

City of Quincy

City Hall

404 West Jefferson Street

Quincy, FL 32351

www.myquincy.net



Meeting Agenda

Tuesday, June 24, 2014

6:00 PM

City Hall Commission Chambers

City Commission

Derrick Elias, Mayor (Commissioner District Three)

Micah Brown, Mayor Pro-Tem (Commissioner District Two)

Keith Dowdell (Commissioner District One)

Andy Gay (Commissioner District Four)

Daniel McMillan (Commissioner District Five)

**AGENDA FOR THE REGULAR MEETING OF
THE CITY COMMISSION OF
QUINCY, FLORIDA
Tuesday
June 24, 2014
6:00 PM
CITY HALL CHAMBERS**

Call to Order

Invocation

Pledge of Allegiance

Roll Call

Special Presentations by Mayor or Commission

Approval of the Minutes of the previous meetings

1. *Approval of Minutes of the 6/10/2014 Regular Meeting
(Sylvia Hicks, City Clerk)

Public Hearings as scheduled or agended

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

Reports by Boards and Committees

Reports, requests and communications by the City Manager

2. Franklin "Bud" Jones
3. Reappointment of Code Magistrate
(Mike Wade, Interim City Manager; Bernard Piawah, Building and Planning Director)
4. Request for Reappointment of Airport Authority Representative
(Mike Wade, Interim City Manager)
5. RFQ & Evaluation Sheets for City Attorney Services
6. (Mike Wade, Interim City Manager)

7. QFD Monthly Report
(Mike Wade, Interim City Manager; Scott Haire, Fire Chief)

8. Financials/P-Card Statement
(Mike Wade, Interim City Manager; Joe Weil, Interim Finance Director)

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

Comments

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

Comments from the audience

Adjournment

*Item(s) Not in Agenda Packet

CITY OF QUINCY

CITY COMMISSION AGENDA REQUEST

MEETING DATE: June 24, 2014
DATE OF REQUEST: June 18, 2014
TO: Honorable Mayor and Members of the City Commission
FROM: Mike Wade, City Manager
Bernard O. Piawah, Director, Building and Planning
SUBJECT: **Request for Reappointment of Code Magistrate**

Statement of Issue:

This is a request for the reappointment of Mr. Jonathan Kent Robbins as a code magistrate for the City. This is a volunteer position that assists the Building and Planning Department in the enforcement of the City's code.

Statutory Basis for the Appointment of a Code Magistrate:

Section 2-505A (a)-(g) establishes the basis for the appointment of a code magistrate. According to the code, the City Commission may appoint one or more Special Magistrates, who shall have the authority to hold hearings, assess fines against violators of the code and ordinances of the City, reduce fines in whole or in part and otherwise exercise the powers of a municipal code enforcement board as provided in F.S. Ch. 162. The City's code requires a code magistrate to be a resident of the City, be appointed for a term of three years and may be reappointed. The code further states that a code magistrate shall serve without compensation but may be reimbursed for expenses as determined by the City. The code magistrate shall, according to the code, be subject to removal for cause.

Background of Mr. Robbins:

Mr. Robbins is a long time resident of the City of Quincy. He was first appointed to a three-year term as code magistrate in May 2010 and his term expired in May 2013. The request for his reappointment was delayed due to changes that were contemplated to the code last year which has now been adopted by the Commission. During his tenure as code magistrate he served admirably and presided over more than 70 code cases, none of which was challenged or appealed by the affected violators. Although he does

not have a legal background, he is very judicious in his handling of cases and treats every code violator with respect, fairness and even handedness and pays particular attention to the requirements of the code as he deliberates each case. .

Staff Recommendation:

Mr. Robbins served the City very well during his first term in office and is willing to volunteer his time to serve the City for another term if the City Commission would give him the opportunity. In light of Mr. Robbins' background and exemplary service, the City's staff is recommending that Mr. Robbins be approved for a second three-year term as code magistrate for the City of Quincy.

Options:

1. Vote to reappoint Mr. Robbins for the Code Magistrate position.
2. Do not reappoint Mr. Robbins for the Code Magistrate position.

Recommended Option

Option 1

Attachments:

1. City Code of Ordinances Section 2-505A

PART II - CODE OF ORDINANCES
Chapter 2 - ADMINISTRATION
ARTICLE VIII. - CODE ENFORCEMENT

DIVISION 1. GENERALLY

DIVISION 1. GENERALLY

Sec. 2-501. Definitions.

Sec. 2-502. Board—Created, membership.

Sec. 2-503. Same—Function; appointments; terms of office.

Sec. 2-504. Same—Attendance; removal from office.

Sec. 2-505. Same—Organization; expenses.

Sec. 2-505A. Special magistrates; appointment, qualifications.

Sec. 2-506. Enforcement procedure.

Sec. 2-507. Hearing procedures.

Sec. 2-508. Powers of code enforcement board and special magistrate.

Sec. 2-509. Fine, lien and foreclosure.

Sec. 2-510. Appeal.

Sec. 2-511. Notices.

Sec. 2-501. Definitions.

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

Code means any of the several chapters of this Code or its ordinances on zoning and land development regulations or any other codes or technical codes of the city.

Code enforcement board secretary means the city clerk or such other city employee as designated by the city commission.

Code inspector means any authorized agent or employee of the city whose duty it is to ensure code compliance.

Enforcement board means the city code enforcement board appointed by the city commission.

Legal counsel means the city attorney who shall represent the municipality and may present cases before the code enforcement board.

Repeat violation means a violation of a provision of a code or ordinance by a person whom the code enforcement board has previously found to have violated the same provision within five years prior to the violation.

Violator means the property owner or business entity occupying the premises or any combination thereof.

Special magistrate means an officer appointed as provided in this article who shall have the status and authority of the board to the extent prescribed herein.

(Ord. No. 845, § 1, 11-28-95; Ord. No. 1021, 4-13-2009)

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Sec. 2-502. Board—Created, membership.

There is hereby created a city code enforcement board which shall be composed of seven members, all of whom shall be residents of the city.

(Ord. No. 845, § 2, 11-28-95)

Sec. 2-503. Same—Function; appointments; terms of office.

- (a) The city code enforcement board shall have the power to conduct hearings relating to violations of codes and ordinances in force in the city.
- (b) Appointments to the code enforcement board shall be made by the city commission on the basis of experience or interest in the subject matter jurisdiction of the board. The membership of the board shall, whenever possible, include an architect, a businessman, an engineer, a general contractor, a subcontractor, and a realtor.
- (c) The initial terms of members of the board shall be as follows: Two members shall be appointed for a term of one year each; three members shall be appointed for a term of two years each; and two members shall be appointed for a term of three years each.
- (d) Thereafter, appointments shall be for a term of three years. Members may be reappointed upon the concurrence of the city commission. Appointments to fill any vacancy on the board shall be for the remainder of the unexpired term of office.

(Ord. No. 845, § 3, 11-28-95)

Sec. 2-504. Same—Attendance; removal from office.

- (a) Any member of the board who fails to attend two out of three successive meetings without cause and without prior approval of the chairman of the board shall automatically forfeit such appointment and the city commission shall promptly fill such vacancy.
- (b) The members of the board shall serve subject to the provisions of F.S. ch. 162 and may be suspended and removed for cause.

(Ord. No. 845, § 4, 11-28-95)

Sec. 2-505. Same—Organization; expenses.

- (a) At the first meeting of the board, the members shall elect one of the members to be chairman. The person so elected shall function as chairman for a one-year term.
- (b) Four or more members of the board present at any meeting shall constitute a quorum in order for the board to conduct its business.
- (c) Members of the board shall serve without compensation but shall be entitled to be reimbursed for such mileage expenses and per diem expenses as the city commission may authorize.

(Ord. No. 845, § 5, 11-28-95)

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Sec. 2-505A. Special magistrates; appointment, qualifications.

- (a) The city council may appoint one or more special magistrates who shall have the authority to hold hearings, assess fines against violators of the codes and ordinances of the city, reduce fines in whole or in part, and otherwise exercise the powers of a municipal code enforcement board as provided in F.S. ch. 162, pt. I, as and to the extent provided in this article.
- (b) A special magistrate shall be a resident of the city who is qualified to be appointed as a member of the board.
- (c) A special magistrate shall be appointed to a term of three years and may be reappointed.
- (d) A special magistrate shall serve without compensation but may be reimbursed for expenses to the same extent that a board member may be reimbursed.
- (e) Regular hearings before a special magistrate shall be held monthly. Regular and special hearings may be held as often as necessary. All hearings shall be open to the public.
- (f) Minutes and records of hearings before a special magistrate shall be kept and maintained by the city in the manner and to the extent required by law. The city shall provide necessary and reasonable clerical and administrative support to enable a special magistrate to perform his or her duties. A special magistrate shall not be authorized to hire or use the services of any person except those provided by the city to assist him or her in the performance of his or her duties.
- (g) A special magistrate shall be subject to removal for cause as provided by the ordinances of the city for the removal of a member of the board, except that a failure to attend one hearing for which notice has been given without cause and without the prior approval of the chair of the board shall be grounds for removal.

(Ord. No. 1021, 4-13-09)

State law reference— Presentation of cases, F.S. § 162.07

Sec. 2-506. Enforcement procedure.

Except where the inspector charged with enforcing a particular code or ordinance identified herein has reason to believe that a code violation presents a serious threat to the public health, safety and welfare, the code enforcement procedure under this article shall be as follows:

- (1) It shall be the duty of the code inspector to initiate enforcement proceedings with respect to each code or ordinance.
- (2) Where the code inspector finds or is made aware of a code violation, the code inspector shall notify the violator and such notice shall provide a reasonable time to correct the violation. "Reasonable time" is defined as the time that would be required by a prudent person acting diligently to correct the violation, taking into consideration the scope of the work required, the necessity to obtain any required permit or other approval by a government agency, and delays that may reasonably be expected to be encountered such as but not necessarily limited to the weather; however, where a different time period in which to correct the violation is provided for by the ordinance being enforced, that time period shall constitute reasonable time for that particular violation. Should the violation continue beyond the time specified in the notice, the code inspector shall notify the code enforcement board and request a hearing. The code enforcement board, through its clerical staff, shall schedule a hearing, and written notice of such hearing shall be hand delivered or mailed as provided by this article to such violator. If the

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violation is corrected and then recurs, the case shall be presented to the board even if the violation is corrected prior to the board hearing at which the recurring violation is scheduled to be heard. The notice of the hearing shall state that the case shall be presented to the board even if the violation is corrected but recurs prior to the hearing date.

- (3) If a repeat violation is found, the code inspector shall notify the violator, but is not required to give the violator a reasonable time to correct the violation. The code inspector, upon notifying the violator of a repeat violation, shall notify the board and request a hearing. The board, through its clerical staff, shall schedule a hearing and shall provide notice as provided by this article to such violator. The case may be presented to the board even if the repeat violation has been corrected prior to the board hearing, and the notice shall so state.
- (4) If the code inspector has reason to believe a violation presents a serious threat to the public health, safety and welfare, or if the violation is irreparable or irreversible in nature, the code inspector shall make a reasonable effort to notify the violator and may immediately notify the code enforcement board and request a hearing.

(Ord. No. 845, § 6, 11-28-95; Ord. No. 1021, 4-13-09)

Sec. 2-507. Hearing procedures.

- (a) Upon request of the code inspector, or at such other times as may be necessary, the chairman of the code enforcement board may call a hearing, and such hearings may also be called by a written notice signed by three members of the board.
- (b) Minutes shall be kept of all hearings by the board and all hearings and proceedings shall be open to the public.
- (c) The city commission shall provide clerical and administrative personnel as may be required to assist the board in the proper performance of its duties.
- (d) The city attorney or assistant shall not present cases before the board or special magistrate. A member of the administrative staff of the city shall present cases before the board and special magistrate.
- (e) Cases agendaed for a particular day shall be heard. All testimony shall be under oath and shall be recorded. The board shall take testimony from the code inspector and the alleged violator, and may take testimony from any other person familiar with the case or having knowledge about the case. The board shall not be bound by formal rules of evidence; however, it shall act to ensure fundamental due process in each of its cases.
- (f) At the conclusion of each hearing, the board shall issue findings of fact, based on evidence of record and conclusions of law, and its order shall provide relief consistent with F.S. ch. 162. Each finding shall be by motion approved by a majority of those members present and voting. In order for an action to be official, at least four members of the board must vote for the action. The order may include a notice that it must be complied with by a specified date, and that a fine may be imposed if the order is not complied with by that date.
- (g) A certified copy of such order may be recorded in the public records of the county and shall constitute notice to any subsequent purchasers, successors in interest or assigns if the violation concerns real property, and the findings therein shall be binding upon the violator and, if the violation concerns real property, any subsequent purchasers, successors in interest or assigns. If an order is recorded in the public records pursuant to this subsection and the order is complied with by the date specified in the order, the board shall issue an order acknowledging compliance which shall be

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recorded in the public records. A hearing is not required to issue such an order acknowledging compliance.

(Ord. No. 845, § 7, 11-28-95; Ord. No. 1021, 4-13-09)

Sec. 2-508. Powers of code enforcement board and special magistrate.

- (a) The city code enforcement board shall have the power to:
- (1) Adopt rules for the conduct of the hearings it holds pursuant to F.S. ch. 162.
 - (2) Subpoena alleged violators and witnesses to its hearings. Such subpoenas may be served by the city's police department or by the sheriff of the county.
 - (3) Subpoena evidence to its hearings.
 - (4) Take testimony under oath.
 - (5) Issue orders following a hearing, which orders shall have the force of law and which orders shall set forth the steps necessary to be accomplished in order to bring a violation into compliance with the code or ordinance that has been violated.
- (b) A special magistrate shall have the power to conduct a hearing and take testimony under oath in any case in which the board has previously (1) found that one or more violations of the codes or ordinances of the city exist, (2) entered an order requiring compliance by a specified date, and (3) provided that a fine may be imposed for each day thereafter that the violation continues past the date set for compliance. A special magistrate shall not hear or decide a case that does not meet these requirements. In each such case, following the hearing, the special magistrate may impose a fine at the daily rate set by the board or at a lesser daily rate for each day that the violation is found by the special magistrate to continue past the date set for compliance, and may certify a lien securing such fine, as provided in section 2-509. The special magistrate may, in the alternative, defer the imposition of a fine and may defer certification of a lien securing such fine for a reasonable time necessary to correct the violation.

(Ord. No. 845, § 8, 11-28-95; Ord. No. 1021, 4-13-09)

Sec. 2-509. Fine, lien and foreclosure.

- (a) Upon being notified by the code inspector that a previous order issued by the board has not been complied with within the time established in such order or, upon finding that a repeat violation has been committed, the board or the special magistrate may order the violator to pay a fine to the city in an amount specified in this section for each day the violation continues past the compliance date established in its order or, in the case of a repeat violation, for each day the repeat violation continues past the date of notice to the violator of the repeat violation. Notice of the hearing at which the imposition of a fine and certification of a lien will be considered shall be provided to the violator in the manner provided by section 2-511. If a finding of a violation or repeat violation has been made as provided in this article, a hearing shall not be necessary for issuance of the order imposing the fine.
- (b) Any fine the board imposes pursuant to this section shall not exceed \$250.00 per day for a first violation or \$500.00 per day for a repeat violation. In determining the amount of the fine, if any, the board shall consider the following factors: (1) the gravity of the violation; (2) any actions taken by the violator to correct the violation; and (3) any previous violations committed by the violator. The board or the special magistrate may subsequently reduce any such fine so imposed.

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- (c) A certified copy of an order imposing a fine may be recorded in the public records of the county, and thereafter such order shall constitute a lien against the land on which the violation exists and upon any other real or personal property owned by the violator. Upon petition to the circuit court, such order may be enforced in the same manner as a court judgment by the sheriffs of this state, including levy against the personal property, but such order shall not be deemed to be a judgment of a court except for enforcement purposes.
- (d) A fine imposed pursuant to this article shall continue to accrue until the violator comes into compliance or until judgment is rendered in a suit to foreclose on a lien filed pursuant to this section, whichever occurs first.
- (e) After three months from the filing of any such lien which remains unpaid, the code enforcement board or the special magistrate may authorize the city attorney to foreclose on such lien in the manner provided by statute for the foreclosure of other municipal liens. No lien created pursuant to the provisions of this chapter may be foreclosed on real property which is a homestead under art. X, § 4 of the State Constitution.

(Ord. No. 845, § 9, 11-28-95; Ord. No. 1021, 4-13-09)

Sec. 2-510. Appeal.

Any aggrieved party, including the local governing body, may appeal a final administrative order of the city code enforcement board or the special magistrate to the circuit court of the county as provided by F.S. § 162.11. Such an appeal shall not be a hearing created de novo, but shall be limited to appellate review of the record created before the enforcement board. The appeal provided for herein shall be filed within 30 days of the execution of the order to be appealed.

(Ord. No. 845, § 10, 11-28-95; Ord. No. 1021, 4-13-09)

Sec. 2-511. Notices.

All notices required to be provided by this article to the alleged violator shall be made as provided in F.S. § 162.12 or any amendments thereto.

(Ord. No. 845, § 11, 11-28-95)

CITY OF QUINCY

CITY COMMISSION AGENDA REQUEST

MEETING DATE: June 24, 2014
DATE OF REQUEST: June 20, 2014
TO: Honorable Mayor and Members of the City Commission
FROM: Mike Wade, Interim City Manager
SUBJECT: **Request for Reappointment of Airport Authority Representative**

Statement of Issue:

This is a request for the reappointment of Larry L. "Don" Sirmons as a City of Quincy representative on the Quincy-Gadsden Airport Authority

Background:

The Quincy Municipal Airport is a public-use airport located 2 miles northeast of the central business district of the City of Quincy. The airport is publicly owned and provides services to business, industrial, and recreational activities. The airport is an independently chartered entity which is run by the Quincy-Gadsden Airport Authority. The Authority is a local unit of special purpose government created by Chapter 88-439, Laws of Florida. The Authority was established to provide sound planning for and development and maintenance of the airport, and for the purpose of managing airport facilities in Gadsden County. The Quincy-Gadsden Airport Authority is composed of five volunteer members. Two members are appointed by the City of Quincy, two members are appointed by the Gadsden County Board of County Commissioners and one member is appointed by these four members. Mr. Sirmons', one of the City of Quincy appointees', current term will expire on June 30, 2014. The Quincy-Gadsden Airport Authority has recommended reappointing Mr. Sirmons to the Authority.

Options:

1. Vote to reappoint Larry L. "Don" Sirmons as a City of Quincy representative on the Quincy-Gadsden Airport Authority.

2. Do not reappoint Larry L. "Don" Sirmons as a City of Quincy representative on the Quincy-Gadsden Airport Authority.

Recommended Option

Option 1

Attachments:

1. Quincy-Gadsden Airport Authority Letter of Recommendation

QUINCY-GADSDEN AIRPORT AUTHORITY
Post Office Box 1905
Quincy, Florida 32353
850-627-2112 quincyairport@tds.net

June 16, 2014

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

Dear Mayor Elias:

This letter is in support of the re-appointment of Larry L. "Don" Sirmons as one of the City of Quincy's representatives on the Quincy-Gadsden Airport Authority. Mr. Sirmons' current term will expire on June 30, 2014 and in accordance with the enabling legislation of the Authority he is eligible to serve a second consecutive three year term.

Mr. Sirmons is currently a Gadsden County resident, a City of Quincy business owner, and an active volunteer in the operations of the Quincy-Gadsden Airport Authority. He continues to bring a welcome addition of aviation experience and airport management expertise to the Board. He has a demonstrated commitment to the best interests of the City of Quincy in the current operations and future development of the Quincy Municipal Airport. Mr. Sirmons has served as the Chairman of the Quincy-Gadsden Airport Authority for the past three years.

Again, please consider this letter as the Quincy-Gadsden Airport Authority's favorable recommendation of Larry L. "Don" Sirmons as the City of Quincy's appointee to the Quincy-Gadsden Airport Authority for another three year term beginning on July 1, 2014. The Authority thanks you and the Commission for their commitment to the general aviation community of Gadsden and surrounding Counties and looks forward to our continued partnership in this endeavor.

Sincerely,



Max Clark
Secretary/Treasurer

cc: Mike Wade, Interim City Manager

CITY OF QUINCY

CITY COMMISSION AGENDA REQUEST

MEETING DATE: June 24, 2014
DATE OF REQUEST: June 18, 2014
TO: Honorable Mayor and Members of the City Commission
FROM: Mike Wade, Interim City Manager
SUBJECT: RFQ & Evaluation Sheets for City Attorney Services

Statement of Issue:

The information provided herein concerns the supply of contracted Attorney/Firm to provide legal direction and support for the City of Quincy in the future.

Statutory Basis for the Appointment of a City Attorney:

ARTICLE IX. CITY ATTORNEY

Sec. 9.01. Appointment and qualifications.

Sec. 9.02. Duties.

Sec. 9.01. Appointment and qualifications.

The city commission shall appoint a **city attorney**.

Editor's note—

Provisions in section 9.01 dealing with the qualifications of the **city attorney** which appear after the language shown above were either repealed by the Municipal Home Rule Powers Act (F.S. ch. 166) or converted into an ordinance by such act which has not been readopted.

Sec. 9.02. Duties.

Editor's note—

The provisions of section 9.02 have assumed ordinance status by virtue of the Municipal Home Rule Powers Act (F.S. ch. 166) and their inclusion in the Code. *See Code, § 2-141*
Rule Powers Act (F.S. ch. 166) and their inclusion in the Code. *See Code, § 2-141*

Sec. 2-141. Duties.

The city attorney shall prepare or approve as to form and legality all contracts, bonds and other instruments in writing in which the city is concerned. When required to do so by resolution of the city commission, he shall prosecute and defend for and in behalf of the city all complaints, suits and controversies in which the city is a party. He shall upon request furnish the city commission, the city manager, the head of any city department or any city officer or board not included in any department his opinion on any question of law relating to their respective powers and duties. In addition, he shall perform such other professional duties as may be required of him by ordinance or resolution of the city commission or as are prescribed for city attorneys under the general laws of the state which are not inconsistent with the charter and with any ordinance or resolution which may be passed by the city commission.

(Laws of Fla. ch. 63-1840, § 9.02)

Secs. 2-142—2-160. Reserved.

Background of City Attorney Search:

This is the second advertisement of the above mentioned RFQ with the first coming due on April 30th, 2014. Grant & Rumph, P.A. was the only response to the first RFQ who is currently acting as our Interim City Attorney. The current RFQ was advertised via the web and with the Florida League of Cities on April 16th, 2014 and the due date for applicants was May 30th, 2014 at 4:00 pm in the Human Resources Office. Received on this date were two proposals, one from Grant & Rumph, PA and from Ard, Shirley, & Rudolph, PA.

Staff Recommendation:

Enclosed in your agenda packet are the RFQ as advertised, checklist for services requested within said RFQ, an evaluation sheet for each of you to use to record your review along with a copy of each of the RFQ's received from each of the firms. During the next two weeks you can perform your critique of the firms and be prepared to discuss during the next meeting, come to a decision on the ranking of each of the firms. And at that time, direct staff to begin negotiations, first with Firm 1, then with Firm 2 if needed or schedule a workshop for the Commission to begin their own negotiations.

Options:

1. Vote to accept submitted firms for further evaluation.

2. Give further direction to staff how to proceed during the next two weeks.

Recommended Option

Option 1

REQUEST FOR QUALIFICATIONS



PROFESSIONAL LEGAL SERVICES

The City of Quincy Commissioners:

Mayor Derrick Elias

Micah Brown Mayor Pro-Tem

Commissioner Andy Gay

Commissioner Keith Dowdell

Commissioner Daniel McMillan

Keith Dowdell, Mayor
The City of Quincy
404 W. Jefferson St.
Quincy Florida 32351

DATE ISSUED: May 16, 2014

CLOSING DATE: May 30, 2014

**CITY OF QUINCY
QUINCY, FLORIDA**

REQUEST FOR PROPOSALS

RFP NUMBER: CQ-042014

The City of Quincy is requesting the submittal of Letters of Interest/Applications from qualified firms or individuals to provide legal services to the City of Quincy to serve as the City Attorney. The City of Quincy is a municipality located in Gadsden County, Florida. The City operates under a Mayor-Commissioner-Manager form of government.

Five (5) sealed letters of Interest/Applications, one (1) paper original and one (1) copy on CD **must** be received by the Purchasing Officer at 404 W. Jefferson St., Quincy, Florida no later than **4:00 P.M. on May 30, 2014**, at which time the Applications will be opened in privacy of staff at 4:01 P.M. on April 30, 2014, for:

ATTORNEY SERVICES

Late Applications shall not be considered and shall be returned unopened. The City of Quincy reserves the right to accept or reject any or all Applications and to waive any deficiency or irregularity in the Applications.

The Request for Qualifications documents will be available on **May 16, 2014** and may be obtained during regular business hours at Quincy City Hall; City Manager's Office, 404 W. Jefferson St. Quincy, Florida (850-627-1019, ext. 6671) or downloaded from the City of Quincy website at www.myquincy.net.

SECTION 2 – BACKGROUND INFORMATION

2.0 Scope of Services/Nature of Application

A. The City of Quincy requests qualified law firms or individuals (“Applicant”) to submit a Letter of Interest and statements of qualifications and experience to provide legal services to the City of Quincy as the City Attorney on a contractual basis.

B. The legal services (“Services”) to be provided as the City Attorney are for general counsel, including but not limited to, local government issues, land use, code enforcement, bidding and purchasing, finance, municipal litigation, insurance, sunshine law, voting conflicts and public records.

2.1 Minimum Qualifications.

An Applicant must meet all of the following requirements in order to be considered qualified:

- A. Attorney(s) must be licensed to practice law in the State of Florida and in good standing with the Florida Bar.
- B. Primary attorney must have at a minimum at least 5 years experience in municipal law.
- C. Applicant, firm or individual must have experience in representing municipal governments in all facets of daily government operations.
- D. For any individual providing litigation services, must be licensed to practice in the State of Florida, and applicable federal courts.

2.2 Information to be Provided.

An Applicant shall submit a response in the form of a Letter of Interest (“Application”) which shall include as attachments all of the following information:

- A. A listing and individual or firm profile of all attorneys with the firm or if an individual, a profile of the individual, who have experience as municipal counsel. The response to this section should also include information as to the length of time that each firm, attorney or individual has provided such services in the public sector.
- B. The resumes of partners and associates who will or could be assigned to the City account, which information should include an indication of the experience that each attorney possesses relative to municipal government representation, specialties, and, if applicable, any courts that they are admitted to practice in.

- C. The individual partner(s) that will have primary responsibility for the City account and be present at City Commissioner's meetings and whether that attorney(s) represent other municipalities.
- D. A description of the general capabilities of the firm, including total size, staffing and research capability.
- E. A list of 5 references and contact information for any municipal, county and/or state governments in Florida for which your firm or the individual currently provides, or has previously provided, municipal services within the last 5 years.
- F. A statement that all of the firm's attorneys to be assigned to the City are members in good standing and members of the Florida Bar.
- G. A statement whether an office will be maintained in Gadsden or Leon County.
- H. Unless confidential, a statement disclosing any complaints filed against the individual or firm or any current member of the firm and the disciplinary procedures taken by the Florida Bar.

2.3 Supplementary Information.

A. A firm or individual may provide a description of any other relevant legal work which the firm or individual has done which further qualifies it to provide legal services as the City Attorney.

2.4 Conflicts of Interest.

A. In regard to the potential for conflicts of interest under the Florida Bar Rules, Article 2, Conflict of Interest and Code of Ethics provide the following:

1. A list of all known conflicts of interest the individual or firm may currently have in the event it was selected to serve as the City Attorney.
2. Provide confirmation that the individual or firm is prepared to take whatever steps the City Commissioners determines are necessary for your firm to take in order to resolve any actual conflicts of interest.

2.5 Criteria for Selection and Evaluation.

Applications will be evaluated using the criteria listed below.

A. City Staff Evaluation of Applicants.

1. All Applications will be reviewed by the Staff to determine that the firm or individual meets the minimum qualifications of paragraph 2.1.
2. Staff will evaluate the qualified Applicants based upon the information submitted with the Application.
3. As part of the evaluation process the Staff may choose to meet with one or more qualified Applicants.
4. As part of the evaluation process staff may check references of qualified Applicants.
5. Staff may consider the following criteria in evaluating the Qualified Applicants:
 - a. Experience in the field in handling municipal related types of matters;
 - b. Depth and specialties of legal talent;
 - c. Availability of resources;
 - d. The existence of any potential conflicts of interest;
 - e. Ability to meet the City's demands in a timely and efficient manner.

B. Nomination and City Commissioners confirmation of nomination.

1. The City Manager, shall nominate, an individual attorney or law firm to act as the City Attorney.
2. The nomination of the firm or individual attorney shall be subject to approval by a majority of the City Commissioners.

C. Negotiation of Agreement.

1. The Manager shall negotiate with the selected firm or individual attorney approved by the City Commissioners, an agreement based upon the terms, conditions and compensation for the City Attorney, as may be established by the City Commissioners, one of which will be the degree that a retainer is used to compensate for City Attorney responsibility.

SECTION 3 – GENERAL CONDITIONS

3.1 RFQ Documents

These RFQ documents constitute the complete RFQ package. All forms and documents must be executed, and submitted as provided in Section 4 of this RFQ.

3.2 Interpretations and Inquiries

All Applicants shall carefully examine the RFQ documents. Any ambiguities or inconsistencies shall be brought to the attention of the Purchasing Agent in writing prior to the submittal deadline.

Any questions concerning the intent, meaning and interpretation of the RFQ documents shall be requested in writing, and received by the Purchasing Officer no later than 5:00 PM, local time, on May 27, 2014. Written inquiries shall be addressed to:

City of Quincy
404 West Jefferson St.
Quincy, Florida 32351
Fax: (866) 702-2731

No person is authorized to give oral interpretations of, or make oral changes to, the RFQ documents. Therefore, oral statements shall not be binding and should not be relied upon. Any interpretation of, or changes to, the RFQ documents shall be made in the form of a written addendum to the RFQ document and shall be furnished by the City of Quincy to all Applicants who pick up a set of RFQ documents from the City. Only those interpretations of, or changes to, the RFQ documents that are made in writing and furnished to the Applicant by the City may be relied upon.

3.3 Verbal Agreements

No verbal agreement or conversation with any officer, agent, or employee of the City, either before or after submittal, shall affect or modify any of the terms or obligations contained in the Request for Qualifications. Any such verbal agreement or conversation shall be considered as unofficial information and in no way binding upon the City or the Applicant.

3.4 No Contingent Fees

Applicant by submitting an Application warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Applicant, to solicit or secure the services as the City Attorney, and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for the Applicant, any fee, commission, percentage, gift or other consideration contingent upon or resulting from the award of these services.

3.5 Independence

On the form provided in Section 5 of this RFQ, the Applicant shall list, and describe any relationships – professional, financial or otherwise – that it may have with the City, its elected or appointed officials, its employees or agents or any of its agencies or component units for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the services sought in this RFQ.

3.6 Disqualification

More than one submittal from an individual, firm, partnership, corporation or association under the same or different names will not be considered. Reasonable grounds for believing that an Applicant is involved in more than one submittal for the services in this RFQ will be cause for disqualification of all Applications in which such Applicants are believed to be involved.

3.7 Assignment; Non-transferability of Applications

Applications shall not be assigned or transferred. An Applicant who is, or may be, purchased by or merged with any other corporate entity during any stage of the process, through to and including awarding of and execution of an agreement, is subject to having its submittal disqualified as a result of such transaction. Staff shall determine whether an Applicant is to be disqualified in such instances.

3.8 Legal Requirements

Applicants are required to comply with all provisions of federal, state, county and local laws, ordinances, rules and regulations that are applicable to the Services being offered in this RFQ. Lack of knowledge of the Applicant shall in no way be a cause for relief from responsibility, or constitute a cognizable defense against the legal effects thereof.

3.9 Familiarity with Laws and Ordinances

The submission of an Application requested herein shall be considered as a representation that the Applicant is familiar with all federal, state and local laws, ordinances, rules and regulations which affect those engaged or employed in the provision of such Services.

3.10 Execute Agreement

The successful Applicant shall execute an agreement with the City which shall set forth the terms, conditions and compensation of the firm or individual's services to the City.

3.11 Facilities

The Staff reserves the right to inspect each Applicant's facilities at any reasonable time, during normal working hours, without prior notice to determine that the Applicant has a bona fide place of business.

3.12 Withdrawal of Submittal Prior to and After Opening

An Applicant may withdraw an Application after it has been deposited with the City prior to the opening date. An Applicant may not modify an Application after the opening date.

3.13 Reservation of Rights

Staff reserves the right to:

1. Waive any deficiency or irregularity in the selection process;
2. Accept or reject any or all Applicants in part or in whole;
3. Request additional information as appropriate; or
4. Reject any or all Applications if found by Staff not to be in the best interest of the City.

3.14 Addenda

Staff reserves the right to issue addenda. Each Applicant shall acknowledge receipt of such addenda on the form provided herein. In the event any Applicant fails to acknowledge receipt of such addenda, his/her Application shall nevertheless be construed as though the addenda had been received and acknowledged and the submission of his/her Application shall constitute acknowledgment of receipt of all addenda, whether or not received by him/her. It is the responsibility of each prospective Applicant to verify that he/she has received all addenda issued before depositing the Application with the City.

3.15 Review of the RFQ Documents

By the submission of an Application, the Applicant certifies that a careful review of the RFQ documents has taken place and that the Applicant is fully informed and understands the requirements of the RFQ documents and the quality and quantity of Services to be performed.

3.16 Adjustment/Changes/Deviations

No adjustments, changes or deviations to the RFQ will be accepted unless the conditions or specifications of the RFQ expressly so provide.

3.17 Public Records

Any materials submitted in an Application in response to this RFQ will become a “public record” and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes (Public Record Law). Applicants must claim the applicable exemptions to disclosure provided by law in their response to the RFQ by identifying materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary and legal. The City reserves the right to make all final determination(s) of the applicability of the Florida Public Records Law.

3.18 Public Entities Crime

A person or affiliate as defined in Section 287.133, Florida Statutes, who or which has been placed on the convicted vendor list maintained by the Florida Department of Management Services following a conviction for a public entity crime, may not submit an Application to provide any services to the City and may not transact business with the City in an amount set forth in Section 287.017, Florida Statutes, for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

By submitting a response to this RFQ, Applicant certifies that it is qualified under Section 287.133, Florida Statutes, to provide the services set forth in this RFQ.

3.19 Non-Collusion Affidavit

The Applicant shall include the Non-Collusion Affidavit as set forth in the form provided in Section 5 of this RFQ and as described in Section 4 of the RFQ. Applicant's failure to include the affidavit shall result in disqualification.

3.20 Insurance Requirements

The successful Applicant agrees that it shall maintain at its sole cost and expense at all times, in addition to any other insurance the City may reasonably require, professional liability insurance, employer's liability insurance, comprehensive general liability insurance and automotive liability insurance with minimum policy limits for each coverage in the amount of One Million Dollars (\$1,000,000.00) per occurrence, single limit for property damage and bodily injury, including death. Each policy shall also state that it is not subject to cancellation, modification, or reduction in coverage without thirty (30) days written notice to the City prior to the effective date of cancellation, modification, or reduction in coverage. City Attorney shall obtain all insurance coverage as specified herein.

- A. The liability insurance shall protect the City Attorney and City, from claims set forth below that may arise out of or result from the City Attorney's Services and for which the City Attorney may be legally liable, whether such operations be by the City Attorney or by anybody performing work for the City Attorney under the Agreement or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:
 1. Claims under workers' compensation, disability benefit and other similar employee benefit acts that are applicable to the services to be performed;
 2. Claims for damages because of bodily injury, occupational sickness or disease, or death of the City Attorney's employees;
 3. Claims for damages because of bodily injury, sickness or disease, or death of any person other than the City Attorney's employees;
 4. Claims for damages insured by usual personal injury liability coverage that are sustained (1) by a person as a result of an offense directly or indirectly related to employment of such person by the City Attorney, or (2) by another person;

5. Claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle; and

6. Claims involving contractual liability insurance applicable to the City Attorney's obligation.

B. The insurance required for the City Attorney's Services shall be written for not less than limits of liability specified in this RFQ or required by law, whichever coverage is greater. Coverage's, whether written on an occurrence or claims-made basis, shall be maintained without interruption from date of commencement of the Services until date of final payment and termination of any coverage required to be maintained after final payment.

C. Certificates of Insurance acceptable to the City shall be filed with the City prior to commencement of the Services. City shall be named as an additional insured on all required insurance coverage.

D. Coverage's Required Minimum Limits

1. Worker's Compensation Statutory Limits – State of Florida

2. Employers' Liability \$500,000 accident

3. General Liability, \$1,000,000 general

Contractual Liability, aggregate, \$500,000 each Personal Injury Liability occurrence

4. Automobile liability \$1,000,000 BI & PD, each accident

5. Owned, hired, no owned \$1,000,000 BI & PD, each Accident.

6. Professional Liability \$1,000,000

SECTION 4 – APPLICATION PROCESS

4.1 Preparation of Applications

4.1.1 Number of Applications

Five (5) sealed Letters of Interest/Applications, one (1) paper original and one (1) copy on CD, **must** be received by the City Manager's Office at 404 West Jefferson St., Quincy, Florida no later than **4:00 P.M. on April 30, 2014**. Each copy should contain all mandatory and optional information submitted by the Applicant. Additional copies may be requested by the City at its discretion.

4.1.2 Application Packaging

Each Application shall be submitted in a separate plain sealed parcel, box or other secure packaging. The outside of the sealed package shall clearly indicate "Application for City Attorney Services," Applicant's name, address and the name and telephone number of the Applicant's specific contact person.

4.1.3 Signatures

All required signatures should be manual, in **blue ink** of an authorized representative who has the legal authority to bind the Applicant in contractual obligations. The Application shall be typed or legibly printed in ink. Use of erasable ink is not permitted. All blank spaces shall be filled in and noted, in ink or typed. All corrections made by Applicant's to any part of the Application document shall be initialed in ink. Failure to manually sign the appropriate Application forms will disqualify the Applicant and the Application will not be considered.

Applications by corporations shall be executed in the corporate name by the President or Vice-President (or other corporate officer if accompanied by evidence of authority to sign) and the corporate seal shall be affixed and attested by the Corporate Secretary or an Assistant Secretary. The corporate address and state of incorporation shall be shown below the signature.

Applications by partnerships shall be executed in the partnership name and signed by a partner. His/her title shall appear under his/her signature and the official address of the partnership shall be shown below the signature.

4.1.4 Format

The Application shall be typewritten on 8-½x 11 inch white paper. Staple, cerlox binding or similar closures shall secure pages. All pages are to be consecutively numbered. If a form is provided and there is insufficient space for a response on a form, the response may be continued on a blank page immediately following the form. The additional pages are to be numbered the same as the form with the addition of the letter "a" "b" "c" or 1, 2, 3 etc. If a form is provided and additional forms are needed, the form may be copied. The copied pages are to be numbered the same as the form with the addition of the letter "a" "b" "c" or 1, 2, 3 etc.

Responses shall be complete and unequivocal. In instances where a response is not required, or is not applicable or material to the Application, a response such as "no response is required" or "not applicable" is acceptable.

4.2 Submittal and Receipt of Applications

All Applications shall be submitted on or before **4:00 PM**, local time, on **May 30, 2014**, to:

City of Quincy
404 West Jefferson St.
Quincy, Fla 32351

All Applicants are reminded that it is the sole responsibility of the Applicant to ensure that their Application is time stamped in the Office of the Manager prior to **4:00 PM**, local time, on **May 30, 2014**. Failure of an Applicant to submit their Application and ensure that their Application is time stamped prior to the time stated above shall render an Applicant to be deemed non-responsive and the Application shall not be considered.

Applications submitted and time stamped on or before **4:00 PM**, local time, on **May 30, 2014** shall be opened publicly in accordance with Section 4.4.

4.3 Evaluation and Selection

The evaluation process is specified in Section 2.5.

4.4 Opening of Applications

The Applications will be opened by staff in privacy at 404 West Jefferson St, Quincy, Florida 32351, at **4:01 PM**, local time, **May 30, 2014**. Applicants shall provide the following information in the Application:

4.4.1 Letter of Intent

A Letter of Intent, which will include all of the information requested in Section 2 of the RFQ. The Letter of Intent is to be signed by an officer of the company authorized to bind the Applicant to its provisions. The Letter of Intent is to contain a statement indicating the period during which the Application will remain valid. A period of not less than 90 calendar days is required.

4.4.2 Applicant's Statement of Organization

Applicants shall complete Form 1. Applicants are permitted to supply additional information that will assist the City in understanding the Applicant's organization.

4.4.3 Personnel

Applicants shall provide, preferably in the format requested, all of the information requested in Form 2, which shall include the information requested in Section 2 of the RFQ.

4.4.4 Firm Qualifications and Experience\References

Applicant shall meet the minimum requirements of Section 2 of this RFQ. Applicants shall provide references using Form 3 provided in Section 5.

4.4.5 Transition Plan

Ensuring a smooth, seamless transition is of critical importance to the City. An Applicant shall provide a detailed description of how services will be transitioned from the City's existing counsel to the potentially new Applicant.

4.4.6 Insurance Requirement

Applicant shall provide proof in the form of a certificate of insurance complying with the requirements specified in this RFQ or evidence of insurability in the form of a letter from its insurance carrier indicating that Applicant is able to obtain the required insurance.

4.4.7 Applicant's Non-Collusion Certification

Any Applicant submitting an Application to this RFQ shall complete and execute the Non-Collusion Affidavit of Applicant (Form 4) included in Section 5 of these RFQ documents.

4.4.8 Drug-Free Workplace

Applicant shall certify that it has implemented a drug-free workplace program in accordance with Section 287.087, Florida Statutes. In order to receive consideration, a signed certification of compliance (Form 5), shall be submitted with the RFQ response.

4.4.9 Addenda

The Applicant shall complete and sign the Acknowledgment of Addenda Form 6 in Section 5 and include it in the Application in order to have the Application considered. In the event any Applicant fails to acknowledge receipt of such addenda, his/her Application shall nevertheless be construed as though the addenda had been received and acknowledged and the submission of his/her Application shall constitute acknowledgment of receipt of all addenda, whether or not received by him/her.

4.4.10 Independence Affidavit

Applicants shall list and describe their relationships with the City in accordance with Section 3.5 of the RFQ (Form 7).

4.4.11 Certification to Accuracy of Application

Applicant shall certify and attest, by executing Form 8 of Section 5 of these RFQ documents, that all Forms, Affidavits and documents related thereto that it has enclosed in the Application in support of its Application are true and accurate. Failure by the Applicant to attest to the truth and accuracy of such Forms, Affidavits and documents shall result in the Application being deemed non-responsive and such Application will not be considered.

4.4.12 Background Checks

The Applicant agrees that if selected, the Applicant shall be responsible for maintaining current background checks on all employees assigned to provide Services to the City in accordance with the City's Background Check Policy. Background checks for each individual must be performed prior to providing any Services to the City. Written verification of any background checks must be provided to the City if requested by the City Manager.

4.4.13 Compliance with Code of Ethics

The Applicant agrees that if selected, the Applicant and its employees will abide by the Code of Ethics for Public Officers and Employees, Chapter 112, Florida Statutes.

4.4.14 Audits

The Applicant agrees that if selected, the Applicant shall allow the City Manager or his designee, during the term of any Agreement and for a period of three (3) years from the date of termination or expiration of any Agreement, access to and the right to examine and audit any Records of the Applicant involving transactions related to the Services.

4.5 Cone of Silence

CONE OF SILENCE

I. Notwithstanding any other provision in the specifications. The “Cone of Silence” prohibits the following activities:

- A. Any communication regarding this RFQ, RFP or Bid between a potential vendor, service provider, bidder, lobbyist or Applicant and the City’s professional staff, including, but not limited to, the City Manager and his or her staff;
- B. Any communication regarding this RFQ, RFP or Bid between the City Commissioners and any member of the City’s professional staff, including but not limited to, the City Manager and his or her staff;
- C. Any communication regarding this RFQ, RFP or Bid between potential vendor, service provider, bidder, lobbyist or Applicant and any member of a selection committee;
- D. Any communication regarding this RFQ, RFP or Bid between the City Commissioners and any member of a selection committee therefore;
- E. Any communication regarding a particular RFQ, RFP or bid between any member of the City’s professional staff and any member of a selection committee; and
- F. Any communication regarding a particular RFQ, RFP or bid between a potential vendor, service provider, bidder, lobbyist or Applicant and the Mayor or City Commissioners.

II. These prohibitions do not apply to communications with the City Attorney and his or her staff.

III. The “Cone of Silence” is imposed upon this RFQ, RFP or Bid after advertisement of said RFQ, RFQ or Bid. The “Cone of Silence” shall terminate at the time that staff makes his or her recommendation to the City Commissioners, unless the Commissioners refers the Mayor’s recommendation back to the Mayor for further review.

IV. The “Cone of Silence” shall NOT apply to:

A. Oral communications at pre-bid conferences;

B. Oral presentations before publicly noticed selection committee meetings;

Contract negotiations during any duly noticed public meeting; Duly noticed site visits to determine the competency of bidders regarding a particular bid during the time period between the opening of bids and the time the Mayor makes his or her written recommendation;

Emergency procurement of goods or services;

Communications regarding a particular RFQ, RFP or bid between any person and the City’s procurement agent or contracting officer responsible for administering the procurement process for such RFQ, RFP or bid, provided the communication is limited strictly to matters of process or procedure already contained in the corresponding solicitation document; or

Communications regarding a particular RFQ, RFP or bid between the City's procurement agent or contracting officer responsible for administering the procurement process for such RFQ, RFP or bid and a member of the selection committee provided the communication is limited strictly to matters of process or procedure already contained in the corresponding solicitation document. Communications in writing at any time with any City employee, official or member of the City Council unless specifically prohibited by the RFQ, RFP or Bid.

V. Any questions, explanations or other requests desired by an Applicant regarding this RFQ must be requested in writing to the City Clerk, 404 W. Jefferson Street, Quincy, Florida 32351 or via facsimile at 850-875-7313. Applicants must file copies of all written communications with the City Clerk's Office.

VI. Please contact the City Attorney with any questions concerning the "Cone of Silence" compliance.

VII. Upon imposition of the Cone of Silence for a particular RFQ, RFP or Bid, the Manager shall:

A. Issue a written notice to affected City departments;

B. File a copy of the Notice required by subsection (1) with the City Clerk with a copy to the Mayor and City Commissioners; and

C. Include in the public solicitation for goods and services a statement disclosing the requirements of the Cone of Silence as follows:

4.6 Estimated Schedule

The Staff anticipates that RFQ activities will take place in the order listed below.

Request for Applications Legal Advertisement

RFQ Release

Last Date for Submittal of Written Questions Prior to

Application Due Date

Applications Due

Review and Evaluation

Recommendation to City Commission

City Commissioner Award

Negotiation of Agreement

Commence Services

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SECTION 5 – QUALIFICATION FORMS

The forms located in this section of the RFQ shall be included in the Sealed Application. Forms not completed in full may result in disqualification.

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**FORM 1
APPLICANT'S STATEMENT OF ORGANIZATION**

1. Full Name of Business Concern (APPLICANT):

Principal Business Address:

2. Principal Contact Person(s):

3. Form of Business Concern (Corporation, Partnership, Joint Venture, Other):

4. Provide names of partners or officers as appropriate and indicate if the individual has the authority to sign in name of Applicant. Provide proof of the ability of the individuals so named to legally bind the Applicant.

Name Address Title

If a corporation, in what state incorporated:

Date Incorporated:

Month Day Year

If a Joint Venture or Partnership, date of Agreement:

5. List all firms participating in this project (including subcontractors, etc.):

Name Address Title

1. _____

2. _____

3. _____

4. _____

**FORM 1
APPLICANT'S STATEMENT OF ORGANIZATION
(CONTINUED)**

6. Outline specific areas of responsibility for each firm listed in Question 5.

- 1. _____
- 2. _____
- 3. _____
- 4. _____

7. Licenses:

a. County or Municipal Occupational License No.

(Attach Copy)

b. Occupational License Classification:

c. Occupational License Expiration Date:

d. Social Security or Federal I.D. No:

[THIS SPACE INTENTIONALLY LEFT BLANK]

**FORM 2
PERSONNEL**

For each person providing services sought in the RFQ, provide a detailed resume indicating that individual's areas of expertise and experience. It is preferred that resumes be provided in the following format, but not required. Additional information may be provided at the option of the APPLICANT.

A. Name & Title

B. Years Experience with:

This Firm:

With Other Similar Firms:

C. Education:

Degree(s)

Year/Specialization

D. Other Relevant Experience and Qualifications

E. Attach documentation showing Applicant is an active member of the Florida Bar eligible to practice law in the State of Florida.

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**FORM 3
REFERENCES**

The Applicant shall provide a minimum of five references of public agencies presently, or previously being served by the Applicant with similar services to those being proposed in this Application.

1. Name of Public Agency:

Address:

Phone Number:

Principal Contact Person(s):

Year Contract Initiated: _____

2. Name of Public Agency:

Address:

Phone Number:

Principal Contact Person(s):

Year Contract Initiated: _____

3. Name of Public Agency:

Address:

Phone Number:

Principal Contact Person(s):

Year Contract Initiated: _____

4. Name of Public Agency:

Address:

Phone Number:

Principal Contact Person(s):

Year Contract Initiated: _____

**FORM 3
REFERENCES
(CONTINUED)**

5. Name of Public Agency:
Address:

Phone Number:

Principal Contact Person(s):

Year Contract Initiated: _____

[THIS SPACE INTENTIONALLY LEFT BLANK]

FORM 4
NON-COLLUSION AFFIDAVIT

The undersigned individual, being duly sworn, deposes and says that:

1. He/She is _____ of _____, the Applicant that has submitted the attached Application;

2. He/She is fully informed respecting the preparation and contents of the attached Application and of all pertinent circumstances respecting such Application;

3. Such Application is genuine and is not a collusive or sham Application;

4. Neither said Applicant nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Applicant, firm or person to submit a collusive or sham Application in connection with the Agreement for which the attached Application has been submitted or to refrain from proposing in connection with such Agreement, or has in any manner, directly or indirectly, sought by agreement of collusion or communication of conference with any other Applicant, firm, or person to fix the price or prices in the attached RFQ, or of any other Applicant, or to fix any overhead, profit or cost element of the Application or the response of any other Applicant, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Quincy, Florida, or any person interested in the proposed Agreement; and

[THIS SPACE INTENTIONALLY LEFT BLANK]

**FORM 4
NON-COLLUSION AFFIDAVIT
(CONTINUED)**

5. The response to the attached RFQ is fair and proper and is not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Applicant or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Signature (Blue ink only)

Print Name

Title

Date

Witness my hand and official notary seal/stamp at _____ the day
and year written above STATE OF FLORIDA)

) SS:

COUNTY OF _____)

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments,
personally appeared _____ as

_____, of _____, an
organization authorized to do business in the State of Florida, and acknowledged executing the
foregoing Affidavit as the proper official of _____ for the use and
purposes mentioned in the Affidavit and affixed the official seal of the corporation, and that the
instrument is the act and deed of that corporation. He/She is personally known to me or has
produced _____ as identification.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal at in the State and
County aforesaid on this _____ day of _____, 20__.

NOTARY PUBLIC

My Commission Expires:

FORM 5
DRUG-FREE WORKPLACE

The undersigned Applicant in accordance with Chapter 287.087, Florida Statutes, hereby certifies that _____ does:
(Name of Company)

1. Publish a statement notifying employees that the unlawful manufacturing, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the work place, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the contractual services that are under consideration a copy of the statement specified in subsection (1).

4. In the statement specified in subsection (1), notify the employee that, as a condition of working on the contractual services that are under consideration, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

[THIS SPACE INTENTIONALLY LEFT BLANK]

**FORM 5
DRUG-FREE WORKPLACE
(CONTINUED)**

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Signature (Blue ink only)

Print Name

Title

Date

Witness my hand and official notary seal/stamp at _____ the day
and year written above STATE OF FLORIDA)

) SS:

COUNTY OF _____)

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, personally appeared _____ as _____, of _____, an organization authorized to do business in the State of Florida, and acknowledged executing the foregoing Form as the proper official of _____ for the use and purposes mentioned in the Form and affixed the official seal of the corporation, and that the instrument is the act and deed of that corporation. He/She is personally known to me or has produced _____ as identification.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal at in the State and County aforesaid on this _____ day of _____, 20__.

NOTARY PUBLIC

My Commission Expires:

FORM 6
ACKNOWLEDGMENT OF ADDENDA

The Applicant hereby acknowledges the receipt of the following addenda issued by the City and incorporated into and made part of this RFQ. In the event the Applicant fails to include any such addenda in the table below, submission of this form shall constitute acknowledgment of receipt of all addenda, whether or not received by him/her.

ADDENDUM NUMBER	DATE RECEIVED	PRINT NAME	TITLE	SIGNATURE (BLUE INK ONLY)

Request for Qualifications - Attorney Services
 RFQ Deadline - May 30, 2014 at 4:00 pm

Firm	1	2	3	3	4	5	6
Minimum Qualifications							
A							
B							
C							
D							
Information Provided							
A							
B							
C							
D							
E							
F							
G							
H							
Supplementary Information							
Conflict of Interest							
1							
2							
Form 1							
Form 2							
Form 3							
Form 4							
Form 5							
Form 6							
Firm 1							
Firm 2							
Firm 3							
Firm 4							
Firm 5							
Firm 6							

QFD Monthly Activity Report
May 2014

	2014	2013
Total Fire Calls	91	97
City	77	83
County	14	14
Total Man Hours	53 hrs 35 mins	67 hrs 28 mins
City	27 hrs 18 mins	28 hrs 35 mins
County	26 hrs 17 mins	41 hrs 1 min
Type Fire Calls - City		0
Structure	0	2
Vehicle	2	2
False Alarm	1	1
Hazard	1	0
Rescue	0	0
Wood & Grass	4	9
Other	5	
Type Fire Calls - County		
Structure	2	1
Vehicle	4	4
False Alarm	0	0
Hazard	2	1
Rescue	0	1
Woods & Grass	2	1
Other	10	5
Fire Causes		
Accidental	8	2
Undetermined	2	0
Suspicious	0	2
Arson	0	0
Average Response Time		
City	3.60 mins	2.81 mins
County	8.22 mins	8.23 mins
Average Firefighters per Call		
City	3.8	3.67
County	2.66	2.83
Average Time Spent per Call		
City	21.66 mins	6.56 mins
County	38.94 mins	37.20 mins

QFD Monthly Activity Report
May 2014

	<u>2014</u>	<u>2013</u>
Responses Out of District	1	1
Mutual Aid Responses *	1	1
Deaths	0	0
Injuries	0	0
Fire Prevention Programs	0	1
Fire Safety Inspection	22	6
Fire Investigation	0	0
Plans Review	1	1
Training Man Hours	221 hrs	336 hrs
Hydrants Serviced/Painted	0	482
Utility Turn Ons	58	70
Smoke Detector Installs	0	0
* Fuel Spill 5/12/14 I-0 MM 192 West		

**QFD Monthly District Fire Calls
May 2014**

<u>District</u>	<u>Location</u>	<u>Type of Incident</u>
District 1	1709 W Jefferson St 929 Park Ave 504 W Jefferson St 500 S Atlanta St 1709 W Jefferson St	Smoke detector activation Smoke detector activation Smoke scare Arcing, shorted electrical equip Alarm system activation
District 2	312 S 12th St 909 W Clark St 917 1st St	Outside rubbish fire Outside rubbish fire Smoke scare
District 3	605 E Jefferson St 16 S Earnest St 640 E Circle Dr	Water problem Malicious false alarm Outside rubbish fire
District 4	E King & Corry St	Vehicle accident
District 5	1300 Block Washington St 1958 W Jefferson St	Special outside fire Motor vehicle no injuries



JUN 09 2014

FINANCIAL

FL CITY OF QUINCY
XXXX-XXXX-XXXX-5777
May 05, 2014 - June 04, 2014

Purchasing Card

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 06/04/14 Payment Due Date 06/18/14 Days in Billing Cycle 31 Credit Limit \$250,000 Cash Limit \$250,000 Total Payment Due \$25,870.44	Previous Balance \$11,592.54 Payments -\$11,592.54 Credits -\$589.13 Cash \$0.00 Purchases \$26,458.82 Other Debits \$0.00 Overlimit Fee \$0.00 Late Payment Fee \$0.00 Cash Fees \$0.00 Other Fees \$0.75 Finance Charge \$0.00 Current Balance \$25,870.44

Cardholder Activity Summary				
Account Number	Credits	Cash	Purchases and Other Debits	Total Activity
BELL, REGINALD XXXX-XXXX-XXXX-5834 3,500	40.12	0.00	1,132.39	1,092.27
DEPARTMENT, FINANCE XXXX-XXXX-XXXX-7227 50,000	0.00	0.00	20,866.78	20,866.78
EVANS, BESSIE XXXX-XXXX-XXXX-2696 500	149.95	0.00	154.70	4.75
HAIRE, TOMMY SCOTT XXXX-XXXX-XXXX-4581 1,500	25.00	0.00	384.08	359.08

1159254 2587044 2587044 4715290003775777

Account Number: XXXX-XXXX-XXXX-5777
May 05, 2014 - June 04, 2014

Total Payment Due \$25,870.44
Payment Due Date 06/18/14

Enter payment amount

\$ 25,870.44

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

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



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



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

**N0009282

⑆5499900 ⑆ ⑆00050003775777⑈



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

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

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

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

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

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



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

Thank you for your business.

Please write your change of address here:

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

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



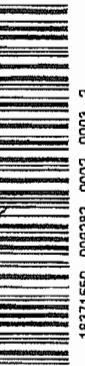
JUN 09 2014

Cardholder Activity Summary

Account Number	Credits	Cash	Purchases and Other Debits	Total Activity
HICKS, SYLVIA XXXX-XXXX-XXXX-5876 1,500	0.00	0.00	308.00	308.00
JORDAN, CHRISTOPHER XXXX-XXXX-XXXX-3207 2,500	0.00	0.00	1,180.12	1,180.12
PIAWAH, BERNARD O XXXX-XXXX-XXXX-4168 1,500	0.00	0.00	342.41	342.41
SAPP, GLENN H XXXX-XXXX-XXXX-2285 1,500	341.93	0.00	664.85	322.92
SHERMAN, ANN XXXX-XXXX-XXXX-5884 1,058	0.00	0.00	12.35	12.35
TAYLOR, GREG XXXX-XXXX-XXXX-3558 1,500	32.13	0.00	1,413.89	1,381.76

Transactions

Posting Date	Transaction Date	Description	Reference Number	MCC	Charge	Credit
FL CITY OF QUINCY Account Number: XXXX-XXXX-XXXX-5777						Total Activity
05/20	05/19	PAYMENT THANK YOU	AZ	70000004138825097354294	0008	
						11,592.54
BELL, REGINALD Account Number: XXXX-XXXX-XXXX-5834						Total Activity
05/20	05/19	STONES HOME CENTERS STOREQUINCY	FL	24013394139001353261146	5200	34.90
05/20	05/19	STONES HOME CENTERS STOREQUINCY	FL	24013394139001353261096	5200	37.51
05/20	05/19	STONES HOME CENTERS STOREQUINCY	FL	24013394139001353260692	5200	37.51
05/21	05/20	STONES HOME CENTERS STOREQUINCY	FL	24013394140001420332430	5200	146.58
05/21	05/19	STONES HOME CENTERS STOREQUINCY	FL	74013394139001353260283	5200	
05/22	05/20	STONES HOME CENTERS STOREQUINCY	FL	74013394140001420331411	5200	37.51
05/30	05/28	RADIATORS INC OF TALLA TALLAHASSEE	FL	24323044149577148010017	5533	227.00
05/30	05/29	STONES HOME CENTERS STOREQUINCY	FL	24013394149002034195453	5200	14.49
06/02	05/30	STONES HOME CENTERS STOREQUINCY	FL	24013394150002099609782	5200	37.98
06/02	05/30	STONES HOME CENTERS STOREQUINCY	FL	24013394150002099609428	5200	18.99
06/04	06/02	AG-PRO 850-877-5522 FL		24168044154980012883230	5599	564.18
06/04	06/03	STONES HOME CENTERS STOREQUINCY	FL	24013394154000202214124	5200	13.25
DEPARTMENT, FINANCE Account Number: XXXX-XXXX-XXXX-7227						Total Activity
						20,866.78
05/13	05/12	TDS TELECOM 866-571-6662 WI		24493984132083736262235	4814	360.00
05/13	05/12	TDS TELECOM 866-571-6662 WI		24493984132083746886528	4814	7.68
05/13	05/12	TDS TELECOM 866-571-6662 WI		24493984132083746887633	4814	1,063.12
05/13	05/12	TDS TELECOM 866-571-6662 WI		24493984132083736269032	4814	731.16
05/13	05/12	TDS TELECOM 866-571-6662 WI		24493984132083746890959	4814	2,403.30
05/13	05/12	TDS TELECOM 866-571-6662 WI		24493984132083736269651	4814	147.45
05/13	05/12	TDS TELECOM 866-571-6662 WI		24493984132083736269982	4814	42.98
05/13	05/12	TDS TELECOM 866-571-6662 WI		24493984132083736270386	4814	182.60
05/13	05/12	TDS TELECOM 866-571-6662 WI		24493984132083716803123	4814	139.44
05/13	05/12	TDS TELECOM 866-571-6662 WI		24493984132083716803412	4814	55.42
05/13	05/12	TDS TELECOM 866-571-6662 WI		24493984132083726713197	4814	1,089.20
05/13	05/12	TDS TELECOM 866-571-6662 WI		24493984132083746892997	4814	168.39
05/13	05/12	TDS TELECOM 866-571-6662 WI		24493984132083726713627	4814	963.99
05/14	05/12	VZWRLSS*MY VZ VB P 800-9220204 GA		24498044133630180454721	4814	1,911.86
05/14	05/12	VZWRLSS*MY VZ VB P 800-9220204 GA		24498044133630180455033	4814	5,597.71
05/15	05/14	MIDWAY TIRE MIDWAY FL		24767254135000000113914	5532	316.67
05/16	05/15	AWARDS4U TALLAHASSEE TALLAHASSEE FL		24512394136482800225828	5999	17.75
05/20	05/16	SEABORN PRINTING COMPANY 229-2464970 GA		24316244138900018409176	2741	1,562.30
05/22	05/21	QUILL CORPORATION 800-789-8965 IL		24270764141166000062490	5111	158.97
05/23	05/21	BANDWIDTH.COM 800-808-5150 NC		24765014142206662500345	4814	1,288.79
05/23	05/22	ROBERTS SAND CO LLLP 850-5763610 FL		24275394143408801039478	1740	687.71
05/30	05/30	ARAMARK UNIFORM 800-504-0328 KY		24692164150000359312738	5964	1,970.29
EVANS, BESSIE Account Number: XXXX-XXXX-XXXX-2696						Total Activity
						4.75
05/05	05/02	PERSONNEL CONCEPTS 800-333-3795 CA		24270764123069206959521	5099	55.70



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Transactions

Posting Transaction

Date	Date	Description	Reference Number	MCC	Charge	Credit
05/05	04/28	PLAN PLUS ONLINE	SALT LAKE CITUT 74755424122131198816308	5734		149.95
05/09	05/08	ZIPRECRUITER, INC.	888-284-5495 CA 24492154128603658761307	5045	99.00	
HAIRE, TOMMY SCOTT						Total Activity
Account Number: XXXX-XXXX-XXXX-4581						359.08
05/05	05/02	BELL AND BATES HOME CENTEQUINCY	FL 24632694123100648848683	5251	22.69	
05/07	05/05	BELL AND BATES HOME CENTEQUINCY	FL 24632694126100411331088	5251	25.00	
05/07	05/05	BELL AND BATES HOME CENTEQUINCY	FL 74632694126100411331166	5251		25.00
05/13	05/12	WM SUPERCENTER #488	QUINCY FL 24445004133400123660729	5411	61.50	
05/21	05/20	QUINCY AUTO PARTS	QUINCY FL 24210734140200006900150	5533	7.09	
05/22	05/20	BELL AND BATES HOME CENTEQUINCY	FL 24632694141100414679021	5251	22.08	
05/22	05/21	BNI BUILDING NEWS	760-734-1113 CA 24323034141122063010129	5192	219.50	
05/23	05/22	WM SUPERCENTER #488	QUINCY FL 24445004143400155429199	5411	13.94	
05/29	05/27	BELL AND BATES HOME CENTEQUINCY	FL 24632694148100660960409	5251	12.28	
HICKS, SYLVIA						Total Activity
Account Number: XXXX-XXXX-XXXX-5876						308.00
05/15	05/14	CITRUS PUBLISHING	352-5636363 FL 24767254135000000158851	5192	308.00	
JORDAN, CHRISTOPHER						Total Activity
Account Number: XXXX-XXXX-XXXX-3207						1,180.12
05/05	05/02	8X8, INC. 888-898-8733	888-8988733 CA 24436544123005795577602	4816	35.17	
05/05	05/02	8X8, INC. 888-898-8733	888-8988733 CA 24436544123005795775487	4816	35.17	
05/05	05/02	8X8, INC. 888-898-8733	888-8988733 CA 24436544123005795776287	4816	35.17	
05/06	05/05	WM SUPERCENTER #488	QUINCY FL 24445004126400130356765	5411	79.92	
05/08	05/07	YAHOO *QUINCYFAMILYME	408-916-2149 CA 24692164127000588192109	4816	35.85	
05/12	05/10	WUFOO.COM/CHARGE	813-4213676 CA 24906414130007667807560	5968	29.95	
05/13	05/13	MYFAX *PROTUS IP SOLN	866-563-9212 GA 24692164133000019940003	5968	102.50	
05/16	05/15	BARRACUDA NETWORKS INC	408-3425400 CA 24436544136005830520620	7372	200.00	
05/16	05/15	ALFRESCO SOFTWARE	MAIDENHEAD 74830504135174199284392	8299	94.00	
05/16	05/16	INTERNATIONAL TRANSACTION FEE	74830504135174199284392	0001	0.75	
05/22	05/20	ADOBE SYSTEMS, INC.	800-833-6687 WA 24610434141004037039612	5734	19.99	
05/22	05/21	THE SERVINT CORPORATION	703-547-1301 VA 24193987141288666301837	7399	199.00	
05/22	05/22	MYFAX *PROTUS IP SOLN	866-563-9212 GA 24692164142000911090062	5968	5.20	
05/23	05/22	ACCUWEATHER INC	814-235-8540 PA 24492154143200905900738	8999	7.95	
05/26	05/24	GOTOCITRIX.COM	855-837-1750 CA 24692164144000874753555	5968	49.00	
05/26	05/24	ADOBE SYSTEMS, INC.	800-833-6687 WA 24610434145004041186884	5734	69.99	
06/03	06/01	DT2GO	850-810-4246 FL 24506014153980169911193	7372	75.00	
06/03	06/02	8X8, INC. 888-898-8733	888-8988733 CA 24436544154005879307928	4816	35.17	
06/03	06/02	8X8, INC. 888-898-8733	888-8988733 CA 24436544154005879514580	4816	35.17	
06/03	06/02	8X8, INC. 888-898-8733	888-8988733 CA 24436544154005879515298	4816	35.17	
PIAWAH, BERNARD O						Total Activity
Account Number: XXXX-XXXX-XXXX-4168						342.41
05/05	05/02	WM SUPERCENTER #488	QUINCY FL 24445004123400139775620	5411	87.88	
05/12	05/08	MYFLORIDACOUNTY.COM	877-3268689 FL 24121574129661995185868	9211	8.28	
05/12	05/09	HAVANA PUBLISHING	850-5396586 FL 24755424130731300782804	2741	246.25	
SAPP, GLENN H						Total Activity
Account Number: XXXX-XXXX-XXXX-2285						322.92
05/05	05/02	IACP	800-843-4227 VA 24258024124701290717761	8699	120.00	
05/05	05/02	IACP	800-843-4227 VA 24258024124701290717779	8699	120.00	
05/07	05/06	GADSEN COUNTY TAX COLL	QUINCY FL 24427334126720033739467	9311	133.34	
05/12	05/09	AZAR'S UNIFORM TALLAHASSE	850-4021133 FL 24050804131900015002857	5137	75.58	
05/28	05/23	PGA NATIONAL RESORT & SPAPALM BEACH GAFL	Arrival: 05/18/14 24460084147700003399801	7011	21.90	
05/28	05/23	PGA NATIONAL RESORT & SPAPALM BEACH GAFL	Arrival: 05/18/14 24460084147700003398506	7011	134.03	
05/28	05/23	PGA NATIONAL RESORT & SPAPALM BEACH GAFL	Arrival: 05/18/14 24460084147700003399868	7011	60.00	
05/28	05/23	PGA NATIONAL RESORT,SP	561-627-2000 FL 74460084147700003399764	7011	93.00	
05/28	05/23	PGA NATIONAL RESORT,SP	561-627-2000 FL 74460084147700003399798	7011	93.00	
05/28	05/23	PGA NATIONAL RESORT & SPAPALM BEACH GAFL	74460084147700003399574	7011	134.03	
06/03	05/30	PGA NATIONAL RESORT & SPAPALM BEACH GAFL	74460084153700003396381	7011	21.90	
SHERMAN, ANN						Total Activity
Account Number: XXXX-XXXX-XXXX-5884						12.35
05/30	05/29	USPS 11784506533007055	QUINCY FL 24164074149418130590188	9402	12.35	
TAYLOR, GREG						Total Activity
Account Number: XXXX-XXXX-XXXX-3558						1,381.76
05/07	05/06	STONES HOME CENTERS STORE	QUINCY FL 24013394126000426299245	5200	174.99	
05/15	05/14	WM SUPERCENTER #488	QUINCY FL 24445004135400123828308	5411	14.85	
05/16	05/15	WM SUPERCENTER #488	QUINCY FL 24445004136400126663495	5411	13.75	
05/21	05/20	WM SUPERCENTER #488	QUINCY FL 24445004141400127975735	5411	29.88	



RECEIVED

JUN 09 2014

Transactions

Posting Transaction

Date	Date	Description	Reference Number	MCC	Charge	Credit
05/22	05/21	WAL-MART #0488 QUINCY FL	74226384141360834794801	5411		32.13
05/29	05/28	STONES HOME CENTERS STOREQUINCY FL	24013394148001969303463	5200	402.27	
06/02	05/30	WM SUPERCENTER #488 QUINCY FL	24445004151400163474418	5411	14.70	
06/02	05/30	WM SUPERCENTER #488 QUINCY FL	24445004151400163474582	5411	17.94	
06/03	06/02	EPPES DECORATING CENTER TALLAHASSEE FL	24755424153171535354743	5251	212.00	
06/03	06/02	EPPES DECORATING EASTSIDETALLAHASSEE FL	24755424153261536917307	5231	106.00	
06/03	06/02	STONES HOME CENTERS STOREHAVANA FL	24013394153000130198390	5200	25.50	
06/04	06/03	EPPES DECORATING CENTER TALLAHASSEE FL	24755424154261549404227	5251	371.00	
06/04	06/03	STONES HOME CENTERS STOREQUINCY FL	24013394154000202214348	5200	31.01	

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



FL CITY OF QUINCY
XXXX-XXXX-XXXX-5777
May 05, 2014 - June 04, 2014
Page 6 of 6



18371550 - 009282 - 0003 - 0003 - 2

Check# 1533

Time Period
05/05/14 - 06/04/14

Due Date: 6/18/2014
Invoice Date: 6/4/2014
Invoice #: JUN-2014

BANK OF AMERICA
P-CARD STATEMENT
Vendor# 11848

PAID	Vendor#	Card Holder	Vendor Name	Invoice #	Amount	GL#	CK#	Justification
5/20/2014	146163	BELL, REGINALD	STONES HOME CENTERS	05897933	34.90	001-430-541-30530	177	CONCRETE TO FIX DRAIN ON CRAWFORD ST
5/20/2014	146163	BELL, REGINALD	STONES HOME CENTERS	05897981	37.51	001-430-541-30530	177	CONCRETE TO FIX PIPE ON CRAWFORD ST
5/20/2014	146163	BELL, REGINALD	STONES HOME CENTERS	05889045	37.51	001-430-541-30530	177	CONCRETE TO FIX PIPE ON CRAWFORD ST
5/20/2014	146163	BELL, REGINALD	STONES HOME CENTERS	05889139	146.89	001-430-541-30530	177	CONCRETE TO FIX PIPE ON 14TH ST
5/20/2014	146163	BELL, REGINALD	STONES HOME CENTERS	05887982	(37.51)	001-430-541-30530	177	REMOVED TAXES
5/20/2014	146163	BELL, REGINALD	RADIATOR INC OF TALL	05898109	(2.51)	001-430-541-30530	177	REMOVED TAXES
5/30/2014	146163	BELL, REGINALD	STONES HOME CENTERS	67781-5	227.00	001-450-541-30407	177	RADIATOR FOR PUBLIC WORKS TRUCK P-7
5/30/2014	146163	BELL, REGINALD	STONES HOME CENTERS	05889450	14.49	001-440-572-30463	177	CONCRETE FOR PATCH WORK @ POOL
5/30/2014	146163	BELL, REGINALD	STONES HOME CENTERS	05889534	32.99	001-440-572-30463	177	CONCRETE FOR PATCH WORK @ POOL
6/2/2014	146163	BELL, REGINALD	STONES HOME CENTERS	05889571	18.99	001-440-572-30463	177	CONCRETE FOR PATCH WORK @ POOL
6/2/2014	146163	BELL, REGINALD	JA PRO	P-24399	594.18	001-480-541-30406	178	PARTS FOR MECHANIC SHOP
6/2/2014	146163	BELL, REGINALD	STONES HOME CENTERS	05890130	13.26	001-440-572-30463	177	CONCRETE FOR PATCH WORK @ KING ST
6/2/2014	146163	BELL, REGINALD	PERSONNEL CONCEPTS		55.70	001-280-513-30491	?	
6/2/2014	146163	BELL, REGINALD	PERSONNEL CONCEPTS		(149.59)	001-280-513-30491	?	
6/2/2014	146163	BELL, REGINALD	PREPROCURTER INC		99.00	001-280-513-30491	?	ONLINE RECHUTER
5/16/2014	146163	EVANS, BESSIE	SEABORN PRINTING COMPANY	7038	201.00	001-271-513-30511	177	ENVELOPES AND PAPER FOR UTILITY BILLING
5/16/2014	146163	EVANS, BESSIE	SEABORN PRINTING COMPANY	7038	183.93	001-271-513-30511	177	ENVELOPES AND PAPER FOR UTILITY BILLING
5/16/2014	146163	EVANS, BESSIE	SEABORN PRINTING COMPANY	7289	146.97	400-274-513-30511	177	ENVELOPES AND PAPER FOR UTILITY BILLING
5/16/2014	146163	EVANS, BESSIE	SEABORN PRINTING COMPANY	7282	181.00	400-274-513-30511	177	ENVELOPES AND PAPER FOR UTILITY BILLING
5/16/2014	146163	EVANS, BESSIE	SEABORN PRINTING COMPANY	7306	849.40	001-271-513-30511	177	ENVELOPES AND PAPER FOR UTILITY BILLING
5/12/2014	145026	FINANCE	VERIZON WIRELESS	MAR2014D	428.97	001-110-511-30491	178	MARCH CELL PHONE, WIFE, TABLETS BILL
5/12/2014	145026	FINANCE	VERIZON WIRELESS	MAR2014D	48.19	001-130-519-30410	178	MARCH CELL PHONE, WIFE, TABLETS BILL
5/12/2014	145026	FINANCE	VERIZON WIRELESS	MAR2014D	(6.18)	001-120-514-30491	178	MARCH CELL PHONE, WIFE, TABLETS BILL
5/12/2014	145026	FINANCE	VERIZON WIRELESS	MAR2014D	113.44	002-250-552-30410	178	MARCH CELL PHONE, WIFE, TABLETS BILL
5/12/2014	145026	FINANCE	VERIZON WIRELESS	MAR2014D	172.88	001-280-513-30410	178	MARCH CELL PHONE, WIFE, TABLETS BILL
5/12/2014	145026	FINANCE	VERIZON WIRELESS	MAR2014D	80.02	001-271-513-30410	178	MARCH CELL PHONE, WIFE, TABLETS BILL
5/12/2014	145026	FINANCE	VERIZON WIRELESS	MAR2014D	40.01	001-284-515-30410	178	MARCH CELL PHONE, WIFE, TABLETS BILL
5/12/2014	145026	FINANCE	VERIZON WIRELESS	MAR2014D	961.49	408-599-599-30410	178	MARCH CELL PHONE, WIFE, TABLETS BILL
5/12/2014	145026	FINANCE	VERIZON WIRELESS	MAR2014D	48.19	400-274-513-30410	178	MARCH CELL PHONE, WIFE, TABLETS BILL
5/12/2014	145026	FINANCE	VERIZON WIRELESS	MAR2014D	48.19	001-210-522-30410	178	MARCH CELL PHONE, WIFE, TABLETS BILL
5/12/2014	145026	FINANCE	VERIZON WIRELESS	MAR2014D	1,177.92	001-210-521-30410	178	MARCH CELL PHONE, WIFE, TABLETS BILL
5/12/2014	145026	FINANCE	VERIZON WIRELESS	MAR2014D	1,333.83	001-410-539-30410	178	MARCH CELL PHONE, WIFE, TABLETS BILL
5/12/2014	145026	FINANCE	VERIZON WIRELESS	MAR2014D	43.23	402-520-535-30410	178	MARCH CELL PHONE, WIFE, TABLETS BILL
5/12/2014	145026	FINANCE	VERIZON WIRELESS	MAR2014D	43.23	403-520-531-30410	178	MARCH CELL PHONE, WIFE, TABLETS BILL
5/12/2014	145026	FINANCE	VERIZON WIRELESS	MAR2014D	43.23	404-520-533-30410	178	MARCH CELL PHONE, WIFE, TABLETS BILL
5/12/2014	145026	FINANCE	VERIZON WIRELESS	MAR2014D	43.23	405-520-532-30410	178	MARCH CELL PHONE, WIFE, TABLETS BILL
5/12/2014	145026	FINANCE	VERIZON WIRELESS	MAR2014V	128.00	001-001-519-30410	178	MARCH CELL PHONE, WIFE, TABLETS BILL
5/12/2014	145026	FINANCE	VERIZON WIRELESS	MAR2014V	42.00	001-110-511-30491	178	MARCH CELL PHONE, WIFE, TABLETS BILL
5/12/2014	145026	FINANCE	VERIZON WIRELESS	MAR2014V	58.99	001-130-519-30410	178	MARCH CELL PHONE, WIFE, TABLETS BILL
5/12/2014	145026	FINANCE	VERIZON WIRELESS	MAR2014V	21.00	001-160-512-30410	178	MARCH CELL PHONE, WIFE, TABLETS BILL
5/12/2014	145026	FINANCE	VERIZON WIRELESS	MAR2014V	50.55	001-284-515-30410	178	MARCH CELL PHONE, WIFE, TABLETS BILL
5/12/2014	145026	FINANCE	VERIZON WIRELESS	MAR2014V	52.22	400-274-513-30410	178	MARCH CELL PHONE, WIFE, TABLETS BILL
5/12/2014	145026	FINANCE	VERIZON WIRELESS	MAR2014V	0.95	001-210-522-30410	178	MARCH CELL PHONE, WIFE, TABLETS BILL
5/12/2014	145026	FINANCE	VERIZON WIRELESS	MAR2014V	283.19	001-210-521-30410	178	MARCH CELL PHONE, WIFE, TABLETS BILL
5/12/2014	145026	FINANCE	VERIZON WIRELESS	MAR2014V	241.72	001-410-539-30410	178	MARCH CELL PHONE, WIFE, TABLETS BILL
5/12/2014	145026	FINANCE	VERIZON WIRELESS	MAR2014V	22.80	402-520-535-30410	178	MARCH CELL PHONE, WIFE, TABLETS BILL

5/6/2014	HAIRE, TOMMY	BELL & BATES HOME CENTER	307824	22.69	001-001-574-52699	QUINCYEST SUPPLIES
5/7/2014	HAIRE, TOMMY	BELL & BATES HOME CENTER	308510	23.00	001-210-522-30463	REPAIR FAUCET
5/7/2014	HAIRE, TOMMY	BELL & BATES HOME CENTER	308597	(25.00)	001-210-522-30463	REPAIR FAUCET CREDIT
5/13/2014	HAIRE, TOMMY	WM SUPERCENTER #488	0555272	61.50	001-210-522-30491	CLEANING SUPPLIES
5/21/2014	HAIRE, TOMMY	QUINCY AUTO PARTS	50-76295	7.09	001-230-522-30406	SWITCH FOR ENGINE 4 HOSE REEL
5/22/2014	HAIRE, TOMMY	BELL & BATES HOME CENTER	044561	22.08	001-210-522-30491	MAL ED SOBAS
5/22/2014	HAIRE, TOMMY	BNI BUILDING NEWS	N-00179308	219.50	001-230-522-30493	CURRENT FIRE PREVENTION CODE BOOK
5/22/2014	HAIRE, TOMMY	WM SUPERCENTER #488	003145	13.94	001-210-522-30463	REPLACE DAMAGED DOOR NOB ON FIRE CALL
5/22/2014	HAIRE, TOMMY	BELL & BATES HOME CENTER	314981	12.28	001-210-522-30463	SINK REPAIR
5/15/2014	HICKS, SYLVIA	CITRUS PUBLISHING GADCO TIMES	050282	308.00		
5/5/2014	JORDAN, CHRIS	8X8 INC	JUN-2014	35.17	408-539-539-30410	AFTER HOURS PHONE FOR NETO
5/5/2014	JORDAN, CHRIS	8X8 INC	JUN-2014	35.17	001-260-513-30410	HR HOTLINE
5/6/2014	JORDAN, CHRIS	8X8 INC	JUN-2014	35.17	001-210-521-30410	OPD HOTLINE
5/8/2014	JORDAN, CHRIS	WM SUPERCENTER #488	79.92	508-539-539-30491	SURGE SUPPRESSORS	
5/12/2014	JORDAN, CHRIS	YAHOO!QUINCY FAMILY MEDICINE	33.85	508-539-539-30491	COO WEBSITE	
5/12/2014	JORDAN, CHRIS	WJFPO.COM	29.95	508-539-539-30491	INSTANT ALERT	
5/13/2014	JORDAN, CHRIS	WVFX PROTUS	10.00	001-310-572-30410	CITY TAX SERVICES fee - REC	
5/13/2014	JORDAN, CHRIS	WVFX PROTUS	10.00	408-539-539-30410	CITY TAX SERVICES fee - NeIQ	
5/13/2014	JORDAN, CHRIS	WVFX PROTUS	10.00	002-250-552-30410	CITY TAX SERVICES fee - CRA	
5/13/2014	JORDAN, CHRIS	WVFX PROTUS	10.00	001-260-513-30491	CITY TAX SERVICES fee - HR	
5/13/2014	JORDAN, CHRIS	WVFX PROTUS	17.70	001-271-513-30410	CITY TAX SERVICES fee - FIN	
5/13/2014	JORDAN, CHRIS	WVFX PROTUS	20.00	001-180-512-30410	CITY TAX SERVICES fee - CMO	
5/13/2014	JORDAN, CHRIS	WVFX PROTUS	10.00	001-210-522-30410	CITY TAX SERVICES fee - CPD	
5/13/2014	JORDAN, CHRIS	WVFX PROTUS	20.00	001-210-521-30410	CITY TAX SERVICES fee - CPD	
5/13/2014	JORDAN, CHRIS	WVFX PROTUS	20.00	001-210-521-30410	CITY OFFICE SITE BACKUP	
5/15/2014	JORDAN, CHRIS	BARRACUDA NETWORKS INC	200.00	508-539-539-30491	CITY SHAREPOINT SITE	
5/18/2014	JORDAN, CHRIS	ALFERSCO SOFTWARE	94.00	508-539-539-30491	CITY SHAREPOINT SITE	
5/22/2014	JORDAN, CHRIS	INTERNATIONAL TRANSACTION FEE	0.75	508-539-539-30491	CITY ADDBE SUBSCRIPTION	
5/22/2014	JORDAN, CHRIS	ADOBE SYSTEMS INC	19.99	508-539-539-30491	Web portal For Meter Reading	
5/22/2014	JORDAN, CHRIS	THE SERVANT CORPORATION	199.00	312-691-531-60644	WEATHER DATA CITY MANAGERS OFFICE	
5/28/2014	JORDAN, CHRIS	ACQULEATHER INC	7.95	508-539-539-30491	GOTOMEETING	
5/28/2014	JORDAN, CHRIS	GOTOCITRIL.COM	4.00	508-539-539-30491	CITY ADDBE SUBSCRIPTION	
5/28/2014	JORDAN, CHRIS	ADOBE SYSTEMS INC	69.99	508-539-539-30491	CITY ADDBE SUBSCRIPTION	
6/3/2014	JORDAN, CHRIS	DT230	75.00	508-539-539-30491	COO WEBSITE	
6/3/2014	JORDAN, CHRIS	8X8 INC	35.17	408-539-539-30410	AFTER HOURS PHONE FOR NETO	
6/3/2014	JORDAN, CHRIS	8X8 INC	35.17	001-260-513-30410	HR HOTLINE	
6/3/2014	JORDAN, CHRIS	8X8 INC	JUN-2014	35.17	001-210-521-30410	OPD HOTLINE
5/6/2014	PLAYAH, BERNARD	WM SUPERCENTER #488	049197	87.88	001-001-574-52699	MATERIALS FOR QUINCYEST
5/12/2014	PLAYAH, BERNARD	WVFCORP/COUNTY.COM	10292884	8.28	001-264-515-30491	COPIES OF RECORDS FROM COUNTY CLERK
5/5/2014	SAPP, GLENN	KAYAKA PUBLISHING	66098	246.26	001-001-574-48699	QUINCYEST AD
5/5/2014	SAPP, GLENN	IACP	100111208	120.00	001-220-521-30493	MEMBERSHIP DUES - MIXSON
5/7/2014	SAPP, GLENN	IACP	100111203	120.00	001-220-521-30493	MEMBERSHIP DUES - GILYARD
5/28/2014	SAPP, GLENN	GADSDEN COUNTY TAX COLLECTOR	497763	133.94	001-220-521-60644	PATROL CAR VEHICLE TAG REGISTRATION
5/28/2014	SAPP, GLENN	AZARS UNIFORM	43046-5	75.58	001-220-521-30522	POLICE EQUIPMENT
5/28/2014	SAPP, GLENN	PGA NATIONAL RESORT & SPA	JUN-2014	21.80	001-220-521-30493	ASST POLICE CHIEF & CAPTAIN GILYARD TRAVEL
5/28/2014	SAPP, GLENN	PGA NATIONAL RESORT & SPA	JUN-2014	134.03	001-220-521-30493	ASST POLICE CHIEF & CAPTAIN GILYARD TRAVEL
5/28/2014	SAPP, GLENN	PGA NATIONAL RESORT & SPA	JUN-2014	60.00	001-220-521-30493	ASST POLICE CHIEF & CAPTAIN GILYARD TRAVEL
5/28/2014	SAPP, GLENN	PGA NATIONAL RESORT & SPA	JUN-2014	(93.00)	001-220-521-30493	ASST POLICE CHIEF & CAPTAIN GILYARD TRAVEL
5/28/2014	SAPP, GLENN	PGA NATIONAL RESORT & SPA	JUN-2014	(93.00)	001-220-521-30493	ASST POLICE CHIEF & CAPTAIN GILYARD TRAVEL
5/28/2014	SAPP, GLENN	PGA NATIONAL RESORT & SPA	JUN-2014	(134.03)	001-220-521-30493	ASST POLICE CHIEF & CAPTAIN GILYARD TRAVEL
5/28/2014	SAPP, GLENN	PGA NATIONAL RESORT & SPA	JUN-2014	(21.50)	001-220-521-30493	ASST POLICE CHIEF & CAPTAIN GILYARD TRAVEL
5/29/2014	SHERMAN, ANN	USPS	090433	12.35	400-274-513-30341	OVERNIGHT CUSTOMER BILL
5/7/2014	TAYLOR, GREG	STONES HOME CENTERS	05886035	174.99	001-440-572-30391	MATERIAL FOR TANYARD PARK
5/16/2014	TAYLOR, GREG	WM SUPERCENTER #488	043880	14.85	001-440-572-30391	TIES FOR BASEBALL SCHEENS
5/16/2014	TAYLOR, GREG	WM SUPERCENTER #488	073562	13.75	001-440-572-30391	PADLOCK FOR JACKSON HGTS CERTIFICATE PAPER
5/21/2014	TAYLOR, GREG	WM SUPERCENTER #488	073562	29.88	001-310-572-30491	COMPUTER KEYBOARD
5/22/2014	TAYLOR, GREG	WALMART #0488	07331	(32.13)	001-310-572-30491	REPLACED COMPUTER KEYBOARD
5/29/2014	TAYLOR, GREG	STONES HOME CENTERS	05888243	402.27	001-440-572-30391	REPLACEMENT DOORS @ POOL
6/2/2014	TAYLOR, GREG	WM SUPERCENTER #488	000935	14.70	001-440-572-30391	CLEANER FOR THE POOL
6/2/2014	TAYLOR, GREG	WM SUPERCENTER #488	030927	17.84	001-440-572-30463	SHOWER HANDLE FOR POOL
6/3/2014	TAYLOR, GREG	EPPESS DECORATING CENTER	084440	212.00	001-440-572-30463	PAINT FOR POOL
6/3/2014	TAYLOR, GREG	EPPESS DECORATING EASTSIDE	CG11602	106.00	001-440-572-30463	PAINT FOR POOL
6/4/2014	TAYLOR, GREG	STONES HOME CENTERS	08774179	25.50	001-440-572-30463	CEMENT FOR POOL CRACK
6/4/2014	TAYLOR, GREG	EPPESS DECORATING CENTER	084551	371.00	001-440-572-30463	POOL PAINT
6/4/2014	TAYLOR, GREG	STONES HOME CENTERS	05890122	31.01	001-440-572-30463	PAINT TRAYS, ROLLERS AND POLES FOR POOL
		TOTAL CHARGES		25,870.44		
		PAYMENT		(25,870.44)		
		BALANCE		0.00		

CITY OF QUINCY

		<u>BUDGET TO ACTUAL REVENUES</u>		<u>31-May-14</u>		<u>67%</u>
Fund	Dept.	Adjusted Budget	YTD Amount	Balance	% Rev	
001	TOTAL Gen.	3,075,886.00	2,003,983.00	1,071,903.00	65%	
002	TOTAL CRA	439,190.00	441,039.00	(1,849.00)	100%	
402	TOTAL Sewer	2,017,540.00	1,094,991.00	922,549.00	54%	
403	TOTAL Elec	14,788,215.00	8,714,050.00	6,074,165.00	59%	
404	TOTAL Water	1,598,376.00	925,848.00	672,528.00	58%	
105	TOTAL Gas	1,867,748.00	1,555,333.00	312,415.00	83%	
406	TOTAL Refuse	1,240,897.00	857,350.00	383,547.00	69%	
407	TOTAL Landfill	259,844.00	138,751.00	121,093.00	53%	
408	TOTAL Net Quincy	91,909.00	30,931.00	60,978.00	34%	
	GRAND TOTAL	25,379,605.00	15,762,276.00	9,617,329.00	62%	
BUDGET TO ACTUAL EXPENSES						
		<u>31-May-14</u>				<u>67%</u>
Fund	Dept.	Adjusted Budget	YTD Amount	Balance	% Exp	
001	TOTAL Gen.	8,363,478.00	4,390,967.23	3,909,396.24	53%	
002	TOTAL CRA	439,189.00	256,059.39	183,129.61	58%	
312	TOTAL Smt. Grid	-	85,294.27	(85,294.27)	N/A	
400	TOTAL Cust. Serv.	733,994.00	380,350.41	344,679.11	52%	
402	TOTAL Sewer	1,826,851.00	1,078,030.51	1,036,341.50	59%	
403	TOTAL Elec	11,264,879.00	4,913,805.86	6,342,086.98	44%	
404	TOTAL Water	1,376,813.00	580,633.34	766,507.36	42%	
105	TOTAL Gas	1,202,891.00	452,130.45	749,941.94	38%	
406	TOTAL Refuse	1,150,929.00	640,141.15	510,787.85	56%	
407	TOTAL Landfill	161,111.00	73,089.45	72,981.55	45%	
408	TOTAL Net Quincy	209,274.00	133,379.35	59,153.56	64%	
508	TOTAL Int Serv - IT	267,767.00	83,065.02	191,550.66	31%	
	GRAND TOTAL	26,997,176.00	13,066,946.43	14,081,262.09	48%	

<u>City of Quincy Expenditures: Bud to Actual as of 05/31/14</u>		<u>5/31/14 (67%)</u>	<u>67%</u>
<u>Fund / Department / Type</u>	<u>Adjusted Budget</u>	<u>YTD Amount</u>	<u>Balance</u>
3 Total NonDeptmtl / GenServ-Adm > Operating	1,140,154	526,311	610,306
7 Total NonDeptmtl / GenServ-Adm > Debt Service	410,981	-	410,981
3 Total NonDeptmtl Gen admin / CRA TIF EXP > Operating	150,963	151,949	(986)
1 Total NonDeptmtl Gen admin / QuincyFest > Sal & Persnl	3,000	-	3,000
3 Total NonDeptmtl Gen admin / QuincyFest > Operating	10,000	7,275	2,725
1 Total City Cmsn / City Cmsn > Sal & Persnl	83,036	54,298	28,738
3 Total City Cmsn / City Cmsn > Operating	16,000	5,857	10,143
8 Total City Cmsn / City Cmsn > Grants-out	46,665	691	45,974
3 Total City Atty / City Atty > Operating	135,400	71,379	64,021
1 Total City Clerk / CtCrk > Sal & Persnl	76,431	49,950	26,481
3 Total City Clerk / CtCrk > Operating	19,130	1,712	17,418
1 Total City Man / City Man > Sal & Persnl	243,237	129,617	113,620
3 Total City Man / City Man > Operating	34,640	9,487	25,011
1 Total Pol / Pol-Adm > Sal & Persnl	420,743	292,291	128,452
3 Total Pol / Pol-Adm > Operating	149,520	84,790	63,880
6 Total Pol / Pol-Adm > Capital	11,400	2,473	8,927
1 Total Fir / fir-Adm > Sal & Persnl	177,615	91,840	85,775
3 Total Fir / fir-Adm > Operating	54,912	25,083	29,234
6 Total Fir / fir-Adm > Capital	2,500	-	2,500
7 Total Fir / fir-Adm > Debt Service	6,115	-	6,115
1 Total Pol / Pol-Op > Sal & Persnl	1,292,810	858,780	459,030
3 Total Pol / Pol-Op > Operating	145,888	47,282	69,566
6 Total Pol / Pol-Op > Capital	27,403	7,901	10,206
7 Total Pol / Pol-Op > Debt Service	36,059	1,308	7,373
1 Total Fir / Fir-Op > Sal & Persnl	984,860	638,815	346,045
3 Total Fir / Fir-Op > Operating	78,244	13,483	64,193
6 Total Fir / Fir-Op > Capital	33,630	8,857	24,773
1 Total HR / HR > Sal & Persnl	93,002	56,943	36,059
3 Total HR / HR > Operating	54,699	7,768	46,931

6 Total	HR / HR > Capital	500	-	500	0%
1 Total	Fin / Fin > Sal & Persnl	75,973	42,728	33,245	56%
3 Total	Fin / Fin > Operating	71,200	56,780	13,281	80%
6 Total	Fin / Fin > Capital	3,000	194	2,806	6%
1 Total	Bldg&Pln / Bldg&Pln > Sal & Persnl	217,479	121,298	96,181	56%
3 Total	Bldg&Pln / Bldg&Pln > Operating	234,750	20,052	211,466	9%
6 Total	Bldg&Pln / Bldg&Pln > Capital	1,000	-	1,000	0%
1 Total	Parks&Rec / Rec Actvs > Sal & Persnl	134,576	99,280	35,296	74%
3 Total	Parks&Rec / Rec Actvs > Operating	171,907	39,031	133,388	23%
1 Total	PW / Adm-PW > Sal & Persnl	75,390	40,773	34,617	54%
3 Total	PW / Adm-PW > Operating	122,069	55,969	58,508	46%
1 Total	PW / Road&Str > Sal & Persnl	120,031	145,322	(25,291)	121%
3 Total	PW / Road&Str > Operating	191,600	64,490	127,110	34%
6 Total	PW / Road&Str > Capital	242,430	68,134	174,296	28%
7 Total	PW / Road&Str > Debt Service	18,990	-	18,990	0%
1 Total	PW / Cemtry > Sal & Persnl	15,752	9,219	6,533	59%
3 Total	PW / Cemtry > Operating	5,000	-	5,000	0%
1 Total	PW / Bldg&Grnds > Sal & Persnl	250,112	171,130	78,982	68%
3 Total	PW / Bldg&Grnds > Operating	84,200	95,672	(11,466)	114%
6 Total	PW / Bldg&Grnds > Capital	1,500	-	1,500	0%
1 Total	Parks&Rec / Parks-Op > Sal & Persnl	80,770	79,098	1,672	98%
3 Total	Parks&Rec / Parks-Op > Operating	85,000	21,049	63,320	25%
1 Total	PW / Fleet Maint > Sal & Persnl	134,728	64,100	70,628	48%
3 Total	PW / Fleet Maint > Operating	86,484	55,859	25,994	65%
6 Total	PW / Fleet Maint > Capital	-	(5,351)	5,351	N/A
1 Total	CRA / CRA > Sal & Persnl	115,854	55,112	60,742	48%
3 Total	CRA / CRA > Operating	152,935	35,155	117,780	23%
6 Total	CRA / CRA > Capital	2,400	-	2,400	0%
7 Total	CRA / CRA > Debt Service	168,000	118,165	49,835	70%
6 Total	CRA / CRA > Capital	-	47,627	(47,627)	N/A
1 Total	RevB'11 Cap Fund / SmrtGrd > Sal & Persnl	-	52,513	(52,513)	N/A
3 Total	RevB'11 Cap Fund / SmrtGrd > Operating	-	32,781	(32,781)	N/A

6 Total	RevB'11 Cap Fund / SmtGrd > Capital	-	-	-	-	N/A
1 Total	BusActvs / BusActiv-CS > Sal & Persnl	641,688	366,374	275,314	57%	
3 Total	BusActvs / BusActiv-CS > Operating	66,600	11,440	46,196	17%	
6 Total	BusActvs / BusActiv-CS > Capital	5,000	2,536	2,464	51%	
7 Total	BusActvs / BusActiv-CS > Debt Service	20,706	-	20,706	0%	
1 Total	Sewer / SWR-Adm > Sal & Persnl	65,289	32,633	32,656	50%	
3 Total	Sewer / SWR-Adm > Operating	104,018	117,525	(14,132)	113%	
6 Total	Sewer / SWR-Adm > Capital	10,000	-	10,000	0%	
7 Total	Sewer / SWR-Adm > Debt Service	475,482	1,417	474,065	0%	
3 Total	Sewer / SWR-Trtmt > Operating	993,376	544,409	439,941	55%	
6 Total	Sewer / SWR-Trtmt > Capital	31,000	297,350	31,000	959%	
1 Total	Sewer / SWR-Dstrb > Sal & Persnl	111,328	80,970	30,358	73%	
3 Total	Sewer / SWR-Dstrb > Operating	31,330	3,727	27,397	12%	
6 Total	Sewer / SWR-Dstrb > Capital	5,028	-	5,056	0%	
1 Total	Elec / EL-Wrths > Sal & Persnl	24,390	-	24,390	0%	
3 Total	Elec / EL-Wrths > Operating	7,807	3,584	3,392	46%	
1 Total	Elec / EL-Adm > Sal & Persnl	130,631	65,266	65,365	50%	
3 Total	Elec / EL-Adm > Operating	9,274,915	3,940,172	5,327,147	42%	
7 Total	Elec / EL-Adm > Debt Service	800,000	466,900	333,100	58%	
1 Total	Elec / EL-Dstrb > Sal & Persnl	411,929	210,906	201,023	51%	
3 Total	Elec / EL-Dstrb > Operating	572,191	225,479	346,153	39%	
6 Total	Elec / EL-Dstrb > Capital	43,016	1,498	41,518	3%	
1 Total	Wa / WA-Adm > Sal & Persnl	65,289	32,633	32,656	50%	
3 Total	Wa / WA-Adm > Operating	56,374	7,747	47,993	14%	
7 Total	Wa / WA-Adm > Debt Service	455,068	-	455,068	0%	
3 Total	Wa / WA-Trtmt > Operating	620,252	323,873	267,451	52%	
6 Total	Wa / WA-Trtmt > Capital	25,028	121,017	(95,989)	484%	
1 Total	Wa / WA-Dstrb > Sal & Persnl	111,175	81,369	29,806	73%	
3 Total	Wa / WA-Dstrb > Operating	33,627	13,995	19,523	42%	
6 Total	Wa / WA-Dstrb > Capital	10,000	-	10,000	0%	
1 Total	Gas / Gas-Adm > Sal & Persnl	65,290	32,633	32,657	50%	
3 Total	Gas / Gas-Adm > Operating	1,019,468	388,102	630,731	38%	

1 Total	Gas / Gas-Dstrb > Sal & Persnl	81,521	24,508	57,013	30%
3 Total	Refuse-PW / OP-Tr&Garb > Operating	1,187,541	647,028	540,329	54%
1 Total	Landfill / Landfill > Sal & Persnl	85,318	58,316	27,002	68%
3 Total	Landfill / Landfill > Operating	75,793	14,774	45,979	19%
1 Total	Telcom / Telcom > Sal & Persnl	66,648	29,544	37,104	44%
3 Total	Telcom / Telcom > Operating	114,599	103,835	(5,978)	91%
6 Total	Telcom / Telcom > Capital	1,570	-	1,570	0%
7 Total	Telcom / Telcom > Debt Service	26,457	-	26,457	0%
1 Total	Int Serv-IT / IT > Sal & Persnl	78,192	32,198	45,994	41%
3 Total	Int Serv-IT / IT > Operating	80,826	50,867	36,808	63%
6 Total	Int Serv-IT / IT > Capital	9,708	-	9,708	0%
7 Total	Int Serv-IT / IT > Debt Service	99,041	-	99,041	0%
Grand Total		26,997,176	13,066,946	14,081,262	48%

Legend:

- 1 Total Personnel
- 3 Total Operating
- 6 Total Capital
- 7 Total Debt Service
- 8 Total Grants
- 9 Total Transfers