement,
- Prepared list of minority and women business enterprise (MBE/WBE) firms that operate in the Recipient's area,
- Conducted activities related to the HUD-required environmental review,
- Prepared public notices for publication,
- Submitted public notices for publication,
- Maintained financial records related to project activities on-site,
- Conducted a Fair Housing activity,
- Attended prebid conference, bid opening or preconstruction meeting,
- Reviewed contractor payrolls and interview employees to determine compliance with the Davis-Bacon Act, the Contract Work Hours and Safety Standards Act, and the Copeland "Anti-kickback" Act,
- Reviewed Household Income Certification Forms for households being hooked up to new utility services,
- Maintained client files,
- Attended meetings of the Recipient's local governing body to provide progress reports on subgrant activities,
- Prepared documentation for and attend on-site monitoring visits by DEO,
- Prepared requests for funds for submission by the Recipient's authorized employee,
- Prepared subgrant modification documents for the Recipient to submit to DEO,
- Prepared the Administrative Closeout Report for submission by the Recipient,
- Prepare and submit detailed quarterly progress report, Section 3 or MBE/WBE report to DEO,
- Responded to citizen complaints,
- Prepared responses to monitoring findings and concerns for Recipient to submit to DEO or HUD,
- Paid advertising costs of public notices and invitations to bid,
- Paid permit fees,
- Paid legal fees,
- Paid invoices for environmental review activities other than advertising,
- Paid CDBG portion of required audit,
- Submitted requests for funds to DEO,
- Prepared subgrant modification documents, and
- Prepared the Administrative Closeout Report.

Attachment C – Activity Work Plan

Recipient:	City of Quincy	Activity:	21A - Administration	Project Budget:	\$690,000
Contract Number:	19DB-ON-02-30-02-N10	Date Prepared:	11/26/2018	Modification Number:	N/A
Start Date (month/year)	End Date (month/year)	Describe Proposed Action to be Completed by the "End Date." <i>Examples of Actions: Procure Administrator or Engineer; Complete Environmental Review and Obtain Release of Funds, Request Wage Decision, Complete and Submit Design and Specifications, Advise for and Open Bids, Issue Notice to Proceed, Construction Completion (20, 40, 60, 80, and 100 percent or 25, 50, 75, and 100 percent), Complete Construction Procurement Process, Advise Availability of Housing Rehabilitation Funds, Complete Rankings of Homes per HLAP, Number of Homes Rehabilitated, and Submit Closeout Package to DEO.</i>	Estimated Units to be Completed by the "End Date"	Estimated Funds to be Requested by the "End Date"	
12/2018	3/2019	Submit documentation to clear Special Conditions and request approval of professional services procurement.		\$5,000	
12/2018	6/2019	Submit Request for Release of Funds and all environmental documentation.		\$10,000	
6/2019	8/2019	Final design and review by DEO; receive DEO approval of the plans and specifications; request wage decision.		\$15,000	
8/2019	10/2019	Advertise and receive bids.			
10/2019	12/2019	Prepare contractor procurement package and receive approval from DEO.		\$22,000	
1/2020	3/2020	Preconstruction conference held; Notice to Proceed issued; take preconstruction photos.		\$30,000	
4/2020	7/2020	Construction phase - 25% complete; review wage documentation.		\$38,000	
8/2020	11/2020	Construction phase - 50% complete; review wage documentation; take photos of construction activities.		\$48,000	
11/2020	1/2021	Construction phase - 75% complete; review wage documentation; take photos of construction activities.		\$52,000	
2/2021	5/2021	Construction phase – 100% complete; take photos of completed construction activities.		\$60,000	
5/2021	6/2021	Submit DEO Administrative Closeout Package.			

Attachment C – Activity Work Plan

Recipient: City of Quincy **Activity:** 03J - Sewer Line Replacement **Project Budget:** \$690,000
Contract Number: 19DB-ON-02-30-02-N10 **Date Prepared:** 11/26/2018 **Modification Number:** N/A

Start Date (month/year)	End Date (month/year)	Describe Proposed Action to be Completed by the "End Date." <i>Examples of Actions: Procure Administrator or Engineer, Complete Environmental Review and Obtain Release of Funds, Request Wage Decision, Complete and Submit Design and Specifications, Advertise for and Open Bids, Issue Notice to Proceed, Construction Completion (20, 40, 60, 80, and 100 percent or 25, 50, 75, and 100 percent), Complete Construction Procurement Process, Advertise Availability of Housing Rehabilitation Funds, Complete Renkings of Homes per HAR, Number of Houses Rehabilitated, and Submit Closeout Package to DEO.</i>	Estimated Units to be Completed by the "End Date"	Estimated Funds to be Requested by the "End Date"
1/2020	3/2020	Preconstruction conference held; Notice to Proceed issued.		
4/2020	7/2020	Construction phase - 25% complete.	1,000 LF	\$172,500
8/2020	11/2020	Construction phase - 50% complete.	2,000 LF	\$345,000
11/2020	1/2021	Construction phase - 75% complete.	3,000 LF	\$517,500
2/2021	5/2021	Construction phase - 100% complete.	3,750 LF	\$690,000

Attachment D – Program and Special Conditions

Program Conditions

1. The Recipient shall demonstrate that progress is being made in completing project activities in a timely fashion.
 - a. Within 120 calendar days of the subgrant award, the Recipient shall complete the following activities:
 - Request approval for all professional service contracts; and
 - Submit an initial payment request for administrative services, if applicable.
 - b. Within 180 calendar days of the subgrant award, the Recipient shall complete the following activities:
 - Complete the environmental review and submit the Request for Release of Funds and Certification (form HUD-7015.15) to DEO for review; and
 - Request a wage decision(s) using DEO form SC-56 for applicable construction activities if points were received on the application for “Readiness to Proceed;”
 - c. The Recipient shall advertise for its construction procurement within 30 calendar days after receiving its Authority to Use Grant Funds (form HUD-7015.16) and DEO’s written acceptance of the plans and specifications if Recipient received points for “Readiness to Proceed” on its Application for Funding.
 - d. If the Recipient did not receive points for “Readiness to Proceed,” it must request a wage decision(s) using DEO form SC-56 at least 30 days before advertising for its construction procurement.

Financial Consequences:

Failure to comply with any one of the conditions listed above within 15 business days after the specified due date will result in a financial consequence of \$1,000 and \$1,000 per month beyond the due date until the requirement is met; and loss of “Readiness to Proceed” points, where applicable, which will impact the overall score of the application. DEO shall deduct the amount of the assessed financial consequence from the disbursement amount due to Recipient. If Recipient has only one (1) instance of failure to comply with this agreement, DEO, in its sole discretion, may waive assessment of the financial consequence if the submittal is made within 15 business days of the due date.

A justification for the delay and a plan for timely accomplishment shall be submitted to DEO within 15 calendar days of the due date. Any subgrant agreement for which the Recipient has not completed two or more of the activities listed in a. through d. above shall be rescinded unless DEO agrees that the Recipient has provided adequate justification for the delay.

2. The Recipient shall maintain records of expenditure of funds from all sources that will allow accurate and ready comparison between the expenditures and the budget/activity line items as defined in Attachment A - Project Detail Budget and Deliverables and Attachment C - Activity Work Plan.
3. No costs may be incurred prior to the effective date of this Agreement, except for those eligible application preparation costs outlined in the original Small Cities CDBG Application for Funding submitted to DEO, unless pre-agreement costs were approved in writing by DEO.
4. The Recipient shall not exclude any firm from submitting a bid or proposal for any work funded partially or wholly with CDBG funds based on a minimum experience requirement. However, a firm’s experience can be considered as an evaluation factor in the ranking for professional services and taken into account in evaluating the “responsibility” of a firm when determining the “low, responsive, responsible bidder” for services procured through bids, as required by 2 C.F.R. § 200.319(a).

Attachment D – Program and Special Conditions

5. CDBG procurement for consultant services and construction activities requires public notice in a newspaper of general circulation in the county where the Recipient is located. The public notice shall include the following criteria for the procurement process to meet legal requirements and be approved:
 - a. If the notice is published in a newspaper that is located in an Office of Management and Budget (OMB) designated metropolitan statistical area (MSA), only one responsible and responsive bid or proposal is needed to complete the procurement process. If the notice is not published in a newspaper that is located in a MSA, at least three responsible and responsive bids or proposals must be received by the Recipient to complete the procurement process;
 - b. A Recipient, whose newspaper of general circulation is not located in a MSA, may advertise in both a local newspaper and a newspaper in a nearby MSA. In this case, only one responsible and responsive bid or proposal would be needed to complete the procurement process;
 - c. The public notice must be published at least 12 days before the deadline for receipt of the proposals or bids. For construction activities, the public notice period shall conform to section 255.0525, F.S. regarding the numbers of days between publishing the notice and bid opening;
 - d. Nothing in subparagraphs a., b., or c. above shall preclude the Recipient from using additional media to solicit bids related to procurement of professional services and construction activities;
 - e. Each public notice for procurement of CDBG professional services, except for application preparation, must identify either the CDBG funding cycle or the CDBG contract number. In the absence of any identifier, the procurement will be presumed to be for the CDBG funding cycle closest to the publication date of the notice;
 - f. In procuring services for subgrant administration, the public notice or the Request for Proposals must include all the criteria that will be used to evaluate and score the proposals. Any firm that assists the Recipient in developing or drafting criteria used in the Request for Proposals (RFP) shall be excluded from competing for the procurement as required by 2 C.F.R. § 200.319(a); and
 - g. Any RFP which includes more than one service shall provide the following:
 - Proposals may be submitted for one or more of the services;
 - Qualifications and proposals shall be separately stated for each service; and
 - Separate evaluations shall be done on the proposals for each service.If separate procurements result in one firm being selected for both application and administration services, those services may be combined into one contract provided there are separate scopes of work and a separate fee for each service.
6. A written evaluation, such as a ranking sheet or narrative, shall be prepared for each proposal, ranking or comparing each proposal to the criteria in the published RFP.
7. The Recipient is not required to publish a RFP for subgrant administration if it decides to contract with its Regional Planning Council to administer the subgrant.
8. A Recipient whose application received “Readiness to Proceed” points may use the design engineer for services during construction if DEO determines that the procurement for design services is compliant with 2 C.F.R. part 200 and the RFP specifically included services during construction in the scope of work.
9. For construction procurement, if other funding sources will be included in the bid documents, the activities to be paid for with CDBG funds must be shown separately so that the bid proposal identifies the CDBG activities and the amount of the contract to be reimbursed with CDBG funding.

Attachment D – Program and Special Conditions

10. Construction contracts shall be awarded to the low, responsive and responsible bidder. If all bids exceed the available funds, the Recipient can apply one or more deductive bid alternates to determine the low, responsive and responsible bidder. The Recipient can reject all bids if they exceed the available funds and republish the notice.
11. The Recipient shall request approval of all professional services contracts and/or agreements that will be reimbursed with CDBG funds. Copies of the following procurement documents must be provided to DEO for review:
 - a. A copy of the Request for Proposals (RFP);
 - b. A copy of the RFP advertisement, including an affidavit of publication from the newspaper;
 - c. A list of entities to whom a notification of the RFP was provided by mail or fax (if applicable);
 - d. Documentation of all efforts to get MBE/WBE firms to submit proposals;
 - e. For engineering/architecture contracts, a list of firms that submitted a proposal (only if short-listing procedure was used);
 - f. Completed and signed final evaluation/ranking forms for all firms submitting a proposal and a scoring summary sheet;
 - g. A copy of the cost analysis for administrative services procurements, or if multiple responses to the RFP were received, a copy of the price analysis;
 - h. A copy of a cost analysis for all procurements of engineering services;
 - i. A copy of the minutes from the commission/council meeting approving contract award;
 - j. A copy of the proposed contract;
 - k. Truth-in-Negotiation certification (if not in the contract) for engineering contracts over \$150,000;
 - l. If a protest was filed, a copy of the protest and documentation of resolution;
 - m. The Recipient shall request DEO's approval of a single source procurement if only one firm was considered and the contract exceeds \$35,000. The Recipient shall not enter into a contract to be paid with CDBG funds based on a sole source or single proposal procurement without prior written approval from DEO. Failure to secure prior written approval shall relieve DEO of any obligation to fund the said procurement contract or agreement. DEO shall disallow any payments to the Recipient to fund any contract or agreement based on a sole source or single proposal procurement for which the Recipient has not obtained DEO's approval; and
 - n. If a regional planning council or another local government is selected to administer subgrant activities, the Recipient shall submit only a copy of the contract or agreement and cost analysis information.

DEO will either approve the procurement or notify the Recipient that the procurement cannot be approved because it violates State, Federal, or local procurement guidelines.

The Recipient shall notify DEO in writing no later than 90 calendar days from the effective date of this agreement if it will not be procuring any professional services or if it will be using non-CDBG funds to pay for professional services.

12. Prior to the obligation or disbursement of any funds, except for administrative expenses for all subgrants other than Economic Development subgrants, not to exceed \$5,000, and for Economic Development Grants, not to exceed \$8,000, the Recipient shall complete the following:
 - a. Submit for DEO's approval the documentation required in paragraph 11 above for any professional services contract. The Recipient proceeds at its own risk if more than the specified amount is incurred before DEO approves the procurement. If DEO does not approve the procurement of a professional services contract, the local government will not be able to use CDBG funds for that contract beyond \$5,000 [\$8,000 for Economic Development].

Attachment D – Program and Special Conditions

- b. Comply with 24 C.F.R. part 58, and the regulations implementing the National Environmental Policy Act, 40 C.F.R. §§ 1500-1508. When the Recipient has completed the environmental review process, it shall submit a Request for Release of Funds and Certification. DEO will issue an Authority to Use Grant Funds (form HUD-7015.16) when this condition has been fulfilled to the satisfaction of DEO. **The Recipient shall not commit funds or begin construction before DEO has issued the “Authority to Use Grant Funds.”**
13. The Recipient shall obtain approval from DEO prior to requesting CDBG funds for engineering activities and costs which are additional engineering services as defined in rules 73C-23.0031(1)(a)-(l), F.A.C.
14. The Recipient agrees to comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. §§ 4601-4655; hereinafter, the “URA”), implementing regulations at 24 C.F.R. part 42, 49 C.F.R. part 24 and 24 C.F.R. § 570.606(b), the requirements of 24 C.F.R. § 42.325 – 42.350 governing the Residential Anti-displacement and Relocation Assistance Plan under section 104(d) of the Housing and Community Development Act of 1974 (42 U.S.C. § 5304(d)), and the requirements in 24 C.F.R. § 570.606(d), governing optional relocation assistance policies.

If the Recipient undertakes any activity subject to the URA, the Recipient shall document completion of the acquisition by submitting all documentation required for a desk monitoring of the acquisition, including a notice to property owners of his or her rights under the URA, an invitation to accompany the appraiser, all appraisals, offer to the owner, acceptance, contract for sale, statement of settlement costs, copy of deed, waiver of rights (for donations), as applicable. The documentation shall be submitted prior to completing the acquisition (closing) so that DEO can determine whether remedial action may be needed. The Recipient shall provide relocation assistance to displaced persons as defined by 24 C.F.R. § 570.606(b)(2), that are displaced as a direct result of acquisition, rehabilitation, demolition or conversion for a CDBG-assisted project.

15. For Neighborhood Revitalization, Commercial Revitalization and Economic Development projects, the Recipient shall, prior to being reimbursed for more than \$15,000 for administrative services, provide to DEO a copy of all engineering specifications and construction plans, if required, for the activities described in the Agreement. The Recipient shall also furnish DEO, prior to soliciting bids or proposals, a copy of bid documents for services and/or materials to provide those services and/or materials for construction activities when the bids are expected to exceed \$35,000. Additionally, the Recipient shall not publish any request for bids for construction purposes or distribute bid packages until DEO has provided its written acceptance of the engineering specifications, construction plans, and bid documents.
16. For each procured construction contract or agreement in the Neighborhood Revitalization, Commercial Revitalization and Economic Development categories for which CDBG funding will be requested, the Recipient shall submit the following procurement documents:
- a. A copy of the bid advertisement, including an affidavit of publication;
 - b. Documentation of the Recipient’s efforts made to inform minority- and woman-owned businesses of the opportunity to bid on the construction contract;
 - c. A copy of the bid tabulation sheet;
 - d. A copy of the engineer’s recommendation to award;
 - e. A letter requesting sole source approval, if applicable;
 - f. A copy of the bid bond (five percent of the bid price) for the prime contractor(s) selected to do the work, and;
 - g. Completed copies of the following forms for all prime contractors and subcontractors:
 - Form SC-51 – Bidding Information and Contractor Eligibility;
 - Form SC-37 – Certification Regarding Debarment, Suspension, and Other Responsibility Matters (Primary Covered Transactions);

Attachment D – Program and Special Conditions

- Form SC-52 – Section 3 Participation Report (Construction Prime Contractor);
- Form SC-38 (if applicable) – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion (Subcontractor);
- Form SC-53 (if applicable) – Section 3 Participation Report (Construction Subcontractor), and;
- Form SC-54 (if applicable) – Documentation for Business Claiming Section 3 Status

For each procured construction contract or agreement in Housing Rehabilitation projects for which CDBG funding will be requested, the Recipient shall submit the following procurement documents for all prime contractors and subcontractors:

- a. Form SC-37 – Certification Regarding Debarment, Suspension, and Other Responsibility Matters (Primary Covered Transactions);
 - b. Form SC-52 – Section 3 Participation Report (Construction Prime Contractor);
 - c. Form SC-38 (if applicable) – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion (Subcontractor); and
 - d. Form SC-53 (if applicable) – Section 3 Participation Report (Construction Subcontractor).
17. For each procured construction contract or agreement in the Neighborhood Revitalization, Commercial Revitalization and Economic Development categories, if a job classification needed to complete a construction activity is not included in the Davis-Bacon Act wage decision that was previously obtained from DEO, the Recipient shall request an additional classification using Form SC-57 - Employee/Employer Wage-Scale Agreement after the construction contract has been awarded.
18. For each Commercial Revitalization, Economic Development and Neighborhood Revitalization projects, when the Recipient issues the Notice to Proceed to the contractor(s), copies of the following documents shall be sent to DEO:
- a. Notice to Proceed;
 - b. The contractor's performance bond (100 percent of the contract price) if the contract exceeds the Simplified Acquisition Threshold as listed in 2 C.F.R. § 200.88; and
 - c. The contractor's payment bond (100 percent of the contract price) if the contract exceeds the Simplified Acquisition Threshold as listed in 2 C.F.R. § 200.88.
19. The Recipient shall undertake an activity each quarter to affirmatively further fair housing pursuant to 24 C.F.R. § 570.487(b)(4).
20. All leveraged funds shall be expended concurrently and, to the extent feasible, proportionately with the expenditure of CDBG funds for the same activity. The Recipient shall document the expenditure of leveraged funds required for the points claimed in the application as it may have been amended through the completeness process and as reflected on the Project Detail Budget. All funds claimed for leverage shall be expended after the date that the Authority to Use Grant Funds is issued and prior to Recipient's submission of the administrative closeout package for this Agreement, except for the following costs:
- Eligible administrative, engineering and environmental review costs expended after the site visit but prior to the date when the Authority to Use Grant Funds is issued, and
 - The CDBG portion of the cost of post-administrative closeout audits.
21. The resulting product of any activity funded under this Agreement as amended shall be ineligible for rehabilitation or replacement with CDBG funds for a period of five years.

Attachment D – Program and Special Conditions

22. The Recipient shall ensure that a deed restriction is recorded on any real property or facility, excluding easements, acquired with CDBG funds. This restriction shall limit the use of that real property or facility to the use stated in the subgrant application and that title shall remain in the name of the Recipient. Such deed restriction shall be made a part of the public records in the Clerk of Court of the county in which the real property is located. Any future disposition of that real property shall be in accordance with 24 C.F.R. § 570.505. Any future change of use of real property shall be in accordance with 24 C.F.R. § 570.489(j).
23. The Recipient shall comply with the historic preservation requirements of the National Historic Preservation Act of 1966, as amended, the procedures set forth in 36 C.F.R. part 800, and the Secretary of the Interior's Standards for Rehabilitation, codified at 36 C.F.R. 67, and Guidelines for Rehabilitating Historic Buildings.
24. Pursuant to section 102(b), Public Law 101-235, 42 U.S.C. § 3545, the Recipient shall update and submit Form HUD 2880 to DEO within 30 calendar days of the Recipient's knowledge of changes in situations which would require that updates be prepared. The Recipient must disclose:
 - a. All developers, contractors, consultants, and engineers involved in the application or in the planning, development, or implementation of the project or CDBG-funded activity; and
 - b. Any person or entity that has a financial interest in the project or activity that exceeds \$50,000 or 10 percent of the grant, whichever is less.
25. If required, the Recipient shall submit a final Form HUD 2880, to DEO with the Recipient's request for administrative closeout, and its absence or incompleteness shall be cause for rejection of the administrative closeout.
26. Conflicts of interest relating to procurement shall be addressed pursuant to 24 C.F.R. § 570.489(g). Title 24 C.F.R. § 570.489(h) shall apply in all conflicts of interest not governed by 24 C.F.R. § 570.489(g), such as those relating to the acquisition or disposition of real property; CDBG financial assistance to beneficiaries, businesses, or other third parties; or any other financial interest, whether real or perceived. Additionally, the Recipient agrees to comply with, and this Agreement is subject to, chapter 112 F.S., and rule 73C-23.0051(7), F.A.C.
27. Any payment by the Recipient using CDBG funds for acquisition of any property, right-of-way, or easement that exceeds fair market value as determined through the appraisal process established in HUD Handbook 1378 shall be approved in writing by DEO prior to distribution of the funds. Should the Recipient fail to obtain DEO pre-approval, any portion of the cost of the acquisition exceeding Fair Market Value shall not be paid or reimbursed with CDBG funds.
28. The Recipient shall take photographs of all activity locations from multiple angles prior to initiating any construction. As the construction progresses, additional photography shall document the ongoing improvements. Upon completion of construction, final documentation of the activity locations will be provided to DEO with the administrative closeout package for this Agreement.
29. If an activity is designed by an engineer, architect, or other licensed professional, it shall be certified upon completion by a licensed professional as meeting the specifications of the design, as may have been amended by change orders. The date of completion of construction shall be noted as part of the certification. This certification shall be accomplished prior to submission of an administrative closeout package and a copy of the certification shall be submitted with the administrative closeout package.

Attachment D – Program and Special Conditions

30. If necessary, the Recipient shall retain sufficient administration funds to ensure internet access, including email, for the duration of the Agreement, including any time extensions. If the Recipient does not already have a computer designated to the person responsible for grant oversight, which is located in the program office and capable of internet access, administrative funds may be used as needed to obtain, at reasonable cost, a computer to allow internet access.

Special Conditions

1. The Recipient must prepare an Affirmative Action Plan that meets all basic requirements and to include a requirement for the Recipient to utilize its Minority and Women Business Enterprise (M/WBE) list for soliciting contractors and to include a requirement for the Recipient's prime contractors to use the Recipient's M/WBE list to solicit subcontractors. The policy must be submitted to DEO within 90 days of award.
2. The Recipient must prepare a CDBG Procurement Policy to comply with 2 Code of Federal Regulations (CFR) 200.317-200.326, which has superseded 24 CFR 85.36. The policy must be submitted to DEO within 90 days of award.
3. The Recipient's Section 504/ADA policy does not include language that the city will eliminate discrimination against any person who:
 - a) Has a physical or mental impairment, which substantially limits one or more major life activities,
 - b) has a record of such an impairment, or
 - c) is regarded as having such an impairment. The Recipient's 504/ADA policy must be updated and adopted by the Recipient's council to include this language.The policy must be submitted to DEO within 90 days of award.
4. The Recipient's Section 504/ADA Transition Plan must be updated and provided to DEO. The plan must be prepared within 90 days of award.
5. The Recipient must prepare Equal Employment Opportunity (EEO) Policy must be prepared that meets all basic requirements and to include all protected classes. This policy may be included in the Affirmative Action Plan. Document must be prepared within 90 days of award.
6. The Recipient must adopt a policy which complies with the requirements of Section 906 of Public Law 101-625 and Section 104 of the Housing and Community Development Act of 1974, as amended. The law and act require subrecipients of federal funds to adopt and enforce policies that
 - (a) prohibits the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and
 - (b) commits to enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction.The policy must be submitted to DEO within 90 days of award.

Attachment E – Category Specific Conditions for Neighborhood Revitalization

1. The Recipient must meet a “National Objective” for each service area addressed with CDBG funds. If a National Objective is not met for a service area, all CDBG funds received for the activities conducted in that service area must be repaid.
2. If the Recipient installs water lines with CDBG funds for the purpose of fire protection, those lines shall only be converted to a potable water distribution system if the housing units of all low- and moderate-income families in the service area are hooked up to the potable water system at no cost to low- and moderate-income households. Hookups must be accomplished prior to or concurrent with conversion of the water lines to a potable water distribution system.
3. The Recipient is responsible for verifying and maintaining documentation that households receiving direct benefits, in the form of hookups to potable water and/or sewage collection lines, meet program requirements regarding the low- and moderate-income National Objective. The Recipient shall maintain homeowner files locally and at a minimum include the following:
 - a. The name of the owner, the address of the property, and family size;
 - b. The method and source documentation used to verify household income;
 - c. Documentation that the income of the household is below Section 8 income limits based on family size;
 - d. The method and source documentation used to verify home ownership; and
 - e. If rental property is involved, an acceptable five-year written agreement with the owner(s) related to affordability and subsequent rate increases.

The information must be maintained for review and verification during on-site monitoring visits.

4. The Recipient shall provide the following data in its Administrative Closeout Report for each CDBG-funded activity:
 - a. For activities which provide indirect benefits (e.g., road paving, water and sewer improvements, parks, fire protection), beneficiary data shall be provided for all residents of the households being served. For activities that provided direct benefits (e.g., utility hookups, housing rehabilitation, temporary relocation), beneficiary data shall be provided based solely on the head of household. The number of females and female heads of households, the number of handicapped persons, the number of elderly persons;
 - b. The number of moderate-income (MI), low-income (LI), and very low-income (VLI) beneficiaries proposed and actually served;
 - c. The name of each head of household, owner’s name (if different), and address of each housing unit hooked up to water or sewer service with CDBG funds, the date the construction was completed on the housing unit, and the amount of CDBG funds spent on that housing unit; and
 - d. The racial demographics and ethnicity of the head of each household using the following descriptions:

1) White,	7) Asian and White,
2) African American,	8) African American and White,
3) Asian,	9) American Indian/Alaskan Native and African American, or
4) American Indian or Alaskan Native,	10) Other Multi-Racial; and
5) Native Hawaiian/Pacific Islander,	11) If the head of household is Hispanic
6) American Indian or Alaskan Native and White	

Attachment F – State and Federal Statutes, Regulations, and Policies

The Recipient agrees to, and, by signing this Agreement, certifies that, it will comply with the requirements of 24 C.F.R. part 570, subpart I, and § 570.200(j) and § 570.606 (HUD regulations concerning State Community Development Block Grant Programs). The Recipient also agrees to use funds available under this Agreement to supplement rather than supplant funds otherwise available. The Recipient further agrees to comply with all other applicable Federal, State and local laws, regulations, and policies governing the funds provided under this Agreement, including, but not limited to the following:

1. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. part 200);
2. Florida Small Cities Community Development Block Grant Program Act (§§ 290.0401-290.048, F.S.);
3. Florida Small Cities Community Development Block Grant Program rules (chapter 73C-23, F.A.C.);
4. Title I of the Housing and Community Development Act of 1974, as amended (42 U.S.C. §§ 5301-5321);
5. Rules and Procedures for Efficient Federal-State Funds Transfers (31 C.F.R. part 205);
6. Community Planning Act (§ 163.3164, F.S.);
7. Florida Small and Minority Business Assistance Act (§§ 288.703-288.706, F.S.);
8. CDBG Technical Memoranda (<https://www.hudexchange.info/community-development/cdbg-memoranda/>);
9. Applicable HUD Community Planning and Development Notices (<https://www.hudexchange.info/manage-a-program/cpd-notices>);
10. Single Audit Act Amendments of 1996 (31 U.S.C. §§ 7501-7507);
11. Environmental Review Procedures for Entities Assuming HUD Responsibilities (24 C.F.R. part 58);
12. Environmental Criteria and Standards (24 C.F.R. part 51);
13. Flood Disaster Protection Act of 1973, as amended (42 U.S.C. §§ 4001-4129), Floodplain Management and Protection of Wetlands (24 C.F.R. part 55), and Executive Orders 11988 (Floodplain Management) and 11990 (Protection of Wetlands);
14. National Environmental Policy Act of 1969, as amended (42 U.S.C. §§ 4321-4370h) and other provisions of law which further the purpose of this act;
15. National Historic Preservation Act of 1966, as amended (54 U.S.C. §§ 300301-320303), Protection of Historic Properties (36 C.F.R. part 800), and other provisions of law which further the purpose of this act;
16. Archaeological and Historic Preservation Act of 1974 and Reservoir Salvage Act of 1960, as amended (54 U.S.C. §§ 312501-312508);
17. Coastal Zone Protection Act of 1985 (§§ 161.52-161.58, F.S.);
18. Safe Drinking Water Act of 1974, as amended (42 U.S.C. §§ 1400-1465);
19. Federal Water Pollution Control Act of 1972, as amended (33 U.S.C. §§ 1251-1387);
20. Davis–Bacon Act of 1931, as amended (40 U.S.C. §§ 3141-3148) and Labor Standards Provisions of 29 C.F.R. part 5;
21. Contract Work Hours and Safety Standards Act of 1962, as amended (40 U.S.C. §§ 3701-3708);
22. Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1975 (42 U.S.C. §§ 6901-6992k);
23. Architectural Barriers Act of 1968 (42 U.S.C. §§ 4151-4157) and the Uniform Accessibility Standards, as applicable;
24. Federal Fair Labor Standards Act of 1938, as amended (29 U.S.C. §§ 201-219);
25. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. §§ 4601-4655), and the applicable rules for Federal and Federally-Assisted Programs at 49 C.F.R. part 24;
26. Copeland “Anti-Kickback” Act (18 U.S.C. § 874);
27. Hatch Act of 1939, as amended (5 U.S.C. §§ 1501-1508);
28. Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4821-4846); the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. §§ 4851–4856); and the applicable implementing regulations at 24 C.F.R. part 35 and 24 C.F.R. part 570, subparts A, B, J, K, and R;
29. Section 102 of HUD Reform Act of 1989 (42 U.S.C. § 3545) and HUD Reform Act regulations at 24 C.F.R. part 4;
30. False Claims Act (31 U.S.C. §§ 3729-3733);
31. Comprehensive Procurement Guideline for Products Containing Recovered Materials (40 C.F.R. part 247);
32. Clean Air Act (42 U.S.C. §§ 7401-7671q.), and National Primary and Secondary Ambient Air Quality Standards (40 C.F.R. part 50); and
33. Whistleblower Protection enacted by Section 828 of P.L. 112-239 and permanently extended under P.L. 114-261.

Attachment G – Civil Rights Requirements

Fair Housing

As a condition for the receipt of CDBG funds, each Recipient must certify that it will “affirmatively further fair housing” in its community. The Recipient shall demonstrate its commitment to affirmatively further fair housing by implementing the actions listed below.

Each Recipient shall do the following:

- 1) Have in place a fair housing resolution or ordinance that covers all Federally protected classes (race, color, familial status, handicap, national origin, religion, and sex);
- 2) Designate an employee as the Fair Housing Coordinator who is available during regular business hours to receive fair housing calls;
- 3) Publish the Fair Housing Coordinator’s contact information quarterly in a newspaper of general circulation in the Recipient’s jurisdiction so that people know who to call to ask fair housing questions or register a complaint. Alternatively, the Recipient can post the coordinator’s contact information throughout the quarter on the home page of its website;
- 4) Establish a system to record the following for each fair housing call:
 - a) The nature of the call,
 - b) The actions taken in response to the call,
 - c) The results of the actions taken, and
 - d) If the caller was referred to another agency, the results obtained by the referral agency;
- 5) Conduct at least one fair housing activity each quarter. Identical activities (see examples below) shall not be conducted in consecutive quarters; and
- 6) Display a fair housing poster in the CDBG Office. (This does not count as a fair housing activity.)

The Recipient shall ensure that the fair housing contact person has received training so that he/she can handle fair housing phone inquiries or refer the inquiries to the appropriate people/agencies. Records maintained by the contact will help the community do the following:

- Define where discriminatory practices are occurring,
- Help the community measure the effectiveness of its outreach efforts, and
- Provide the community with a means to gain information that can be used to design and implement strategies that will eliminate fair housing impediments.

Examples of fair housing activities include the following:

- Making fair housing presentations at schools, civic clubs, and neighborhood association meetings;
- Conducting a fair housing poster contest or an essay contest;
- Manning a booth and distributing fair housing materials at libraries, health fairs, community events, yard sales, and church festivals; and
- Conducting fair housing workshops for city/county employees, realtors, bank and mortgage company employees, insurance agents, and apartment complex owners.

Printing a fair housing notice on a utility bill is no longer accepted as a fair housing activity; however, mailing a DEO-approved fair housing brochure as an insert with utility bills will be accepted as an activity. Placing posters in public buildings does not meet the requirement for a fair housing activity.

The Recipient shall document its fair housing activities by keeping photographs, newspaper articles, sign-in sheets and copies of handouts in their CDBG project file and include information about the activities in the comment section of each quarterly report.

Attachment G – Civil Rights Requirements

Equal Employment Opportunity

As a condition for the receipt of CDBG funds, each Recipient must certify that it and the contractors, subcontractors, subrecipients and consultants that it hires with CDBG funds will abide by the Equal Employment Opportunity (EEO) Laws of the United States. The Recipient shall demonstrate its commitment to abide by the laws through the actions listed below.

Each Recipient shall do the following:

- 1) Have in place an equal employment opportunity resolution or ordinance that protects its applicants and employees and the applicants and employees of its contractors, subcontractors, subrecipients and consultants from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex, national origin, disability, age, or genetics;
- 2) Designate an employee as the EEO Coordinator who is available during regular business hours to receive EEO calls;
- 3) Publish the EEO Coordinator's contact information quarterly in a newspaper of general circulation in the Recipient's jurisdiction so that people know who to call to ask EEO questions or register a complaint. Alternatively, the Recipient can post the coordinator's contact information throughout the quarter on the home page of its website; and
- 4) Establish a system to record the following for each EEO call:
 - a) The nature of the call,
 - b) The actions taken in response to the call, and
 - c) The results of the actions taken;

Each Recipient shall maintain a list of certified minority-owned business enterprises (MBE) and women-owned business enterprises (WBE) that operate in its region. The Recipient shall use this list to solicit companies to bid on CDBG-funded construction activities and shall provide a copy of the list to the prime contractor(s) to use when it hires subcontractors and consultants. The Department of Management Services maintains a list of certified minority and women-owned businesses that can be used to develop a local MBE/WBE list at the following website: <https://osd.dms.myflorida.com/directories>.

Section 504 and the Americans with Disabilities Act (ADA)

As a condition for the receipt of CDBG funds, the Recipient must certify that it provides access to all federally funded activities to all individuals, regardless of handicap. The Recipient shall demonstrate its commitment to abide by the laws through the actions listed below.

The Recipient shall do the following:

- 1) Have in place a resolution or ordinance that is designed to eliminate discrimination against any person who:
 - a) Has a physical or mental impairment which substantially limits one or more major life activities,
 - b) Has a record of such an impairment, or
 - c) Is regarded as having such an impairment;
- 2) Designate an employee as the Section 504/ADA Coordinator who is available during regular business hours to receive Section 504/ADA calls;
- 3) Publish the Section 504/ADA Coordinator's contact information quarterly in a newspaper of general circulation in the Recipient's jurisdiction so that people know who to call to ask Section 504/ADA questions or register a complaint. Alternatively, the Recipient can post the coordinator's contact information throughout the quarter on the home page of its website; and

Attachment G – Civil Rights Requirements

- 4) Establish a system to record the following for each Section 504/ADA call:
 - a) The nature of the call,
 - b) The actions taken in response to the call, and
 - c) The results of the actions taken.

Section 504 prohibitions against discrimination (see 45 C.F.R. part 84) apply to service availability, accessibility, delivery, employment, and the administrative activities and responsibilities of organizations receiving Federal financial assistance. A recipient of Federal financial assistance may not, on the basis of disability:

- Deny qualified individuals the opportunity to participate in or benefit from Federally funded programs, services, or other benefits,
- Deny access to programs, services, benefits or opportunities to participate as a result of physical barriers, or
- Deny employment opportunities, including hiring, promotion, training, and fringe benefits, for which they are otherwise entitled or qualified.

The ADA regulations (Title II, 28 C.F.R. part 35, and Title III, 28 C.F.R. part 36) prohibit discrimination on the basis of disability in employment, State and local government, public accommodations, commercial facilities, transportation, and telecommunications. To be protected by the ADA, one must have a disability or have a relationship or association with an individual with a disability.

Title II covers all activities of state and local governments regardless of the government entity's size or receipt of Federal funding. Title II requires that State and local governments give people with disabilities an equal opportunity to benefit from all their programs, services, and activities (e.g. public education, employment, transportation, recreation, health care, social services, courts, voting, and town meetings). State and local governments are required to follow specific architectural standards in the new construction and alteration of their buildings. They also must relocate programs or otherwise provide access in inaccessible older buildings, and communicate effectively with people who have hearing, vision, or speech disabilities.

Title III covers businesses and nonprofit service providers that are public accommodations, privately operated entities offering certain types of courses and examinations, privately operated transportation, and commercial facilities. Public accommodations are private entities who own, lease, lease to, or operate facilities such as restaurants, retail stores, hotels, movie theaters, private schools, convention centers, doctors' offices, homeless shelters, transportation depots, zoos, funeral homes, day care centers, and recreation facilities including sports stadiums and fitness clubs. Transportation services provided by private entities are also covered by Title III.

Section 3 - Economic Opportunities for Low- and Very Low-Income Persons

Each Recipient shall encourage its contractors to hire qualified low- and moderate-income residents for any job openings that exist on CDBG-funded projects in the community. The Recipient and its contractors shall keep records to document the number of low- and moderate-income people who are hired to work on CDBG-funded projects. The number of low- and moderate-income residents who are hired to work of the project shall be reported in the comment section of the quarterly report.

The following clause from 24 C.F.R. § 135.38 is required to be included in CDBG-funded contracts of \$100,000 or more.

Attachment G – Civil Rights Requirements

Section 3 Clause

- A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. § 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The Parties to this contract agree to comply with HUD's regulations in 24 C.F.R. part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 C.F.R. part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 C.F.R. part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 C.F.R. part 135.
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 C.F.R. part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 C.F.R. part 135.
- F. Noncompliance with HUD's regulations in 24 C.F.R. part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. § 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).

Whistleblower Protection

The following clause is required to be included in all federally funded subawards and contracts over the simplified acquisition threshold:

Pursuant to Section 828 of Pub. L 112-239, "National Defense Authorization Act for Fiscal Year 2013" and permanently extended through the enactment of Pub. L 114-261 (December 14, 2016), this award, related subawards, and related contracts over the simplified acquisition threshold and all employees working on this award, related subawards, and related contracts over the simplified acquisition threshold are subject to the whistleblower right and remedies established at 41 U.S.C. § 4712. Recipients, their subrecipients, and their contractors awarded contracts over the simplified acquisition threshold related to this award, shall inform their employees, in writing, in the predominant language of the workforce, of the employee whistleblower rights and protections under 41 U.S.C. § 4712. This clause shall be inserted in all subawards and in contracts over the simplified acquisition threshold related to this award; best efforts should be made to include this clause in any subawards and contracts awarded prior to the effective date of this provision.

Attachment G – Civil Rights Requirements

Civil Rights Regulations

As a condition for the receipt of CDBG funds, each Recipient must certify that it will abide by the following Federal laws and regulations:

1. Title VI of the Civil Rights Act of 1964 – Prohibits discrimination by government agencies that receive Federal funding;
2. Title VII of the Civil Rights Act of 1964 – prohibits employment discrimination on the basis of race, color, religion, sex, or national origin;
3. Title VIII of the Civil Rights Act of 1968 – as amended (the Fair Housing Act of 1988);
4. 24 C.F.R. § 570.487(b) – Affirmatively Furthering Fair Housing;
5. 24 C.F.R. § 570.490(b) – Unit of general local government's record;
6. 24 C.F.R. § 570.606(b) – Relocation assistance for displaced persons at URA levels;
7. Age Discrimination Act of 1975;
8. Executive Order 12892 – Leadership and Coordination of Fair Housing in Federal Programs: Affirmatively Furthering Fair Housing;
9. Section 109 of the Housing and Community Development Act of 1974 – No person shall be excluded from participation in, denied benefits of, or subjected to discrimination under any program or activity receiving CDBG funds because of race, color, religion, sex or national origin;
10. Section 504 of the Rehabilitation Act of 1973 and 24 C.F.R. part 8, which prohibits discrimination against people with disabilities;
11. Executive Order 11063 – Equal Opportunity in Housing;
12. Executive Order 11246 – Equal Employment Opportunity; and
13. Section 3 of the Housing and Urban Development Act of 1968, as amended – Employment/Training of Lower Income Residents and Local Business Contracting.

I hereby certify that the City of Quincy shall comply with all the provisions and Federal regulations listed in this attachment.

By: _____

Date: _____

Name: Angela G. Sapp

Title: Mayor

Attachment H – Reports

The following reports must be completed and submitted to DEO in the time frame indicated. Failure to timely file these reports constitutes an Event of Default, as defined in Paragraph (10) Default, of this Agreement.

1. A **Quarterly Progress Report**, Form SC-65, must be submitted to DEO 15 calendar days after the end of each quarter. The reports are due by the following dates: April 15, July 15, October 15 and January 15. The quarterly report shall include: a summary of work performed during the reporting period; photographs taken to date; a percent of work completed for each task; a summary of expenditures since the effective date; and a summary of any issues or events occurring which affect the ability of the Recipient to meet the terms of this Agreement.
2. A **Contract and Subcontract Activity** form, Form HUD-2516, currently available at <http://www.flrules.org/Gateway/reference.asp?No=Ref-05360>; which is incorporated herein by reference, must be submitted by April 15 and October 15 each year through the DEO's SERA reporting system at <https://deosera.my.salesforce.com/>. The form must reflect all contractual activity for the period, including Minority Business Enterprise and Woman Business Enterprise participation. If no activity has taken place during the reporting period, the form must indicate "no activity".
3. The **Administrative Closeout Report**, Form SC-62, must be submitted to DEO within 45 calendar days of the Agreement end date or within 45 days of the completion of all activities. The Recipient must provide all applicable information requested on the closeout report form. The Administrative Closeout Report cannot be submitted to DEO before the Recipient has submitted its Final Request for Funds.

Recipients of an Economic Development agreement shall not submit an administrative closeout package until the cost per job is less than \$10,000 or until one year after the date that all CDBG-funded activities were completed, whichever comes first.

The following documentation shall be provided with the Administrative Closeout Report:

- a. Certification that all construction has been completed, inspected and approved by all parties prior to the subgrant end date and submission of the closeout report;
 - b. Documentation of any leverage expended after the last on-site monitoring visit;
 - c. Documentation of fair housing activities conducted after the last on-site monitoring visit;
 - d. Documentation that all citizen complaints related to the project have been resolved;
 - e. A list of the homes receiving direct benefit, if applicable; and,
 - f. Certification that each housing unit assisted was located within the Recipient's jurisdictional boundaries for Housing Rehabilitation subgrants.
 - g. For housing rehabilitation projects, documentation that all homeowners have signed forms stating that they have accepted the improvements.
 - h. Copies of all remaining pre-construction, construction and post-construction photographs of all CDBG-funded activities submitted as .jpeg or .tiff files not previously submitted with quarterly reports.
4. In accordance with 2 C.F.R. part 200, should the Recipient meet the threshold for submission of a single or program specific audit, the audit must be conducted in accordance with 2 C.F.R. part 200, and submitted to DEO no later than nine months from the end of the Recipient's fiscal year. If the Recipient did not meet the audit threshold, an **Audit Certification Memo**, Form SC-47, must be provided to DEO no later than nine months from the end of the Recipient's fiscal year.

Attachment H – Reports

5. A copy of the **Audit Compliance Certification** form, Attachment K, must be emailed to audit@deo.myflorida.com within 60 calendar days of the end of each fiscal year in which this subgrant was open.
6. The **Section 3 Summary Report**, form HUD-60002, must be completed and submitted through DEO's SERA reporting system by July 31, annually. The form must be used to report annual accomplishments regarding employment and other economic opportunities provided to persons and businesses that meet "Section 3" requirements.
7. **Requests for Funds** payment requests must be submitted in accordance with the timelines included on Attachment C - Activity Work Plan. DEO will not reimburse a payment request for less than \$5,000 unless it is the final payment request. Each payment request must include an invoice from the Recipient to DEO and copies of all invoices that the Recipient received from its consultants for services rendered and the documentation listed below. The invoices must document that the Recipient and each consultant/contractor met the Minimum Level of Service listed on the Deliverables page of Attachment A.

For each Commercial Revitalization, Economic Development and Neighborhood Revitalization payment request that includes reimbursement of construction costs, the Recipient shall provide a copy of the American Institute of Architects (AIA) form G702, Application and Certification for Payment, or a comparable form approved by DEO, signed by the contractor and inspection engineer, and a copy of form G703, Continuation Sheet, or a comparable form approved by DEO. The Recipient shall, at a minimum, submit reimbursement requests upon completing 20, 40, 60, 80 and 100 percent of the project (or 25, 50, 75 and 100 percent of the project if so listed on Attachment C – Activity Work Plan).

For each Housing Rehabilitation payment request that includes construction costs, the Recipient shall provide a copy of AIA form G702, or a comparable form approved by DEO, if applicable, signed by the contractor and the local building inspector or housing specialist and a copy of form G703, or a comparable form approved by DEO, if applicable. For homes being rehabilitated and site-built demolition/replacement houses, the Recipient shall, at a minimum, request reimbursement upon completion of each 20 percent of the work. For demo/replacement involving a new mobile home, the Recipient shall request reimbursement as soon as the mobile home is installed and the invoice received.

If the Recipient needs to remit funds to DEO, including reimbursement of subgrant funds, program income or interest income paid with CDBG funds (collectively "reimbursements"), Recipient shall submit such reimbursements concurrently with a copy of the Return of Funds Form, SC-68.

8. All forms referenced herein are available online at www.FloridaJobs.org/CDBGRecipientInfo or upon request from the DEO grant manager for this Agreement.

Financial Consequences: The Recipient's failure to submit any report or required supporting documentation as specified under "Reports" by its due date will result in the assessment by DEO of a financial consequence in the amount of \$200 after the specified due date and \$200 per month beyond the due date for each deliverable until it is received. DEO shall deduct the amount of the assessed financial consequence from the disbursement amount due to the Recipient. If the Recipient has only one (1) instance of failure to timely submit a report or required supporting documentation, DEO, in its sole discretion, may waive assessment of the financial consequence if the submittal is made within 15 business days of the due date.

Attachment I – Warranties and Representations

Financial Management

The Recipient's financial management system must comply with the provisions of 2 C.F.R. part 200, section 218.33, F.S., and the rules promulgated thereunder. Recipient's financial management system shall include the following:

- (1) Accurate, current and complete disclosure of the financial results of this project or program.
- (2) Records that identify the source and use of funds for all activities. These records shall contain information pertaining to grant awards, authorizations, obligations, unobligated balances, assets, outlays, income and interest.
- (3) Effective control over and accountability for all funds, property and other assets. The Recipient shall safeguard all assets and assure that they are used solely for authorized purposes.
- (4) Comparison of expenditures with budget amounts for each payment request. Whenever appropriate, financial information should be related to performance and unit cost data.
- (5) Written procedures to determine whether costs are allowed and reasonable under the provisions of the 2 C.F.R. part 200 and the terms and conditions of this Agreement.
- (6) Cost accounting records that are supported by backup documentation.

Competition

All procurement transactions must follow the provisions of 2 C.F.R. §§ 200.318-200.326 and be conducted in a manner providing full and open competition. The Recipient shall be alert to conflicts of interest as well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals shall be excluded from competing for such procurements. Awards must be made to the responsible and responsive bidder or offeror whose proposal is most advantageous to the program, considering the price, quality and other factors. Solicitations shall clearly set forth all requirements that the bidder or offeror must fulfill in order for the bid or offer to be evaluated by the Recipient. All bids or offers may be rejected if there is a sound, documented reason.

Codes of Conduct

The Recipient shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the Recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. The standards of conduct must provide for disciplinary actions to be applied for violations of the standards by officers, employees, or agents of the Recipient. (*See* 2 C.F.R. § 200.318(c)(1).)

Business Hours

The Recipient shall have its offices open for business, with the entrance door open to the public, and at least one employee on site at all reasonable times for business. "Reasonable" shall be construed according to circumstances, but ordinarily shall mean normal business hours of 8:00 a.m. to 5:00 p.m., local time, Monday through Friday.

Licensing and Permitting

All contractors or employees hired by the Recipient shall have all current licenses and permits required for all the particular work for which they are hired by the Recipient.

Attachment J – Audit Requirements

The administration of resources awarded by DEO to the Recipient may be subject to audits and/or monitoring by DEO as described in this section.

MONITORING

In addition to reviews of audits conducted in accordance with 2 C.F.R. 200 Subpart F (Audit Requirements) and section 215.97, F.S., as revised (see “AUDITS” below), monitoring procedures may include, but not be limited to, on-site visits by DEO staff, limited scope audits as defined by 2 C.F.R. part 200, as revised, and/or other procedures. By entering into this Agreement, the Recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by DEO. In the event DEO determines that a limited scope audit of the Recipient is appropriate, the Recipient agrees to comply with any additional instructions provided by DEO staff to the Recipient regarding such audit. The Recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

AUDITS

PART I: FEDERALLY FUNDED

This part is applicable if the Recipient is a State or local government or a non-profit organization as defined in 2 C.F.R. part 200, as revised.

1. In the event that the Recipient expends \$750,000 or more in federal awards in its fiscal year, the Recipient must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR 200 Subpart F (Audit Requirements), as revised. In determining the federal awards expended in its fiscal year, the Recipient shall consider all sources of federal awards, including federal resources received from DEO. The determination of amounts of federal awards expended should be in accordance with the guidelines established by 2 C.F.R. 200 Subpart F (Audit Requirements), as revised. An audit of the Recipient conducted by the Auditor General in accordance with the provisions of 2 C.F.R. 200 Subpart F (Audit Requirements), as revised, will meet the requirements of this part.
2. In connection with the audit requirements addressed in Part I, paragraph 1, the Recipient shall fulfill the requirements relative to auditee responsibilities as provided in 2 C.F.R. 200 Subpart F (Audit Requirements), as revised.
3. If the Recipient expends less than \$750,000 in federal awards in its fiscal year, an audit conducted in accordance with the provisions of 2 C.F.R. 200 Subpart F (Audit Requirements), as revised, is not required. In the event that the Recipient expends less than \$750,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 C.F.R. 200 Subpart F (Audit Requirements), as revised, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from Recipient resources obtained from other than federal entities).
4. Although 2 C.F.R. 200 Subpart F (Audit Requirements) does not apply to commercial (for-profit) organizations, the pass-through entity has an obligation to ensure that for-profit subrecipients that expend \$750,000 or more in federal awards must comply with federal awards guidelines (see 2 C.F.R. 200.501(h)). Additionally, for-profit entities may be subject to certain specific audit requirements of individual federal grantor agencies.

Additional Federal Single Audit Act resources can be found at:

<https://harvester.census.gov/facweb/Resources.aspx>

Attachment J – Audit Requirements

PART II: STATE FUNDED

This part is applicable if the Recipient is a non-state entity as defined by section 215.97(2), F.S.

1. In the event that the Recipient expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year of such Recipient, the Recipient must have a State single or project-specific audit for such fiscal year in accordance with section 215.97, F.S.; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. In determining the state financial assistance expended in its fiscal year, the Recipient shall consider all sources of state financial assistance, including state financial assistance received from DEO, other state agencies, and other non-state entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a non-state entity for federal program matching requirements.
2. In connection with the audit requirements addressed in Part II, paragraph 1, the Recipient shall ensure that the audit complies with the requirements of section 215.97(8), F.S. This includes submission of a financial reporting package as defined by section 215.97(2), F.S., and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the Recipient expends less than \$750,000 in state financial assistance in its fiscal year, an audit conducted in accordance with the provisions of section 215.97, F.S., is not required. In the event that the Recipient expends less than \$750,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of section 215.97, F.S., the cost of the audit must be paid from the non-state entity's resources (i.e., the cost of such an audit must be paid from the Recipient's resources obtained from other than State entities).

Additional information regarding the Florida Single Audit Act can be found at:

<https://apps.fldfs.com/fsaa/>

PART III: OTHER AUDIT REQUIREMENTS

(NOTE: This part would be used to specify any additional audit requirements imposed by the State awarding entity that are solely a matter of that State awarding entity's policy (i.e., the audit is not required by Federal or State laws and is not in conflict with other Federal or State audit requirements). Pursuant to section 215.97(8), F.S., State agencies may conduct or arrange for audits of state financial assistance that are in addition to audits conducted in accordance with section 215.97, F.S. In such an event, the State awarding agency must arrange for funding the full cost of such additional audits.)

N/A

PART IV: REPORT SUBMISSION

1. Copies of reporting packages, to include any management letter issued by the auditor, for audits conducted in accordance with 2 C.F.R. 200 Subpart F (Audit Requirements), as revised, and required by PART I of this Exhibit Agreement shall be submitted by or on behalf of the Recipient directly to each of the following at the address indicated:
 - A. Department of Economic Opportunity
Financial Monitoring and Accountability (FMA)
The copy submitted to the FMA section should be sent via email to: FMA-RWB@deo.myflorida.com
 - B. The Federal Audit Clearinghouse designated in 2 C.F.R. 200 Subpart F (Audit Requirements), as revised, electronically at: <https://harvester.census.gov/facweb/>

Attachment J – Audit Requirements

2. Copies of audit reports for audits conducted in accordance with 2 C.F.R. 200 Subpart F (Audit Requirements), as revised, and required by Part I (in correspondence accompanying the audit report, indicate the date that the Recipient received the audit report); copies of the reporting package described in Section .512(c), 2 C.F.R. 200 Subpart F (Audit Requirements), as revised, and any management letters issued by the auditor; copies of reports required by Part II of this Exhibit must be sent to DEO at the addresses listed in paragraph three (3) below.
3. Copies of financial reporting packages required by PART II of this Agreement shall be submitted by or on behalf of the Recipient directly to each of the following:
 - A. DEO at the following address:

Electronic copies: Audit@deo.myflorida.com
 - B. The Auditor General's Office at the following address:

Auditor General
Local Government Audits/342
Claude Pepper Building, Room 401
111 West Madison Street
Tallahassee, FL 32399-1450

Email Address: flaudgen_localgovt@aud.state.fl.us
4. Any reports, management letter, or other information required to be submitted to DEO pursuant to this Agreement shall be submitted timely in accordance with 2 C.F.R. 200 Subpart F, 215.97 F.S., and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
5. Recipients and subrecipients, when submitting financial reporting packages to DEO for audits done in accordance with Chapter 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the recipient/subrecipient in correspondence accompanying the reporting package.

PART V: RECORD RETENTION

The Recipient shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of five (5) years from the date the audit report is issued, or five (5) state fiscal years after all reporting requirements are satisfied and final payments have been received, whichever period is longer, and shall allow DEO, or its designee, the Chief Financial Officer (CFO), or Auditor General access to such records upon request. In addition, if any litigation, claim, negotiation, audit, or other action involving the records has been started prior to the expiration of the controlling period as identified above, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the controlling period as identified above, whichever is longer. The Recipient shall ensure that audit working papers are made available to DEO, or its designee, CFO, or Auditor General upon request for a period of five (5) years from the date the audit report is issued, unless extended in writing by DEO.

Exhibit 1 to Attachment J – Funding Sources

Federal Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following:

Federal Awarding Agency:	U.S. Department of Housing and Urban Development
Federal Funds Obligated to Recipient:	\$750,000
Catalog of Federal Domestic Assistance Title:	Community Development Block Grants/State's Program and Non-Entitlement Grants in Hawaii
Catalog of Federal Domestic Assistance Number:	14.228
Project Description:	Funding is being provided for needed infrastructure improvements to benefit low- and moderate-income persons residing in the Recipient's jurisdiction.

This is not a research and development award.

Compliance Requirements Applicable to the Federal Resources Awarded Pursuant to this Agreement are as Follows:

Federal Program

1. The Recipient shall perform its obligations in accordance with sections 290.0401- 290.048, F.S.
2. The Recipient shall perform its obligations in accordance with 24 C.F.R. §§ 570.480 – 570.497.
3. The Recipient shall perform the obligations as set forth in this Agreement, including any attachments or exhibits thereto.
4. The Recipient shall perform the obligations in accordance with chapter 73C-23, F.A.C.
5. The Recipient shall be governed by all applicable laws, rules and regulations, including, but not necessarily limited to, those identified in Attachment F – State and Federal Statutes, Regulations, and Policies

State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following: *N/A*

Matching Resources for Federal Programs: *N/A*

Subject to Section 215.97, Florida Statutes: *N/A*

Compliance Requirements Applicable to State Resources Awarded Pursuant to this Agreement are as Follows:
N/A

NOTE: Title 2 C.F.R. § 200.331 and section 215.97(5), F.S., require that the information about Federal Programs and State Projects included in Exhibit 1 and the Notice of Subgrant Award/Fund Availability be provided to the Recipient.

Attachment K – Audit Compliance Certification

Email a copy of this form within 60 days of the end of each fiscal year in which this subgrant was open to audit@deo.myflorida.com.

Recipient: City of Quincy

FEIN: 59-6000416

Recipient's Fiscal Year:

Contact Name:

Contact's Phone:

Contact's Email:

1. Did the Recipient expend state financial assistance, during its fiscal year, that it received under any agreement (e.g., contract, grant, memorandum of agreement, memorandum of understanding, economic incentive award agreement, etc.) between the Recipient and the Department of Economic Opportunity (DEO)? Yes No

If the above answer is yes, answer the following before proceeding to item 2.

Did the Recipient expend \$750,000 or more of state financial assistance (from DEO and all other sources of state financial assistance combined) during its fiscal year? Yes No

If yes, the Recipient certifies that it will timely comply with all applicable State single or project-specific audit requirements of section 215.97, Florida Statutes, and the applicable rules of the Department of Financial Services and the Auditor General.

2. Did the Recipient expend federal awards during its fiscal year that it received under any agreement (e.g., contract, grant, memorandum of agreement, memorandum of understanding, economic incentive award agreement, etc.) between the Recipient and DEO? Yes No

If the above answer is yes, also answer the following before proceeding to execution of this certification:

Did the Recipient expend \$750,000 or more in federal awards (from DEO and all other sources of federal awards combined) during its fiscal year? Yes No

If yes, the Recipient certifies that it will timely comply with all applicable single or program-specific audit requirements of 2 C.F.R. part 200, subpart F, as revised.

By signing below, I certify, on behalf of the Recipient, that the above representations for items 1 and 2 are true and correct.

Signature of Authorized Representative

Date

Printed Name of Authorized Representative

Title of Authorized Representative

ATTACHMENT 2:

Resolution Number 1387-2019

A RESOLUTION OF THE CITY OF QUINCY, FLORIDA, ADOPTING A POLICY OF PROHIBITING THE USE OF EXCESSIVE FORCE BY LAW ENFORCEMENT AGENCIES WITHIN THE CITY AGAINST ANY INDIVIDUALS ENGAGED IN LAWFUL NONVIOLENT CIVIL RIGHTS DEMONSTRATIONS AND ALSO ENFORCING APPLICABLE STATE AND LOCAL LAWS AGAINST PHYSICALLY BARRING ENTRANCE TO OR EXIST FROM A FACILITY OR LOCATION WHICH IS THE SUBJECT OF SUCH NONVIOLENT CIVIL RIGHTS DEMONSTRATIONS, AND PROVIDING FOR SEVERABILITY AND EFFECTIVE DATE.

WHEREAS, the City of Quincy desires to balance the free-speech rights of citizens to publicly demonstrate support for or opposition to various issues, with the City government's responsibility to maintain peace and public safety, and

WHEREAS, as a condition of receiving Community Development Block Grant funds, the City must adopt policies which comply with the requirements of 42 United States Code 5304(a)(1)(1) and Section 104 of the Housing and Community Development Act of 1974,

IT IS THEREFORE RESOLVED by the Quincy City Commission that

1. The City of Quincy hereby adopts a policy to prohibit the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in lawful nonviolent civil rights demonstrations, and
2. The City of Quincy will enforce applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction, and
3. The City of Quincy will not allow the entrance to or exit from any City facility to be barred by any civil rights demonstration.

If any portion of this Resolution is found to be invalid, the remainder shall continue to be in full force and effect.

Adopted in open session of the City Commission of the City of Quincy, Florida,
on this 26th day of February, 2019.

APPROVED:

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

ATTEST:

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

ATTACHMENT 3:

CDBG Procurement Policy

City of Quincy Procurement Policy For Community Development Block Grants

This policy will be followed by the City of Quincy, Florida (hereinafter referred to as “the City”) in implementing the City’s Community Development Block Grant program.

PUBLIC RECORD

All procurement, contract and payment records are public records according to Florida law. Federal regulations also require that federal agencies have access to such records.

CODE OF ETHICS

1. No employee, officer, or agent of the City will participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

If such a conflict occurs with a member of the City Commission, the Commissioner will abstain from voting and file the appropriate form according to the Florida Ethics Commission requirements.

2. The officers, employees, and agents of the City must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, unless the financial interest is not substantial or the gift is an unsolicited item of nominal value. “Not substantial” or “nominal value” shall be \$25 or less, or the amount set by the City in other general policy, whichever is more. Disciplinary actions will be applied for violations of such standards by officers, employees, or agents of the City.

3. The City will not discriminate in procurement based on race, color, religion, sex, national origin, disability/handicap*, age, or genetics. For federally funded procurements, the City will not knowingly procure any goods or services from a vendor who discriminates based on these protected classifications.

4. The City staff will provide oversight of the vendors’ performance/delivery, especially prior to issuing payment(s).

5. Written protests of the procurement process, including contract award, may be made by potential vendors in a timely manner. During the solicitation stage, the protest shall be made as soon as the disputed issue is identified, and prior to the deadline for bids/proposals/quotes to be submitted. During the award stage, the protesting party shall submit the protest prior to the final award. All protests shall identify the specific issue under protest. The City personnel performing the solicitation, evaluation, recommendation of award or actual award shall respond to the protest in writing in a timely manner based on the stage of the procurement, which may require an extension

of the solicitation or delay of award. If the protesting party is not satisfied with the response, the party may appeal to the City Commission, whose decision shall be final. This policy shall not be construed to deprive the protesting party of any legal rights that may exist under applicable regulations and laws.

*A disabled person is defined as “any person who (a) has a physical or mental impairment which substantially limits one or more major life activities, b) has a record of such an impairment, or c) is regarded as having such an impairment.”

COMPETITION

All procurement transactions will be conducted in a manner providing full and open competition.

1. Examples of potential restrictions of competition:

- A. Placing unreasonable requirements on firms in order for them to qualify to do business.
- B. Requiring unnecessary experience and excessive bonding.
- C. Noncompetitive pricing practices between firms or between affiliated companies.
- D. Noncompetitive contracts to consultants that are on retainer contracts.
- E. Organizational conflicts of interest.
- F. Specifying only a "brand name" product instead of allowing "an equal" product to be offered.
- G. Any arbitrary action in the procurement process.

2. All prequalified lists of persons, firms, or products which are used in acquiring goods and services will be current and maximum open and free competition. Potential bidders will not be precluded from qualifying during the solicitation process.

3. All solicitations will incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated. All solicitations will also identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

4. Awards will be made only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

5. CDBG grant procurements shall not specify a minimum experience requirement. However, a firm's experience can be addressed as an evaluation factor in the ranking for professional services and is a consideration in determining the "responsibility" of a firm when the determining the "low, responsive, responsible bidder" for services procured through bids, as required by 2 CFR 200.319(a).

6. For state or federally funded purchases, contractors are required to use the federal E-Verify system, and the contract will contain the appropriate clause requiring compliance.

METHODS OF PROCUREMENT The City will maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

The City Commission must approve all purchases above \$10,000. If the purchase is funded by a state or federal grant, the funding agency approval process will also be followed, which may include prior approval by the funding agency, and specific procurement/contract requirements. The Florida CDBG grant program procurement process shall comply with Florida Administrative Code 73C-23.0051(3).

The City will use one of the following methods of procurement.

1. Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does **not exceed \$3,000** (or \$2,000 in the case of acquisitions for construction subject to the Davis-Bacon Act). To the extent practicable, the City will distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be approved by without soliciting competitive quotations if the authorized City employee considers the price to be reasonable. Department/Division Heads and/or the Purchasing Director may authorize such purchases, **up to \$2,000**, without prior approval, and the City Manager may authorize up to **\$3,000**, when funds are available in the project or grant budget. **The City may, but is not required to, obtain competitive information from more than one vendor for purchases not exceeding \$3,000.**
2. Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that cost more than \$3,000 but **less than \$25,000**.
 - A. For purchases in excess of \$3,000 but less than **\$10,000**, oral or written quotes shall be requested from at least three responsible vendors. Some form of written request for a quote or proposal is required, to include identification of the requested product or service, and other relevant factors such as specifications, time for completion, etc. The oral vendor quotes shall be documented by the person requesting/receiving the quotes; written quotes will be maintained in the file. **Purchases up to \$5,000 may be approved by the Purchasing Director, and the City Manager may approve purchases up to \$10,000.**

B. All purchases of at least \$10,000, but less than \$25,000, shall be made by obtaining written quotations from at least three responsible vendors. Solicitations may be advertised in the local newspaper, but this is not required.

C. If only one quote is received for a purchase of less than \$10,000, or only one or two quotes are received for a purchase in excess of \$10,000, there must be documentation in the file that there is a lack of responsive vendors in the area for such small purchases, with notations of which vendors were solicited and the results of the solicitation (such as “can’t meet schedule”, or “don’t want to comply with federal requirements”).

3. Procurement by sealed bids (formal advertising). Bids of \$25,000 or more are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price.

A. In order for sealed bidding to be feasible, the following conditions will be present:

- a. A complete, adequate, and realistic specification or purchase description is available;
- b. Two or more responsible bidders are reasonably expected to be willing and able to compete effectively for the business;
- c. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

B. If sealed bids are used, the following requirements apply:

- a. The invitation for bids will be publicly advertised and bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids;
 - i) The invitation for bids must be published in a newspaper of general circulation in the local County. The invitation may also be published in the newspaper of a nearby Metropolitan Statistical Area (Panama City or Tallahassee).
 - ii) Sufficient response time shall include a minimum of 12 days, or more if required by an applicable state or federal regulation or law. Construction bid response times are also regulated by Florida Statute 287.0525: for construction projects expected to cost more than \$200,000 the publication must be a minimum of 21 days prior to the established bid opening and a minimum of 5 days prior to any pre-bid conference, and if the projected cost is more than \$500,000 the advertisement period is increased to 30 days prior to the established bid opening date.
 - iii) If the solicitation is advertised in an MSA newspaper, an award may be made with less than three responses; otherwise, three bids must be received unless the funding agency approves the award.
 - iv) Other forms of solicitation may be used, in addition to newspaper advertising, such as e-mail notifications and use of bidder notification services.

- b. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
- c. All bids will be publicly opened at the time and place prescribed in the invitation for bids;
- d. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
- e. Any or all bids may be rejected if there is a sound documented reason.

C. The City may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the City is the sum of the actual cost of materials and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

4. Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- A. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. If the expected contract amount will be \$25,000 or more, or if required by Florida Statute 287.055, the request will be advertised in a newspaper of general local circulation in the County.
- B. Any response to publicized requests for proposals must be considered to the maximum extent practical;
- C. Proposals must be solicited from an adequate number of qualified sources;
- D. There will be a written method for conducting technical evaluations of the proposals received and for selecting recipients, consistent with the published evaluation factors, and the evaluation shall be performed by more than 1 person, such as by a committee or by the governing body;
- E. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
- F. Any Request for Proposals which includes more than one service shall provide

that:

- a. Proposals may be submitted for one or more of the services;
- b. Qualifications and proposals shall be separately stated for each service; and,
- c. The evaluation of the proposals shall be separate for each service.

G. Fee/price shall be included in proposals that are not covered under the Florida Consultant's Negotiation Act, Florida Statute 287.055, and shall be considered in the proposal evaluation.

H. Competitive proposal procedures will be used for qualifications-based procurement of architectural, engineering, landscape architecture and land surveying (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort. Such procurements will comply with Florida Statute 287.055, which identifies the steps of evaluating qualifications, negotiating fees, and selecting the vendor.

5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source. Subject to funding agency approval, this type of procurement may be used, only when one or more of the following circumstances apply:

- d. The item is available only from a single source;
- e. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- f. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
- g. After solicitation of a number of sources, competition is determined inadequate.

Suspension and Debarment

The City will review all grant purchases to verify that purchases will not be made against contractors that are on the federal Debarment or Suspension list. This list is available at - <https://www.sam.gov/>. If a match is found, the procurement will be terminated. Contractor eligibility may also be verified by the DEO according to the DEO contractor approval procedures.

PROCUREMENT UNDER FEDERAL AWARDS

Procurement of goods and services whose costs are charged to federal awards are subject to all of the specific purchasing policies of the funding organization. The funding agreement will be reviewed to identify any special requirements for the procurement or contract. In addition, procurements associated with Federal awards are subject to the following supplemental policies:

1. Avoid acquisition of unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurements to obtain a more economical purchase.

2. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.
3. Consider entering into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services, and using Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.
4. Consider the use of value engineering on construction projects in excess of \$1,500,000.
5. Make all procurement files available for inspection upon request by a Federal awarding agency, the pass-through agency, and any other state or federal entity or auditor with an interest in such procurement.
6. For all contracts, require the contractor to certify in writing that it has not been suspended or disbarred from doing business with any federal agency.
7. Perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold (\$150,000) including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the City will make independent estimates before receiving bids or proposals.
8. **Take all necessary affirmative steps to assure that minority businesses, women's business enterprises,** and labor surplus area firms are used when possible and appropriate. Steps shall include:
 - A. Placing qualified small and minority businesses and women's business enterprises on solicitation lists.
 - B. Assuring that small and minority business, and women's business enterprises are solicited whenever they are potential sources.
 - C. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises. This shall not be used to evade advertising requirements.
 - D. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises.
 - E. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce, and obtaining information from the Florida Office of Supplier Diversity (and other sources of appropriate) to develop solicitation lists.

F. Requiring the prime contractor, if subcontractors are to be let, to take the affirmative steps listed here, including use of the City's minority/woman-owned businesses solicitation list.

G. Utilization of an adopted M/WBE preference policy when appropriate, to the extent the preference does not conflict with this policy or other applicable federal or state laws, regulations or rules.

9. Community Development Block Grants and other grants funded by the U. S. Department of Housing and Urban Development also include **Section 3** requirements. The appropriate Section 3 actions must be taken in soliciting participation by Section 3 contractors/subcontractors where applicable.
10. If applicable, the City and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines. This requirement does not apply to private parties who receive federal funds through the City.
11. Profit shall be negotiated as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.
12. The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.
13. A time and materials type contract may be used only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. A high degree of oversight is required for this type of contract. Time and materials type contract means a contract whose cost to the City is the sum of the actual cost of materials and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.
14. For construction contracts in excess of the Simplified Acquisition Threshold as listed in 2 CFR 200.88, contracts shall include the following:
 - a. A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified

check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

b. A performance bond on the part of the contractor for 100 percent of the contract price; and,

c. A payment bond on the part of the contractor for 100 percent of the contract price.

d. A liquidated damages clause establishing a predetermined amount that must be paid if the contractor fails to perform as promised.

Provisions Included in all Federally-Funded Contracts

The following provisions, as applicable, will be included in all contracts (including small purchases) with contractors and subawards:

1. **Remedies:** All contracts in excess of the small purchase threshold fixed at 41 U.S.C. 403(11) (currently \$150,000) shall contain contractual provisions or conditions that allow for administrative, contractual, or legal remedies in instances in which a contractor violates or breaches the contract terms.
2. **Termination:** All contracts in excess of \$10,000 shall contain suitable provisions for termination by the City, including the manner by which termination shall be effected and the basis for settlement. In addition, such contracts shall describe the conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated due to circumstances beyond the control of the contractor.
3. **Equal Employment Opportunity:** All contracts shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
4. **Davis-Bacon Act, as amended (40 U.S.C. 3141-3148):** If included in the federal agency's grant program legislation, all construction contracts of more than \$2,000 awarded by the City and its subrecipients shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Act, contractors are required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. A copy of the current prevailing wage determination issued by the Department of Labor will be included in each solicitation and the award of a contract shall be conditioned

upon the acceptance of the wage determination. The City shall also obtain reports from contractors on a weekly basis in order to monitor compliance with the Davis-Bacon Act, and shall report all suspected or reported violations to the appropriate awarding agency.

5. **Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333):** [Where applicable] All contracts in excess of \$100,000 that involve the employment of mechanics or laborers shall include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence
6. **Rights to Inventions Made Under a Contract or Agreement:** Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government (or state pass-through agency, if applicable) in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.
7. **Clean Air Act (42 U.S.C. 7401-7671q and the Federal Water Pollution Control Act (33 U.S.C. 1251 -1387), as amended:** Contracts and subawards of amounts in excess of \$150,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
8. **Debarment and Suspension (E.O.s 12549 and 12689):** For all contracts, the contractor shall provide a certification that neither the contractor nor any of its principal employees are listed on the Excluded Parties List System in SAM.
9. **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352):** For all contracts or Subgrants of \$100,000 or more, the City shall obtain from the contractor or sub-grantee a

certification that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Likewise, since each tier provides such certifications to the tier above it, the City shall provide such certifications in all situations in which it acts as a sub-recipient of a sub-grant of \$100,000 or more.

This policy is hereby adopted by the Quincy City Commission on the _____ day of _____, 2019.

APPROVED:

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

ATTEST:

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

ATTACHMENT 4

Updated 504/ADA policy

City of Quincy

ADA/Section 504/Title VI Accessibility and Nondiscrimination Policy and Plan

Policy Statement:

The Quincy City Commission (the City) recognizes the diversity of residents and businesses in the City and welcomes input from all interested parties, regardless of cultural identity, background or income level. Moreover, the City believes that the best programs and services result from careful consideration of the needs of all of its communities and when those communities are involved in the decision-making process. The City does not tolerate illegal discrimination in any of its programs, services or activities. Pursuant to the Americans with Disabilities Act of 1990, as amended (ADA), Section 504 of the Rehabilitation Act of 1973 (Section 504), Title VI of the Civil Rights Act of 1964 (Title VI) and other federal and state authorities, the City will not exclude from participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, national origin, sex, age, disability, religion, income or family status.

A disabled person (or handicapped person) is defined as any person who (a) has a physical or mental impairment which substantially limits one or more major life activities, b) has a record of such an impairment, or c) is regarded as having such an impairment.

Complaint Procedures:

The City has established a discrimination complaint procedure and will take prompt and reasonable action to investigate and eliminate discrimination when found. Any person who believes that he or she has been subjected to discrimination based upon race, color, national origin, sex, religion, age, disability, family or income status in any of the City's programs, services or activities may file a complaint with the City Nondiscrimination Coordinator:

TITLE (NAME as of 2/26/2019)

Nondiscrimination Coordinator for ADA, Section 504 and Title VI

404 West Jefferson Street

Quincy, FL 32351

Email: _____@myquincy.net

Phone: 850-____-_____

Fax: 850-____-_____

Hearing Impaired: 711 (para Espanola-English 844-463-9710)

If possible, the complaint should be submitted in writing and contain the identity of the complainant, the basis for the allegations (i.e., race, color, national origin, sex, religion, age, disability or family status), and a description of the alleged discrimination with the date of occurrence. If the complaint cannot be submitted in writing, the complainant should contact the Nondiscrimination Coordinator for assistance.

The Nondiscrimination Coordinator will respond to the complaint within fifteen (15) calendar days and will take reasonable steps to resolve the matter. Should the Coordinator be unable to satisfactorily resolve a complaint, with approval of the City Commission if necessary, the Coordinator will forward the complaint, along with a record of its disposition, to the appropriate party.

However, should the complainant be unable or unwilling to complain to the City regarding a City facility or City service funded by another agency, the written complaint may be submitted directly to the funding agency. For issues regarding transportation, that agency would be the District Office of the Florida Department of Transportation (FDOT). For Community Development Block Grants, funding agency is the Florida Department of Economic Opportunity.

For complaints regarding transportation, Florida Department of Transportation (FDOT) will serve as a clearing house, forwarding the complaint to the appropriate state or federal agency:

Florida Department of Transportation Equal Opportunity Office
ATTN: Title VI Complaint Processing
605 Suwannee Street MS 65
Tallahassee, FL 32399

For complaints regarding other issues, individuals may view the following website for the U.S. Department of Justice, where there are links for various types of complaint forms and contacts.

<http://www.justice.gov/crt/complaint/>

ADA/504 Statement:

Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990 (ADA) and related federal and state laws and regulations forbid discrimination against those who have disabilities. Furthermore, these laws require federal aid recipients and other government entities to take affirmative steps to reasonably accommodate the disabled and ensure that their needs are equitably represented in programs, services and activities.

The City will make reasonable effort to ensure that its facilities, programs, services, and activities are accessible to those with disabilities. The City will make reasonable effort to ensure that its advisory committees, public involvement activities and all other programs, services and activities include, or at a minimum do not exclude, representation by the disabled community and disability service groups.

The public may report to the Nondiscrimination Coordinator any facility, program, service or activity that appears inaccessible to those who are disabled. Furthermore, the City will provide reasonable accommodation to disabled individuals who wish to participate in public involvement events or who require special assistance to access facilities, programs, services or activities. Because providing reasonable accommodation may require outside assistance, organization or resources, the City asks that requests be made at least 3 City business days prior to the need for accommodation.

Questions, concerns, comments or requests for accommodation should be made to the City's Nondiscrimination Coordinator (see Complaint Procedure, above).

Limited English Proficiency (LEP) Assistance:

Title VI of the Civil Rights Act of 1964, Executive Order 13166, and various directives from the US Department of Justice (DOJ) and US Department of Transportation (DOT) require federal aid recipients to take reasonable steps to ensure meaningful access to programs, services and activities by those who do not speak English proficiently. To determine the extent to which LEP services are required and in which languages, the law requires the analysis of four factors:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the City's programs, services or activities.
2. The frequency with which LEP individuals come in contact with these programs, services or activities.
3. The nature and importance of the program, service, or activity to people's lives and;
4. The resources available to the City and the likely costs of the LEP services.

1. Number or Proportion of LEP Persons

The 2013-2017 American Community Survey 5-Year Estimates show a total City population of 7,599. The estimates also include 467 foreign-born individuals in Quincy, and an estimated 86 households with Limited English Proficiency. Of the 86 households, 67 spoke Spanish, and 19 spoke an Asian or Pacific Island language.

2. Frequency of Contact with LEP

City staff report very little contact with or requests for services by LEP residents. **Both the City and County** staff indicate that the few LEP individuals they are in contact with bring family members or friends to translate and assist them in transactions such as with arranging/paying for utilities or other business functions.

3. Nature and Importance to People's Lives

Services/facilities provided to the public by the City include roads and pedestrian walkways, code enforcement, parks and recreation, **community center**, police, **fire**, and water and sewer utilities. Other local services are provided by various local and state

entities (state health department, county school board, county sheriff, etc.) and not under the control of the City. Although not all residents receive, utilize or need all services/facilities, each of these is important to many or most people.

4. Available Resources and Costs

The City has not received any formal requests for translation or interpretation of its programs, services or activities into Spanish or any other language. On the rare occasion that information is needed, the LEP individual has a relative or friend translating. The Court Administrator has a translator available but services are seldom used. The City has informal contacts who are available to translate orally or in writing.

The City of Quincy has very limited financial resources. The small City budget is not adequate to include fee-based translation services or dual signage/documents.

The analyses of these factors suggest that formal LEP services are not required at this time. However, the City has committed to the following:

1. Maintain a list of employees who competently speak Spanish and other languages and are willing to provide translation and/or interpretation services. Distribute the employee translator list to staff that regularly have contact with the public.
2. Maintain a list of parties available to provide oral and written LEP services with reasonable notification, including voluntary and/or fee-based services. Distribute the translator list to staff that regularly have contact with the public.
3. Utilize online translation programs when necessary and appropriate.
4. Provide readily available Spanish language publications provided by others, regarding public safety and other issues, to accompany English versions.

The City understands that its community profile is changing and the four factor analysis may reveal the need for more or varied LEP services in the future. As such, it will examine its LEP plan approximately every four years to ensure that it remains reflective of the community's needs.

Persons requiring special language services should contact the Nondiscrimination Coordinator.

Public Involvement and Outreach:

In order to plan for efficient, effective, safe, equitable and reliable services, programs, and facilities, the City must have the input of its public. The City encourages the participation of the entire community. The City holds a number of meetings, workshops and other events designed to gather public input on transportation, public facilities, housing and community services project planning and construction. Further, the City elected officials and staff attend and participates in other community events to promote its services to the

public. Finally, the City is constantly seeking ways of measuring the effectiveness of its public involvement.

Persons wishing to request special presentations by the City, volunteer in any of its activities, or offer suggestions for improvement of City public involvement may contact:

TITLE Bernard Piawah as of 2/26/2019)

404 West Jefferson Street

Quincy, FL 32351

Phone (850) 618-1885

Fax (850)-875-7313

Email: bpiawah@myquincy.net

Hearing Impaired: 711 (para Espanola-English 844-463-9710)

Data Collection:

The U. S. Department of Housing and Urban Development, Federal Highway Administration and other federal agency regulations require federal-aid recipients to collect racial, ethnic and other similar demographic data on beneficiaries of or those affected by programs, services and activities. The City accomplishes this through the use of U.S. Census Bureau data and reports, its community development department/consultant, grant application beneficiary surveys, records of social and other direct services provided to and/or applied for by individuals, and other methods. From time to time, the City may find it necessary to request voluntary identification of certain racial, ethnic or other data from those who participate in its public involvement events. This information assists the City with improving its targeted outreach and measures of effectiveness. Self identification of personal data to the City will always be voluntary, and anonymous except for certain public record requirements. Moreover, the City will not release or otherwise use this data in any manner inconsistent with the federal and/or state regulations.

Approved by the City of Quincy the 26th day of February, 2019

APPROVED:

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

ATTEST:

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

ATTACHEMENT 5

ADA TRANSITION PLAN

CITY OF QUINCY ADA, SECTION 504 and TITLE VI SELF-EVALUATION AND ACCESSIBILITY TRANSITION PLAN

The City of Quincy is committed to making its facilities, services, programs and employment opportunities available/accessible to persons with disabilities.

City Commission meetings and most other public meetings are generally conducted at the City Hall located at 404 West Jefferson Street. Federal grants are administered by staff located in the City Hall.

An evaluation of the City Hall was completed 2/18/2019 by Dr. Bernard Piawah, Quincy City Planner, Reggie Bell, Public Works Director, and Deborah Belcher, President, Roumelis Planning and Development Services, Inc. The following deficiencies were noted, and the indicated remedies are to be accomplished according to the stated timeframe. The City's Nondiscrimination Coordinator for ADA, Section 504 and Title VI is responsible for implementing the transition plan, as authorized and funded by the City Commission.

The City Hall has 2 separate second floor areas, each containing only 2 rooms, and no access other than by the 2 separate stairways. No services to the public are provided on the second floor, because the rooms are used only for storage. No employee who is unable to use stairs is required to go to the second floor. A reasonable accommodation for mobility impaired employees can be provided by having other employees carry items to and from the second floor storage area. Based on this situation, installation of an elevator is not included in the transition plan.

Deficiency	Remedy	Timeframe
The front (Jefferson Street) entrance is not accessible	Install signage directing to accessible entrance from parking lot	2019-20
Accessible parking does not include van accessible signage	Install a "van accessible" sign at one or both of the 2 designated accessible parking spaces	2019-20
The double doors at the parking lot entry are not individually wide enough	Install sign directing to accessible single entry door, and add tactile universal sign at accessible doorway	2019-20
Accessible-width single entrance door requires too much force to open, and closes too quickly	Adjust or replace door closer mechanism	2019-20
Accessible-width entrance door does not have appropriate pull/handle	Install accessible door handle (loop style or other)	2020-21
The parking lot curb ramp extends into the accessible walkway route, with no	Reconfigure the "flares" to extend farther out at a 1:12 slope	2022-23

level landing. Cross slope on the flares exceeds 1:10		
Some interior doors require too much force to open, and close too quickly	Adjust/replace/remove door closer mechanisms	2019-20
No signage to accessible restroom or customer service counter	Install signs directing to accessible restroom, and universal symbol at restroom and service counter area	2019-20
Interior door knobs not accessible	Install accessible levers or loops with separate locks	2021-22
No braille Interior signage	Install braille signs for rooms used by public, appropriately located	2021-22
No coat/purse hooks on restroom door; not required but desirable	Install hook at correct height	2019-20
Hallway door limits access to handicap restroom door	Remove hallway door	2020-21
Paper towel dispense requires manual dexterity to turn roller	Install paper towel dispenser with push lever	2020-21
Accessible restroom does not have 18" space between door and adjacent perpendicular wall	Move wall, or install automatic door opener	2023-24
Toilet located too far (centerline more than 18") from side wall	Extend side wall grab bar closer to toilet Move toilet toward side wall	2021-22 2024-25

The City has posted contact information for accessibility complaints on the City website, and made the website compliant with Section 508 accessibility requirements (which overlap Section 504 and ADA). There is also a link to make complaints or suggestions of any type.

The City offers to provide reasonable assistance and accommodations to persons with disabilities. Examples include personal assistance in filling out forms, and meeting individuals in accessible locations.

Adoption Date: _____

APPROVED:

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

Date of Meeting: February 26, 2019

Date Submitted: February 20, 2019

To: Honorable Mayor and Members of the City Commission

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

Subject: Dangerous Building Abatement
622 7th Street

STATEMENT OF ISSUE:

This agenda item is intended to inform the City Commission of the plan to demolish a dangerous building located at 622 7th Street, Quincy, Florida, pursuant to the Dangerous Building Abatement procedure of the City's Code: Article XI, Secs. 14-276 – 14-289. This is the house that was burnt down with three people inside. According to the Police Chief, the investigation has been completed with respect to this property. Since the property was burnt down it has remained an eyesore and a nuisance in the neighborhood that needs to be removed. The City's staff is asking the City Commission to authorize staff to proceed with the demolition of this dangerous building in order to remove the nuisance and ensure public health and safety. (See attached the picture of the house).

Background:

On January 24, 2019 a letter was sent to Tax Ease REO 1 LLC, New York, the company listed on the property appraiser's website as the owner of the property, as required by the City's code. The Building Official inspected this building and concluded that the building cannot be brought into compliance through repairs and that it is a clear danger to health, morals, safety and welfare of the people of Quincy. The City's letter pointed out the dangerous nature of the building and gave the owner 30 days within which to demolish the building and if not demolished by that date the City will do it and charge the full expense of the demolition to the owner. The 30 days elapsed on February 24, 2019 and the structure has not been demolished.

The demolition work will be performed by an outside vendor. We have received two cost estimates for the demolition; one for \$3,325.00 from Barnes Equipment Company, and another from Jackson Enterprises, LLC for \$4,200.00. The City will hire the contractor with the lower bid: Barnes Equipment Company. The money for this work is in the Building and Planning Department's budget for Fiscal Year 2019.

Conclusion/Recommendation:

Giving the clear and imminent danger posed by this building, the City's staff is asking the Commission to authorize staff to proceed with the demolition of this dangerous building in order to remove this nuisance and ensure public health and safety.

OPTIONS:

Option 1: Authorize staff to proceed with the demolition of this building at 622 7th Street, Quincy, Florida.

Option 2: Do not authorize staff to demolition the building at 622 7th Street.

STAFF RECOMMENDATION:

Option 1.

ATTACHMENTS:

1. Picture of the building
2. Letter to the owner of the property

ATTACHMENT 1A:

PICTURE OF THE HOUSE AT 622 7TH STREET



ATTACHMENT 1B:

PICTURE OF THE HOUSE AT 622 7TH STREET



ATTACHEMENT 2

LETTER TO THE PROPERTY OWNER

Date: January 24, 2019

TAX EASE REO 1 LLC
125 WEST 55TH STREET
LEVEL 22
NEW YORK, NY 10019

Subject: Notice of Code Violation Article XI: Dangerous Buildings

Notice is hereby giving to: Tax Ease REA 1 LLC; owner of the property located at 622 7th Street; Parcel Number 3-12-2N-4W-1100-0000A-0090. This notice will also be posted.

This notice is based on Section 14-276 of Quincy of Code of Ordinances which defines Dangerous buildings as all buildings or structures which have any or all of the following defects:

- 1) Those whose interior walls or other vertical structural members list, lean or buckle to such an extent that a plumb line passing through the center of gravity falls outside of the middle half of its base
- 2) Those which, exclusive of foundation, show 30 percent or more damage or deterioration of the supporting members or 50 percent of damage or deterioration of a non-supporting closing or outside wall or covering.
- 3) Those which have improperly distributed loads upon the floors or roofs in which the floors or roofs are overloaded or which have insufficient strength to be reasonably safe for the purposes used.
- (4) Those which have been damaged by fire, wind or other causes so as to have become dangerous to life, safety, morals or the general health and welfare of the occupants or the people of the city.
- (5) Those which have become or are so dilapidated, decaying, unsafe, unsanitary or which so utterly fail to provide the amenities essential to decent living that they are unfit for human habitation or are likely to cause sickness or disease so as to work injury to the health, morals, safety or general welfare of those living therein.
- (6) Those having light, air and sanitation facilities which are inadequate to protect the health, morals, safety or general welfare of human beings who live or may work therein.

- (7) Those having inadequate facilities for egress in case of fire or panic or those having insufficient stairways, elevators, fire escapes or other means of communication.
- (8) Those which have parts thereof which are so attached that they may fall and injure members of the public or property in general.
- (9) Those which, because of their condition, are unsafe and are unsanitary or dangerous to the health, morals, safety or general welfare of the people of the city.
- (10) Those buildings, sheds, fences or other manmade structures which, because of their condition or because of lack of doors or windows, are available to and frequented by malefactors or disorderly persons who are not lawful occupants of such structures

Based on the inspection conducted by the Building Official on (January 24, 2019), the condition of this building, located at 622 7th Street, meets the following specific definitions of a dangerous building stated in Sec. 14-276 (1), through (9), Quincy Code, because:

- 1. Due to a fire the interior walls and other vertical structural members list, lean or buckle to such an extent that a plumb line passing through the center of gravity falls outside of the middle half of its base;
- 2. The roof is: the roof is burnt and collapsed, due to a fire_____;
- 3. Foundation is: unstable to support structure._____
- 4. The floor is: ___falling apart_____
- 5. The exterior walls are: _falling apart and unsafe and parts have collapsed_;
- 6. The windows are: destroyed_____
- 7. The interior walls: have falling apart and collapsing_____;
- 8. The building has become so dilapidated, decaying, unsafe, unsanitary and utterly fail to provide the amenities essential to decent living, unfit for human habitation and is likely to cause sickness; and
- 9. The building is dangerous to health, morals, safety and general welfare of the people of the city.

According to the Building Official, whose signature is stated below, the nature of the violation identified above is of such a character that repairs or alterations cannot bring it into compliance. Therefore, the building should be demolished in order to correct the violation.

Name of Building Official: Roosevelt Morris

Signature:  _____; Date: 1-24-19

This property shall be demolished within 30 days from the date of certified mail delivery of this notice of violation to the address listed on the property appraiser's records.

This notice is served to:

1) TAX EASE REO 1 LLC; owner of the property located at 622 7th street; Parcel Number 3-12-2N-4W-1100-0000A-0090.

If this building is not demolished, by the date stated above, the City of Quincy may perform the demolition and charge the expense against the owner and recover it by court action if necessary, and further, may record a lien against the property for the full expense and cost of demolition of the building, and may foreclose such lien and recover the full cost of foreclosure, including a reasonable attorney's fee.

The order rendered by this notice is subject to an appeal before the board of adjustment and appeals. Such an appeal shall be entered in writing within 30 days after the notice was served specifying the grounds for the appeal thereof, and sent to Quincy Board of Adjustment and Appeals, Building and Planning Department, 404 W. Jefferson Street, Quincy Florida.

Sincerely,

A handwritten signature in blue ink that reads "Jack L. McLean". The signature is written in a cursive style.

Jack McLean, Interim City Manager
City of Quincy

THIS BUILDING HAS BEEN FOUND TO BE DANGEROUS OR HAZARDOUS BY THE ENFORCING OFFICIAL. THIS NOTICE IS TO REMAIN ON THIS BUILDING AS PLACED THEREON UNTIL THE REQUIREMENTS OF THE NOTICE, WHICH HAS BEEN GIVEN TO THE OWNER HAVE BEEN FULLY COMPLIED WITH. IT IS UNLAWFUL TO REMOVE THIS NOTICE UNTIL SUCH REQUIREMENTS HAVE BEEN COMPLIED WITH.



BARNES EQUIPMENT COMPANY

320 S SHELFER STREET
 QUINCY, FL 32351

Phone # 850-627-7216
 Fax # 850-627-8862

Name / Address
CITY OF QUINCY 404 W JEFFERSON STREET QUINCY, FL 32351

Estimate

Date	Estimate #
2/20/2019	125

			Project
Description	Qty	Rate	Total
622 7TH ST, QUINCY, FL			
EQUIPMENT AND LABOR TO DEMO STRUCTURE AND HAUL OFF DEBRIS	750	3.50	2,625.00
PERMIT		100.00	100.00
EQUIPMENT AND LABOR TO CLEAN UP LOT, TRIM TREES, SEED AND MULCH BARE SPOTS ON LOT		600.00	600.00
Total			\$3,325.00

BARNES EQUIPMENT COMPANY

320 S SHELFER STREET
 QUINCY, FL 32351

Phone # 850-627-7216
 Fax # 850-627-8862

Name / Address
CITY OF QUINCY 404 W JEFFERSON STREET QUINCY, FL 32351

Estimate

Date	Estimate #
2/20/2019	125

Project

Description	Qty	Rate	Total
622 7TH ST, QUINCY, FL			
EQUIPMENT AND LABOR TO DEMO STRUCTURE AND HAUL OFF DEBRIS	750	3.50	2,625.00
PERMIT		100.00	100.00
EQUIPMENT AND LABOR TO CLEAN UP LOT, TRIM TREES, SEED AND MULCH BARE SPOTS ON LOT		600.00	600.00

Total	\$3,325.00
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**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

MEETING DATE: February 26, 2019

DATE OF REQUEST: February 22, 2019

TO: Honorable Mayor and Members of the City Commission

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

SUBJECT: Request to Suspend Re-Roofing Permit Fee Waivers

Statement of Issue:

On October 24, 2018 Staff sought and the Commission approved the authorization to waive re-roofing permit fees for re-roofing activities instigated by Hurricane Michael. On Wednesday, October 10, 2018, a category 4 hurricane named Michael slammed the western part of Florida and left a trail of devastation on its path. The damage to the City's electrical grid is indescribable which left about 8,000 residents without electricity for more than one week. The storm also caused tremendous property damage including damage to the roof of many properties.

Background:

The extent of damage and devastation caused by Hurricane Michael in the City of Quincy needs no emphasis. Damage to homes include roof damage caused by Category 4 wind speed. To help ease the pain of the hurricane the City decided to waive the fees for re-roof. Roofing permit fees in the City, for commercial use is based on valuation and for residential properties it is usually \$100.00. So far the City has approved eight commercial re-roofs and have waived approximately \$10,000.00 in permit fees. Similarly, the City has approved 167 residential re-roofs amounting to \$16,700.00 in permit fee waived. The inspection fee charged the City in association with these permits is about \$8,750.00. Thus, as of today, the City has lost about \$35,705.00 in revenues as result of the re-roofing permit fee waiver, and we still have about 150 damage roofs outstanding. By the end of the year the projected loss in revenue could be well in excess of \$55,000. The City's contingency is \$100,000 with seven months remaining in the fiscal year. The City may not be able to sustain this level of revenue loss during the budget year.

Conclusion:

Staff is recommending that the City Commission terminate re-roofing waivers authorization on April 30, 2019. The April date gives residents ample notice that re-roofing waivers in the City will cease on April 30, 2019.

OPTIONS:

Option 1.

Motion to end authorization of the waiver for re-roofing permit fees on April 30, 2019.

Option 2:

Do not authorize staff to end the waiver for re-roofing permit fees.

Staff Recommendation:

Option 1

**City of Quincy
City Commission
Agenda Request**

Date of Meeting: February 26, 2019

Date Submitted: February 20, 2019

To: Honorable Mayor and Members of the
Commission

From: Jack L. McLean Jr., Interim City Manager
Reggie Bell, Public Works Director

Subject: Purchase of 3 City Vehicles

Statement of Issue:

Public Works Department is requesting approval for the purchase of three vehicles that are very much needed to operate the department.

Background:

Public Works is in need of two new 2019 Ram 1500 Tradesman 4x2 Regular Cab 6'4 Box Work Trucks, and one new 2019 Chevrolet Silverado 2500HD 2WD Double Cab 158.1" Work Cab Truck to assist in carrying out the daily operations of the department. This purchase will replace the two 2003 F150 and the 2002 F150 trucks that are currently being used to accommodate Public Works Mechanics and Management Staff. Due to the age and daily wear and tear of the vehicles, it is costing the City an excessive amount of funds to maintain these vehicles.

Analysis:

Since the Public Works Department is in need of replacing 3 City work trucks, the decision was made to consider purchasing two 2019 Ram 1500 Tradesman 4x2 Regular Cab 6'4 Box work trucks and one 2019 Chevrolet Silverado 2500HD 2WD work truck that will not cost the City no more than \$74,392.00. Having these new vehicles in inventory will increase Public Works' productivity, reduce current maintenance costs and ensure the safety of staff.

Options:

Option 1. Authorize Public Works Department to purchase two 2019 Ram 1500 Tradesman 4x2 Regular Cab 6'4 Box Work Truck and one Chevrolet Silverado 2500HD 2WD Double Cab Work Truck not to exceed \$74,392.00.

Option 2. Provide Direction

Staff Recommendation:

Option 1

Attachment

- Price quote for two 2019 Ram 1500 Tradesman 4x2 Regular Cab 6'4 Box Work Truck
- Price quote for one Chevrolet Silverado 2500HD Double Cab Work Truck



UNSPSC C Code	25101507
Line #	C-41
Unit Description	DS1L61

Prepared for: _____ Prepared by: _____

2/19/2019
 City of Quincy
 Attn: Reggie Bell
rbell@myquincy.net
 (850) 528-8902

Garber Chrysler Dodge Truck
 Ryan Davis
 (904) 264-2442 ext.2350 FAX: (904) 284-0054
 3408 Hwy 17 Green Cove Springs, FL 32043
rdavis@garberautomall.com



I appreciate your interest and the opportunity to quote. Prices are published by the State of Florida Department of Management Services. ([http://dms.myflorida.com/contract_search/\(category\)/18](http://dms.myflorida.com/contract_search/(category)/18)). Purchasing contract number is 25100000-18-1, expiring November 16, 2019 for Motor Vehicles. If you have any questions regarding this quote please call!

		Base Price		
DS1L61	2019 Ram 1500 Tradesman 4x2 Regular Cab 6'4" Box			\$17,904.00
Codes	Optional Equipment	Unit Price	OEM Discount 0.00%	Net Price
22B	Quick Order Package 22B Tradesman	Included		\$0.00
ERB	Engine: 3.6L V6 24V VVT -inc: Flex fuel capable	Included		\$0.00
DFL	Transmission: 8-Speed Automatic	Included		\$0.00
PW7	Bright White Clearcoat	Included		\$0.00
TXX8	Diesel Gray/Black, Heavy Duty Vinyl 40/20/40 Split Bench Seat	Included		\$0.00
TTAG	TEMPORARY TAG	Included		\$0.00
LHS	Left-Hand Standard Spotlight, Dealer Installed	496		\$496.00
4C	4-Corner Super-LED Strobes (Clear Flange Mount)	396		\$396.00
INST	1.0 Hours Installation Including Cab Mounted LED Switch	105		\$105.00
DEL	DELIVERY	Included		\$0.00
TOTAL PURCHASE AMOUNT PER VEHICLE				\$ 18,901.00



Garber Automall Fleet

Ryan Davis | (904) 264-2442 ext.2350 | rdavis@garberautomall.com

[Fleet] 2019 Ram 1500 Classic (DS1L61) Tradesman 4x2 Reg Cab 6'4" Box (4)





Garber Automall Fleet

Ryan Davis | (904) 264-2442 ext.2350 | rdavis@garberautomall.com

[Fleet] 2019 Ram 1500 Classic (DS1L61) Tradesman 4x2 Reg Cab 6'4" Box (4)

Selected Model and Options

MODEL		
CODE	MODEL	MSRP
DS1L61	2019 Ram 1500 Classic Tradesman 4x2 Reg Cab 6'4" Box	\$27,395.00

COLORS		
CODE	DESCRIPTION	MSRP
PW7	Bright White Clearcoat	\$0.00

CPOS PKG		
CODE	DESCRIPTION	MSRP
22B	Quick Order Package 22B Tradesman -inc: Engine: 3.6L V6 24V VVT, Transmission: 8-Speed Automatic (845RE), Tradesman Package	\$0.00

TRANSMISSION		
CODE	DESCRIPTION	MSRP
DFL	Transmission: 8-Speed Automatic (845RE) (STD)	\$0.00

AXLE RATIO		
CODE	DESCRIPTION	MSRP
DMC	3.21 Rear Axle Ratio (STD)	\$0.00

ENGINE		
CODE	DESCRIPTION	MSRP
ERB	Engine: 3.6L V6 24V VVT (STD)	\$0.00

PRIMARY PAINT		
CODE	DESCRIPTION	MSRP
PW7	Bright White Clearcoat	\$0.00

TIRES		
CODE	DESCRIPTION	MSRP
TTM	Tires: P265/70R17 BSW AS (STD)	\$0.00

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Data Version: 7706. Data Updated: Feb 19, 2019 9:58:00 PM PST.



Garber Automall Fleet

Ryan Davis | (904) 264-2442 ext.2350 | rdavis@garberautomall.com

[Fleet] 2019 Ram 1500 Classic (DS1L61) Tradesman 4x2 Reg Cab 6'4" Box (4)

SEAT TYPE

CODE	DESCRIPTION	MSRP
TXX8	Diesel Gray/Black, Heavy Duty Vinyl 40/20/40 Split Bench Seat	\$0.00

WHEELS

CODE	DESCRIPTION	MSRP
WFP	Wheels: 17" x 7" Steel (STD)	\$0.00
Options Total		\$0.00

Price Summary

PRICE SUMMARY

	MSRP
Base Price	\$27,395.00
Total Options	\$0.00
Vehicle Subtotal	\$27,395.00
Destination Charge	\$1,695.00
Grand Total	\$29,090.00

Standard Equipment

Mechanical

- Engine: 3.6L V6 24V VVT (STD)
- Transmission: 8-Speed Automatic (845RE) (STD)
- 3.21 Rear Axle Ratio (STD)
- GVWR: 6,025 lbs
- Transmission w/Driver Selectable Mode and Oil Cooler
- Rear-Wheel Drive
- Engine Oil Cooler
- 730CCA Maintenance-Free Battery
- 160 Amp Alternator
- Class IV Towing Equipment -inc: Harness, Hitch and Trailer Sway Control
- 1500# Maximum Payload
- HD Shock Absorbers
- Front And Rear Anti-Roll Bars

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[Fleet] 2019 Ram 1500 Classic (DS1L61) Tradesman 4x2 Reg Cab 6'4" Box (4)

Mechanical

Electric Power-Assist Steering
26 Gal. Fuel Tank
Single Stainless Steel Exhaust
Short And Long Arm Front Suspension w/Coil Springs
Multi-Link Rear Suspension w/Coil Springs
4-Wheel Disc Brakes w/4-Wheel ABS, Front Vented Discs, Brake Assist and Hill Hold Control

Exterior

Wheels: 17" x 7" Steel (STD)
Tires: P265/70R17 BSW AS (STD)
Regular Box Style
Spray-In Bed Liner
Center Hub
Steel Spare Wheel
Full-Size Spare Tire Stored Underbody w/Crankdown
Clearcoat Paint
Black Front Bumper w/Black Rub Strip/Fascia Accent
Black Rear Step Bumper
Black Side Windows Trim and Black Front Windshield Trim
Black Door Handles
Black Manual Side Mirrors w/Manual Folding
Fixed Rear Window
Light Tinted Glass
Variable Intermittent Wipers
Galvanized Steel/Aluminum Panels
Black Grille
Front License Plate Bracket
Active Grille Shutters
Tailgate Rear Cargo Access
Manual Tailgate/Rear Door Lock
Fully Automatic Aero-Composite Halogen Headlamps w/Delay-Off

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[Fleet] 2019 Ram 1500 Classic (DS1L61) Tradesman 4x2 Reg Cab 6'4" Box (4)

Exterior

Cargo Lamp w/High Mount Stop Light

Vendor Painted Cargo Box Tracking

Tip Start

Entertainment

Radio w/Seek-Scan, Clock and Radio Data System

Radio: 3.0

6 Speakers

Fixed Antenna

Media Hub (USB, AUX)

Interior

4-Way Driver Seat

4-Way Passenger Seat

Manual Tilt Steering Column

Gauges -inc: Speedometer, Odometer, Voltmeter, Oil Pressure, Engine Coolant Temp, Tachometer, Oil Temperature, Transmission Fluid Temp, Engine Hour Meter and Trip Odometer

Cruise Control w/Steering Wheel Controls

Manual Air Conditioning

Glove Box

Interior Trim -inc: Deluxe Sound Insulation, Metal-Look Instrument Panel Insert and Chrome/Metal-Look Interior Accents

Full Cloth Headliner

Urethane Gear Shift Knob

Heavy Duty Vinyl 40/20/40 Split Bench Seat

Day-Night Auto-Dimming Rearview Mirror

2 12V DC Power Outlets

Fade-To-Off Interior Lighting

Full Vinyl/Rubber Floor Covering

Pickup Cargo Box Lights

Electronic Shift

Instrument Panel Bin, Dashboard Storage, Driver And Passenger Door Bins

Manual 1st Row Windows

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[Fleet] 2019 Ram 1500 Classic (DS1L61) Tradesman 4x2 Reg Cab 6'4" Box (4)

Interior

Delayed Accessory Power

Systems Monitor

Analog Display

Seats w/Vinyl Back Material

Manual Adjustable Front Head Restraints

Manual Adjust Seats

40/20/40 Split Bench Seat

Front Armrest w/3 Cupholders

Sentry Key Engine Immobilizer

Safety-Mechanical

Electronic Stability Control (ESC)

ABS And Driveline Traction Control

Safety-Exterior

Side Impact Beams

Safety-Interior

Dual Stage Driver And Passenger Seat-Mounted Side Airbags

Tire Specific Low Tire Pressure Warning

Dual Stage Driver And Passenger Front Airbags

Curtain 1st Row Airbags

Airbag Occupancy Sensor

Outboard Front Lap And Shoulder Safety Belts -inc: Height Adjusters and Pretensioners

ParkView Back-Up Camera

WARRANTY

Basic Years: 3

Basic Miles/km: 36,000

Drivetrain Years: 5

Drivetrain Miles/km: 60,000

Corrosion Years: 5

Corrosion Miles/km: Unlimited

Roadside Assistance Years: 5

Roadside Assistance Miles/km: 60,000

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Garber Automall Fleet

Ryan Davis | (904) 264-2442 ext.2350 | rdavis@garberautomall.com

[Fleet] 2019 Chevrolet Silverado 2500HD (CC25953) 2WD Double Cab 158.1"





Garber Automall Fleet

Ryan Davis | (904) 264-2442 ext.2350 | rdavis@garberautomall.com

[Fleet] 2019 Chevrolet Silverado 2500HD (CC25953) 2WD Double Cab 158.1"

Selected Model and Options

MODEL		
CODE	MODEL	MSRP
CC25953	2019 Chevrolet Silverado 2500HD 2WD Double Cab 158.1" Work Truck	\$37,500.00

COLORS		
CODE	DESCRIPTION	MSRP
GAZ	Summit White	\$0.00

ADDITIONAL EQUIPMENT - MECHANICAL		
CODE	DESCRIPTION	MSRP
—	Capped Fuel Fill (Included and only available with (ZW9) pickup box delete or (L5P) Duramax 6.6L Turbo-Diesel V8 engine.)	Inc.
JL1	Trailer brake controller, integrated (Standard on Double Cab models with a pickup box. Included with (PCN) Silverado HD Custom on Crew Cab models. With (E63) pickup box, requires available (Z82) trailering equipment. Available to order as a free flow option with (ZW9) pickup box delete or (9J4) rear bumper delete.)	\$275.00

ADDITIONAL EQUIPMENT - EXTERIOR		
CODE	DESCRIPTION	MSRP
9J4	Bumper, rear, delete (Included and only available with (ZW9) pickup box delete on Double Cab models. Included on Crew Cb models with (ZW9) pickup box delete.) *CREDIT*	Inc.
VK3	License plate kit, front	\$0.00

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Data Version: 6092. Data Updated: Jul 16, 2018 9:35:00 PM PDT.



Garber Automall Fleet

Ryan Davis | (904) 264-2442 ext.2350 | rdavis@garberautomall.com

[Fleet] 2019 Chevrolet Silverado 2500HD (CC25953) 2WD Double Cab 158.1"

ADDITIONAL EQUIPMENT - SAFETY-INTERIOR

CODE	DESCRIPTION	MSRP
C99	Airbag deactivation switch, frontal passenger-side (Included and only available with (ZW9) pickup box delete on Double Cab models. Not available on Crew Cab models.)	Inc.
SFW	Back-up alarm calibration This calibration will allow installation of an aftermarket back up alarm. (Not available with SEO (8S3) back-up alarm or (UY2) trailer wiring provisions. Included with (ZW9) pickup box delete.)	Inc.

PREFERRED EQUIPMENT GROUP

CODE	DESCRIPTION	MSRP
1WT	Work Truck Preferred Equipment Group includes standard equipment	\$0.00

SEAT TYPE

CODE	DESCRIPTION	MSRP
AE7	Seats, front 40/20/40 split-bench, 3-passenger, driver and front passenger recline with outboard head restraints and center fold-down armrest with storage. Vinyl has fixed lumbar and cloth has manually adjustable driver lumbar. (STD) (Upgradeable to (AZ3) front 40/20/40 split-bench seat.)	\$0.00

EMISSIONS

CODE	DESCRIPTION	MSRP
FE9	Emissions, Federal requirements	\$0.00

PAINT

CODE	DESCRIPTION	MSRP
GAZ	Summit White	\$0.00

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Garber Automall Fleet

Ryan Davis | (904) 264-2442 ext.2350 | rdavis@garberautomall.com

[Fleet] 2019 Chevrolet Silverado 2500HD (CC25953) 2WD Double Cab 158.1"

GVWR		
CODE	DESCRIPTION	MSRP
GEH	GVWR, 9500 lbs. (4309 kg) (STD) (Requires (L96) Vortec 6.0L V8 SFI engine or (LC8) 6.0L V8 SFI Gaseous CNG/LPG capable engine. Not available with CK25943.)	\$0.00

AXLE		
CODE	DESCRIPTION	MSRP
GT5	Rear axle, 4.10 ratio (Requires (L96) Vortec 6.0L V8 SFI engine or (LC8) 6.0L V8 SFI Gaseous CNG/LPG capable engine.)	\$0.00

SEAT TRIM		
CODE	DESCRIPTION	MSRP
H2Q	Dark Ash with Jet Black Interior Accents, Vinyl seat trim	\$0.00

RADIO		
CODE	DESCRIPTION	MSRP
IOB	Audio system, Chevrolet Infotainment System with 7" diagonal color touch-screen, AM/FM stereo with seek-and-scan and digital clock, includes Bluetooth streaming audio for music and select phones. (STD)	\$0.00

ENGINE		
CODE	DESCRIPTION	MSRP
L96	Engine, Vortec 6.0L Variable Valve Timing V8 SFI, E85-compatible, FlexFuel capable of running on unleaded or up to 85% ethanol (360 hp [268.4 kW] @ 5400 rpm, 380 lb-ft of torque [515.0 N-m] @ 4200 rpm) (STD)	\$0.00

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Garber Automall Fleet

Ryan Davis | (904) 264-2442 ext.2350 | rdavis@garberautomall.com

[Fleet] 2019 Chevrolet Silverado 2500HD (CC25953) 2WD Double Cab 158.1"

TRANSMISSION

CODE	DESCRIPTION	MSRP
MYD	Transmission, 6-speed automatic, heavy-duty, electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking (STD) (Requires (L96) Vortec 6.0L V8 SFI engine or (LC8) 6.0L V8 SFI Gaseous CNG/LPG capable engine.)	\$0.00

WHEELS

CODE	DESCRIPTION	MSRP
PYN	Wheels, 17" (43.2 cm) steel includes 17" x 7.5" (43.2 cm x 19.1 cm) steel spare wheel. (STD)	\$0.00

TIRES

CODE	DESCRIPTION	MSRP
QHQ	Tires, LT245/75R17E all-season, blackwall (STD)	\$0.00

BODY CODE

CODE	DESCRIPTION	MSRP
ZW9	Pickup box, delete includes capped fuel fill, (SFW) Back-up alarm calibration, (9J4) rear bumper delete, spare tire delete and spare tire carrier delete. If equipped, deletes capless fuel fill, (Z82) trailering equipment, (A91) remote locking tailgate, (A60) locking tailgate, (PPA) EZ-Lift and Lower tailgate, (SAF) tire carrier lock and (JL1) trailer brake controller. (Requires a long box model. Not available with (PCO) Essentials Package, LPO or (PDO) Protection Package, LPO.) *CREDIT*	(\$675.00)

PAINT SCHEME

CODE	DESCRIPTION	MSRP
ZY1	Paint, solid	\$0.00
Options Total		(\$400.00)

Price Summary

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Garber Automall Fleet

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[Fleet] 2019 Chevrolet Silverado 2500HD (CC25953) 2WD Double Cab 158.1"

PRICE SUMMARY

	MSRP
Base Price	\$37,500.00
Total Options	(\$400.00)
Vehicle Subtotal	\$37,100.00
Adjustments	\$0.00
Destination Charge	\$1,495.00
Grand Total	\$38,595.00

Standard Equipment

Mechanical

Engine, Vortec 6.0L Variable Valve Timing V8 SFI, E85-compatible, FlexFuel capable of running on unleaded or up to 85% ethanol (360 hp [268.4 kW] @ 5400 rpm, 380 lb-ft of torque [515.0 N-m] @ 4200 rpm) (Does not include E85 capability with (ZW9) pickup box delete.) (STD)

Transmission, 6-speed automatic, heavy-duty, electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking (STD) (Requires (L96) Vortec 6.0L V8 SFI engine or (LC8) 6.0L V8 SFI Gaseous CNG/LPG capable engine.)

Rear axle, 4.10 ratio (Requires (L96) Vortec 6.0L V8 SFI engine or (LC8) 6.0L V8 SFI Gaseous CNG/LPG capable engine.)

Pickup box (STD)

GVWR, 9500 lbs. (4309 kg) (STD) (Requires (L96) Vortec 6.0L V8 SFI engine or (LC8) 6.0L V8 SFI Gaseous CNG/LPG capable engine. Not available with CK25943.)

Air cleaner, high-capacity

Differential, heavy-duty locking rear

Rear wheel drive

Cooling, external engine oil cooler

Cooling, auxiliary external transmission oil cooler

Battery, heavy-duty 720 cold-cranking amps/80 Amp-hr, maintenance-free with rundown protection and retained accessory power

Alternator, 150 amps

Trailer brake controller, integrated (Standard with (E63) pickup box. Available to order with (ZW9) pickup box delete.)

Frame, fully-boxed, hydroformed front section

Recovery hooks, front, frame-mounted, black

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Garber Automall Fleet

Ryan Davis | (904) 264-2442 ext.2350 | rdavis@garberautomall.com

[Fleet] 2019 Chevrolet Silverado 2500HD (CC25953) 2WD Double Cab 158.1"

Mechanical

Trailer equipment Trailing hitch platform 2.5" with a 2.0" insert for HD, 7-wire harness with independent fused trailing circuits mated to a 7-way sealed connector to hook up parking lamps, backup lamps, right and left turn signals, an electric brake lead, battery and a ground, The trailer connector also includes the 4-way for use on trailers without brakes - park, brake/turn lamps (Standard on Double Cab models with a pickup box Included with (PCN) Silverado HD Custom on Crew Cab models. Not available with (ZW9) pickup box delete or (9J4) rear bumper delete.)

Suspension Package, Standard includes 51mm twin tube shock absorbers and 33mm front stabilizer bar

Steering, Recirculating Ball with smart flow power steering system

Brakes, 4-wheel antilock, 4-wheel disc with DuraLife brake rotors

Capless Fuel Fill (Gas engine only. Not available with (ZW9) pickup box delete.)

Exhaust, aluminized stainless-steel muffler and tailpipe

Exterior

Wheels, 17" (43.2 cm) steel includes 17" x 7.5" (43.2 cm x 19.1 cm) steel spare wheel. Spare not included with (ZW9) pickup box delete unless a spare tire is ordered (STD)

Tires, LT245/75R17E all-season, blackwall (STD)

Tire carrier lock keyed cylinder lock that utilizes same key as ignition and door (Not included when (ZW9) pickup box delete or (9J4) rear bumper delete is ordered.)

Bumper, front chrome

CornerStep, rear bumper (Requires (E63) pickup box.)

Bumper, rear chrome with bumper CornerSteps (Requires (E63) pickup box.)

Grille, chrome with chrome mesh inserts

Grille surround, chrome

Headlamps, halogen projector-beam

Lamps, cargo area, cab mounted with switch on center switch bank

Mirrors, outside high-visibility vertical trailing, Black with manual folding and extension and lower convex spotter glass (Standard on Double Cab models. Included on Crew Cab models with (ANQ) Alaskan Snow Plow Special Edition. Not available with (PCM) WT Fleet Convenience Package (Double Cab).)

Glass, solar absorbing, tinted

Door handles, Black

Tailgate and bed rail protection caps, top

Tailgate, locking, utilizes same key as ignition and door (Not available with (AQQ) Remote Keyless Entry.)

Tailgate, EZ-Lift and Lower (Standard and only available on Double Cab models. Deleted when (ZW9) pickup box delete is ordered.)

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Data Version: 6092. Data Updated: Jul 16, 2018 9:35:00 PM PDT.



Garber Automall Fleet

Ryan Davis | (904) 264-2442 ext.2350 | rdavis@garberautomall.com

[Fleet] 2019 Chevrolet Silverado 2500HD (CC25953) 2WD Double Cab 158.1"

Entertainment

Audio system, Chevrolet Infotainment System with 7" diagonal color touch-screen, AM/FM stereo with seek-and-scan and digital clock, includes Bluetooth streaming audio for music and select phones. (STD)

SiriusXM Radio, delete

6-speaker audio system

Bluetooth for phone, personal cell phone connectivity to vehicle audio system

Interior

Seats, front 40/20/40 split-bench, 3-passenger, driver and front passenger recline with outboard head restraints and center fold-down armrest with storage. Vinyl has fixed lumbar and cloth has manually adjustable driver lumbar. (STD) (Upgradeable to (AZ3) front 40/20/40 split-bench seat.)

Seat trim, Vinyl

Seat, rear full-width folding bench, 3-passenger (includes child seat top tether anchor) (Requires Double Cab models.)

Floor covering, Graphite-colored rubberized-vinyl

Steering column, manual Tilt-Wheel

Steering wheel

Instrumentation, 6-gauge cluster featuring speedometer, fuel level, engine temperature, tachometer, voltage and oil pressure

Driver Information Center, 3.5-inch diagonal monochromatic display provides warning messages and basic vehicle information

Windows, power with driver express up and down and express down on all other windows

Door locks, power

Cruise control, steering wheel-mounted

Air conditioning, single-zone

Assist handle, front passenger and driver on A-pillars

Safety-Mechanical

StabiliTrak, stability control system with Proactive Roll Avoidance and traction control includes electronic trailer sway control and hill start assist

Safety-Interior

Daytime Running Lamps with automatic exterior lamp control

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[Fleet] 2019 Chevrolet Silverado 2500HD (CC25953) 2WD Double Cab 158.1"

Safety-Interior

Airbags Double Cab: Frontal Airbags- Driver single stage and Front Passenger dual-stage; Thorax side-impact, seat mounted, both driver and front passenger; roof-rail front and rear outboard seating positions; Passenger Sensing System - Infant only suppression for passenger and passenger seat belt reminder status displayed on overhead console (With (ZW9) pickup box delete on Double Cab you will get single-stage frontal and thorax side-impact, driver and front passenger, and roof-rail side-impact, front and rear outboard seating positions. Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

OnStar, delete also deletes driver information center compass.

Rear Vision Camera (Removed when (ZW9) pickup box delete is ordered.)

Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to encourage safe driving behavior. It can limit certain vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on your teen's driving habits and helps you to continue to coach your new driver

Tire Pressure Monitoring System with Tire Fill Alert (does not apply to spare tire)

WARRANTY

Warranty Note: <<< Preliminary 2019 Warranty Note >>>

Basic Years: 3

Basic Miles/km: 36,000

Drivetrain Years: 5

Drivetrain Miles/km: 60,000

Drivetrain Note: HD Duramax Diesel: 5 Years/100,000 Miles; Qualified Fleet Purchases: 5 Years/100,000 Miles

Corrosion Years (Rust-Through): 6

Corrosion Years: 3

Corrosion Miles/km (Rust-Through): 100,000

Corrosion Miles/km: 36,000

Roadside Assistance Years: 5

Roadside Assistance Miles/km: 60,000

Roadside Assistance Note: HD Duramax Diesel: 5 Years/100,000 Miles; Qualified Fleet Purchases: 5 Years/100,000 Miles

Maintenance Note: 1 Year/1 Visit

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*QFD Monthly Report
January 2019*

	<u>2019</u>	<u>2018</u>
Total Fire Calls	114	144
City	77	104
County	37	40
Total Man Hours	154 hrs 31 mins	172 hrs 43 mins
City	87 hrs 9 mins	74 hrs 54 mins
County	66 hrs 02 mins	95 hrs 49 mins
Type Fire Calls - City		
Structure	3	2
Vehicle	5	2
False Alarm	2	1
Hazard	5	5
Rescue	0	0
Wood & Grass	5	5
Other	7	3
Type Fire Calls - County		
Structure	3	6
Vehicle	7	6
False Alarm	3	2
Hazard	4	2
Rescue	0	0
Woods & Grass	2	12
Other	13	10
Fire Causes		
Accidental	5	10
Undetermined	4	14
Suspicious	0	2
Arson	0	0
Average Response Time		
City	4.44 mins	5.45 mins
County	6.53 mins	9.40 mins
Average Firefighters per Call		
City	3.59	3.59
County	3.18	2.91
Average Time Spent per Call		
City	34 mins	30.54 mins
County	28.34 mins	51.85 mins

*QFD Monthly Report
January 2019*

	<u>2018</u>	<u>2017</u>
Responses Out of District	0	0
Mutual Aid Responses *	1	2
Deaths	1	0
Injuries	1	1
Fire Prevention Programs	9	0
Fire Safety Inspection	15	10
Fire Investigation	0	0
Plans Review	1	0
Training Man Hours	172 hrs	146 hrs
Hydrants Serviced/Painted	0	0
Utility Turn Ons	55	88
Smoke Detector Installs	23	0
* 1/20/19 Structure Fire 466 David Clemons Road Havana		

*QFD Monthly District Fire Calls
January 2019*

District	<u>Date</u>	<u>Location</u>	<u>Type of Incident</u>
District 1	1/1/2019	1911 W. Hamilton St	False alarm
	1/7/2019	Mainline Dr & Cone St	Outside rubbish fire
	1/18/2019	922 Gilchrist St	Unauthorized burn
	1/20/2019	Barack Obama Blvd & W Jefferson St	MVA w/no injuries
	1/25/2019	1403 W Osceola St	Chemical spill
District 2	1/1/2019	803 4th Street	Grass fire
District 3	1/8/2019	35 MLK, Jr. Blvd	Dispatched and cancelled enroute
	1/14/2019	1100 Block Pat Thomas Pkwy	MVA w/injury
	1/15/2019	1940 Pat Thomas Pkwy	MVA w/injuries, extrication
	1/22/2019	208 Wallace Dr	Cancelled enroute
District 4	1/21/2019	942 E Jefferson St	Rubbish Fire
	1/23/2019	323 N. Calhoun St	Brush pile fire
	1/24/2019	902 E Jefferson St	Shorted electrical equipment
	1/25/2019	329 N Jackson St	Alarm system activation, no fire
District 5	1/2/2019	2034 W. Jefferson St	Structure fire
	1/3/2019	33 Lillian Springs Road	Structure fire
	1/17/2019	917 Park Ave	Electrical problem

QFD Yearly Report 2018

	<u>2018</u>	<u>2017</u>
Total Fire Calls	1335	1734
City	892	1157
County	443	577
Total Man Hours	1668 hrs	1523 hrs 2 mins
City	721 hrs 46 mins	551 hrs 26 mins
County	946 hrs 54 mins	972 hrs 16 mins
Type Fire Calls - City		
Structure	24	17
Vehicle	47	35
False Alarm	23	43
Hazard	33	19
Rescue	1	1
Wood & Grass	15	25
Other	111	137
Type Fire Calls - County		
Structure	32	23
Vehicle	117	129
False Alarm	11	28
Hazard	23	21
Rescue	2	3
Woods & Grass	43	11
Other	157	16
Fire Causes		
Accidental	85	99
Undetermined	63	50
Suspicious	3	3
Arson	3	1
Average Response Time		
City	4.54 mins	5.01 mins
County	9.01 mins	12.23 mins
Average Firefighters per Call		
City	3.71	5.05
County	2.97	3.77
Average Time Spent per Call		
City	28.26 mins	35.25 mins
County	36.17 mins	59.55 mins

QFD Yearly Report
2018

	<u>2018</u>	<u>2017</u>
Responses Out of District	2	3
Mutual Aid Responses *	14	21
Deaths	0	0
Injuries	2	0
Fire Prevention Programs	24	14
Fire Safety Inspection	99	114
Fire Investigation	1	0
Plans Review	3	8
Training Man Hours	1721 hrs	1550 hrs
Hydrants Serviced/Painted	0	451
Utility Turn Ons	690	1081
Smoke Detector Installs	40	17

Quincy Police Department
Monthly Traffic Enforcement Report
January 2019

For the month of January 2019, the Quincy Police
Department reports:

Citations

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Warnings

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Quincy Police Department
 Monthly Traffic Enforcement Report
 January 2019

District 1

VIOLATION	DATE	LOCATION	WARNING	CITATION
Unlawful Speed	01/12/2019	Pat Thomas Pkwy./Stevens	X	
	01/13/2019	MLK Blvd./Shelfer	X	
	01/24/2019	Pat Thomas Pkwy./Gilcrest	X	
Aggressive Driving				
DUI				
Other Moving Infractions				
	01/01/2019	Jefferson/ Shelfer (Equipment)	X	
	01/01/2019	Jefferson/ Shelfer (Broken tail light)	X	
	01/02/2019	Stewart/GF&A (DWLSR)		X
	01/02/2019	Jefferson/Pat Thomas Pkwy. (Exp. Tag)	X	
	01/03/2019	Pat Thomas Pkwy./Live Oak (Exp. Tag)	X	
	01/07/2019	Pat Thomas Pkwy./MLK Blvd. Ran red light)	X	
	01/07/2019	Pat Thomas Parkway/MLK BLVD		X
	01/07/2019	Cleveland/Elm (Ran Stop)		X
	01/08/2019	MLK Blvd/Pat Thomas Pkwy. (Exp. Tag)	X	
	01/08/2019	Jefferson/Pat Thomas Pkwy. (Childseat)		X
	01/09/2019	MLK Blvd. /Pat Thomas Pkwy. (Exp. DL)		X
	01/11/2019	MLK Blvd./ Shelfer (One Headlight)	X	
	01/11/2019	MLK Blvd/Pat Thomas Pkwy. (Exp. Tag)	X	
	01/11/2019	MLK Blvd/Pat Thomas Pkwy. (Exp. Tag)	X	
	01/15/2019	Jefferson/Shelfer (Expired Tag)		X
	01/15/2019	Jefferson/Shelfer (Child Seat)		X
	01/16/2019	Thomas/Stevens(EXP. Tag)	X	
	01/17/2019	Shelfer/Florida (Exp Tag)	X	
	01/18/2019	MLK Blvd/Williams (Stop Sign)	X	
	01/22/2019	MLK Blvd./ Virginia (Stop Sign)	X	

	01/22/2019	Pat Thomas Pkwy./Laura (headlight)	X	
	01/22/2019	Jefferson/Shelfer (DWLSR)		X
	01/25/2019	MLK Blvd./Shelfer (Exp. Tag)	X	
	01/27/2019	Jefferson/Shelfer (One Headlight)	X	
	01/27/2019	Flagler/Frierson (Stop Sign)	X	
	01/31/2019	Jefferson/Shelfer (No headlights)	X	
	01/10/2019	Pat Thomas Parkway/ MLK BLVD (No DL)		X
Non-Moving				
Infractions				
	01/10/2019	Pat Thomas Parkway/MLK BLVD (Stop Sign)		X

Quincy Police Department
Monthly Traffic Enforcement Report
January 2019

District 2

VIOLATION	DATE	LOCATION	WARNING	CITATION
Unlawful Speed				
Aggressive Driving				
DUI				
Other Moving				
Infractions	01/02/2019	Stewart/GF&A (DWLSR)		X
	01/03/2019	Jackson/Crawford (red Light)	X	
	01/07/2019	Stewart/GF&A (Stop sign)		X
	01/09/2019	4 th /11 th (Stop Sign)	X	
	01/11/2019	4 th /11 th (headlight)	X	
	01/12/2019	Stewart/GF&A (Stop sign)		X
	01/25/2019	Crawford/Calhoun (Exp. Tag)	X	
	01/25/2019	Calhoun/Crawford (DWLSR)		X
	01/25/2019	Stewart/Calhoun (Expired Tag)		X
	01/26/2019	Pat Thomas Pkwy./Laura (Head Light)	X	

	01/08/2019	Jefferson/Stewart (No DL)		X
	01/08/2019	Jefferson/Stewart (headlight)	X	
	01/08/2018	Jefferson/Ward (headlight)	X	
	01/08/2018	9 th /Jefferson (headlight)	X	
	01/10/2019	Crawford/Stewart (Stop Sign)	X	
	01/11/2019	Jefferson/Madison (Exp. Tag)	X	
	01/11/2019	Crawford/Key (no tag)	X	
	01/11/2019	Jefferson/Madison (headlight)	X	
	01/12/2019	Washington/Monroe (Stop Sign)	X	
	01/16/2019	Jefferson/Madison (Exp. Tag)	X	
	01/16/2019	Washington/Monroe (Expired Tag)		X
	01/16/2019	Washington/Monroe (Altering Decal)		X
	01/18/2019	Jefferson/Stewart (Open Container)		X
	01/18/2019	Jefferson/Stewart (Expired DL)		X
	01/19/2019	Jefferson/Madison (DWLSR)		X
	01/19/2019	Jefferson/Madison (Following too Closely)		X
	01/21/2019	Adams/ Sharon (Expired Tag)		X
	01/22/2019	Jefferson/9 th (exp. Tag)	X	
	01/22/2019	Jefferson/Adams (headlight)	X	
	01/13/2019	Jefferson/Duval (Tag not Assigned)	X	
	01/25/2019	9 th /Washington (headlight)	X	
	01/25/2019	Jefferson/Duval (Tag not Assigned)	X	
	01/25/2019	Jefferson/Duval (Exp. Tag)	X	
	01/25/2019	Jefferson/Malcolm (ran red light)	X	
	01/25/2019	Jefferson/Love (Right of way)	X	
	01/26/2019	Stewart/Crawford (no tail lights)	X	
	01/26/2019	Pat Thomas/Laura (red light)	X	
	01/26/2019	9 th / Washington (Headlight)	X	
	01/26/2019	Jefferson/Duval (red light)	X	
	01/26/2019	Jefferson/Madison (Exp. Tag)	X	
	01/31/2019	Jefferson/Stewart (Exp. Tag)	X	

Quincy Police Department
Monthly Traffic Enforcement Report
January 2019

District 5

VIOLATION	DATE	LOCATION	WARNING	CITATION
Unlawful Speed	01/11/2019	Jefferson/10 th	X	
	01/11/2019	Jefferson/10 th	X	
	01/12/2019	Jefferson/10 th	X	
	01/12/2019	Jefferson/10 th	X	
	01/13/2019	Jefferson/10 th	X	
	01/13/2019	Jefferson/Pittman	X	

	01/13/2019	Jefferson/10 th	X	
Aggressive Driving				
DUI				
Other Moving	01/02/2019	Jefferson/Porro (learners permit violation)	X	
Infractions	01/02/2019	Jefferson/Porro (headlight)	X	
	01/03/2019	Jefferson/Graves (No DL)		X
	01/07/2019	Jefferson/Pavilion (headlight)	X	
	01/07/2019	Jefferson/Porro (No DL)		X
	01/07/2019	Jefferson/Porro (Tag Attached Not Assigned)		X
	01/07/2019	Jefferson/Cleveland (ran red light)	X	
	01/07/2019	Jefferson/Pittman (Exp. Tag)	X	
	01/07/2019	Jefferson/Cleveland (Tag not assigned)	X	
	01/08/2019	Jefferson/Graves (Tag not assigned)	X	
	01/08/2019	Jefferson/Graves (Exp. Tag)	X	
	01/08/2019	Jefferson/Graves (Tag not assigned)	X	
	01/08/2018	Jefferson/Pat Thomas Pkwy. (Exp. Tag)	X	
	01/08/2019	Jefferson/Pat Thomas Pkwy. (headlight)	X	
	01/09/2019	Crawford/Kent (ran red light)	X	
	01/11/2019	Jefferson/Virginia (Exp. Tag)	X	
	01/11/2019	Jefferson/9 th (Open Container)		X
	01/11/2019	Jefferson/Slapppy (Stop Sign)		X
	01/11/2019	Jefferson/Slapppy (Stop Sign)		X
	01/11/2019	Jefferson/9 th (headlight)	X	
	01/12/2019	Jefferson/10 th (headlight)	X	
	01/12/2019	Jefferson/10 th (headlight)	X	
	01/12/2019	Jefferson/10 th (Exp. Tag)	X	
	01/12/2019	Jefferson/Cleveland (Exp. Tag)	X	
	01/12/2019	Jefferson/Cleveland (Exp. DL)	X	
	01/13/2019	Jefferson/Pittman (DWLSR)		X
	01/16/2019	Jefferson/Crawford (Right of way)	X	
	01/16/2019	Graves/Washington (Expired Tag)		X
	01/16/2019	Jefferson/Pat Thomas Pkwy. (Exp. Tag)	X	
	01/17/2019	14 th /King (Expired Tag)		X
	01/17/2019	Jefferson/Pavilion (Exp. Tag)	X	
	01/17/2019	Jefferson/10 th (No DL)		X
	01/18/2019	Jefferson/10 th (headlight)	X	
	01/18/2019	Crawford/Slappy (Exp. Tag)	X	
	01/20/2019	Jefferson/10 th (Failure to Yield)		X
	01/21/2019	Jefferson/10 th (No DL)		X
	01/22/2019	Jefferson/Cone (Exp. Tag)	X	
	01/22/2019	Jefferson/Graves (Exp. Tag)	X	
	01/22/2019	Jefferson/Kent (broken mirror)	X	
	01/25/2019	Jefferson/Pat Thomas Pkwy (no tag)	X	
	01/25/2019	Jefferson/Graves (headlight)	X	
	01/25/2019	Jefferson/Pat Thomas Pkwy. (no tag)	X	



RECEIVED

FEB 13 2019

CITY MANAGER

Purchasing Card

FL CITY OF QUINCY
XXXX-XXXX-XXXX-5777
January 05, 2019 - February 04, 2019

Company Statement

Account Information	Payment Information	Account Summary
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	Statement Date 02/04/19 Payment Due Date 02/18/19 Days in Billing Cycle 31 Credit Limit \$250,000 Cash Limit \$50,000 Total Payment Due \$4,162.59	Previous Balance \$3,960.90 Payments -\$3,960.90 Credits \$0.00 Cash \$0.00 Purchases \$4,162.59 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 \$4,162.59

Important Messages

Please do not send payment. Your automatic payment is scheduled to be credited to this account on 02/18/19.

Cardholder Activity Summary

Account Number Credit Limit	Credits	Cash	Purchases and Other Debits	Total Activity
BELL, REGINALD XXXX-XXXX-XXXX-5834 5,000	0.00	0.00	454.84	454.84
DEPARTMENT, FIRE XXXX-XXXX-XXXX-1137 5,000	0.00	0.00	818.93	818.93

0396090 0416259 0416259 4715290003775777



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



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

**N0004762

Account Number: XXXX-XXXX-XXXX-5777
January 05, 2019 - February 04, 2019

Total Payment Due \$4,162.59
Payment Due Date 02/18/19

Enter payment amount

\$

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

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

⑆54999001⑆100050003775777⑈

Cardholder Activity Summary

Account Number	Credits	Cash	Purchases and Other Debits	Total Activity
FAGG, DECODY XXXX-XXXX-XXXX-9825 5,000	0.00	0.00	1,085.85	1,085.85
HICKS, SYLVIA XXXX-XXXX-XXXX-5876 5,000	0.00	0.00	26.21	26.21
SAPP, GLENN H XXXX-XXXX-XXXX-2285 5,000	0.00	0.00	551.98	551.98
TECHNOLOGY, INFORMATION XXXX-XXXX-XXXX-8555 5,000	0.00	0.00	1,224.78	1,224.78

Transactions

Posting Transaction	Date	Date	Description	Reference Number	MCC	Charge	Credit	Total Activity
FL CITY OF QUINCY Account Number: XXXX-XXXX-XXXX-5777								
	01/18	01/18	AUTO PAYMENT DEDUCTION		0071			-\$3,960.90
BELL, REGINALD Account Number: XXXX-XXXX-XXXX-5834								3,960.90
	01/09	01/08	WM SUPERCENTER #488 QUINCY FL	24445009009400119623921	5411	26.88		454.84
	01/10	01/09	ACME BRICK #5265 8173324101 FL	2421073900940000000028	5039	418.14		
	02/01	01/30	OSCEOLA SUPPLY 850-5809800 FL	24744559031538700018284	5046	9.82		
DEPARTMENT, FIRE Account Number: XXXX-XXXX-XXXX-1137								Total Activity
	01/21	01/18	LOWES #00716* TALLAHASSEE FL	24692169018100980546091	5200	750.00		818.93
	01/25	01/24	WAL-MART #0488 QUINCY FL	24226389025091008571007	5411	51.57		
	02/01	01/31	WAL-MART #0488 QUINCY FL	24226389032091000310017	5411	17.36		
FAGG, DECODY Account Number: XXXX-XXXX-XXXX-9825								Total Activity
	01/07	01/04	WM SUPERCENTER #488 QUINCY FL	24445009005400130707566	5411	11.72		1,085.85
	01/11	01/10	AMZN Mktp US*MB0RJ5TX0 Amzn.com/billWA	24692169010100542275740	5942	95.09		
	01/11	01/10	WAL-MART #0488 QUINCY FL	24226389011091005507885	5411	65.05		
	01/14	01/11	Amazon.com*MB9OP9O72 Amzn.com/billWA	24692169011100097186473	5942	93.10		
	01/21	01/18	WAL-MART #4520 TALLAHASSEE FL	24493989011756866580097	5691	302.90		
	01/24	01/23	CITY ELECTRIC TALLAHASSEE FL	24226389019400006040287	5411	49.96		
	01/25	01/24	SUPER-LUBE #113 QUINCY FL	24692169023100780323629	5065	75.00		
	01/28	01/25	FERGUSON ENT #159 844-872-3857 FL	24055239025837542679638	7538	40.79		
	01/29	01/28	WM SUPERCENTER #488 QUINCY FL	24435659025839744617440	5074	258.75		
	01/30	01/29	FERGUSON ENT #159 844-872-3857 FL	24445009029400126984338	5411	21.79		
	01/31	01/30	UPS*1ZK860TJ0320026210 800-811-1648 GA	24435659029839746374004	5074	20.34		
	01/31	01/30	UPS*2990P47AILJ 800-811-1648 GA	24692169030100434592257	4214	15.61		
	02/04	02/03	UPS*ADJ00250024700591 800-811-1648 GA	24692169034100712300965	4214	5.80		
HICKS, SYLVIA Account Number: XXXX-XXXX-XXXX-5876								Total Activity
	01/24	01/23	WM SUPERCENTER #488 QUINCY FL	24445009024400115994004	5411	26.21		26.21
SAPP, GLENN H Account Number: XXXX-XXXX-XXXX-2285								Total Activity
	01/07	01/04	DAVIS SAFE & LOCK TALLAHASSEE FL	24137479005000015100016	7399	109.74		551.98
	01/08	01/07	BATTERY SOURCE #6 TALLAHASSEE FL	24798659007207588600299	5999	53.98		
	01/08	01/07	BELL AND BATES HOME CNTR QUINCY FL	24801979008091426000318	5251	7.96		
	01/09	01/08	GADSDEN MINI STORAGE 850-875-1077 FL	24194339008017039213164	4225	70.00		
	01/10	01/09	WM SUPERCENTER #488 QUINCY FL	24445009010400119610222	5411	7.88		
	01/24	01/22	STAPLES 00110726 TALLAHASSEE FL	24164079023105005281569	5943	9.92		
	01/25	01/24	WAL-MART #0488 QUINCY FL	24226389025091004547324	5411	4.88		
	01/31	01/30	BRICKHOUSE SECURITY 212-643-7449 NY	24247609030300476408561	5732	189.95		
	02/01	01/31	WAL-MART #0488 QUINCY FL	24226389032091001219712	5411	97.67		
TECHNOLOGY, INFORMATION Account Number: XXXX-XXXX-XXXX-8555								Total Activity
	01/08	01/07	NEST LABS 855-469-6378 CA	24492159008027797609587	5065	60.00		1,224.78
	01/10	01/08	STAPLES 00110726 TALLAHASSEE FL	24164079009105002628927	5943	87.98		
	01/14	01/11	WM SUPERCENTER #488 QUINCY FL	24445009012400134365446	5411	392.00		
	01/14	01/13	MYFAX *PROTUS IP SOLN 866-563-9212 CA	24692169013100874637837	5968	100.00		
	01/21	01/20	BEST BUY 00004358 TALLAHASSEE FL	24399009020295002032268	5732	269.98		



Transactions

Posting Transaction

<i>Date</i>	<i>Date</i>	<i>Description</i>	<i>Reference Number</i>	<i>MCC</i>	<i>Charge</i>	<i>Credit</i>
01/21	01/20	BEST BUY 00004358 TALLAHASSEE FL	24399009020295002032276	5732	149.98	
01/23	01/22	WM SUPERCENTER #488 QUINCY FL	24445009023400118218121	5411	9.96	
01/25	01/24	WM SUPERCENTER #488 QUINCY FL	24445009025400118399135	5411	79.86	
02/04	02/01	IN *DT2GO 850-5906513 FL	24692169032100796507305	7372	75.00	

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.

BANK OF AMERICA			Vendor# 11646	5-Dec	January 5, 2019 - February 4, 2019
DEPARTMENT	Date	Amount	Vendor Name	GL Number	Justification
FIRE	1/8/2019	750.00	Lowe's	001-210-522-30494	Smoke detectors
FIRE	1/9/2019	51.57	Wal-Mart	001-210-522-30521	Cleaning Supplies
FIRE	1/30/2019	17.36	Wal-Mart	001-210-522-30521	Cleaning Supplies
POLICE	1/4/2019	109.74	Davis Safe & Lock	001-220-521-30511	Locks and Keys for Evidence Lockers
POLICE	1/7/2019	53.98	Battery Source	001-220-521-30521	Batteries for Police Flashlights
POLICE	1/7/2019	7.96	Bell and Bates	001-220-521-30521	Jeys Blanks for Keys for Police Offices
POLICE	1/8/2019	70.00	Gadsden Mini Storage	001-210-521-30491	Payment for Storage of Records
POLICE	1/9/2019	7.88	Wal-Mart	001-210-521-30491	Cones, sign covers and clips for Food Truck
POLICE	1/22/2019	9.92	Staples	001-220-521-30521	Enlargement of Diagram and mailing tube
POLICE	1/24/2019	4.88	Wal-Mart	001-220-521-30491	Soap for Police Department Offices
POLICE	1/30/2019	189.95	Brickhouse Security	001-210-521-30492	Boby Camera for Undercover Drug Use
POLICE	1/31/2019	97.67	Wal-Mart	001-220-521-30491	Flash Drives for Police Dept Patrol and CID
PARKS & REC	1/4/2019	11.72	Wal-Mart	001-310-572-30491	Traps for Rec Center
PARKS & REC	1/10/2019	95.09	Amazon	001-310-572-30491	Office Supplies
PARKS & REC	1/10/2019	65.05	Wal-Mart	001-310-572-30491	Airfresher For Rec Center
PARKS & REC	1/11/2019	93.10	Amazon	001-310-572-30511	Office Supplies
PARKS & REC	1/11/2019	302.90	Augusta Sportswear	001-310-572-30528	Youth Basketball Shorts
PARKS & REC	1/18/2019	49.96	Wal-Mart	001-310-572-30491	Cooker for Concession Stand at Rec Center
PARKS & REC	1/23/2019	75.00	City Electric	001-440-572-30463	Breakers for Lights at Rec Center
PARKS & REC	1/24/2019	40.79	Super Lube	001-310-572-30404	Oil Change for 2006 Ford Expedition
PARKS & REC	1/25/2019	258.75	Ferguson Ent	001-440-572-30463	Toilet for Rec Center
PARKS & REC	1/28/2019	21.79	Wal-Mart	001-310-572-30511	Office Supplies/SD Card for Camera
PARKS & REC	1/29/2019	20.34	Ferguson Ent	001-440-572-30463	Toilet Seat for Rec Center
PARKS & REC	1/30/2019	15.61	UPS	001-310-572-30511	Returned Items
PARKS & REC	1/30/2019	5.80	UPS	001-310-572-30511	Returned Items
PARKS & REC	2/3/2019	29.95	UPS	001-310-572-30511	Returned Items
PUBLIC WORKS	1/8/2019	26.88	Wal-Mart Quincy	001-440-519-30491	Water for City Hall
PUBLIC WORKS	1/9/2019	418.14	ACME Brick	001-430-541-30530	Bricks for King Street Sidewalk
PUBLIC WORKS	1/30/2019	9.82	Osceola Supply	001-440-519-30491	Resilient Pads for City Hall Floor
CITY CLERK	1/23/2019	26.21	Wal-Mart	001-130-519-30511	General Office Supplies
INFO TECH	1/7/2019	60.00	Nest Labs	001-260-513-30341	Nest Aware 30-Day Video History
INFO TECH	1/8/2019	87.98	Staples	001-284-515-30491	Power cords for Building and Planning
INFO TECH	1/11/2019	392.00	Wal-Mart Quincy	001-284-515-30491	Monitors for Building and Planning
INFO TECH	1/13/2019	14.28	MyFax Protus IP Sol	001-160-512-30410	Online fax for City Manager's Office
INFO TECH	1/13/2019	14.28	MyFax Protus IP Sol	001-210-521-30410	Online fax for Police Dept
INFO TECH	1/13/2019	14.28	MyFax Protus IP Sol	001-210-522-30410	Online fax for Fire Dept
INFO TECH	1/13/2019	14.29	MyFax Protus IP Sol	001-271-513-30410	Online fax for Finance Dept
INFO TECH	1/13/2019	14.29	MyFax Protus IP Sol	001-310-572-30410	Online fax for Recreation Dept

INFO TECH	1/13/2019	14.29	MyFax Protus IP Sol	001-260-513-30491	Online fax for HR
INFO TECH	1/13/2019	14.29	MyFax Protus IP Sol	002-250-552-30410	Online fax for CRA
INFO TECH	1/20/2019	269.98	Best Buy	508-539-539-30341	Webcam for City Hall
INFO TECH	1/20/2019	149.98	Best Buy	001-220-521-30491	TV Monitor for QPD
INFO TECH	1/22/2019	9.96	Wal-Mart	001-220-521-30491	Power cords for QPD
INFO TECH	1/24/2019	79.88	Wal-Mart	508-539-539-30341	Flash Drives
INFO TECH	2/1/2019	75.00	IN*DT2GO	508-539-539-30341	Monthly Website Hosting

Utility Accounts with Payment Plans or 30 Days Past Due
January 2019

Account Number	Service Address	Current 01.31.2019	30 Day 12.31.2018	60 Day 11.30.2018	90 Day 10.31.2018	Balance
Cycle 1 Minimum Balance 50.00						
6607001	2520 Mount Pleasant	4,154	50	0	0	4,204
327022	115 Ernest St	239	588	0	3,170	3,997
1493020	902 W Jefferson St	1,582	2,001	0	0	3,583
10004	234 E Crawford St	2,217	848	0	0	3,066
2036032	510 Williams St	180	600	0	1,550	2,331
976015	911 Myrtle Ave	2,109	86	0	0	2,194
356012	320 E Washington St	511	1,063	0	194	1,768
8338002	215 Stanley St	289	614	0	437	1,340
6459002	203 S Corry St	321	631	0	242	1,195
1908020	312 S 12th St	443	727	0	0	1,170
2204019	433 Thomas St	717	348	0	0	1,065
1901012	1024 Laura St	84	268	0	703	1,055
2365011	920 Smith St	625	384	0	0	1,009
2122022	1737 Inlet St	443	495	0	38	976
1804013	323 W Clark St	297	503	0	165	966
336019	300 E Jefferson St	132	171	0	657	960
1383029	719 W Washington St	383	521	0	0	904
195025	823 Mcgee St	269	443	0	180	892
2249024	627 S Cleveland St	241	506	0	144	892
2436039	820 4th St # B	405	484	0	1	890
1052012	512 S Bellamy Dr	279	499	0	109	888
1178018	1102 W King St	476	402	0	0	878
5135010	334 S Key St	460	371	0	0	831
1884017	1113 Laura St	480	342	0	0	822
159015	117 Bradley St	84	368	0	363	815
574017	105 N Madison St	190	389	0	235	814
1044016	510 N Bellamy Dr	486	323	0	0	809
705012	31 Dezell Addition	155	390	0	255	799
521021	201 S Love St	384	360	0	0	744
1946023	911 7th St	79	312	0	330	721
5774002	1100 W Jefferson St	242	477	0	0	719
1377013	812 W Washington St	437	280	0	0	717
1833012	206 S Ward St	145	347	0	223	715
4827007	1132 Live Oak St	317	370	0	0	688
5047013	909 1st St	300	381	0	0	681
8362001	217 Stanley St	257	414	0	0	671
4671040	1013 W Franklin St F	180	233	0	253	666
1707024	907 W Crawford St	281	372	0	0	653
230011	715 E Gf And A Dr	189	289	0	164	641
8439002	1211 Live Oak St	137	303	0	193	633
393015	381 E Sharon St	317	311	0	0	629

Account Number	Service Address	Current 01.31.2019	30 Day 12.31.2018	60 Day 11.30.2018	90 Day 10.31.2018	Balance
Cycle 1 Minimum Balance 50.00						
4825007	1033 Green St	332	279	0	0	612
4769006	908 Laura St	534	55	0	0	589
1222020	1300 W King St	332	242	0	0	573
292012	209 Patton St	385	184	0	0	568
871012	409 Highland Ave	90	458	0	17	565
1794014	213 W Clark St	342	207	0	0	549
846014	316 N Key St	298	246	0	0	544
1731027	511 W Crawford St	265	276	0	0	541
2093010	620 Camilla Ave	387	150	0	0	536
5130011	500 S Atlanta St Apt	141	304	0	89	534
2523012	609 6th St	186	337	0	0	523
8261006	517 Main Street Apt-	174	347	0	0	521
4828016	1023 4th St	443	67	0	0	509
173026	905 E Jefferson St	277	227	0	0	504
1161022	428 Rosewood St	280	222	0	0	502
5321010	517 Williams St	278	222	0	0	500
5207003	22 E Washington St	174	324	0	0	498
1480014	720 W Jefferson St	148	343	0	0	491
8204008	64 N Cleveland St Bl	106	221	0	157	484
204015	809 East Jefferson S	249	234	0	0	483
2437021	814 4th St	176	304	0	0	480
392012	381 E Sharon St	246	233	0	0	479
1724020	120 S 8th St	393	82	0	0	475
957015	337 N 11th St	379	88	0	0	467
100026	127 N Chalk St	80	216	0	170	466
8132012	64 N Cleveland St Ap	12	89	0	356	457
4930002	729 E Jefferson St	157	294	0	0	451
2274012	1625 Stevens St	371	74	0	0	445
229011	721 E Gf And A Dr	136	272	0	37	445
1508014	1102 W Jefferson St	133	306	0	0	438
313024	501 B W Roberts St	305	126	0	0	431
13014	326 E Jefferson St.	254	176	0	0	430
57015	723 E Jefferson St	228	201	0	0	429
5139006	104 N Adams St Ste A	228	195	0	0	423
308022	505 Santa Clara Ave	84	182	0	155	421
931025	903 W King St	141	278	0	0	418
77014	226 Carver St	142	276	0	0	418
4197006	1208 W Washington St	270	145	0	0	414
1828011	212 S Key St	238	143	0	0	381
5044030	624 3rd St	206	171	0	0	378
5437014	1012 Brumby St	316	59	0	0	376
8308008	309 W Clark St	219	154	0	0	373
6670015	64 N Cleveland St Ap	104	262	0	5	370
6095014	242 Carver St	259	95	0	0	354

Account Number	Service Address	Current 01.31.2019	30 Day 12.31.2018	60 Day 11.30.2018	90 Day 10.31.2018	Balance
Cycle 1 Minimum Balance 50.00						
2080011	632 Lincoln St	242	109	0	0	351
6480007	513A Camilla Ave	195	149	0	0	344
644016	8 S Adams St	156	184	0	0	340
1177019	310 N 12th St	188	139	0	0	328
1853028	201 S 10th St # A	234	92	0	0	326
16023	359 E Jefferson St	158	164	0	0	322
147019	210 Bradley St	269	51	0	0	320
2453011	424 S 9th St	128	192	0	0	320
484011	122 S Duval St	161	158	0	0	319
2567019	Goldenleaf Apt. # 16	120	197	0	0	317
8524001	120 Earnest St.	39	74	0	202	315
1742029	411 W Crawford St #	216	92	0	0	308
2116013	1811 Inlet St	94	212	0	0	307
1355022	912 W Franklin St Ap	233	58	0	0	291
4680014	11 Strong Rd	196	93	0	0	289
1883031	1117 Laura St	154	133	0	0	287
2518002	346 S Key St	89	197	0	0	286
2185011	429 West St	235	50	0	0	286
310016	220 Mcarthur St	192	93	0	0	286
8232010	64 N Cleveland St Bl	101	177	0	0	279
8169006	203 B W Roberts St	219	50	0	0	270
6626014	64 N Cleveland St-bl	155	107	0	0	262
5373008	130 Davis St	100	160	0	0	261
6694013	64 N Cleveland St Ap	141	117	0	0	258
6739019	64 N Cleveland St Ap	129	116	0	0	245
1598033	47 N Cone St Apt 4	179	53	0	0	232
2019011	600 Williams St	143	86	0	0	229
1630017	1835 Florida Ave.	115	105	0	0	221

Account Number	Service Address	Current 01.31.2019	30 Day 12.31.2018	60 Day 11.30.2018	90 Day 10.31.2018	Balance
Cycle 1 Minimum Balance 50.00						
286011	314 Patton St	103	109	0	0	212
6687005	64 N Cleveland St Ap	143	66	0	0	209
5873004	1131-c Live Oak St	53	140	0	0	193
273011	211 S Shadow St	98	94	0	0	192
1220013	1230 W King St	94	94	0	0	188
2571031	Golden Leaf # 18-a	113	53	0	0	166
8119014	64 N Cleveland St Ap	81	82	0	0	163
694021	525 N Adams St	36	68	0	0	104
						80,457

Account Number	Service Address	Current 01.31.2019	30 Day 12.31.2018	60 Day 11.30.2018	90 Day 10.31.2018	Balance
Cycle 2 Minimum Balance 50.00						
4514018	Gadsden Arms Apt. #4	151	169	155	3,304	3,779
3304012	1720 Martin L.king J	1,454	404	23	0	1,881
8420001	395 Foxfire Ct	428	201	313	893	1,836
5667014	635 Strong Rd Apt 17	420	1,304	40	0	1,764
3140018	62 Cumming Lane	141	22	495	858	1,516
2718021	930 Martin Luther Ki	750	439	257	0	1,446
2633012	205 Davis St	1,167	195	0	0	1,362
2830017	723 S Pat Thomas Pkw	712	381	262	0	1,355
6011002	18520 Blue Star Hwy	59	46	61	986	1,153
4712013	1513 Stevens St	835	306	0	0	1,141
6514002	804 Arlington Cir	583	197	358	0	1,137
3568014	2097 W King St	91	268	251	496	1,107
8436002	328 E Jefferson, St.	730	370	0	0	1,100
6324006	405 Strong Rd 4c	393	189	238	208	1,028
5360005	333 Circle Dr	359	169	194	292	1,014
2921013	839 Sikes St	108	168	327	390	994
3191011	Hogans Lane	782	171	0	0	953
3237017	1664 Pat Thomas Pkwy	827	82	0	0	909
4046016	325 Circle Dr	509	214	159	0	882
6313003	405 Strong Rd 5a	187	138	330	219	874
2620015	209 Crofton St	707	129	0	0	835
2735019	515 S Stewart St	622	144	0	0	767
5219005	905 Sikes St	427	242	0	0	668
5665002	711 Circle Dr	402	259	0	0	661
4502021	427 S Stewart St Apt	228	199	196	0	623
6131001	266 Henry Grady Rd	13	13	270	292	588
4487016	Gadsden Arms #26	347	234	0	0	581
5857003	405 Strong Rd 8c	506	70	0	0	575
4590028	520 S Atlanta St # G	142	131	216	43	532
6347005	405 Strong Rd 12d	393	130	0	0	523
3880012	565 Havana Hwy	174	56	160	133	523
6542002	896 Arlington Cir	453	58	0	0	510

Account Number	Service Address	Current 01.31.2019	30 Day 12.31.2018	60 Day 11.30.2018	90 Day 10.31.2018	Balance
Cycle 2 Minimum Balance 50.00						
2662014	644 W Betlinet Dr	310	118	73	0	501
6405001	1105 Joe Adams Rd	261	137	38	0	435
3452032	1922 W Jefferson St	350	75	0	0	425
2940011	767 S Madison St	258	158	0	0	415
3757038	53 Carrol Hopkins Ln	237	135	0	0	372
257017	604 E Gf And A Dr	146	75	73	73	366
3038013	35 Strong Rd/w/g Hou	190	167	5	0	362
4673025	Parkview Manor Apt J	89	48	100	124	360
5735006	Triple Oaks # 75	201	128	0	0	329
5475009	6692 Ben Bostic Rd	83	7	41	35	165
4329011	24766 Blue Star Hwy	47	76	40	0	162
2929020	239 Dupont Ave	62	60	8	0	130
3707018	18212 Blue Star Hwy	60	58	0	0	118
						38,756
	Monthly Totals	2,015	2,016	2,017	2018	2,019
	January		36,744	28,650	46,365	119,212
	February	147,833	35,814	27,878	42,279	
	March	182,084	44,392	29,712	45,533	
	April	74,900	45,894	31,333	53,352	
	May	92,445	29,268	14,758	40,466	
	June	92,445	27,211	15,627	34,262	
	July	59,636	24,849	11,830	49,365	
	August	54,087	17,152	16,468	42,957	
	September	56,208	29,558	21,731	37,099	
	October	63,075	25,142	16,688	54,650	
	November	61,366	38,602	22,411	131,020	
	December	34,694	34,457	33,202	118,463	

Quincy Monthly Financial
January 2019

G/L_ACCT #	DESCRIPTION	ANNUAL BUDGET	YTD JAN 2019	OVER (UNDER)	33%	YTD JAN 2018
BUDGET TO ACTUAL REVENUES						
GEN FUND REV						
001-311-10000	CURRENT AD VALOREM TAX	1,100,612	527,657	(572,955)	48%	747,154
001-312-41000	SALES-LOCAL OPTION GAS TAX	238,717	54,566	(184,151)	23%	38,387
001-312-60000	LOCAL GOV INFRASTRUCTURE SURTA	495,200	156,126	(339,074)	32%	89,152
001-314-80000	UTILITY SERVICE TAX - PROPANE	11,000	4,575	(6,425)	42%	3,280
001-315-00000	COMMUNICATION SERVICES TAX	216,000	78,867	(137,133)	37%	65,592
001-321-10000	PROFESSIONAL & OCCUPATION LICE	23,500	5,774	(17,726)	25%	6,635
001-321-11000	COMPETENCY LICENSE	800	0	(800)	0%	25
001-322-10000	PERMITS	90,000	21,490	(68,510)	24%	22,941
001-329-10000	OTHER LICENSES, FEES & PERMITS	3,700	150	(3,550)	4%	3,550
001-331-50000	FEMA REIM IRMA	70,000	0	(70,000)	0%	0
001-334-49000	State Grant - Transportation	360,000	0	(360,000)	0%	0
001-335-12000	STATE REVENUE SHARING PROCEEDS	309,731	99,171	(210,560)	32%	72,287
001-335-14000	STATE - MOBILE HOME LICENSE	1,800	767	(1,033)	43%	843
001-335-15000	STATE - ALCOHOLIC BEVERAGE LIC	7,700	0	(7,700)	0%	3,557
001-335-17000	STATE - D O T REIMBURSEMENT	110,000	14,134	(95,866)	13%	101,762
001-335-18000	STATE - HALF CENT SALES TAX	274,800	94,302	(180,498)	34%	66,863
001-335-23000	FIREFIGHTERS SUPP COMPENSATION	0	480	480	+100%	330
001-335-41000	STATE - REBATE ON MUN VEH FUEL	8,600	6,600	(2,000)	77%	3,566
001-340-21000	SERVICES - COUNTY FIRE PROTECT	420,574	220,000	(200,574)	52%	210,286
001-340-21500	SERVICES-FIRE INSPECTIONS	2,400	850	(1,550)	35%	604
001-341-53000	Investigative Fees	150	0	(150)	0%	0
001-347-21000	REVENUE - BASEBALL	3,000	0	(3,000)	0%	0
001-347-22000	REVENUE - FOOTBALL	14,000	4,115	(9,885)	29%	255
001-347-23000	REVENUE - BASKETBALL	6,200	4,125	(2,075)	67%	5,894
001-347-25000	REVENUE - CHEERLEADING	0	(35)	(35)	0%	0
001-347-26000	REVENUE - SOFTBALL	3,600	0	(3,600)	0%	0
001-347-27000	REVENUE - OTHER ACTIVITY FEES	600	0	(600)	0%	640
001-347-30000	RENT ON FACILITIES	25,000	4,475	(20,525)	18%	4,755
001-347-41000	REVENUE - POOL ADMISSION FEES	2,500	0	(2,500)	0%	0
001-347-50000	COKE FUND REVENUE	400	198	(202)	50%	206
001-359-10000	OTH FINES & FORFEITS	38,000	7,840	(30,160)	21%	10,533
001-361-10000	INTEREST INC ON INVESTMENTS	16,000	0	(16,000)	0%	0
001-361-13000	UNREALIZED GAIN	35,000	0	(35,000)	0%	0
001-364-11000	SALE OF LAND - HILLCREST CEMET	8,000	5,350	(2,650)	67%	5,500
001-364-12000	SALE OF LAND - SUNNYVALE CEMET	34,000	15,200	(18,800)	45%	9,700
001-366-00000	WALMART - FIRE SAFETY GRANT	0	500	500	+100%	0
001-369-90000	OTHER MISCELLANEOUS REVENUES	80,000	9,861	(70,139)	12%	99,415
001-369-92000	CRA Administrative Fees	5,000	0	(5,000)	0%	0
001-369-95000	Insurance Proceeds	6,000	2,393	(3,607)	40%	4,864
001-382-10000	CONTRIBUTION FR INTER OPER-ELE	4,017,581	1,339,194	(2,678,387)	33%	1,339,194
001-382-20000	CONTRIBUTION FR INTER OPER-GAS	376,214	125,405	(250,809)	33%	98,220
001-382-30000	CONTRIBUTION FR INTER OPER-WAT	180,000	60,000	(120,000)	33%	25,999
001-382-40000	CONTRIBUTION FR INTER OPER-REF	114,000	38,000	(76,000)	33%	33,333
001-382-50000	CONTRIBUTION FR INTER OPER-SEW	120,000	40,000	(80,000)	33%	40,000
001-382-60000	CONTRIBUTION FR INTER OPER LAN	36,000	12,000	(24,000)	33%	0
001-385-00000	USE OF FUND BALANCE	305,413	0	(305,413)	0%	0
	TOTAL GENERAL FUND REVS	9,171,792	2,954,130	(6,217,662)	32%	3,115,322
COMMUNITY REDEVELOPMENT FUND						
002-341-00000	CRA TIF FUNDS	249,662	0	(249,662)	0%	0
002-341-10000	TIF FUNDS REVENUE	130,000	162,203	32,203	125%	142,055
002-389-00000	USE OF FUND BALANCE	300,000	0	(300,000)	0%	0
	TOTAL CRA REVENUE	679,662	162,203	(517,459)	24%	142,055

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BUSINESS ACTIVITY AND CUSTOMER						
400-381-10000	INTERFUND TRANSFER	478,917	159,639	(319,278)	33%	150,119
ENTERPRISE FUND REVENUES						
SEWER						
402-343-10000	SALES	1,975,050	653,411	(1,321,639)	33%	631,769
402-343-16000	CONNECTIONS	2,500	0	(2,500)	0%	0
402-343-17000	FORFEITED DISCOUNTS - PENALTIE	20,000	7,587	(12,413)	38%	8,363
402-343-50000	SEWER SURCHARGE O/S	63,200	20,013	(43,187)	32%	19,604
402-361-10000	INTEREST REVENUE	50	0	(50)	0%	0
402-389-90000	USE OF RETAINED EARNINGS	117,956	0	(117,956)	0%	0
	TOTAL SEWER REV	2,178,756	681,011	(1,497,745)	31%	659,736
ELECTRIC						
403-343-11000	RESIDENTIAL SALES	5,586,000	1,796,576	(3,789,424)	32%	1,753,722
403-343-12000	COMMERCIAL SALES	6,515,000	2,195,276	(4,319,724)	34%	1,665,203
403-343-13000	INDUSTRIAL SALES	1,504,000	463,392	(1,040,608)	31%	478,850
403-343-14000	STREET LIGHTING SALES	100,000	0	(100,000)	0%	0
403-343-15000	INTERDEPARTMENTAL SALES	303,000	43,152	(259,848)	14%	49,072
403-343-16000	CONNECTIONS	20,000	2,376	(17,624)	12%	19,737
403-343-17000	FORFEITED DISCOUNTS - PENALTIE	135,000	46,341	(88,659)	34%	43,523
403-343-18500	SPECIAL PROJECT - MATERIAL SAL	400	100	(300)	25%	625
403-343-19000	CUT ON/OFF FEES	30,000	3,613	(26,387)	12%	14,800
403-343-24000	TRANSFORMER RENT	8,300	2,820	(5,480)	34%	2,774
403-343-27000	MISCELLANEOUS CHARGES	7,000	4,929	(2,071)	70%	339
403-343-29000	POLE RENT-CABLEVISION	18,908	0	(18,908)	0%	0
403-343-90000	MISCELLANEOUS REVENUES	300	0	(300)	0%	83
	TOTAL ELECTRIC REV	14,227,908	4,558,575	(9,669,333)	32%	4,028,728
WATER						
404-343-10000	SALES	1,574,000	544,921	(1,029,079)	35%	502,957
404-343-15000	INTERDEPARTMENTAL SALES	110,000	116	(109,884)	0%	115
404-343-16000	CONNECTIONS	7,000	1,513	(5,487)	22%	4,095
404-343-17000	FORFEITED DISCOUNTS-PENALTIES	20,000	6,942	(13,058)	35%	6,278
404-343-19000	CUT ON/OFF FEES	300	0	(300)	0%	0
404-343-27000	MISCELLANEOUS CHARGES	6,000	1,509	(4,491)	25%	4,046
404-343-30000	WATER SURCHARGE O/S	97,000	31,936	(65,064)	33%	34,743
404-361-10000	INTEREST REVENUE	6,000	0	(6,000)	0%	0
404-361-13000	UNREALIZED GAIN	7,000	0	(7,000)	0%	0
	TOTAL WATER REV	1,827,300	586,937	(1,240,363)	32%	552,234
GAS						
405-343-10000	GAS SALES	1,417,460	506,380	(911,080)	36%	501,118
405-343-15000	GAS INTERDEPARTMENTAL SALES	9,000	43	(8,957)	0%	59
405-343-16000	GAS CONNECTIONS	2,000	0	(2,000)	0%	298
405-343-17000	GAS FORFEITED DISCS-PENALTIES	11,000	4,406	(6,594)	40%	4,892
405-343-19000	GAS CUT ON/OFF FEES	100	0	(100)	0%	39
405-343-27000	GAS OTHER CHARGES	0	192	192	+100%	(186)
405-369-40000	OTHER MISC REV-REBATE	0	1,394	1,394	+100%	0
405-369-90000	MISCELLANEOUS REVENUE	96,400	0	(96,400)	0%	0
	TOTAL GAS REV	1,535,960	512,415	(1,023,545)	33%	506,220
REFUSE						
406-343-11000	RESIDENTIAL SALES	722,300	240,728	(481,572)	33%	231,220
406-343-12000	COMMERCIAL SALES	489,900	165,830	(324,070)	34%	158,705
406-343-15000	YARD TRASH COLLECTION	141,400	47,611	(93,789)	34%	47,286
406-343-17000	FORFEITED DISCOUNTS-PENALTIES	15,000	5,017	(9,983)	33%	5,675
	TOTAL REFUSE REV	1,368,600	459,186	(909,414)	34%	442,886

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	LANDFILL					
407-343-44000	GARBAGE TIPPING FEES	170,000	49,216	(120,784)	29%	36,899
	TELECOMMUNICATION					
508-381-00010	Non-Operating Transfer	88,000	0	(88,000)	0%	0
508-381-10000	INTERFUND TRANSFER FROM GENERA	48,132	0	(48,132)	0%	0
508-381-20000	INTERFUND TRNFR FROM ENTERPRIS	63,000	0	(63,000)	0%	0
		199,132	0	(199,132)	0%	0
		31,838,027	10,123,312	(21,714,715)	32%	9,634,199

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G/L_ACCT #	ACCOUNT DESCRIPTION	ANNUAL BUDGET	YTD JAN 2019	PURCHASE ORDERS	OVER (UNDER)	33%	YTD JAN 2018
BUDGET TO ACTUAL EXPENDITURES							
GEN FUND EXP							
CITY COMMISSION							
001-110-511-10110	SALARIES & WAGES	82,135	25,272	0	56,863	31%	25,272
001-110-511-10210	FICA TAXES	6,283	1,859	0	4,424	30%	1,933
001-110-511-10220	RETIREMENT CONTRIBUTIONS	9,856	3,033	0	6,823	31%	0
001-110-511-30343	PROFESSIONAL SERVICES LOBBYIST	21,000	8,250	0	12,750	39%	4,525
001-110-511-30402	TRAVEL	2,000	736	0	1,264	37%	0
001-110-511-30491	OTHER EXPENSES	7,500	3,392	0	4,108	45%	2,511
001-110-511-31000	OTHER OPERATING IT SUPPORT	8,000	0	0	8,000	0%	0
001-110-511-80820	AID TO PRIVATE ORGANIZATIONS	19,000	0	0	19,000	0%	68,500
	TOTAL CITY COMMISSION	155,774	42,542	0	113,232	27%	102,741
CITY MANAGER							
001-160-512-10110	SALARIES & WAGES	84,000	29,261	0	54,739	35%	26,154
001-160-512-10120	REGULAR SALARIES & WAGES	28,818	10,433	0	18,385	36%	8,509
001-160-512-10140	OVERTIME	100	2,415	0	(2,315)	+100%	169
001-160-512-10210	FICA TAXES	8,638	3,153	0	5,485	37%	2,443
001-160-512-10220	RETIREMENT CONTRIBUTIONS	13,550	4,388	0	9,162	32%	4,180
001-160-512-10230	LIFE & HEALTH INSURANCE	17,245	1,831	0	15,414	11%	5,340
001-160-512-30341	CONTRACTUAL SERVICES	12,000	6,189	0	5,811	52%	0
001-160-512-30343	PROFESSIONAL SERVICES	1,000	0	0	1,000	0%	0
001-160-512-30402	TRAVEL EXPENSE	1,000	0	0	1,000	0%	0
001-160-512-30403	GAS	250	95	0	155	38%	161
001-160-512-30410	TELEPHONE	6,120	1,566	0	4,554	26%	2,152
001-160-512-30461	REPAIR & MAINTENANCE OFFICE EQ	800	108	0	692	14%	0
001-160-512-30491	OTHER OPERATING EXPENSE	200	194	0	6	97%	32
001-160-512-30511	OFFICE SUPPLIES GENERAL	600	28	0	572	5%	206
001-160-512-31000	OTHER OPERATING EXP - IT SUPPO	8,000	0	0	8,000	0%	0
	TOTAL CITY MANAGER	182,321	59,661	0	122,660	33%	49,346
CITY ATTORNEY							
001-120-514-30341	CONTRACTUAL SERVICES	170,000	32,299	0	137,701	19%	42,931
001-120-514-30343	PROFESSIONAL SERVICES	1,000	0	0	1,000	0%	0
001-120-514-30500	LEGAL & RECORDING FEES	1,000	0	0	1,000	0%	1,500
001-120-514-30540	PUBLICATIONS,SUBSCRIP,& MEMBER	2,400	0	0	2,400	0%	0
001-120-514-31000	OTHER OPERATING EXP - IT SUPPO	8,000	0	0	8,000	0%	0
	TOTAL CITY ATTORNEY	182,400	32,299	0	150,101	18%	44,431
CITY CLERK							
001-130-519-10110	SALARIES & WAGES	64,898	19,996	0	44,902	31%	19,018
001-130-519-10210	FICA TAXES	4,965	1,422	0	3,543	29%	1,351
001-130-519-10220	RETIREMENT CONTRIBUTIONS	7,788	2,396	0	5,392	31%	2,282
001-130-519-10230	LIFE & HEALTH INSURANCE	6,367	2,090	0	4,277	33%	1,954
001-130-519-30343	PROFESSIONAL SERVICES	3,000	275	0	2,725	9%	0
001-130-519-30402	TRAVEL EXPENSE	1,000	0	0	1,000	0%	0
001-130-519-30410	TELEPHONE	1,788	370	0	1,418	21%	547
001-130-519-30461	REPAIR & MAINT - OFFICE EQUIPM	100	0	0	100	0%	0
001-130-519-30491	OTHER OPERATING EXPENSE	100	41	0	59	41%	32
001-130-519-30493	TRAINING	100	0	0	100	0%	0
001-130-519-30500	LEGAL ADS AND RECORDING FEES	750	0	0	750	0%	0
001-130-519-30511	OFFICE SUPPLIES-GENERAL	500	0	0	500	0%	22
001-130-519-31000	OTHER OPERATING EXP - IT SUPPO	8,000	0	0	8,000	0%	0
	TOTAL CITY CLERK	99,356	26,590	0	72,766	27%	25,206

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NON-DEPARTMENTAL

001-001-519-30320	ACCOUNTING & AUDITING SERVICES	28,896	4,800	0	24,096	17%	0
001-001-519-30341	CONTRACTUAL SERVICES	18,000	0	0	18,000	0%	0
001-001-519-30342	RECORDING OF THE COMMISSION MT	42,000	14,000	0	28,000	33%	14,000
001-001-519-30390	CONTINGENCIES	58,023	0	0	58,023	0%	0
001-001-519-30410	TELEPHONE	648	22	0	626	3%	7
001-001-519-30440	SUMMER YOUTH WORK PROGRAM	17,000	0	0	17,000	0%	0
001-001-519-30451	INSURANCE	439,080	198,949	0	240,131	45%	188,066
001-001-519-30465	COPIER PAYMENT	9,000	1,080	0	7,920	12%	1,674
001-001-519-30491	OTHER OPERATING EXPENSE	15,000	7,175	0	7,825	48%	5,121
001-001-519-30500	LEGAL ADS & RECORDINGS	0	0	0	0	0%	91
001-001-519-30512	POSTAGE	4,000	2,187	0	1,813	55%	5,582
001-001-519-70730	TRANSFER DEBT SVC CAP IMP BOND	360,000	90,000	0	270,000	25%	120,000
001-001-519-70731	HONEWELL LOAN PRINCIPAL	15,338	7,581	0	7,757	49%	7,012
001-001-519-70732	HONEYWELL LOAN INTEREST	3,841	2,009	0	1,832	52%	2,338
001-001-519-90000	TRANSFER TO INTERNAL SERVICE F	48,132	0	0	48,132	0%	0
001-001-552-90645	CRA TIF: ECONOMIC ENVIRON.	146,000	162,203	0	(16,203)	111%	142,055
	TOTAL NON-DEPARTMENTAL	1,204,958	490,006	0	714,952	41%	485,946

PERSONNEL

001-260-513-10110	EXE SALARIES & WAGES	52,500	0	0	52,500	0%	886
001-260-513-10120	REGULAR SALARIES & WAGES	0	11,269	0	(11,269)	+100%	0
001-260-513-10130	OTHER SALARIES & WAGES - P/T	15,080	5,194	0	9,886	34%	0
001-260-513-10210	FICA TAXES	5,170	1,210	0	3,960	23%	68
001-260-513-10220	RETIREMENT CONTRIBUTIONS	6,300	1,349	0	4,951	21%	0
001-260-513-10230	LIFE & HEALTH INSURANCE	3,356	1,400	0	1,956	42%	24
001-260-513-30314	PSYCHIATRIC EVALUATIONS	1,600	150	0	1,450	9%	400
001-260-513-30315	EMPLOYEE QUALITY OF LIFE	1,000	1,561	0	(561)	156%	0
001-260-513-30341	CONTRACTUAL SERVICES	8,000	5,493	0	2,507	69%	2,000
001-260-513-30343	PROFESSIONAL SERVICES	2,000	(157)	0	2,157	-8%	0
001-260-513-30402	TRAVEL EXPENSE	700	0	0	700	0%	0
001-260-513-30410	TELEPHONE	3,000	924	0	2,076	31%	1,167
001-260-513-30461	REPAIR AND MAINTENANCE OFFICE	500	49	0	451	10%	0
001-260-513-30491	OTHER OPERATING EXPENSE	1,400	236	0	1,164	17%	57
001-260-513-30493	TRAINING	800	0	0	800	0%	0
001-260-513-30511	OFFICE SUPPLIES GENERAL	1,600	399	0	1,201	25%	0
001-260-513-31000	OTHER OPERATING EXP - IT SUPPO	8,000	0	0	8,000	0%	0
	TOTAL PERSONNEL	111,006	29,077	0	81,929	26%	4,601

FINANCE

001-271-513-10110	EXE SALARIES & WAGES	21,085	6,186	0	14,899	29%	6,179
001-271-513-10120	REGULAR SALARIES & WAGES	35,918	11,260	0	24,658	31%	10,518
001-271-513-10140	OVERTIME	0	629	0	(629)	+100%	0
001-271-513-10210	FICA TAXES	4,361	1,277	0	3,084	29%	1,180
001-271-513-10220	RETIREMENT CONTRIBUTIONS	6,840	2,093	0	4,747	31%	2,004
001-271-513-10230	LIFE & HEALTH INSURANCE	11,527	3,732	0	7,795	32%	3,569
001-271-513-30343	PROFESSIONAL SERVICES	16,500	12,404	0	4,096	75%	14,925
001-271-513-30410	TELEPHONE	6,400	1,609	0	4,791	25%	1,794
001-271-513-30461	REPAIR & MAINT OFFICE EQUIPMEN	500	40	0	460	8%	0
001-271-513-30491	OTHER OPERATING EXPENSE	1,000	191	0	809	19%	190
001-271-513-30493	TRAINING	1,000	130	0	870	13%	130
001-271-513-30511	OFFICE SUPPLIES GENERAL	8,000	2,737	0	5,263	34%	3,324
001-271-513-30521	OPERATING SUPPLIES	600	364	0	236	61%	412
001-271-513-31000	OTHER OPERATING EXP - IT SUPPO	8,000	0	0	8,000	0%	0
001-271-513-60000	Software	6,000	0	0	6,000	0%	0
001-271-513-60641	OFFICE FURNITURE & EQUIPMENT	3,000	0	0	3,000	0%	0
	TOTAL FINANCE	130,731	42,650	0	88,081	33%	44,224

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GENERAL SERVICES ADM

001-276-513-10110	EXE SALARY & WAGES	10,021	3,477	0	6,544	35%	2,836
001-276-513-10140	OVERTIME	0	805	0	(805)	+100%	56
001-276-513-10210	FICA	767	308	0	459	40%	203
001-276-513-10220	RETIREMENT	1,203	416	0	787	35%	347
001-276-513-10230	LIFE & HEALTH INSURANCE	1,554	504	0	1,050	32%	471
	TOTAL GEN SERVICES ADM	13,545	5,511	0	8,034	41%	3,914

LAW ENFORCEMENT ADM

001-210-521-10110	EXE SALARIES & WAGES	80,000	22,513	0	57,487	28%	20,916
001-210-521-10120	REGULAR SALARIES & WAGES	102,490	29,504	0	72,986	29%	27,937
001-210-521-10150	SPEC PAY-INCENTIVE,HOL,LV BUYB	1,000	0	0	1,000	0%	0
001-210-521-10210	FICA TAXES	14,037	3,791	0	10,246	27%	3,563
001-210-521-10220	RETIREMENT CONTRIBUTIONS	22,019	6,233	0	15,786	28%	5,863
001-210-521-10230	LIFE & HEALTH INSURANCE	30,519	9,805	0	20,714	32%	9,453
001-210-521-30341	CONTRACTUAL SERVICES	48,200	32,844	0	15,356	68%	30,681
001-210-521-30402	TRAVEL EXPENSE	1,500	0	0	1,500	0%	0
001-210-521-30403	GAS & DIESEL	1,600	976	0	624	61%	378
001-210-521-30404	OIL & GREASE	350	108	0	242	31%	0
001-210-521-30405	TIRES	800	292	0	508	37%	0
001-210-521-30406	VEHICLE PARTS ONLY	800	1,679	0	(879)	210%	0
001-210-521-30407	VEHICLE REPAIRS	400	250	0	150	63%	0
001-210-521-30410	TELEPHONE	36,000	9,248	0	26,752	26%	10,177
001-210-521-30430	UTILITIES	10,000	3,481	0	6,519	35%	8,228
001-210-521-30464	REPAIRS & MAINTENANCE-RADIO	2,000	0	0	2,000	0%	0
001-210-521-30491	OTHER OPERATING EXPENSE	2,000	769	0	1,231	38%	0
001-210-521-30492	INVESTIGATIVE FUNDS	1,000	35	0	965	4%	250
001-210-521-30493	TRAINING	750	0	0	750	0%	0
001-210-521-30511	OFFICE SUPPLIES-GENERAL	1,000	158	0	842	16%	0
001-210-521-30521	OPERATING MATERIALS & SUPPLIES	500	434	0	66	87%	0
001-210-521-30522	OPERATING SUPPLIES-UNIFORMS	500	12	0	488	2%	211
001-210-521-30540	PUBLICATIONS, SUBSCRIP. & MEMB	500	710	0	(210)	142%	0
001-210-521-31000	OTHER OPERATING EXP - IT SUPPO	8,000	0	0	8,000	0%	0
001-210-521-60641	OFFICE FURNITURE & EQUIPMENT	500	325	0	175	65%	0
001-210-521-60644	EQUIPMENT	2,000	0	0	2,000	0%	0
	TOTAL LAW ENFORCEMENT ADM	368,465	119,685	0	248,780	32%	117,659

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LAW ENFORCEMENT OPERATIONS

001-220-521-10120	REGULAR SALARIES & WAGES	1,150,275	330,025	0	820,250	29%	318,953
001-220-521-10130	OTHER SALARIES & WAGES - P/T	29,354	11,946	0	17,408	41%	9,613
001-220-521-10140	OVERTIME	90,000	62,244	0	27,756	69%	47,220
001-220-521-10150	SPEC PAY-INCENTIVE,HOL, LV BUY	14,000	6,220	0	7,780	44%	5,420
001-220-521-10210	FICA TAXES	98,198	30,533	0	67,665	31%	28,301
001-220-521-10220	RETIREMENT CONTRIBUTIONS	230,962	49,292	0	181,670	21%	53,609
001-220-521-10230	LIFE & HEALTH INSURANCE	221,276	74,092	0	147,184	33%	65,580
001-220-521-30341	CONTRACTURAL SERVICES	1,000	231	0	769	23%	0
001-220-521-30402	TRAVEL EXPENSE	1,000	645	0	355	65%	0
001-220-521-30403	GASOLINE & DIESEL	43,000	8,931	0	34,069	21%	12,052
001-220-521-30404	OIL & GREASE	1,500	540	0	960	36%	470
001-220-521-30405	TIRES	3,500	366	0	3,134	10%	986
001-220-521-30406	VEHICLE PARTS ONLY	6,500	3,887	0	2,613	60%	992
001-220-521-30407	OTHER AUTO EXPENSE	1,000	15	0	985	2%	227
001-220-521-30462	REPAIR & MAINT.-EQUIPMENT & TO	600	0	0	600	0%	0
001-220-521-30464	REPAIR & MAINTENANCE - RADIOS	200	0	0	200	0%	0
001-220-521-30491	OTHER OPERATING EXPENSE	5,000	1,049	0	3,951	21%	3,393
001-220-521-30493	TRAINING	8,000	2,510	0	5,490	31%	0
001-220-521-30499	CANINE EXPENSE	2,000	97	0	1,903	5%	264
001-220-521-30511	OFFICE SUPPLIES	1,100	0	0	1,100	0%	121
001-220-521-30521	OPERATING MATERIALS & SUPPLIES	5,000	1,897	0	3,103	38%	1,132
001-220-521-30522	OPERATING SUPPLIES - UNIFORMS	7,500	10,666	0	(3,166)	142%	196
001-220-521-60642	VEHICLES	90,000	0	0	90,000	0%	0
001-220-521-60644	EQUIPMENT	6,000	0	7,434	(1,434)	124%	0
001-220-521-70711	VEHICLE LOAN CCBG (4)-PRINCIPA	25,918	26,359	0	(441)	102%	27,378
001-220-521-70721	VEHICLE LOAN CCBG (4)- INTERES	1,464	1,019	0	445	70%	0
	TOTAL LAW ENFORCEMENT OPERAT	2,044,347	622,564	7,434	1,414,349	31%	575,908

FIRE CONTROL ADM

001-210-522-10110	EXE SALARIES & WAGES	64,119	19,756	0	44,363	31%	18,790
001-210-522-10120	REGULAR SALARIES & WAGES	44,180	15,078	0	29,102	34%	12,947
001-210-522-10150	SPEC PAY-INCENTIVE,HOL,LV BUYB	1,500	520	0	980	35%	520
001-210-522-10210	FICA TAXES	8,400	2,467	0	5,933	29%	2,233
001-210-522-10220	RETIREMENT CONTRIBUTIONS	27,743	7,902	0	19,841	28%	7,366
001-210-522-10230	LIFE & HEALTH INSURANCE	21,583	7,014	0	14,569	32%	6,684
001-210-522-30410	TELEPHONE	16,500	4,356	0	12,144	26%	4,590
001-210-522-30430	UTILITIES	20,000	14,558	0	5,442	73%	0
001-210-522-30461	REPAIR & MAINTENANCE-OFFICE EQ	1,800	0	0	1,800	0%	157
001-210-522-30463	REPAIR & MAINT.-BUILDINGS & GR	3,750	1,782	0	1,968	48%	784
001-210-522-30464	REPAIR & MAINTENANCE-RADIO	3,500	0	0	3,500	0%	0
001-210-522-30465	COPIER PAYMENT	1,550	213	0	1,337	14%	178
001-210-522-30491	OTHER OPERATING EXPENSE	1,000	298	0	702	30%	201
001-210-522-30494	FIRE PREVENTION & EDUCATION	4,400	855	0	3,545	19%	748
001-210-522-30511	OFFICE SUPPLIES-GENERAL	550	141	0	409	26%	50
001-210-522-30521	OPERATING MATERIALS & SUPPLIES	750	492	0	258	66%	348
001-210-522-30522	OPERATING SUPPLIES - UNIFORMS	500	93	0	407	19%	87
001-210-522-31000	OTHER OPERATING EXP -IT SUPPOR	8,000	0	0	8,000	0%	0
001-210-522-60620	Buildings and Other Improvemen	44,500	0	0	44,500	0%	0
001-210-522-60641	OFFICE FURNITURE & EQUIPMENT	10,500	0	0	10,500	0%	0
	TOTAL FIRE CONTROL ADM	284,825	60,967	0	223,858	21%	55,683

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FIRE CONTROL OPERATIONS							
001-230-522-10120	REGULAR SALARIES & WAGES	715,681	196,998	0	518,683	28%	195,839
001-230-522-10130	OTHER SALARIES & WAGES - P/T	20,000	343	0	19,657	2%	480
001-230-522-10140	OVERTIME	25,000	53,297	0	(28,297)	213%	34,342
001-230-522-10150	SPEC PAY-INCENTIVE,HOL,LV BUYB	17,000	5,560	0	11,440	33%	6,180
001-230-522-10210	FICA TAXES	59,493	18,555	0	40,938	31%	17,110
001-230-522-10220	RETIREMENT CONTRIBUTIONS	186,249	52,683	0	133,566	28%	49,329
001-230-522-10230	LIFE & HEALTH INSURANCE	158,150	51,705	0	106,445	33%	47,916
001-230-522-30402	TRAVEL EXPENSE	150	0	0	150	0%	0
001-230-522-30403	GASOLINE & DIESEL	9,500	2,025	0	7,475	21%	2,799
001-230-522-30404	OIL & GREASE	1,250	64	0	1,186	5%	104
001-230-522-30405	TIRES	4,500	0	0	4,500	0%	142
001-230-522-30406	VEHICLE PARTS ONLY	3,000	702	0	2,298	23%	377
001-230-522-30462	REPAIR & MAINT. - EQUIPMENT &	13,400	1,534	0	11,866	11%	3,484
001-230-522-30491	OTHER OPERATING EXPENSE	1,100	737	0	363	67%	183
001-230-522-30493	TRAINING	5,000	0	0	5,000	0%	80
001-230-522-30511	OFFICE SUPPLIES	800	15	0	785	2%	66
001-230-522-30521	OPERATING MATERIALS & SUPPLIES	675	401	0	274	59%	142
001-230-522-30522	OPERATING SUPPLIES - UNIFORMS	8,000	3,196	0	4,804	40%	2,437
001-230-522-60642	VEHICLES	25,000	0	0	25,000	0%	26,710
001-230-522-60644	EQUIPMENT	15,000	2,084	0	12,916	14%	251
	TOTAL FIRE CONTROL OPERATIONS	1,268,948	389,899	0	879,049	31%	387,970
BUILDING & PLANNING							
001-284-515-10110	EXE SALARIES & WAGES	64,370	19,833	0	44,537	31%	18,863
001-284-515-10120	REGULAR SALARIES & WAGES	71,045	22,023	0	49,022	31%	20,820
001-284-515-10140	OVERTIME	700	1,383	0	(683)	198%	167
001-284-515-10210	FICA TAXES	10,413	3,113	0	7,300	30%	2,835
001-284-515-10220	RETIREMENT CONTRIBUTIONS	16,334	5,016	0	11,318	31%	4,762
001-284-515-10230	LIFE & HEALTH INSURANCE	33,653	9,506	0	24,147	28%	10,297
001-284-515-30341	CONTRACTUAL SERVICES	39,600	3,150	0	36,450	8%	2,800
001-284-515-30342	CONTRACTUAL SERVICES HOUSING D	36,000	0	0	36,000	0%	0
001-284-515-30402	TRAVEL EXPENSE	2,500	0	0	2,500	0%	855
001-284-515-30403	GAS & DIESEL	1,400	249	0	1,151	18%	310
001-284-515-30404	OIL & GREASE	200	0	0	200	0%	0
001-284-515-30405	TIRES	200	19	0	181	10%	238
001-284-515-30406	VEH PARTS ONLY	200	0	0	200	0%	0
001-284-515-30407	VEH REPAIRS	300	0	0	300	0%	0
001-284-515-30410	TELEPHONE	6,045	1,497	0	4,548	25%	1,824
001-284-515-30461	REPAIR & MAINT. OFFICE EQUIPME	500	298	0	202	60%	0
001-284-515-30491	OTHER OPERATING EXPENSE	2,000	1,013	0	987	51%	1,299
001-284-515-30493	TRAINING	1,500	0	0	1,500	0%	395
001-284-515-30500	ADVERTISEMENTS	1,200	721	0	479	60%	134
001-284-515-30511	OFFICE SUPPLIES GENERAL	1,000	310	0	690	31%	182
001-284-515-31000	OTHER OPERATING EXP - IT SUPPO	8,000	0	0	8,000	0%	0
	TOTAL BUILDING & PLANNING	316,160	68,131	0	248,029	22%	65,782

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RECREATIONAL ACTIVITY							
001-310-572-10110	EXE SALARIES & WAGES	61,316	13,263	0	48,053	22%	17,968
001-310-572-10120	REGULAR SALARIES & WAGES	197,890	43,052	0	154,838	22%	32,852
001-310-572-10130	OTHER SALARIES & WAGES - P/T	40,331	3,395	0	36,936	8%	6,554
001-310-572-10140	OVERTIME	100	565	0	(465)	565%	163
001-310-572-10210	FICA TAXES	23,687	4,169	0	19,518	18%	4,133
001-310-572-10220	RETIREMENT CONTRIBUTIONS	32,305	6,689	0	25,616	21%	6,098
001-310-572-10230	LIFE & HEALTH INSURANCE	59,770	18,980	0	40,790	32%	11,762
001-310-572-30341	CONTRACTUAL SERVICES	10,000	548	0	9,452	5%	5,723
001-310-572-30402	TRAVEL EXPENSE	750	0	0	750	0%	0
001-310-572-30403	GAS & DIESEL	6,700	1,600	0	5,100	24%	1,349
001-310-572-30404	OIL & GREASE	150	93	0	57	62%	0
001-310-572-30405	TIRES	200	0	0	200	0%	0
001-310-572-30406	VEH PARTS ONLY	500	32	0	468	6%	243
001-310-572-30407	VEHICLE REPAIRS	750	23	0	727	3%	5,317
001-310-572-30410	TELEPHONE	8,200	1,844	0	6,356	22%	2,199
001-310-572-30440	RENTAL OF EQUIPMENT & BUILDING	500	0	0	500	0%	0
001-310-572-30441	SWIMMING POOL REPAIRS	1,500	0	0	1,500	0%	0
001-310-572-30462	REPAIR & MAINT-EQUIPMENT & TOO	4,000	4,126	0	(126)	103%	90
001-310-572-30491	OTHER OPERATING EXPENSES	10,000	6,582	0	3,418	66%	1,318
001-310-572-30492	MAINTENANCE OF TANYARD CREEK P	5,000	0	0	5,000	0%	574
001-310-572-30493	TRAINING	1,000	348	0	652	35%	0
001-310-572-30511	OFFICE SUPPLIES - GENERAL	1,600	184	0	1,416	12%	278
001-310-572-30521	OPERATING MATERIALS & SUPPLIES	1,800	1,061	0	739	59%	575
001-310-572-30523	OPERATING SUP - CHEM	1,500	0	0	1,500	0%	220
001-310-572-30524	SWIMMING POOL SUPPLIES	4,000	0	0	4,000	0%	0
001-310-572-30525	ATHLETIC EQUIPMENT - FOOTBALL	10,000	108	0	9,892	1%	2,273
001-310-572-30526	ATHLETIC EQUIP BASEBALL & SOFT	3,000	4	0	2,996	0%	243
001-310-572-30528	ATHLETIC EQUIPMENT - BASKETBAL	3,000	2,489	0	511	83%	44
001-310-572-30529	ATHLETIC EQUIPMENT - OTHER	4,000	0	3,203	797	80%	0
001-310-572-30540	OTHER RECREATIONAL ACTIVITIES	12,000	267	0	11,733	2%	2,686
001-310-572-31000	OTHER OPERATING EXP - IT SUPPO	8,000	0	0	8,000	0%	0
TOTAL RECREATIONAL ACTIVITY		523,549	109,423	3,203	410,923	22%	102,662
PARKS							
001-440-572-30391	PARKS & FACILITY	4,000	855	0	3,145	21%	127
001-440-572-30430	UTILITIES	25,000	19,058	0	5,942	76%	67
001-440-572-30462	REPAIR & MAINT.-EQUIPMENT & TO	0	2,200	0	(2,200)	+100%	0
001-440-572-30463	REPAIR & MAINTENANCE-BLDGS. &	14,000	7,645	0	6,355	55%	5,871
001-440-572-60610	HILLSIDE PARK DEVELOPMENT	29,000	0	0	29,000	0%	1,875
001-440-572-60644	EQUIPMENT	7,500	1,422	0	6,078	19%	0
TOTAL PARKS		79,500	12,122	0	67,378	15%	7,937

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PUBLIC WORKS ADM

001-410-539-10110	EXE SALARIES & WAGES	42,234	13,740	0	28,494	33%	12,377
001-410-539-10120	REGULAR SALARIES & WAGES	6,540	2,287	0	4,253	35%	2,741
001-410-539-10210	FICA TAXES	3,731	1,121	0	2,610	30%	1,066
001-410-539-10220	RETIREMENT CONTRIBUTIONS	5,853	1,920	0	3,933	33%	1,814
001-410-539-10230	LIFE & HEALTH INSURANCE	9,370	3,335	0	6,035	36%	2,889
001-410-539-30410	TELEPHONE	10,000	2,355	0	7,645	24%	2,645
001-410-539-30430	UTILITIES	68,000	26,546	0	41,454	39%	0
001-410-539-30440	REPAIR & MAINT BUILDING	1,500	0	0	1,500	0%	0
001-410-539-30491	OTHER OPERATING EXPENSE	5,000	386	0	4,614	8%	336
001-410-539-30493	TRAINING	1,000	0	0	1,000	0%	0
001-410-539-30511	OFFICE SUPPLIES	400	0	0	400	0%	18
001-410-539-30521	OPERATING MATERIALS & SUPPLIES	2,000	0	0	2,000	0%	107
001-410-539-30522	OPERATING EXPENSE - UNIFORMS	16,500	2,733	0	13,767	17%	5,141
001-410-539-30524	OPERATING SUPPLIES - TOOLS	500	0	0	500	0%	0
001-410-539-31000	OTHER OPERATING EXP - IT SUPPO	8,000	0	0	8,000	0%	0
	TOTAL PUBLIC WORKS ADM	180,628	27,877	0	152,751	15%	29,135

ROADS & STREETS

001-430-541-10110	SALARIES & WAGES	6,034	5,430	0	604	90%	2,128
001-430-541-10120	REGULAR SALARIES & WAGES	278,031	82,005	0	196,026	29%	71,565
001-430-541-10140	OVERTIME	1,500	5,305	0	(3,805)	354%	1,157
001-430-541-10210	FICA TAXES	21,846	6,727	0	15,119	31%	5,501
001-430-541-10220	RETIREMENT CONTRIBUTIONS	34,268	9,968	0	24,300	29%	8,728
001-430-541-10230	LIFE & HEALTH INSURANCE	53,800	19,254	0	34,546	36%	14,977
001-430-541-30341	CONTRACTUAL SERVICES	2,000	0	0	2,000	0%	0
001-430-541-30403	GASOLINE & DIESEL	60,000	13,813	0	46,187	23%	13,322
001-430-541-30524	OPERATING SUPPLIES - SMALL TOO	1,000	0	0	1,000	0%	396
001-430-541-30530	ROAD MATERIALS & SUPPLIES	37,500	17,583	0	19,917	47%	8,538
001-430-541-60632	RESURF & SIDEWALKS	560,000	45,071	0	514,929	8%	299,822
001-430-541-60634	STORM WATER FACILITIES	250,000	0	0	250,000	0%	0
001-430-541-60643	HEAVY EQUIPMENT	137,500	0	54,744	82,756	40%	0
001-430-541-70711	PRINCIPAL- CCB LOAN EQUIP FOR	34,000	0	0	34,000	0%	6,005
001-430-541-70721	INTEREST - CCB LOAN EQUIPMENT	0	0	0	0	0%	58
	TOTAL ROADS & STREETS	1,477,479	205,156	54,744	1,217,579	18%	432,199

CEMETERIES & GROUNDS

001-431-542-10120	REGULAR SALARIES & WAGES	74,575	17,554	0	57,021	24%	18,784
001-431-542-10140	OVERTIME	1,000	1,104	0	(104)	110%	287
001-431-542-10210	FICA TAXES	5,781	1,345	0	4,436	23%	1,418
001-431-542-10220	RETIREMENT CONTRIBUTIONS	9,069	1,893	0	7,176	21%	2,208
001-431-542-10230	LIFE & HEALTH INSURANCE	11,800	3,904	0	7,896	33%	3,188
001-431-542-30521	OPERATING SUPPLIES	2,000	0	0	2,000	0%	0
	TOTAL CEMETERIES & GROUNDS	104,225	25,800	0	78,425	25%	25,885

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BUILDINGS & GROUNDS

001-440-519-10120	REGULAR SALARIES & WAGES	159,872	51,243	0	108,629	32%	42,222
001-440-519-10140	OVERTIME	1,000	3,384	0	(2,384)	338%	464
001-440-519-10210	FICA TAXES	12,307	3,893	0	8,414	32%	3,129
001-440-519-10220	RETIREMENT CONTRIBUTIONS	19,305	5,830	0	13,475	30%	4,998
001-440-519-10230	LIFE & HEALTH INSURANCE	30,410	13,733	0	16,677	45%	8,320
001-440-519-30341	CONTRACTUAL SERVICES	48,300	43,754	0	4,546	91%	11,996
001-440-519-30463	REPAIR & MAINT.-BUILDINGS & GR	15,000	1,182	0	13,818	8%	3,400
001-440-519-30491	OTHER OPERATING EXPENSE	8,000	2,182	0	5,818	27%	3,656
001-440-519-60644	EQUIPMENT	20,000	0	0	20,000	0%	29,973
	TOTAL BUILDINGS & GROUNDS	314,194	125,200	0	188,994	40%	108,160

FLEET MAINTENANCE

001-450-541-10120	REGULAR SALARIES & WAGES	76,268	20,071	0	56,197	26%	10,435
001-450-541-10140	OVERTIME	1,000	494	0	506	49%	0
001-450-541-10210	FICA TAXES	5,911	1,562	0	4,349	26%	736
001-450-541-10220	RETIREMENT CONTRIBUTIONS	9,272	2,403	0	6,869	26%	989
001-450-541-10230	LIFE & HEALTH INSURANCE	8,530	3,525	0	5,005	41%	2,612
001-450-541-30404	OIL & GREASE	3,700	1,546	0	2,154	42%	1,734
001-450-541-30405	TIRES	8,000	1,482	0	6,518	19%	3,465
001-450-541-30406	VEH PARTS ONLY	30,000	3,647	0	26,353	12%	3,891
001-450-541-30407	VEHICLE REPAIRS	15,000	2,703	0	12,297	18%	144
001-450-541-30491	OTHER OPER EXPENSE	700	523	0	177	75%	572
	TOTAL FLEET MAINT	158,381	37,956	0	120,425	24%	24,578

TOTAL GEN FUND EXPENDITURES

9,186,292 2,564,939 65,381 6,555,973 29% 2,693,965

COMMUNITY REDEVELOPMENT AGENCY

002-250-552-10110	EXECUTIVE SALARIES & WAGES	64,762	20,578	0	44,184	32%	20,171
002-250-552-10210	FICA	5,000	1,580	0	3,420	32%	1,505
002-250-552-10220	RETIREMENT CONTRIBUTIONS	7,700	565	0	7,135	7%	2,420
002-250-552-10230	LIFE & HEALTH INSURANCE	5,500	503	0	4,997	9%	1,994
002-250-552-30341	CONTRACTUAL SERVICES	106,000	25,000	0	81,000	24%	10,800
002-250-552-30342	CONTRACTUAL SERVICES HOUSING D	100,000	0	0	100,000	0%	0
002-250-552-30343	PROFESSIONAL SERVICES	50,000	3,646	0	46,354	7%	1,490
002-250-552-30390	CONTINGENCIES - TANYARD CREEK	3,350	0	0	3,350	0%	1,864
002-250-552-30402	TRAVEL EXPENSES	500	0	0	500	0%	0
002-250-552-30403	GAS & DIESEL	250	0	0	250	0%	62
002-250-552-30410	TELEPHONE	500	139	0	361	28%	357
002-250-552-30463	R/M HOUSING	12,000	4,000	0	8,000	33%	4,000
002-250-552-30491	OTHER OPERATING EXPENSES	5,000	0	0	5,000	0%	355
002-250-552-30493	TRAINING	1,000	0	0	1,000	0%	0
002-250-552-30500	LEGAL ADS & RECORDINGS	500	175	0	325	35%	200
002-250-552-30512	POSTAGE	100	0	0	100	0%	0
002-250-552-30521	OPERATING SUPPLIES	2,500	857	0	1,643	34%	337
002-250-552-32000	REIMBURSEMENT TO THE CITY	5,000	0	0	5,000	0%	0
002-250-552-60000	SENIOR ENERGY EFF PROGRAM	100,000	5,400	0	94,600	5%	0
002-250-552-60010	BEAUTIFICATION PROJECTS	5,000	2,250	0	2,750	45%	0
002-250-552-60040	CRA CATALYST PROJECTS	204,000	32,746	0	171,254	16%	0
002-250-552-60641	OFFICE FURNITURE & EQUIPMENT	1,000	0	0	1,000	0%	0
	TOTAL CRA	679,662	97,440	0	582,222	14%	45,556

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FINANCIAL SERVICES

400-271-513-10110	EXECUTIVE SALARIES & WAGES	63,255	18,557	0	44,698	29%	18,536
400-271-513-10120	REGULAR SALARIES & WAGES	107,893	35,662	0	72,231	33%	31,549
400-271-513-10210	FICA TAXES	13,093	3,830	0	9,263	29%	3,541
400-271-513-10220	RETIREMENT CONTRIBUTIONS	20,538	6,279	0	14,259	31%	6,010
400-271-513-10230	LIFE & HEALTH INSURANCE	34,576	11,193	0	23,383	32%	10,707
	TOTAL FINANCIAL SERVICES	239,355	75,521	0	163,834	32%	70,344

CUSTOMER SERVICES

400-274-513-10110	EXE SALARIES & WAGES	0	17,796	0	(17,796)	100%	0
400-274-513-10120	REGULAR SALARIES & WAGES	145,079	25,988	0	119,091	18%	42,958
400-274-513-10140	OVERTIME	500	156	0	344	31%	8
400-274-513-10210	FICA TAXES	11,137	3,255	0	7,882	29%	3,106
400-274-513-10220	RETIREMENT CONTRIBUTION	17,469	5,248	0	12,221	30%	5,155
400-274-513-10230	LIFE & HEALTH INSURANCE	22,677	5,947	0	16,730	26%	7,430
400-274-513-30280	Credit Card Processing Charges	20,000	0	0	20,000	0%	4,618
400-274-513-30402	TRAVEL EXPENSES	1,000	0	0	1,000	0%	0
400-274-513-30410	TELEPHONE	6,200	1,957	0	4,243	32%	1,622
400-274-513-30461	REPAIR & MAINTAIN OFFICE EQUIP	2,500	0	0	2,500	0%	0
400-274-513-30491	OTHER OPERATING EXPENSES	2,000	730	0	1,270	37%	542
400-274-513-30493	TRAINING	2,000	0	0	2,000	0%	0
400-274-513-30511	OFFICE SUPPLIES-GENERAL	500	80	0	420	16%	686
400-274-513-31000	OTHER OPERATING EXPENSE IT SUP	8,000	418	0	7,582	5%	0
400-274-513-60641	OFFICE FURNITURE & EQUIPMENT	500	0	0	500	0%	0
	TOTAL CUSTOMER SERVICES	239,562	61,574	0	177,988	26%	66,124

SEWER ADMINISTRATION

402-520-535-10110	EXE SALARIES & WAGES	13,623	4,199	0	9,424	31%	499
402-520-535-10120	REGULAR SALARIES & WAGES	33,532	5,826	0	27,706	17%	5,538
402-520-535-10140	OVERTIME	500	232	0	268	46%	0
402-520-535-10210	FICA TAXES	2,603	751	0	1,852	29%	432
402-520-535-10220	RETIREMENT CONTRIBUTIONS	4,084	1,201	0	2,883	29%	724
402-520-535-10230	LIFE & HEALTH INSURANCE	5,663	1,326	0	4,337	23%	1,159
402-520-535-30320	ACCOUNTING & AUDITING SERVICES	9,460	1,650	0	7,810	17%	0
402-520-535-30341	CONTRACTUAL SERVICES	3,500	114	0	3,386	3%	82
402-520-535-30343	PROFESSIONAL SERVICES	35,000	16,300	(16,300)	35,000	0%	15,000
402-520-535-30390	CONTINGENCY	50,000	0	0	50,000	0%	0
402-520-535-30402	TRAVEL EXPENSE	200	0	0	200	0%	0
402-520-535-30403	GAS & DIESEL	200	0	0	200	0%	0
402-520-535-30404	OIL & GREASE	400	0	0	400	0%	0
402-520-535-30405	TIRES	200	0	0	200	0%	0
402-520-535-30410	TELEPHONE	14,000	3,147	0	10,853	22%	3,686
402-520-535-30440	RENTALS & LEASES	3,000	119	0	2,881	4%	195
402-520-535-30451	INSURANCE - PROPERTY LIABILITY	28,000	16,100	0	11,900	58%	13,351
402-520-535-30491	OTHER OPERATING EXPENSE	3,000	1,344	0	1,656	45%	1,057
402-520-535-30511	OFFICE SUPPLIES	300	0	0	300	0%	0
402-520-535-30521	OPERATING SUPPLIES	300	0	0	300	0%	0
402-520-535-30522	OPERATING SUPPLIES - UNIFORMS	300	26	0	274	9%	38
402-520-535-31000	OTHER OPERATING EXP - IT SUPPO	8,000	0	0	8,000	0%	0
402-520-535-60644	EQUIPMENT	10,000	0	0	10,000	0%	0

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402-520-535-70031	2003 BOND DEBT SERVICE PRINCIP	83,750	83,750	0	0	100%	80,000
402-520-535-70032	2003 BOND DEBT SERVICE INTERES	64,688	34,438	0	30,250	53%	36,438
402-520-535-70111	2011 BOND DEBT SERVICE PRINCIP	22,100	22,100	0	0	100%	20,800
402-520-535-70112	2011 BOND DEBT SERVICE INTERES	33,142	16,571	0	16,571	50%	16,987
402-520-535-70720	DEBT SERVICE DEP STATE LOAN PR	212,873	0	0	212,873	0%	0
402-520-535-70721	DEBT SERVICE DEP STATE LOAN IN	9,686	8,978	0	708	93%	0
402-520-535-70731	HONEYWELL LOAN PRINCIPAL	41,415	20,470	0	20,945	49%	18,932
402-520-535-70732	HONEWELL LOAN INTEREST	10,373	5,424	0	4,949	52%	6,313
402-520-535-70733	DEBT SERVICE - FL DEP LOAN	45,160	0	0	45,160	0%	0
402-520-535-90990	TRANSFER OF PROFIT	120,000	40,000	0	80,000	33%	40,000
402-520-535-91000	BUSINESS ACTIVITY SHARED EXP	41,652	13,884	0	27,768	33%	13,884
402-520-535-92000	ELECT FUND SHARE SMART G DEBT	59,500	0	0	59,500	0%	0
	TOTAL SEWER ADM	970,204	297,951	(16,300)	688,553	29%	275,115
SEWER TREATMENT							
402-531-535-30341	CONTRACTUAL SERVICES	714,857	286,330	0	428,527	40%	230,221
402-531-535-30430	UTILITIES	190,000	114,529	0	75,471	60%	0
402-531-535-30466	REPAIR & MAINTENANCE - PLANT	7,000	0	0	7,000	0%	2,941
402-531-535-30491	OTHER OPERATING EXPENSE	200	0	0	200	0%	0
	TOTAL SEWER TREATMENT	912,057	286,330	0	625,727	31%	233,162
SEWER DISTRIBUTION							
402-540-535-10120	REGULAR SALARIES & WAGES	108,335	23,250	0	85,085	21%	27,599
402-540-535-10140	OVERTIME	6,000	5,619	0	381	94%	843
402-540-535-10210	FICA TAXES	8,747	2,044	0	6,703	23%	2,085
402-540-535-10220	RETIREMENT CONTRIBUTIONS	13,720	2,708	0	11,012	20%	3,234
402-540-535-10230	LIFE & HEALTH INSURANCE	22,333	7,286	0	15,047	33%	5,128
402-540-535-30312	ENGINEERING STUDY	2,000	0	0	2,000	0%	0
402-540-535-30341	CONTRACTUAL SERVICES	1,745	1,676	0	69	96%	0
402-540-535-30401	AUTO EXPENSE	200	0	0	200	0%	0
402-540-535-30403	GASOLINE & DIESEL	1,800	483	0	1,317	27%	482
402-540-535-30404	OIL & GREASE	400	0	0	400	0%	0
402-540-535-30405	TIRES	2,000	441	0	1,559	22%	199
402-540-535-30406	AUTO PARTS	1,000	284	0	716	28%	455
402-540-535-30407	VEHICLE REPAIRS-PARTS AND LABO	1,000	0	0	1,000	0%	29
402-540-535-30440	RENTALS/LEASES	200	0	0	200	0%	0
402-540-535-30462	REPAIR & MAINT.-EQUIPMENT & TO	3,500	1,778	0	1,722	51%	273
402-540-535-30467	MAINTENANCE OF MAINS & LINES	16,215	0	0	16,215	0%	2,834
402-540-535-30491	OTHER OPERATING EXPENSE	400	0	0	400	0%	0
402-540-535-30521	OPERATING SUPPLIES	400	0	0	400	0%	0
402-540-535-30522	OPERATING SUPPLIES - UNIFORMS	1,500	237	0	1,263	16%	341
402-540-535-60644	EQUIPMENT	105,000	0	0	105,000	0%	0
	TOTAL SEWER DISTRIBUTION	296,495	45,806	0	250,689	15%	43,502
	TOTAL SEWER FUND	2,178,756	687,351	(16,300)	1,507,705	31%	551,779

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ELECTRIC ADMINISTRATION							
403-520-531-10110	EXE SALARIES & WAGES	89,958	31,444	0	58,514	35%	998
403-520-531-10120	REGULAR SALARIES & WAGES	77,079	11,653	0	65,426	15%	11,076
403-520-531-10140	OVERTIME	500	464	0	36	93%	0
403-520-531-10210	FICA TAXES	12,817	3,263	0	9,554	25%	864
403-520-531-10220	RETIREMENT CONTRIBUTIONS	20,104	2,402	0	17,702	12%	1,449
403-520-531-10230	LIFE & HEALTH INSURANCE	12,144	2,704	0	9,440	22%	2,318
403-520-531-30320	ACCOUNTING & AUDITING SERVICES	20,640	3,600	0	17,040	17%	0
403-520-531-30341	CONTRACTUAL SERVICES	140,000	10,805	0	129,195	8%	11,867
403-520-531-30343	PROFESSIONAL SERVICES	20,000	3,125	0	16,875	16%	0
403-520-531-30370	PURCHASED ELECTRIC	7,330,000	1,600,220	0	5,729,780	22%	1,507,295
403-520-531-30390	CONTINGENCY	166,361	0	0	166,361	0%	0
403-520-531-30402	TRAVEL EXPENSE	2,500	1,928	0	572	77%	838
403-520-531-30403	GASOLINE & DIESEL	3,500	1,599	0	1,901	46%	243
403-520-531-30404	OIL & GREASE	220	0	0	220	0%	0
403-520-531-30405	TIRES	400	0	0	400	0%	0
403-520-531-30406	VEHICLE PARTS ONLY	500	0	0	500	0%	78
403-520-531-30407	VEHICLE REPAIRS	200	0	0	200	0%	42
403-520-531-30410	TELEPHONE	3,264	747	0	2,517	23%	884
403-520-531-30440	RENTALS/LEASES	2,700	119	0	2,581	4%	195
403-520-531-30451	INSURANCE - PROPERTY LIABILITY	76,000	43,701	0	32,299	58%	36,239
403-520-531-30462	REAPIR & MAINT-EQUIPMENT & TO	300	0	0	300	0%	0
403-520-531-30491	OTHER OPERATING EXPENSE	10,000	8,934	0	1,066	89%	1,207
403-520-531-30493	TRAINING	14,000	1,381	0	12,619	10%	900
403-520-531-30500	LEGAL ADS & RECORDING	200	3,981	0	(3,781)	+100%	0
403-520-531-30511	OFFICE SUPPLIES	500	183	0	317	37%	151
403-520-531-30512	POSTAGE	25,500	215	0	25,285	1%	5,000
403-520-531-30521	OPERATING SUPPLIES	200	0	0	200	0%	0
403-520-531-30522	OPERATING SUPPLIES - UNIFORMS	350	79	0	271	23%	114
403-520-531-30540	DUES, PUBLICATION, & MEMBERSHI	36,500	20,918	0	15,582	57%	3,009
403-520-531-30580	STATE ASSESSMENT TAXES	2,100	1,193	0	907	57%	1,044
403-520-531-30591	UNCLAIMED PROPERTY UTILITY REF	2,000	0	0	2,000	0%	0
403-520-531-31000	OTHER OPERATING EXP - IT SUPPO	47,000	0	0	47,000	0%	0
403-520-531-70031	2003 BOND DEBT SERVICE PRINCIP	0	167,500	0	(167,500)	+100%	0
403-520-531-70032	BOND DEBT SERVICE INTEREST	0	68,875	0	(68,875)	+100%	0
403-520-531-70111	2011 BOND DEBT SERVICE PRINCIP	103,700	103,700	0	0	100%	97,600
403-520-531-70112	2011 BOND DEBT SERVICE INTERES	155,511	77,756	0	77,755	50%	79,708
403-520-531-90990	TRANSFER OF PROFIT	4,017,581	1,339,194	0	2,678,387	33%	1,339,194
403-520-531-90991	TRANSFER OF TECH COSTS	100,000	0	0	100,000	0%	0
403-520-531-91000	BUSINESS ACTIVITY SHARED EXP	298,029	99,343	0	198,686	33%	94,583
403-520-531-92000	ELECT FUND SHARE SMART G DEBT	178,500	0	0	178,500	0%	0
	TOTAL ELECTRIC ADM	12,970,858	3,611,024	0	9,359,834	28%	3,196,886
STORM RECOVERY							
403-539-531-10120	REGULAR SALARIES & WAGES	166,667	0	0	166,667	0%	0
403-539-531-10140	OVERTIME	10,000	0	0	10,000	0%	0
403-539-531-10210	FICA TAXES	12,750	0	0	12,750	0%	0
403-539-531-10220	RETIREMENT CONTRIBUTIONS	20,000	0	0	20,000	0%	0
403-539-531-10230	LIFE & HEALTH INSURANCE	24,000	0	0	24,000	0%	0
403-539-531-30469	LINE CLEARING CREWS	115,200	0	0	115,200	0%	0
403-539-531-30521	STORM FOOD	15,500	15,299	0	201	99%	0
403-539-531-60610	ELECTRIC REBUILD - Mutual Aid	2,100,000	1,667,053	0	432,947	79%	0
403-539-531-60630	REBUILD EQUIPMENT	120,000	117,098	0	2,902	98%	0
403-539-531-60640	STORM HARDENING EQUIPMENT	70,000	0	0	70,000	0%	0
403-539-531-60650	FIBER RESTORATION	800,000	0	0	800,000	0%	0
403-539-531-70192	MICHAEL INTEREST EXPENSE	74,118	0	0	74,118	0%	0
		3,528,235	1,799,450	0	1,728,785	51%	0

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ELECTRIC DISTRIBUTION

403-591-531-10120	REGULAR SALARIES & WAGES	407,422	111,073	0	296,349	27%	91,324
403-591-531-10140	OVERTIME	25,000	31,299	0	(6,299)	125%	3,966
403-591-531-10210	FICA TAXES	28,625	10,708	0	17,917	37%	7,072
403-591-531-10220	RETIREMENT CONTRIBUTIONS	44,902	12,496	0	32,406	28%	10,320
403-591-531-10230	LIFE & HEALTH INSURANCE	44,687	15,601	0	29,086	35%	12,857
403-591-531-30341	CONTRACTUAL SERVICES	25,000	0	0	25,000	0%	0
403-591-531-30403	GASOLINE & DIESEL	13,000	14,872	0	(1,872)	114%	3,374
403-591-531-30404	OIL & GREASE	1,000	178	0	822	18%	909
403-591-531-30405	TIRES	2,000	1,306	0	694	65%	0
403-591-531-30406	PARTS	6,000	2,393	0	3,607	40%	2,500
403-591-531-30407	VEHICLE REPAIRS-LABOR & PARTS	16,000	13,370	0	2,630	84%	0
403-591-531-30430	UTILITIES	130,000	4,270	0	125,730	3%	0
403-591-531-30440	RENTALS / LEASES	2,000	0	0	2,000	0%	0
403-591-531-30461	REPAIR & MAINT - OFFICE EQUIPM	5,000	255	0	4,745	5%	0
403-591-531-30462	REPAIR & MAINT - EQUIPMENT & T	8,500	1,452	0	7,048	17%	1,335
403-591-531-30467	REPAIR & MAINT-MAINS & LINES	70,000	2,706	0	67,294	4%	13,251
403-591-531-30468	REPAIR & MAINTENANCE - SERVICE	10,000	132	0	9,868	1%	182
403-591-531-30469	LINE CLEARING CREW	30,000	6,078	0	23,922	20%	0
403-591-531-30491	OTHER OPERATING EXPENSES	800	641	0	159	80%	155
403-591-531-30521	OPERATING SUPPLIES	800	231	0	569	29%	199
403-591-531-30522	OPERATING SUPPLIES - UNIFORMS	10,000	2,045	0	7,955	20%	3,031
403-591-531-60635	STREET LIGHTS	7,000	(608)	0	7,608	0%	0
403-591-531-60636	SIGNALIZATION	40,000	27,471	0	12,529	69%	0
403-591-531-60642	VEHICLES	25,000	0	0	25,000	0%	0
403-591-531-60644	EQUIPMENT	170,000	(369)	0	170,369	0%	28,052
403-591-531-70731	HONEYWELL LOAN PRINCIPAL	61,164	36,391	0	24,773	59%	33,657
403-591-531-70732	HONEYWELL LOAN INTEREST	25,317	9,643	0	15,674	38%	11,223
	TOTAL ELECTRIC DISTRIBUTION	1,209,217	303,634	0	905,583	25%	223,407

ELECTRIC WAREHOUSE

403-502-531-10120	REGULAR SALARIES & WAGES	28,960	9,161	0	19,799	32%	1,061
403-502-531-10140	OVERTIME	500	2,616	0	(2,116)	523%	0
403-502-531-10210	FICA TAXES	2,254	828	0	1,426	37%	71
403-502-531-10220	RETIREMENT CONTRIBUTIONS	3,535	1,096	0	2,439	31%	127
403-502-531-10230	LIFE & HEALTH INSURANCE	5,864	1,988	0	3,876	34%	449
403-502-531-30430	UTILITIES	3,500	4,270	0	(770)	122%	0
403-502-531-30461	R/M-OFFICE EQUIPMENT	400	0	0	400	0%	0
403-502-531-30462	REPAIR & MAINT - EQUIP AND TOO	500	0	0	500	0%	41
403-502-531-30463	REPAIR & MAINT - BLDS AND GROU	600	67	0	533	11%	0
403-502-531-30491	OTHER OPERATING EXPENSE	384	64	0	320	17%	101
403-502-531-30521	OPERATING SUPPLIES	1,000	0	0	1,000	0%	301
403-502-531-30522	OPERATING SUPPLIES - UNIFORMS	336	79	0	257	24%	114
	TOTAL ELECTRIC WAREHOUSE	47,833	20,169	0	27,664	42%	2,265

TOTAL ELECTRIC FUND

17,756,143 5,734,278 0 12,021,865 32% 3,422,563

WATER ADMINISTRATION

404-520-533-10110	EXE SALARIES & WAGES	13,000	4,199	0	8,801	32%	499
404-520-533-10120	REGULAR SALARIES & WAGES	35,984	5,826	0	30,158	16%	5,538
404-520-533-10140	OVERTIME	500	232	0	268	46%	0
404-520-533-10210	FICA TAXES	2,790	751	0	2,039	27%	432
404-520-533-10220	RETIREMENT CONTRIBUTIONS	4,380	1,201	0	3,179	27%	725
404-520-533-10230	LIFE & HEALTH INSURANCE	4,042	1,327	0	2,715	33%	1,159
404-520-533-30312	ENGINEERING FEES	2,000	0	0	2,000	0%	0

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404-520-533-30314	ANNUAL MEMBERSHIP FEES	600	0	0	600	0%	0
404-520-533-30320	ACCOUNTING & AUDITING SERVICES	9,460	1,650	0	7,810	17%	0
404-520-533-30341	CONTRACTUAL SERVICES	10,000	114	0	9,886	1%	82
404-520-533-30343	PROFESSIONAL SERVICES	5,000	0	0	5,000	0%	0
404-520-533-30390	CONTINGENCY	119,058	0	0	119,058	0%	0
404-520-533-30402	TRAVEL EXPENSE	200	0	0	200	0%	0
404-520-533-30404	OIL & GREASE	100	0	0	100	0%	0
404-520-533-30405	TIRES	400	0	0	400	0%	0
404-520-533-30410	TELEPHONE	3,276	747	0	2,529	23%	884
404-520-533-30440	RENTALS & LEASES	2,000	119	0	1,881	6%	195
404-520-533-30451	INSURANCE - PROPERTY LIABILITY	32,000	18,400	0	13,600	58%	15,259
404-520-533-30491	OTHER OPERATING EXPENSE	6,000	1,796	0	4,204	30%	307
404-520-533-30493	TRAINING	2,500	0	0	2,500	0%	0
404-520-533-30501	PERMITS & FEES	4,000	0	0	4,000	0%	0
404-520-533-30511	OFFICE SUPPLIES	300	0	0	300	0%	0
404-520-533-30521	OPERATING SUPPLIES	300	0	0	300	0%	0
404-520-533-30522	OPERATING SUPPLIES - UNIFORMS	120	26	0	94	22%	38
404-520-533-31000	OTHER OPERATING EXP - IT SUPPO	8,000	0	0	8,000	0%	0
404-520-533-70031	2003 BOND DEBT SERVICE PRINCIP	83,750	83,750	0	0	100%	80,000
404-520-533-70032	2003 BOND DEBT SERVICE INTERES	64,688	34,438	0	30,250	53%	36,438
404-520-533-70111	2011 BOND DEBT SERVICE PRINCIP	22,100	22,100	0	0	100%	20,800
404-520-533-70112	2011 BOND DEBT SERVICE INTERES	33,142	16,571	0	16,571	50%	16,987
404-520-533-70710	PRINCIPAL	171,199	84,991	0	86,208	50%	82,608
404-520-533-70720	DEBT SERVICE INTEREST	85,838	43,528	0	42,310	51%	45,911
404-520-533-70731	HONEYWELL LOAN PRINCIPAL	23,008	11,372	0	11,636	49%	10,518
404-520-533-70732	HONEYWELL LOAN INTEREST	5,762	3,013	0	2,749	52%	3,507
404-520-533-90990	TRANSFER OF PROFIT	180,000	60,000	0	120,000	33%	25,999
404-520-533-91000	BUSINESS ACTIVITY SHARED EXP	55,932	18,644	0	37,288	33%	13,884
404-520-533-92000	WATER FUND SHARE SMART G DEBT	59,500	0	0	59,500	0%	0
	TOTAL WATER ADM	1,050,929	414,796	0	636,133	39%	361,769
	WATER TREATMENT						
404-530-533-30341	CONTRACTUAL SERVICES	372,367	150,062	0	222,305	40%	120,732
404-530-533-30430	UTILITIES	98,000	24,053	0	73,947	25%	21,282
404-530-533-30466	REPAIR & MAINTENANCE - PLANT	4,000	0	0	4,000	0%	0
404-530-533-30469	REPAIR & MAINT RESERVOIRS	15,000	0	0	15,000	0%	0
404-530-533-60644	EQUIPMENT	64,000	0	0	64,000	0%	0
	TOTAL WATER TREATMENT	553,367	174,114	0	379,253	31%	142,014

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WATER DISTRIBUTION

404-539-533-10120	REGULAR SALARIES & WAGES	104,560	23,249	0	81,311	22%	29,257
404-539-533-10140	OVERTIME	6,500	5,617	0	883	86%	944
404-539-533-10210	FICA TAXES	8,496	2,043	0	6,453	24%	2,197
404-539-533-10220	RETIREMENT CONTRIBUTIONS	11,297	2,708	0	8,589	24%	3,422
404-539-533-10230	LIFE & HEALTH INSURANCE	23,449	7,285	0	16,164	31%	6,168
404-539-533-30403	GASOLINE & DIESEL	2,500	549	0	1,951	22%	374
404-539-533-30404	OIL & GREASE	500	62	0	438	12%	0
404-539-533-30405	TIRES	750	0	0	750	0%	0
404-539-533-30406	AUTO PARTS	675	114	0	561	17%	111
404-539-533-30407	VEHICLE REPAIRS-PARTS AND LABO	1,050	533	0	517	51%	0
404-539-533-30440	RENTALS/LEASES	600	0	0	600	0%	0
404-539-533-30462	REPAIR & MAINT- EQUIPMENT & TO	3,100	307	0	2,793	10%	159
404-539-533-30467	REPAIR & MAINT.-MAINS & LINES	14,160	0	0	14,160	0%	344
404-539-533-30468	REPAIR & MAINT.- SERVICES	10,700	0	0	10,700	0%	219
404-539-533-30491	OTHER OPERATING EXPENSE	1,000	54	0	946	5%	150
404-539-533-30521	OPERATING SUPPLIES	500	88	0	412	18%	0
404-539-533-30522	OPERATING SUPPLIES - UNIFORMS	1,167	237	0	930	20%	341
404-539-533-60644	EQUIPMENT	32,000	0	0	32,000	0%	0
	TOTAL WATER DISTRIBUTION	223,004	42,846	0	180,158	19%	43,686
	TOTAL WATER FUND	1,827,300	631,756	0	1,195,544	35%	547,470

GAS ADMINISTRATION

405-520-532-10110	EXE SALARIES & WAGES	13,000	4,199	0	8,801	32%	499
405-520-532-10120	REGULAR SALARIES & WAGES	18,892	5,826	0	13,066	31%	5,538
405-520-532-10140	OVERTIME	100	232	0	(132)	232%	0
405-520-532-10210	FICA TAXES	1,453	751	0	702	52%	432
405-520-532-10220	RETIREMENT CONTRIBUTIONS	2,279	1,201	0	1,078	53%	724
405-520-532-10230	LIFE & HEALTH INSURANCE	4,040	1,326	0	2,714	33%	1,159
405-520-532-30320	ACCOUNTING & AUDITING SERVICES	9,460	1,650	0	7,810	17%	0
405-520-532-30341	CONTRACTUAL SERVICES	20,000	114	0	19,886	1%	8,097
405-520-532-30380	PURCHASED GAS	778,500	256,696	0	521,804	33%	224,593
405-520-532-30402	TRAVEL EXPENSE	200	0	0	200	0%	0
405-520-532-30403	GAS & DIESEL	500	0	0	500	0%	0
405-520-532-30404	OIL & GREASE	100	0	0	100	0%	0
405-520-532-30405	TIRES	100	0	0	100	0%	0
405-520-532-30410	TELEPHONE EXPENSE	3,200	747	0	2,453	23%	886
405-520-532-30440	RENTALS/LEASES	2,000	119	0	1,881	6%	195
405-520-532-30451	INSURANCE - PROPERTY LIABILITY	20,000	11,500	0	8,500	58%	9,537

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405-520-532-30491	OTHER OPERATING EXPENSE	5,000	839	0	4,161	17%	307
405-520-532-30493	TRAINING	6,000	779	0	5,221	13%	0
405-520-532-30511	OFFICE SUPPLIES	300	0	0	300	0%	0
405-520-532-30521	OPERATING SUPPLIES	300	0	0	300	0%	0
405-520-532-30522	OPERATING SUPPLIES - UNIFORMS	135	26	0	109	19%	38
405-520-532-30580	TAXES-STATE ASSESMENT	2,900	1,024	0	1,876	35%	1,007
405-520-532-31000	OTHER OPERATING EXP - IT SUPPO	8,000	0	0	8,000	0%	0
405-520-532-70111	2011 BOND DEBT SERVICE PRINCIP	22,100	22,100	0	0	100%	20,800
405-520-532-70112	2011 BOND DEBT SERVICE INTERES	33,142	16,571	0	16,571	50%	16,987
405-520-532-90990	TRANSFER OF PROFIT	376,214	125,405	0	250,809	33%	98,220
405-520-532-91000	BUSINESS ACTIVITY SHARED EXP	41,652	13,884	0	27,768	33%	13,884
	TOTAL GAS ADM	1,369,567	464,990	0	904,577	34%	402,903

GAS DISTRIBUTION

405-561-532-10120	REGULAR SALARIES & WAGES	80,231	25,555	0	54,676	32%	35,127
405-561-532-10140	OVERTIME	2,000	4,261	0	(2,261)	213%	1,306
405-561-532-10210	FICA TAXES	6,291	2,173	0	4,118	35%	2,651
405-561-532-10220	RETIREMENT CONTRIBUTIONS	9,868	3,001	0	6,867	30%	4,109
405-561-532-10230	LIFE & HEALTH INSURANCE	15,873	4,985	0	10,888	31%	7,470
405-561-532-30403	GASOLINE & DIESEL	4,000	2,494	0	1,506	62%	986
405-561-532-30404	OIL & GREASE	500	0	0	500	0%	0
405-561-532-30405	TIRES	500	0	0	500	0%	40
405-561-532-30406	VEHICLE PARTS	1,300	6	0	1,294	0%	27
405-561-532-30407	VEHICLE REPAIR PARTS AND LABO	1,000	0	0	1,000	0%	0
405-561-532-30430	UTILITIES	1,700	126	0	1,574	7%	0
405-561-532-30440	RENTALS/LEASES	330	0	0	330	0%	0
405-561-532-30462	REPAIR & MAINT-EQUIPMENT & TOO	500	0	0	500	0%	178
405-561-532-30467	MAINT. OF MAINS & LINES - GAS	12,000	1,209	0	10,791	10%	932
405-561-532-30468	MAINTENANCE OF SERVICES - GAS	6,000	0	0	6,000	0%	409
405-561-532-30491	OTHER OPERATING EXPENSE	500	67	0	433	13%	0
405-561-532-30520	OPER SUPP-WATER HEATERS	2,000	0	0	2,000	0%	480
405-561-532-30521	OPERATING SUPPLIES	200	0	0	200	0%	0
405-561-532-30522	OPERATING SUPPLIES - UNIFORMS	1,600	263	0	1,337	16%	379
405-561-532-60644	EQUIPMENT	20,000	0	0	20,000	0%	32,311
	TOTAL GAS DISTRIBUTION	166,393	44,140	0	122,253	27%	86,405

TOTAL GAS FUND

1,535,960 509,130 0 1,026,831 33% 489,308

REFUSE ADMINISTRATION

406-410-539-30320	ACCOUNTING & AUDITING SERVICES	9,460	1,650	0	7,810	17%	0
406-410-539-30443	RESIDENTIAL REFUSE	626,588	177,725	0	448,863	28%	150,653
406-410-539-30451	INSURANCE - PROPERTY LIABILITY	16,000	9,200	0	6,800	58%	7,629
406-410-539-30480	LANDFILL TIPPING FEES	60,000	15,439	0	44,561	26%	15,297
406-410-539-31443	COMMERCIAL REFUSE	500,900	130,946	0	369,954	26%	121,936
406-410-539-60644	Grapple Truck	0	0	0	0	0%	137,121
406-410-539-90990	TRANSFER PROFITS TO GF	114,000	38,000	0	76,000	33%	33,333
406-410-539-91000	BUSINESS ACTIVITY SHARED EXP	41,652	13,884	0	27,768	33%	13,884
	TOTAL REFUSE ADM	1,368,600	386,844	0	981,756	28%	479,854

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LANDFILL OPERATIONS

407-422-536-10120	REGULAR SALARIES & WAGES	70,767	15,592	0	55,175	22%	15,776
407-422-536-10140	OVERTIME	2,500	1,232	0	1,268	49%	457
407-422-536-10210	FICA TAXES	5,605	1,236	0	4,369	22%	1,185
407-422-536-10220	RETIREMENT CONTRIBUTIONS	8,792	1,866	0	6,926	21%	1,827
407-422-536-10230	LIFE & HEALTH INSURANCE	9,031	3,369	0	5,662	37%	3,402
407-422-536-30312	ENGINEERING FEES	4,500	0	0	4,500	0%	0
407-422-536-30346	MONITORING FEES	30,000	0	0	30,000	0%	12,150
407-422-536-30430	UTILITIES	1,200	0	0	1,200	0%	0
407-422-536-30462	REPAIR & MAINT-EQUIPMENT & TOO	505	137	0	368	27%	95
407-422-536-30491	OTHER OPERATING EXPENSE	100	6	0	94	6%	103
407-422-536-30493	TRAINING	1,000	0	0	1,000	0%	1,300
407-422-536-90990	TRANSFER PROFIT	36,000	12,000	0	24,000	33%	0
	TOTAL LANDFILL OPERATIONS	170,000	35,437	0	134,563	21%	36,297

TELECOMMUNICATIONS

508-539-539-10110	EXECUTIVE SALARIES & WAGES	49,858	0	0	49,858	0%	0
508-539-539-10120	REGULAR SALARIES & WAGES	44,240	14,526	0	29,714	33%	13,556
508-539-539-10140	OVERTIME	745	821	0	(76)	110%	0
508-539-539-10210	FICA	3,441	1,086	0	2,355	32%	955
508-539-539-10220	RETIREMENT CONTRIBUTIONS	7,198	1,740	0	5,458	24%	1,627
508-539-539-10230	LIFE & HEALTH INSURANCE	9,650	3,391	0	6,259	35%	3,233
508-539-539-30341	CONTRACTUAL SERVICES	70,000	7,582	0	62,418	11%	14,541
508-539-539-30402	TRAVEL EXPENSE	1,000	0	0	1,000	0%	0
508-539-539-30403	GAS & DIESEL	2,000	135	0	1,865	7%	169
508-539-539-30410	TELEPHONE	0	495	0	(495)	0%	(286)
508-539-539-30430	UTILITIES	10,000	0	0	10,000	0%	0
508-539-539-30491	OTHER OPERATING EXPENSES	1,000	0	0	1,000	0%	0
508-539-539-60644	EQUIPMENT	0	2,400	0	(2,400)	+100%	0
	TOTAL TELECOMMUNICATIONS	199,132	32,176	0	166,956	16%	269,793

TOTAL ALL FUNDS

34,701,100	10,719,005	49,081	23,933,014	31%	8,627,497
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Smart Grid

BEGINNING BALANCE AS OF 10/1/2018	1,531,805
REVENUE	0
EXPENDITURES	0
ENDING BALANCE AS OF 1/31/2019	<u>1,531,805</u>