

City of Quincy

City Hall

404 West Jefferson Street

Quincy, FL 32351

www.myquincy.net



Meeting Agenda

Tuesday, March 26, 2013

6:00 PM

City Hall Commission Chambers

City Commission

Angela Sapp, Mayor (Commissioner District Two)

Keith Dowdell, Mayor Pro-Tem (Commissioner District One)

Derrick Elias (Commissioner District Three)

Andy Gay (Commissioner District Four)

Larry Edwards (Commissioner District Five)

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

Call to Order

Invocation

Pledge of Allegiance

Roll Call

Agenda Approval

Approval of Minutes

1. Approval of Minutes of the 03/12/2013 Regular Meeting
(Sylvia Hicks, City Clerk)

Public Hearings, Resolutions and Ordinances

2. Proclamation (Gadsden County Black History Heritage)
3. Ordinance No. 1051 Animals

Presentation(s)

4. Police Officer of the Year

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

Consent Agenda

Discussion(s)

5. Second Reading of the Proposed Ordinance 1051 to Amend Chapter 10 (Animals)
to Add Requirements Regulating Pet Waste
(Jack L. McLean Jr., City Manager, Bernard Piawah, Planning Director)
6. Purchasing Card Policy
(Jack L. McLean Jr., City Manager, Theresa Moore, Finance Director)
7. Biosolids Dewatering Facility Bid Award
(Jack L. McLean Jr. City Manager, Mike Wade, Utilities Director)

Report(s)/ Information

8. Audit Report
(Jack L. McLean Jr., City Manager, Theresa Moore, Finance Director)
9. QFD Monthly Report
(Jack L. McLean Jr., City Manager, Captain Scott Haire, Acting Fire Chief)
10. Financial Report/P-Card
(Jack L. McLean Jr. City Manager, Theresa Moore, Finance Director)

City Manager's Report(s)

City Attorney's Report(s)

Commissioners' Reports

Other

Adjournment

*Item Not in Agenda Book

CITY COMMISSION
CITY HALL
QUINCY, FLORIDA

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

The Quincy City Commission met in regular session Tuesday, March 12, 2013, with Mayor Pro-Tem Commissioner Dowdell presiding and the following present:

Mayor Commissioner Angela G. Sapp (absent)
Commissioner Larry D. Edwards
Commissioner Gerald A. Gay, III
Commissioner Derrick D. Elias

Also Present:

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

Guest Present:

Gadsden County Board of Commissioner, Sherrie Taylor
Gadsden County Board of Commissioner, Eric Hinson

Call to Order:

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

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

Approval of Agenda:

Commissioner Elias made a motion to approve the agenda with the following: Commissioner Elias stated Under Discussion(s) the item should have read Traffic Calming Devices: Commissioner Gay seconded the motion. The ayes were unanimous.

Approval of Minutes:

Commissioner Gay made a motion to approve the February 26, 2013 regular meeting minutes with any corrections if necessary. Commissioner Edwards seconded the motion. The ayes were unanimous.

Public Hearings, Ordinances, Resolutions and Proclamations:

At a public hearing, Commissioner Edwards made a motion to read Ordinance No. 1050 (Traffic Infraction) by title only. Mayor Pro-Tem Commissioner Dowdell seconded the motion. Upon roll call by the Clerk, the ayes were Commissioner Edwards and Mayor Pro-Tem Commissioner Dowdell. The motion did not pass. There were no comments from the audience.

At a public hearing, Commissioner Elias made a motion to read Ordinance No. 1051 (Amending Chapter 10 Animals) by title only. Commissioner Gay seconded the motion. Upon roll call by the Clerk, the ayes were Commissioners Elias, Gay, Edwards, and Dowdell. The Clerk read the title as follows:

AN ORDINANCE AMENDING CHAPTER 10 OF THE QUINCY CODE OF ORDINANCES TO ADD A NEW INTRODUCTORY LANGUAGE TO DEFINITIONS SECTION; TO NUMBER THE EXISTING DEFINITIONS 1 THROUGH 18 AND TO ADD NEW DEFINITIONS NUMBERED 19 THROUGH 24; TO ADD SECTION 10-5.5 ESTABLISHING REQUIREMENT FOR THE PROPER REMOVAL AND DISPOSAL OF ANIMAL WASTE IN THE CITY OF QUINCY; TO PRESCRIBE PENALTIES FOR FAILURE TO COMPLY; REPEALING ALL ORDINANCES IN CONFLICT HERewith; PROVIDING FOR CODIFICATION AND PROVIDING AN EFFECTIVE DATE.

There were no comments from the audience. Commissioner Elias made a motion to approve Ordinance No. 1051 on first reading. Commissioner Edwards seconded the motion. Commissioner Elias asked what mechanisms are in place for enforcement. City Manager McLean stated Code Enforcement and the Police Department are the enforcing agents as described in the ordinance. Upon roll call by the Clerk, the ayes were Commissioners Elias, Gay, Edwards, and Dowdell. The ayes were unanimous.

Mayor Pro-Tem Dowdell read the following Proclamation Military Family and Community Covenant Day

**CITY OF QUINCY, FLORIDA
PROCLAIMS APRIL 17, 2013 AS
MILITARY FAMILY AND COMMUNITY COVENANT DAY**

WHEREAS, for more than 230 years, individuals from all walks of life have taken up arms and sworn an oath to support and defend the principles upon which our country was founded; and

WHEREAS, whether serving at home or abroad, Florida's active duty reserve and National Guard military and civil servants, protect our homeland, respond to national disasters, assist humanitarian emergencies and protect against all threats foreign and domestic; and

WHEREAS, created in 2008, the United States Army Community Covenant program was designed to foster and sustain effective state and community partnerships with all of the armed services, improving the quality of life for service men and women and their families; and;

WHEREAS, the State of Florida has conducted a state-wide community covenant signing ceremony; and

WHEREAS, community support is essential to the readiness of the military and contributes to strengthening the resilience of U.S. military personnel; and

WHEREAS, Americans recognize that military personnel and their families make considerable sacrifices as they defend the Nation, as multiple long deployments, frequent moves, and visible/invisible wounds of war are a few of the unique stresses military families face; and

WHEREAS, today, Floridians support service members, veterans, and their families by stepping forward to help mitigate stresses associated with military life while also striving to inspire their fellow Americans to continue to recognize and support military and veteran families in their communities.

NOW, THEREFORE, BE IT RESOLVED that the City of Quincy hereby proclaims April 17, 2013 as

MILITARY FAMILY AND COMMUNITY COVENANT DAY

and hereby express their unwavering support and admiration to all current and former military personnel for their true and faithful service and further recognize the tremendous sacrifices of their families.

BE IT FURTHER RESOLVED that the City of Quincy, Florida through the Florida Military Family and Community Covenant and Operation Strong Families, accepts the call to action to support and honor all service members, veterans and their families, past and present.

DULY ADOPTED AND PROCLAIMED this 12th day of March 2013.

Mayor Pro-Tem Dowdell asked all the Veterans in the Audience to stand and introduce themselves.

Presentation(s):

Citizens to be Heard:

Bishop Sylvester Robinson of St. Mark Primitive Baptist Church came before the Commission to request that they approve the funding for the Quincy Shuttle. He conveyed to the Commission three (3) points: **1) Transportation 2) Education 3) Economic Development.** He stated without some kind of transit system, there is no economic growth and no one can get around to spend any money. He also stated the churches can get involved in assisting with transportation.

Mr. Arnold Hankerson of 209 South Love Street came before the Commission to inform them that no one had contacted him to discuss his utility bill. Ms. Sherman stated that she had spoken with Mr. Jones to do an energy audit on Mr. Hankerson's house and informed him that it is urgent. She also stated that she had a wrong number of Mr. Hankerson. Ms. Sherman informed the Commission that she had removed the penalties from his bill. The Manager stated that he would meet with Mr. Hankerson at 9:00 a.m., Wednesday, March 13, 2013. Commissioner Edwards asked just what will the audit show. Ms. Sherman stated it will show the following: type of heat used, gas malfunctions, water leakage, bad meter and will show if the City needs to correct something on our side. Commissioner Gay stated the bill seems to be excessively high and asked if his old meter could be tested. Commissioner Elias stated this should not take two (2) weeks.

Ms. Vivian Howard of 805 South Virginia Street came before the Commission to discuss Traffic Infraction Detectors. The Manager apologized to Ms. Howard regarding a phone call he stated that Ms. Howard had not made to him, he stated that he checked his messages at the office phone but in reality Ms. Howard had called his cell phone, therefore he publicly apologized.

Ms. Denise Pouncey Hannah of 714 North 9th Street came before the Commission to ask if the street sweeper is working because it had not been on her street in three weeks. Ms. Hannah asked the City for a records request in January and had not received the documents. She stated she spoke with the Finance Director to make sure she understood exactly what she was looking for on a particular line item. The document she received was not what she requested. Ms. Hannah's request was that two Commissioners went on a trip. The Manager stated that Commissioner Dowdell went to Orlando for a Florida League of Cities Conference and the Mayor went to Washington, D.C. for an Inaugural Meeting and was she received \$500.00 for expenses. Commissioner Elias stated that we adopted a policy that all travel must come before the Commission for approval. Commissioner Edwards stated that he thought it was for employees but we should have a policy. Mayor Pro-Tem Dowdell stated that he refuse to announce that he will be out of town because his house was broken in. The Clerk was asked to pull the minutes regarding the approval of travel.

Consent Agenda:

Discussion(s):

Rehearing of the Request to Fund the Big Bend Quincy In-Town Bus Shuttle

Ms. Sherrie Taylor of 217 West Clark Street came before the Commission to urge them to support funding for the Quincy Shuttle. Ms. Taylor thanked the Commission for giving her the opportunity to speak to them and stated this is a positive move, the County voted at their last meeting to approve the funding. Ms. Taylor also had several supporters of the Quincy Shuttle in the audience. She reported to the Commission that the Gadsden County Board of County Commission approved a motion to support the funding in the amount of \$36,000. She stated the importance of transportation and it will never be self supportive because it serves the handicap and disadvantage. Mayor Pro-Tem Dowdell stated he and the Manager met with the Director of Transportation for the Gadsden County School Board and several options were discussed: such as the City purchase of a bus from the School Board and the School Board contracting with the City to provide the service. Commissioner Elias asked the Manager where the funds were coming from, he replied from the repayment from CRA. Commissioner Elias stated he would support it for one more time and to make sure we come up with something that is more viable. Commissioner Edwards stated one of his constituents said that the shuttle bus is his only means of transportation to the doctor, grocery store, and etc. Commissioner Gay stated we can purchase a bus and a driver if the City and County pooled the \$36,000; and the City needs to be financially responsible. Commissioner Edwards made a motion to approve the request to fund the Quincy Shuttle for one (1) year from April 2013 until March 2014 in the amount of \$36,000. Commissioner Elias seconded the motion. The ayes were Commissioners Elias, Edwards, and Dowdell. Nay was Commissioner Gay. The motion carried.

Speed Calming Devices at Tanyard Creek Park

Commissioner Elias made a motion to approve installing speed calming devices (speed humps) in Tanyard Creek Park. Commissioner Gay seconded the motion. The ayes were Commissioner Elias and Gay. Nays were Commissioners Edwards and Dowdell. The motion ended in a two – two vote (died).

Amendment to the Code to require utility connection for inhabitant structures

Bernard Piawah, Director of Building and Planning presented to the Commission draft language to clarify the City's code that will facilitate the enforcement of situations where a structure is occupied that does not have utilities. The language reads as follows: A person should not occupy, as owner-occupant, or permit another person to occupy any structure or premise that does not comply with this section. The water supply system shall be installed and maintained to provide a supply of water to plumbing fixtures, toilet, devices and appurtenances in sufficient volume and at pressures adequate to enable the fixtures to function properly, safely and free from

defects, leaks and in order to ensure that structures are safe, sanitary and fit for human occupation and use. A dwelling must have running water in order to be live in. Commissioner Edwards made the motion to direct staff to advertise the proposed ordinance. Commissioner Gay seconded the motion. The ayes were unanimous.

Purchasing Card Policy Amendment - Section 7

City Manager McLean reported to the Commission that based on review of activity on the purchasing card since June 12, 2012, Staff noted that innocent/non-intentional violation of Section 7 would lead to employment termination. Section 7 allows an employee who spends \$40.00 or less on a disallowed item to reimburse the City and receive a written reprimand. If the \$40.00 limit is exceeded, the employee must be discharged even though the use of the card for the disallowed item may be inadvertent, unwittingly or unintentional. City Manager McLean stated he brought the policy back to the Commission because it was too stringent and hurt innocent employees thus provided the following changes: 1st occurrence of misuse or abuse – written reprimand, 2nd occurrence of misuse or abuse – suspension without pay, and 3rd occurrence of misuse or abuse – dismissal or forfeiture of office. Commissioner Elias made a motion to leave the policy as it. Commissioner Gay seconded the motion. Commissioner Gay stated if the person self reports the incident immediately and repay the funds, he did not have a problem with the change. The ayes were Commissioners Elias. Nays were Commissioners Gay, Edwards, and Dowdell. The motion did not carry. The Manager stated he would bring the item back to the Commission.

Reports(s)/Information:

- a. Code Compliance Case Report – Commissioner Gay stated he did not agree with the justification/narrative regarding the house without utilities.
- b. 2012 Power Outage Report – No comments

City Manager's Report(s):

City Manager McLean thanked the Citizens for participating in the following projects; Round-up and Project Help.

City Manager McLean informed the Commission that the new utility bills will be out soon.

City Manager McLean reported that Instant Alert is up and running and it is important that we update everyone's information i.e. telephone numbers, email address and mailing address.

City Attorney Report(s):

City Attorney White reported to the Commission that after researching the legality of withdrawing the RFP for Auditing Services, he found that appropriate to withdraw the RFP. Commissioner Gay asked at what point could we put the bid out. The Finance

Director stated at the end of the auditing process. Commissioner Elias said make sure you all do not drop the ball on the RFP, saying he was tired of TCBA Watson Rice.

Commissioner Concerns:

Commissioner Elias had the following concerns;

- The back side of Sunnyvale needs to be cleaned up
- Stripping on Martin Luther King Jr. Blvd. near the complex needs to be stripped
- Commissioner Dowdell stated there are also pot holes on MLK at the complex
- G. F. & A Drive on US 90 to Love Street needs to be cleaned up
- Asked if the deposit from the concert had been deposited into a separate bank account. The Finance Director replied, no, we have to set up a separate account.
- Commissioner Elias stated he remembered that all travel by the Commissioners must be approved. The Clerk will search the minutes and report back.

Commissioner Gay – None

Commissioner Edwards concerns:

- Asked Mr. Banks if he had taken care of the issue of the trash in the street off Santa Clara
- Commissioner Edwards made a motion to table the red light camera item until the legislature makes a decision. Commissioner Elias seconded the motion. The ayes were unanimous.

Mayor Pro-Tem Dowdell concerns:

- Advised the City Manager that he would coordinate a meeting with Mr. Owen Calloway on his utility bill and Mr. Doug Harris regarding the ditch.

Commissioner Dowdell made a motion to adjourn the meeting. Commissioner Edwards seconded the motion, the meeting was adjourned.

APPROVED:

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

ATTEST:

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

Proclamation

Honoring

Gadsden County Black Heritage, Culture, and Education Organization

Whereas, during Black History Month, we celebrate the many achievements and contributions made by African Americans to our economic, cultural, spiritual and political development; and

Whereas, in 1976, as part of the nation's bicentennial, Black History Week was expanded and became established as Black History Month; and

Whereas, the Gadsden County Black Heritage, Culture and Education Organization was established in 1982; and

Whereas, the Gadsden County Black Heritage, Culture and Education Organization parade and festival is held on the last Saturday in February; and

Whereas, the Gadsden County Black Heritage, Culture and Education Organization is a county wide affair that begins with the involvement of local governments, civic organizations and churches to keep African American History alive; and

Whereas, the said organization recognizes local heroes, both young and old and not just African Americans all are welcome; and

Whereas, the Gadsden County Black Heritage, Culture and Education Organization is an educational organization that teaches Black History since it is not taught in local public schools, the organization purchases books for the library, sponsor brain brawls, sponsor gospel-fest; and

I, Angela G. Sapp, Mayor of the City of Quincy and City Commission, do hereby proclaim that the City of Quincy will support the efforts of the Gadsden County Black Heritage, Culture and Education Organization and thank the Powell family for their hard work in organizing the event.

This 26th day March 2013.

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

ATTEST:

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

ORDINANCE NO. 1051

ANIMALS

AN ORDINANCE AMENDING CHAPTER 10 OF THE QUINCY CODE OF ORDINANCES TO ADD A NEW INTRODUCTORY LANGUAGE TO DEFINITIONS SECTION; TO NUMBER THE EXISTING DEFINITIONS 1 THROUGH 18 AND TO ADD NEW DEFINITIONS NUMBERED 19 THROUGH 24; TO ADD SECTION 10-5.5 ESTABLISHING REQUIREMENT FOR THE PROPER REMOVAL AND DISPOSAL OF ANIMAL WASTE IN THE CITY OF QUINCY; TO PRESCRIBE PENALTIES FOR FAILURE TO COMPLY; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR CODIFICATION AND PROVIDING AN EFFECTIVE DATE.

Sec. 10-1. - Definitions.

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

1. *Adult dog or cat* shall mean any dog or cat that is four months of age or older.
2. *Animal* means any live, nonhuman vertebrate creature, domestic or wild.
3. *At large* shall mean an animal not under the physical control of the owner, a member of the owner's family, or an individual designated by the owner to have custody of the animal by means of leash, cord, or chain or person in custody of said animal, not confined to the real property of its owner or person in custody by means of a fence constructed in a manner which serves to keep said animal confined to the property. "At large" shall not include dogs actually working livestock, locating or retrieving wild game in season for a licensed hunter, or a dog being trained to work livestock or retrieve wild game.
4. *Citation* shall mean a written notice issued to a person by an officer with probable cause to believe that the person has committed a civil infraction in violation of this chapter or an electronically generated notice issued to a person at a division facility or by certified mail/return receipt requested.
5. *Control* shall mean the regulation of the possession, ownership, care and custody of animals.

6. *Cruelty* shall mean every act, omission or neglect by which unnecessary or unjustifiable pain or suffering is caused, permitted or allowed to continue when there is reasonable remedy or relief, except when done in the interest of medical science.
7. *Farm animal* shall mean any animal commonly used for agricultural purposes, including, but not limited to pigs, sheep, goats, horses, crows, roosters, ducks or other fowl, and cow, bull, or steer.
8. *Harboring* shall mean the act of keeping and caring for an animal or of providing premises to which the animal returns for food, shelter or care for a period of at least 48 hours.
9. *Home confinement* shall mean the animal is kept isolated from the public within the owner's physical dwelling or attachment thereon or, if outside, chained in the owner's yard or under the immediate control of the owner or member of the owner's family.
10. *Juvenile dog or cat* shall mean any dog or cat that is at least two months of age but not older than four months of age.
11. *Kennel* shall mean any place of business at which dogs or cats are kept for sale, breeding, boarding, treatment or grooming purposes as allowed by the zoning regulations of the City of Quincy, Florida. "Kennel" shall not include any humane society, animal protection agency or veterinarian clinic.
12. *Officer* shall mean any law enforcement officer defined in F.S. § 943.10 or any animal control officer.
13. *Owner* shall mean any natural person, firm, association or corporation who owns, keeps, harbors or controls an animal and the knowledge and acts of agents and employees of corporations in regard to animals transported, owned, employed by or in the custody of a corporation shall be held to the knowledge and act of such corporation. If the owner is a minor as defined by statute, the minor's parent(s) or legal guardian shall be the owner for the purposes of this chapter.
14. *Pound* means a facility operated for the purpose of impounding animals.
15. *Public nuisance* means any animal which:
 - (1) Molests passersby or passing vehicles;
 - (2) Attacks other animals;
 - (3) Trespasses on school grounds;
 - (4) Is at large or is not under restraint;
 - (5) Is in estrus and unconfined;
 - (6) Damages public or private property;

- (7) Barks, whines, or howls in an excessive, continuous or untimely fashion; or
 - (8) Is a vicious animal.
- 16. *Restraint*** shall mean any animal secured by a leash or lead, or within the real property limits of its owners.
- 17. *Vicious animal*** shall mean Bull Terrier, Yorkshire Terrier, Doberman Pinscher or Rottweiler or any dog that is ¼ of the above, any animal which has bitten or attempted to bite or otherwise attack, harm, or inflict serious injury to any human or another animal without provocation, or which is known or should be known to have a propensity to bite, attack, or otherwise harm or cause serious injury to persons or another animal upon public or private property, provided that such actions are attested to in a sworn statement by one or more persons and dutifully investigated by an officer, or has been used primarily or in part for the purpose of dog fighting or is a dog trained for dog fighting.
- 18. *Wild animal*** shall mean any nonhuman primate, raccoon, skunk, fox, ferret, poisonous snake, leopard, panther, tiger, lion, lynx, or any other animal so classified by the Florida Game and Fresh Water Fish Commission.
- 19. *Immediate*** – shall mean that the pet solid waste is removed at once, without delay.
- 20. *Owner/Keeper*** – any person who shall possess, maintain, house or harbor any pet or otherwise have custody of any pet, whether or not the owner of such pet.
- 21. *Person*** – any individual, corporation, company, partnership, firm, association, or political subdivision of this State subject to municipal jurisdiction.
- 22. *Pet*** - a domesticated animal (other than a disability assistance animal) kept for amusement or companionship.
- 23. *Pet solid waste*** – waste matter expelled from the bowels of the pet; excrement
- 24. *Proper disposal*** – placement in a designated waste receptacle, or other suitable container, and discarded in a refuse container which is regularly emptied by the municipality or some other refuse collector; or disposal into a system designed to convey domestic sewage for proper treatment and disposal.

Sec. 10-5.5 – Pet Waste

a) Requirement for Disposal of Pet Waste:

- 1. All pet owners and keepers shall immediately remove and properly dispose of their pet's solid waste deposited on public walks, recreation areas, public streets, or private property other than the premises of the owner of the pet.**
- 2. The owner of any pet shall remove pet waste from his or her property if it poses a threat to the health, safety or wellbeing of any person or animal.**

b) Exemptions: Any owner or keeper who requires the use of a disability assistance animal shall be exempt from the provisions of this section while such animal is being used for that purpose.

c) Enforcement: The provisions of this Section shall enforced by the Police Department and the City Code Compliance Officer.

d) Violations and Penalty: Any person cited for violation of this Section shall be deemed to be charged with a civil infraction and shall be subject to the enforcement proceeding and penalties established in Sections 10-8 and 10-9 of the Quincy Code of Ordinances.

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

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

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

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

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

ATTEST:

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

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

Date of Meeting: March 26, 2013

Date Submitted: March 22, 2013

To: Honorable Mayor and Members of the Commission

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

Subject: Second Reading of the Proposed Ordinance 1051 to Amend Chapter 10 (Animals) to Add Requirements Regulating Pet Waste

Statement of Issue:

This is the second reading of the proposed ordinance to regulate the handling of pet waste in the City of Quincy. The Ordinance was approved on first reading on March 12, 2013. The second reading of the ordinance has been advertised in the newspaper. Attached to this memorandum is Ordinance 1051.

Background:

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

To help protect the health and wellbeing of citizens, the City's staff was directed by the Commission to prepare an ordinance to regulate dog feces in the City and bring it to the Commission for consideration. The proposed amendment involves the revision of the definition section of Chapter 10 (dealing with animals) to add new definitions that are relevant to the regulation of pet waste. The new definitions are: Numbers 19 through

24, in the attached ordinance. Section 10-5.5 is also proposed to be added to specifically require pet owners to immediately remove and properly dispose of the waste deposited by their pets.

OPTIONS:

Option 1: Vote to approve the proposed ordinance on Second Reading.

Option 2: Do not vote to approve the proposed ordinance on Second Reading.

Staff Recommendation:

Option 1.

Attachment:

Proposed Ordinance 1051

ORDINANCE NO. 1051

ANIMALS

AN ORDINANCE AMENDING CHAPTER 10 OF THE QUINCY CODE OF ORDINANCES TO ADD A NEW INTRODUCTORY LANGUAGE TO DEFINITIONS SECTION; TO NUMBER THE EXISTING DEFINITIONS 1 THROUGH 18 AND TO ADD NEW DEFINITIONS NUMBERED 19 THROUGH 24; TO ADD SECTION 10-5.5 ESTABLISHING REQUIREMENT FOR THE PROPER REMOVAL AND DISPOSAL OF ANIMAL WASTE IN THE CITY OF QUINCY; TO PRESCRIBE PENALTIES FOR FAILURE TO COMPLY; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR CODIFICATION AND PROVIDING AN EFFECTIVE DATE.

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- 2. *Animal* means any live, nonhuman vertebrate creature, domestic or wild.**
- 3. *At large* shall mean an animal not under the physical control of the owner, a member of the owner's family, or an individual designated by the owner to have custody of the animal by means of leash, cord, or chain or person in custody of said animal, not confined to the real property of its owner or person in custody by means of a fence constructed in a manner which serves to keep said animal confined to the property. "At large" shall not include dogs actually working livestock, locating or retrieving wild game in season for a licensed hunter, or a dog being trained to work livestock or retrieve wild game.**
- 4. *Citation* shall mean a written notice issued to a person by an officer with probable cause to believe that the person has committed a civil infraction in violation of this chapter or an electronically generated notice issued to a person at a division facility or by certified mail/return receipt requested.**

5. *Control* shall mean the regulation of the possession, ownership, care and custody of animals.
6. *Cruelty* shall mean every act, omission or neglect by which unnecessary or unjustifiable pain or suffering is caused, permitted or allowed to continue when there is reasonable remedy or relief, except when done in the interest of medical science.
7. *Farm animal* shall mean any animal commonly used for agricultural purposes, including, but not limited to pigs, sheep, goats, horses, crows, roosters, ducks or other fowl, and cow, bull, or steer.
8. *Harboring* shall mean the act of keeping and caring for an animal or of providing premises to which the animal returns for food, shelter or care for a period of at least 48 hours.
9. *Home confinement* shall mean the animal is kept isolated from the public within the owner's physical dwelling or attachment thereon or, if outside, chained in the owner's yard or under the immediate control of the owner or member of the owner's family.
10. *Juvenile dog or cat* shall mean any dog or cat that is at least two months of age but not older than four months of age.
11. *Kennel* shall mean any place of business at which dogs or cats are kept for sale, breeding, boarding, treatment or grooming purposes as allowed by the zoning regulations of the City of Quincy, Florida. "Kennel" shall not include any humane society, animal protection agency or veterinarian clinic.
12. *Officer* shall mean any law enforcement officer defined in F.S. § 943.10 or any animal control officer.
13. *Owner* shall mean any natural person, firm, association or corporation who owns, keeps, harbors or controls an animal and the knowledge and acts of agents and employees of corporations in regard to animals transported, owned, employed by or in the custody of a corporation shall be held to the knowledge and act of such corporation. If the owner is a minor as defined by statute, the minor's parent(s) or legal guardian shall be the owner for the purposes of this chapter.
14. *Pound* means a facility operated for the purpose of impounding animals.
15. *Public nuisance* means any animal which:
 - (1) Molests passersby or passing vehicles;
 - (2) Attacks other animals;
 - (3) Trespasses on school grounds;

- (4) Is at large or is not under restraint;
- (5) Is in estrus and unconfined;
- (6) Damages public or private property;
- (7) Barks, whines, or howls in an excessive, continuous or untimely fashion; or
- (8) Is a vicious animal.

16. *Restraint* shall mean any animal secured by a leash or lead, or within the real property limits of its owners.

17. *Vicious animal* shall mean bull terrier, yorkshire terrier, doberman pinscher or rottweiler or any dog that is ¼ of the above, any animal which has bitten or attempted to bite or otherwise attack, harm, or inflict serious injury to any human or another animal without provocation, or which is known or should be known to have a propensity to bite, attack, or otherwise harm or cause serious injury to persons or another animal upon public or private property, provided that such actions are attested to in a sworn statement by one or more persons and dutifully investigated by an officer, or has been used primarily or in part for the purpose of dog fighting or is a dog trained for dog fighting.

18. *Wild animal* shall mean any nonhuman primate, raccoon, skunk, fox, ferret, poisonous snake, leopard, panther, tiger, lion, lynx, or any other animal so classified by the Florida Game and Fresh Water Fish Commission.

19. *Immediate* – shall mean that the pet solid waste is removed at once, without delay.

20. *Owner/Keeper* – any person who shall possess, maintain, house or harbor any pet or otherwise have custody of any pet, whether or not the owner of such pet.

21. *Person* – any individual, corporation, company, partnership, firm, association, or political subdivision of this State subject to municipal jurisdiction.

22. *Pet* - a domesticated animal (other than a disability assistance animal) kept for amusement or companionship.

23. *Pet solid waste* – waste matter expelled from the bowels of the pet; excrement

24. *Proper disposal* – placement in a designated waste receptacle, or other suitable container, and discarded in a refuse container which is regularly emptied by the municipality or some other refuse

collector; or disposal into a system designed to convey domestic sewage for proper treatment and disposal.

Sec. 10-5.5 – Pet Waste

a) Requirement for Disposal of Pet Waste:

- 1. All pet owners and keepers shall immediately remove and properly dispose of their pet's solid waste deposited on public walks, recreation areas, public streets, or private property other than the premises of the owner of the pet.**
- 2. The owner of any pet shall remove pet waste from his or her property if it poses a threat to the health, safety or wellbeing of any person or animal.**

b) Exemptions: Any owner or keeper who requires the use of a disability assistance animal shall be exempt from the provisions of this section while such animal is being used for that purpose.

c) Enforcement: The provisions of this Section shall enforced by the Police Department and the City Code Compliance Officer.

d) Violations and Penalty: Any person cited for violation of this Section shall be deemed to be charged with a civil infraction and shall be subject to the enforcement proceeding and penalties established in Sections 10-8 and 10-9 of the Quincy Code of Ordinances.

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

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

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

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

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

ATTEST:

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

**City of Quincy
City Commission
Agenda Request**

Date of Meeting: March 26, 2013
Date Submitted: March 22, 2013
To: Honorable Mayor and Members of the Commission
From: Jack L. McLean Jr., City Manager
Theresa Moore, Finance Director
Subject: Purchasing Card Policy

Statement of Issue:

The City's purchasing card policy and practices related to the policy have been in effect for nearly a decade without significant changes. The policy was amended on June 12, 2012.

This agenda itemizes the recommended changes to Section 7, Type of Discipline to the policy.

Discussion/Analysis:

Based on review of activity on the purchasing card since June 12, 2012, Staff noted that innocent/non-intentional violation of Section 7 would lead to employment termination. Section 7 allows an employee who spends \$40 or less on a disallowed item to reimburse the City and receive a written reprimand. If the \$40 limit is exceeded, the employee must be discharged, though the use of the card for a disallowed item may be inadvertent, unwittingly or unintentional.

The Commission directed Staff during the March 12, 2013 Commission meeting to make the following changes to the policy to provide a one-time exception to the automatic discharge provision of Section 7 if the following conditions are met:

1. The employee must self-report the violation immediately;
2. The violation report must be submitted to the employee's supervisor and the Finance Department within 36 hours of the violation or as soon thereafter, when the violation becomes known to the employee;
3. The employee must immediately reimburse the City at the time the violation is self-reported.

Options:

- Option 1 –Approve changes to Section 7, Type of Discipline
- Option 2 - Make no changes to existing policy.

Recommendation

Staff recommends Option 1

Attachment

- Current purchasing card policy with recommended change.



Purchasing Card Policy

Revision Date: 06/22/2012

DEFINITIONS:

Abuse: Includes, but is not limited to, falsification of records, fraud, theft, using the Card for personal gain, unauthorized use, or allowing the use of the Card or Card number by someone other than the person to whom it was issued.

Cardholder: A Department employee issued a Purchasing Card to make purchases within preset limits, on behalf of the City of Quincy.

Cardholder Agreement Form: An agreement signed by the Cardholder prior to issuance of the Purchasing Card stating that they have attended training and understands the Purchasing Card Program and the related rules, regulations, and requirements.

Disputes: Disagreements between a Cardholder and vendor regarding a charge that has appeared on the statement. Disputes may range from incorrect product to incorrect billing amount. Disputes of this nature must be resolved within thirty days after the end of the current billing cycle.

Emergency: An unforeseen combination of circumstances or the resulting state that calls for immediate action to preserve the life, health and or safety of the citizens of the City of Quincy including the cardholder. The preservation of City property, whether real property or tangible personal property, may at times call for immediate action on the part of the Cardholder.

Issuer: The financial institution that issues the charge cards.

Misuse: Includes, but is not limited to, negligence in performance of cardholder responsibilities, non-compliance with established transaction processing procedures, and carelessness in maintaining Card security.

Purchasing Card Administrator: For the purpose of this policy a staff member in the Finance Department shall be designated the Purchasing Card Administrator. The City Manager may at any time change this designation or authorize others to act in this capacity.

Single Transaction Limit: A dollar limit that will be applied to a Cardholders purchasing authority. Such limits shall be established by the City Manager in consultation with Department Heads.

Transaction: A charge, credit, correction, or other activity associated with any cardholder.

Unauthorized Purchases: An item/service not allowed to be purchased using the Purchasing Card. Such items will include but may not be limited to the following: Personal items, travel expenses, Cash advances (the card will be issued without the ability to receive cash advances), alcoholic beverages and any other item(s) deemed inappropriate by the Department Head or the City Manager.

1. PURCHASING CARD STANDARDS

1.1 Purchase of Commodities and Services

The Purchasing Card is for official City business use only and will be used primarily for the purchase of procurement items, such as commodities and services in accordance with the City's Purchasing Policy. Under no circumstances is the purchase of Alcoholic beverages allowed. Except for gas (which is treated as a commodity), travel related expenses are not allowed.

2. PURCHASING CARD HOLDER

2.1 Issuance of Purchasing Card

Department Cardholders will be determined by Department Heads and approved by the City Manager. The Purchasing Card Administrator will be responsible for the issuance and cancellation of all cards. Only City employees may be involved in the purchasing card process. Consultants, and contractors may not be Cardholders.

Purchasing cards will be issued following the signing of the *Purchasing Card Cardholder Agreement*.

The Cardholder Agreement validates that a Cardholder received a copy or access to the Purchasing Card Procedures and understands the program, and is aware of potential disciplinary action due to abuse or misuse of the Purchasing Card.

2.2 Conflict of Interest

In addition to *Section 10.2 and 10.3 of the City of Quincy Procurement Policy*, it shall also be understood that no employee using the Purchasing Card shall have any interest in, financial or otherwise, direct or indirect, any business transaction or professional activity; or accept an obligation of any kind which is in conflict with the proper conduct of their duties in the public interest.

To protect the Cardholder and the City, the Cardholder shall not purchase from a vendor where a conflict of interest exists. This applies to any purchase acquired with or without competition. If a conflict of interest does exist, the Cardholder should either delegate the purchase to another authorized Cardholder or forward a requisition to the purchasing office to procure the goods or services.

2.3 Purchasing Card Security

The Purchasing card may only be used by the department employee whose name appears on the face of the Purchasing Card. A Cardholder shall not lend his/her Card to any other individual. The account number appearing on the Purchasing Card must not be given to any individual other than the vendor from whom the Cardholder is making a purchase.

Every Cardholder is responsible for the security of his/her Purchasing Card. All precautions should be used to maintain confidentiality of the Cardholder account number and expiration date of the Purchasing Card. The account number must remain in an inconspicuous location.

It is recommended that the last eight (8) digits of the card number be "marked out" on all receipts and supporting documentation.

2.4 Spending Limitations

Spending limits have been established by the City Commission in consultation with Department Heads and the Finance Director as follows:

- a) Department Heads -- \$1,500 Per Month maximum.
- b) Others -- \$500 Per Purchase Per Month maximum.

No individual transaction shall exceed the amount for small purchases as defined in this policy; Section 5, with the exception of emergency related transactions.

2.5 Processing Invoices (Receipts) For Payment

The Department shall maintain invoices and submit them for payment on a monthly basis at a minimum.

A transaction should not be processed without an accompanying receipt and justification for the purchase. In the event a receipt is lost or not obtainable and the amount charged is correct, the cardholder shall initial and date the line item on the Purchasing Card Monthly Statement indicating that the charge is valid and submit a Missing Receipts Affidavit along with the statement (See Attachment A). Valid charges must be processed within the processing payment guidelines. The following explains the different types of acceptable receipt documentation:

(a) **DIRECT PURCHASE:** Detailed receipts should be obtained from merchants when making a direct purchase from a retail store. Receipts must include a description of goods or services acquired with number of units and cost of units.

(b) **INVOICE:** An invoice may be used as a receipt if it is marked "paid by credit card" or indicates that no balance is due.

(c) **CATALOG OR PHONE ORDER:** Documentation from most catalog or phone order merchants is usually a packing slip containing the description of items ordered and the dollar amount charged. The packing slip should state, "paid by credit card." If this statement is not included on the packing slip, the Cardholder will need to write it, and sign his/her name indicating agreement with amount(s) charged. If the packing slip does not include amount(s), but

you agree with the total amount charged by the vendor, write the individual dollar amount(s) on the packing slip that agrees to the total amount charged, and state on the packing slip "paid by credit card" and sign.

(d) INTERNET PURCHASE: A detailed order confirmation containing product description and amount is normally produced after placing an Internet order. A printed copy of this confirmation may serve as a receipt if one is not received upon delivery.

(e) AFFIDAVIT: If the original receipt is lost and the employee has exhausted all means of obtaining a receipt, an affidavit of lost receipt must be submitted to the Finance Department.

3. MONITORING THE PROGRAM

The Finance Department and respective Department Head are responsible for monitoring use of the Purchasing Card(s) issued within his/her Department in accordance with this policy.

4. LOST OR STOLEN CARDS

In the event a Department Purchasing Card is lost or stolen, the Cardholder and his/her Department Head must immediately notify the Purchasing Card Administrator. Lost or stolen cards shall be immediately reported to the bank by telephone (1-877-451-4602). The card will be canceled immediately. The Cardholder must inform the Customer Service Representative at the bank **not to issue a replacement card**. Upon notification, the Purchasing Card Administrator will notify the bank to order a replacement card. When reporting the lost or stolen card, the Cardholder should be prepared to provide the following information to the Issuer's representative:

- (a) Purchasing Card account number;
- (b) Address and telephone number as it appears on the Cardholder Profile; and
- (c) A brief summary of what happened.

5. PURCHASING CARD ADMINISTRATOR

For the purpose of this policy a staff member in the Finance Department shall be designated the Purchasing Card Administrator. The City Manager may at any time change this designation or authorize others to act in this capacity.

The Purchasing Card Administrator shall develop and publish, under the Direction of the City Manager, guidelines and other material for the Purchasing Card Program. The Finance Department monitors user Department activity to ensure prompt processing of transactions.

6. PURCHASING CARD/CANCELLATION, TERMINATION, WITHDRAWAL, MISUSE/ABUSE, LOST OR, STOLEN

6.1 Cancellation

Purchasing cards will be canceled for the following reasons:

- An active/issued card is not being used;
- A change in the Cardholder's job status such that a Purchasing Card is no longer required;
- Separation from the Department for any reason;
- Cardholder misuse/abuse or untimely processing of transactions; or
- Card is lost or the credit card number has been compromised.

6.2 Termination

At the time that a card holding employee is terminated or separates from employment, the Department Head shall immediately retrieve and destroy the card. The destroyed card shall be forwarded to the Purchasing Card Administrator. Upon notice of a Cardholder termination, the Purchasing Card Administrator will notify the bank to cancel the card in the system within one (1) day of the Cardholder's termination date.

6.3 Suspension

Should the Department Head deem it appropriate to suspend a Cardholder's card; the Department Head will immediately notify the Purchasing Card Administrator. Suspended cards shall be retrieved and forwarded to the Purchasing Card Administrator. At the time that the Department Head deems it appropriate, the Card may be returned to the Cardholder.

6.4 Withdrawal

Department Heads may withdraw cards from Cardholders at any time with or without stated cause. The Department Head will:

- (a) Immediately notify the Purchasing Card Administrator of this action;
- (b) Destroy the card rendering the card number and expiration date indistinguishable; and
- (c) Forward the card to the Purchasing Card Administrator.

Upon notification, the Purchasing Card Administrator will cancel the card from the system.

6.5 Misuse/Abuse

The Purchasing Card is for official City business use only. The purchase of personal or disallowed goods/services is prohibited. Misuse/abuse of the Purchasing Card will result in disciplinary action up to and including termination of employment.

Misuse of card privileges includes, but is not limited to, negligence in performance of Cardholder responsibilities, unauthorized use of the card, non-compliance with established transaction processing procedures and carelessness in maintaining card security. Abuse of the

Purchasing Card by any Department employee includes, but is not limited to, falsification of records, fraud, theft, using the card for personal gain and allowing the use of the card/card number by someone other than the person to whom it was issued. In addition, Cardholders will be required to reimburse the City, including sales tax, for any purchases that are found to be improper or not for official business use.

The Purchasing Card Administrator should be notified of all instances of Purchasing Card misuse or abuse. On a monthly basis, the Finance Department will be provided with a listing of all suspected misuse and abuse of the City issued Purchasing Cards.

Purchasing Card information is public record. It is required that the card number be redacted or "blotted out" on all documents requested as public records.

7. TYPES OF DISCIPLINE

An employee/cardholder shall not make disallowable cost in any amount and where a violation occurs; the employee/cardholder will be discipline as follow:

- Misuse or Abuse less than or equal to \$40.00 –Reimbursement for purchase of disallowed item and written reprimand for violation of City Policy. Cardholder will surrender card and no longer have privilege to use card.
- Misuse or Abuse greater than \$40.00 –Reimbursement for purchase of disallowed item and termination of employment.

An employee may avoid automatic termination for Misuse or Abuse greater than \$40 for one time only if;

- The employee self-report the violation immediately;
- The employee reports the violation report to the employee's supervisor and the Finance Department within 36 hours of the violation or within 36 hours of when the violation first becomes known to the employee; and
- The employee immediately reimburse the City at the time the violation is self-reported.

8. DISPUTES AND ERRONEOUS CHARGES

If there is a problem with a purchase or transaction resulting from the use of the Purchasing Card, the Cardholder must first attempt to reach a resolution directly with the vendor that provided the item. In most cases, disputes can be resolved directly between the Cardholder and the vendor.

If a dispute cannot be resolved directly with the vendor, within fifteen (15) days of the transaction, the Cardholder must submit a detailed explanation, initialed and forwarded by the Department Head, of the disputed charge to the Purchasing Card Administrator for resolution.

If the item involves an order that has been canceled, the Cardholder and the Department Head are responsible for ensuring that a cancellation number is obtained at the time of cancellation. If a credit does not appear on the card statement, the appropriate dispute paperwork, as indicated above, including any cancellation number shall be forwarded to the Purchasing Card Administrator for resolution.

The Purchasing Card Administrator shall resolve all disputes within fifteen (15) days of receipt of the information from the Department Head. The recommendation may include but may not be

limited to; requiring the Department to pay the disputed transaction; refusal on the part of the City to pay the disputed transaction; correspondence with the vendor indicating the need for more time and investigation of the disputed transaction. (See Attachment B)

9. TAXES

Purchases made in Florida and for use in Florida, are exempt from Florida sales and use taxes. Cardholders are responsible for informing vendors that the purchase is nontaxable. Documentation shall be provided to each cardholder containing the City's tax exempt number.

A tax exempt certificate may be made available from the office of the Purchasing Card Administrator, if requested by the vendor. Merchants have the right to deny an exemption. If a transaction is over \$100, receipt of tax credit must be attempted. A merchant's denial of a tax exemption totaling greater than \$100 must be documented in the file.

Purchases made in other states are generally subject to that state's sales tax; however, the Cardholder can request tax exemption, if available.

CITY OF QUINCY
Missing Receipt Affidavit

CARDHOLDER NAME	
DEPARTMENT	
Merchant Name/Description	
Amount	
Transaction Date	
Posting Date	
Type of Receipt: Purchasing Card	

PLEASE EXPLAIN JUSTIFICATION FOR ITEMS PURCHASED:

I, the undersigned, certify that the expense described above and reported on my purchasing card statement was lost or not obtained, and that this expense has not yet nor will again be submitted to the City of Quincy or any other organization for reimbursement or tax purposes.

Cardholder Signature

Date

Department Head Signature

Date

Purchasing Card Administrator

Date

CITY OF OUINCY
Purchasing Card Program Cardholder Statement of Disputed Items

CARDHOLDER NAME	
DEPARTMENT	
Merchant Name/Description	
Amount	
Transaction Date	
Posting Date	
Reference Number	

Check the description most appropriate to your dispute. If you have any questions contact the Purchasing Card Administrator at 850-618-0030 x 6690.

 Alteration of Amount: The amount of the sales receipt or charge has been altered from \$ _____ to \$ _____ (Include copy of sales draft/receipt).

 Unauthorized Mail or Phone Order: I certify that the charge listed above was not authorized by me or any person authorized by me to use this account. I have not ordered merchandise by phone/mail or received goods and services as represented above.

 Cardholder Dispute: I did participate in the above transaction, however, I dispute the entire charge or a portion in the amount of \$ _____ because _____

 Credit Not Received: The merchant has issued me a credit for the transaction listed above; however, the credit has not posted to my account. The date on the credit/receipt is between 30 and 90 days old. (Include a copy of the sales draft/receipt).

 Imprinting of Multiple Slips: The above transaction represents multiple billing to my account. I only authorized one charge from this merchant for _____

 Merchandise Not Received: My account has been charged for the above transaction but I have since contacted this merchant and canceled the order. I will refuse delivery if the merchandise is still shipped.

 Merchandise Returned: My account has been charged for the transaction listed above, but the merchandise has been returned. Provide a description of the circumstances. (Include postal or shipping receipt if applicable).

 Inadequate Description/Unrecognized Charge: I do not recognize this charge.

 Dispute Resolved Since Filing a Dispute: Dispute with merchant has been resolved and I wish to withdraw my original dispute filed on _____ (Provide copy of original dispute form)

 Cardholder Signature

 Date

 Department Head Signature

 Date

 Purchasing Card Administrator

 Date

**City of Quincy
Purchasing Card Program Cardholder Agreement / Information**

Cardholder Name	
Department	
Name of Department Head	
Card Limit	

I AGREE TO THE FOLLOWING REGARDING THE USE OF THE CITY OF QUINCY PURCHASING CARD ASSIGNED TO ME FOR OFFICIAL CITY BUSINESS ONLY:

1) I understand that I am being entrusted with a powerful and valuable tool and will be making financial commitments on behalf of the City of Quincy, Florida and will strive to obtain the best value for the City.

2) I understand that under no circumstances will I use the Purchasing Card to make personal purchases, either for others or myself. I also understand that using the Purchasing Card for personal gain or unauthorized use may result in disciplinary action up to and including termination of employment and prosecution to the extent permitted by law.

3) I will follow Florida Law, City of Quincy Purchasing Policies and the established guidelines for using the Purchasing Card. Failure to do so may result in either revocation of my card privileges or other disciplinary action.

4) I have been provided a copy of the Purchasing Card Guidelines and I understand the Purchasing Card Program. I have been given an opportunity to ask any questions to clarify my understanding of the Purchasing Card Program.

5) I agree to review and reconcile transactions timely and provide required information (i.e., itemized purchase receipts and supporting documentation, justification for purchase, general ledger account coding, etc.) required to complete recording of activity in City's financial records.

6) I agree that, should I violate the terms of the Agreement, I will be subject to disciplinary action up to and including termination of employment and that I will reimburse the City of Quincy, Florida for all incurred charges and any costs related to the collection of such charges. Additionally, any such charges that I owe the City of Quincy may be deducted from any money which would otherwise be due and owing to me, including salary or wages.

7) I understand that by signing this form I am agreeing to all that is contained herein and that a copy of this form will be placed in my official Personnel file.

Cardholder Signature

Date

Department Head Signature

Date

Purchasing Card Administrator

Date

**City of Quincy
City Commission
Agenda Request**

Date of Meeting: March 26, 2013

Date Submitted: March 22, 2013

To: Honorable Mayor and Members of the Commission

From: Jack McLean Jr., City Manager
Mike Wade, Director of Utilities

Subject: Biosolids Dewatering Facility Bid Award

Statement of Issue:

Staff is requesting the approval and award of bid, pending Florida Department of Environmental Protection (FDEP) approval, for a Biosolids Dewatering Facility at the Quincy Waste Water Treatment Plant.

Background:

New FDEP rules (F.A.C. 62-640) that were effective as of January 1, 2013 has effectively placed severe limitations on the available area that the City has for biosolids disposal through land application. City Staff along with consulting engineers Hatch Mott McDonald (HMM) and Treatment Plant Operations firm OMI/CH2MHill have reviewed numerous options to provide the best long term and most feasible solution for biosolids disposal. A dewatering facility using a screw press that will produce a drier sludge that can be disposed of in a landfill was determined to be the best solution. The City Commission previously authorized the Manager to file a request for inclusion for a low interest construction loan through the state revolving loan fund for the construction of a biosolids dewatering system. Hatch Mott McDonald designed a Biosolids Dewatering Facility and the project was advertised for competitive bids.

Analysis:

Bids for the Biosolids Dewatering Facility were received and opened at Quincy City Hall on March 6, 2013. Six submittals were opened with North Florida Construction, Inc. from Clarksville, Florida submitting the low bid of \$498,138.00 and I-C Contractors, Inc. submitting the second lowest bid of \$524,356.50. The high bid came in at \$645,009.78 or 29.5% higher than the lowest bid. Staff and

Hatch Mott McDonald reviewed submittals to ensure that all bid requirements were met. A letter from the consulting engineer (HMM) recommending award of bid to the lowest bidder is attached. The total project cost is higher than the original estimate provided in the Wastewater Facilities Plan because of additions such as a metal building to provide an all-weather facility, a conveyor system to discharge the biosolids into a dump-trailer or container, electrical work not included in the original estimate, and additional surveying and site work.

Funding for this project will be provided through a low interest construction loan from FDEP's state revolving loan fund. The total loan request is \$564,488.00 which includes design, construction, and services during construction costs plus contingencies at an annual interest rate of 1.25%. FDEP approved the loan amount of \$564,488.00 for the City of Quincy for wastewater construction at a hearing held by them on February 13, 2013. Annual loan repayment amounts amortized over twenty years will be approximately \$36,981 per year.

Upon authorization by the City Commission to award the bid, the proposal will be submitted to FDEP for their approval. After approval by FDEP, a loan agreement can be executed subject to review of terms by the City Attorney and the bid can be awarded to the lowest bidder.

Options:

- Option 1: Authorize the award of bid pending FDEP approval and authorize the Manager to execute a loan agreement with FDEP in the amount of \$564,488.00 subject to review of terms by the City Attorney
- Option 2: Pursue other alternatives for biosolids disposal
- Option 3: Re-bid the project

Staff Recommendation:

Option 1

Attachments:

Minutes from 4/24/2012 (Request for Inclusion, see page 6)
Recommendation of Award letter

City of Quincy

City Hall

404 West Jefferson Street

Quincy, FL 32351

www.myquincy.net



Meeting Agenda

Tuesday, April 24, 2012

6:00 PM

City Hall Commission Chambers

City Commission

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

**AGENDA FOR THE REGULAR MEETING OF
THE CITY COMMISSION OF
QUINCY, FLORIDA
Tuesday
April 24, 2012
6:00 PM
CITY HALL CHAMBERS**

INFORMATION ONLY

Call to Order

Invocation

Pledge of Allegiance

Roll Call

Agenda Approval

Approval of Minutes

1. Approval of Minutes of the 04/10/2012 Regular Meeting.
(Sylvia Hicks, City Clerk)

Public Hearings, Ordinances and Resolutions

Presentation(s)

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

Consent Agenda

Discussion(s)

2. Quincy Airport Request for Additional Hanger
(Jack L. McLean Jr., City Manager; Bernard Piawah, Planner)
3. Quincy –Byrd Landfill: Request for an Additional Monitoring Well
(Jack L. McLean Jr., City Manager; Bernard Piawah, Planner)
4. Amendment to SRF Loan/ Grant
(Jack L. McLean Jr., City Manager; Mike Wade, Utilities Director)
5. Cash Flow Plan Metrics-Update
(Jack L. McLean Jr., City Manager; Theresa Moore, Finance Director)

Report(s)/ Information

6. Financial Report
(Jack L. McLean Jr., City Manager, Theresa Moore, Finance Director)

City Manager's Report(s)

City Attorney's Report(s)

Commissioners' Reports

Other

Adjournment

*Item Not In Agenda Book

INFORMATION ONLY

CITY COMMISSION
CITY HALL
QUINCY, FLORIDA

REGULAR MEETING
April 10, 2012
6:00 P.M.

The Quincy City Commission met in regular session Tuesday, April 10, 2012, with Mayor Commissioner Elias presiding and the following present:

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

Also Present:

City Manager Jack L. McLean, Jr.
City Attorney Larry K. White
City Clerk Sylvia Hicks
Police Chief Walter McNeil
Fire Chief Howard Smith
Customer Service Director Ann Sherman,
Utilities Director Mike Wade
Finance Director Theresa Moore
Account Specialist Catherine Robinson
Planning Director Bernard Piawah
Public Works Director Willie Banks, Sr.
CRA Director Charles Hayes
IT Director John Thomas
OMI Representative Terry Presnell
Parks and Recreation Director Greg Taylor
Sergeant At Arms Assistant Chief Sapp

Call to Order:

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

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

Approval of Agenda:

Commissioner Edwards made a motion to approve the agenda with the following changes: (1) Move item 7; Harbrolite to item 4 under discussions (2) Add Safer Grant under discussions. Commissioner Dowdell seconded the motion. The ayes were unanimous.

Approval of Minutes:

Commissioner Sapp made a motion to approve the minutes of the March 27, 2012 minutes with corrections if necessary. Commissioner Dowdell seconded the motion. The ayes were Commissioners Dowdell, Edwards, and Sapp. Nay was Commissioner Elias. The motion carried.

Ordinances, Resolutions, and Proclamations:

At a public hearing Commissioner Dowdell made a motion to read Ordinance No. 1046 by title only on the second reading. Commissioner Sapp seconded the motion. Upon roll call by the Clerk the ayes were Commissioners Dowdell, Edwards, Sapp and Elias. The ayes were unanimous.

AN ORDINANCE AMENDING THE CODE OF ORDINANCES, CITY OF QUINCY BY AMENDING CHAPTER 46-103, REVIEW PROCESS, 46-104 SUBMITTAL REQUIREMENTS IN GENERAL, 46-105 SUBMITTAL REQUIREMENTS FOR MINOR DEVELOPMENT, 46-106 SUBMITTAL REQUIREMENTS FOR MAJOR DEVELOPMENT, ORDINANCE NO 1017 ADOPTING NEW FEES FOR BUILDING DEPARTMENT SERVICES, PROVIDED FOR THE ESTABLISHMENT OF FEES BY RESOLUTION AND REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR CODIFICATION AND PROVIDING AN EFFECTIVE DATE.

Commissioner Dowdell made a motion to approve Ordinance No. 1046 on second reading. Commissioner Edwards seconded the motion. Upon roll call by the Clerk the ayes were: Commissioners Dowdell, Edwards, Sapp and Elias. The ayes were unanimous.

Presentation(s):

Police Chief McNeil presented to the Commission the Police Department 2011 Annual Report he stated he is proud of the department

Citizen(s) to be Heard:

Ms. Ethel Thompson of 80 Marty Street came before the Commission and stated she was disturbed by what she had seen at the last meeting. She told the Commission they are leaders and should act like leaders and not air their laundry for everyone to see and that they need to work out their difference behind closed doors.

Ms. Freda Bass Prieto of 329 East King Street came before the Commission and stated that she had been trying to get a copy of an inspection report regarding some work that had been

done at her home. The Manager stated he would get with the County to see what is going on regarding the inspection report.

Mrs. Vivian Howard of 805 South Virginia Street came before the Commission and asked when a citizen makes a records request what is the normal response time to receive the information. The Manger stated in a reasonable time and it depends on what is being requested. Mrs. Howard also stated the Commission was talking about telling the truth and asked the question can you use the P-card to purchase liquor. And asked the question what is a liquor bar. Commissioner Edwards stated it is a place to sit down and purchase liquor. She then asked if it was legal.

Consent Agenda:

Discussion(s):

Harbrolite/AMI Easements in Business Park

City Attorney White informed the Commission that Active Minerals international has agreed to deed back to the City of Quincy Tract F of the Business Park by a Limited Warranty Deed. The City has obtained a titled search of the property and will purchase Title Insurance if the Commission accepts the deed. Approval of the Commission of an easement to AMI easement and a Restated Easement to Harborlite is sought. Commissioner Edwards made a motion to authorize the Mayor to accept the deed and execute the easements. Commissioner Dowdell seconded the motion. The ayes were unanimous. Commissioner Edwards made a motion to direct the Attorney to make sure that the defunct board no longer has any power. Commissioner Sapp seconded the motion. The Attorney stated that Florida Law will not allow that to happen. Commissioners Edwards and Sapp stated that the Attorney did a good job handling this matter.

Request for inclusion for Biosolids Dewatering System Construction

Commissioner Dowdell made a motion to authorize the city Manager to file a request for inclusion for a construction loan to fund the biosolids dewatering system. Commissioner Sapp seconded the motion. The ayes were Commissioners Dowdell, Edwards, and Sapp. Nay was Commissioner Elias. The motion carried.

Biosolids Dewatering System Design Permitting

Commissioner Dowdell made a motion to direct the City Manager to sign the Work Order for design and permitting of the biosolids dewatering system. Commissioner Edwards seconded the motion. The ayes were unanimous.

FY 2011 Audit Schedule

The 2011 Audit Schedule was presented to the Commission:

- May 29 Start of Fieldwork for Landfill and CRA
- June 4 Start of Fieldwork for the City of Quincy

- June 20 End of Fieldwork/Issuance of Draft Financial Statement
- June 29 Issuance of Draft Comprehensive Annual Financial Report (CAFR)
- June 29 Issuance of Financial (CAFR)

Change Order for New Fire Station Sign/Bell

Commissioner Edwards made a motion to approve the Change Order for work at the New Fire Station to incorporate the bell with the sign in the amount of \$16,272.22. Commissioner Sapp seconded the motion. The ayes were Commissioners Dowdell, Edwards, and Sapp. Nay was Commissioner Elias. The motion carried.

Safer Grant

Commissioner Dowdell made a motion to authorize the Mayor to execute the letter notifying the City that they must retain the firefighter through the life of the grant and enter into an interlocal agreement with the county stating that they will assist in paying back the grant. Commissioner Sapp seconded the motion. The ayes were Commissioners Dowdell and Sapp. Nays were Commissioner Edwards and Commissioner Elias. The motion did not carry.

Commissioner Edwards made a motion to authorize the Mayor to execute the letter. Commissioner Dowdell seconded the motion. The ayes were Commissioners Dowdell, Edwards and Sapp. Nay was Commissioner Elias. The motion carried.

Report(s)/Information:

Youth Protection Ordinance

City Manager's Report:

City Manager McLean reported that cutoff will be this Friday and Customer Service will be doing courtesy calls.

City Manager McLean stated that the City will not have an election this year, the Mayor was unopposed and the Reorganization Meeting will be Friday, April 27, 2012 at 6:00 p.m.

City Manager McLean reported that the Music Fest will be held Saturday, April 14, 2012 from 10:00 am until 1:00 pm

City Manager McLean reported that there will be Jazz in the Park on Sunday and the event is free.

City Manager McLean reported that Sheriff Young will be providing an inmate crew and vehicle to maintain Tanyard Creek Park.

City Manager McLean reported that the Workshop regarding Ordinance No. 1022 (Alcohol) April 23, 2012 at 6:00 p.m.



Hatch Mott
MacDonald

Hatch Mott MacDonald
1545 Raymond Diehl Road, Suite 200
Tallahassee, FL 32308
T 850.222.0334 www.hatchmott.com

AAC000035 EBO000155 LBD0006783

March 6, 2013

Mr. Mike Wade
Director of Utilities
423 W. Washington St.
Quincy, FL 32351

Re: Recommendation of Award
Biosolids Dewatering Facility
HMM No. 307945

Dear Mr. Wade,

Bids were received on March 6, 2013, on the Biosolids Dewatering Facility. Six bids were received as follows:

N. Florida Construction, Inc.	\$ 498,138.00
I-C Contractors, Inc.	\$ 524,356.50
ADVON Corporation	\$ 576,743.00
Marshall Brothers Industrial	\$ 594,000.00
CSI Contracting, Inc	\$ 594,705.00
Constantine Constructors	\$ 645,009.78

All of the bids were reviewed and are considered reasonable bids. Therefore, we recommend award of the project to N. Florida Construction, Inc., in the amount of \$ 498,138.00. The next step is to submit the information to the Florida Dept. of Environmental Protection. We recommend making the award subject to concurrence by FDEP.

Do not hesitate to contact us if you have any questions.

Sincerely,

HATCH MOTT MACDONALD

Michael P. Murphy, PE
Vice President

TCBA Watson Rice
Audit of City of Quincy as of September 30, 2012
Client Preparation List

Tasks	Assigned To	Status
<p>1 Typed Confirmations</p> <p>Please prepare confirmation requests for the following third parties: templates provided during prior year should be used.</p> <ul style="list-style-type: none"> a) Creditors and grantors b) Legal counsel; and c) Related parties <p>Please have confirmations typed on the City's letterhead and signed</p>	<p>Catherine</p>	<p>In Process; letters completed need to confirm end date with auditors</p>
<p>We have also enclosed 10 blank bank confirmation forms. For each bank account, please furnish the contact person's name, address, and phone number (for later follow-up, if required). Also note if any bank accounts were opened at the beginning of the year but closed by the end of the year, we will still need to confirm the bank accounts. (PLEASE DO NOT MAIL CONFIRMATION FORMS. Also return all unused forms directly to us).</p>	<p>Catherine</p>	<p>Completed</p>
<p>2 Closing the Books</p> <ul style="list-style-type: none"> a) All regular year-end adjustments known to be necessary should be made on the books before closing. The closing entries you prepared at the end of the previous year should be reviewed for any necessary year-end entries which otherwise might be overlooked. b) Trial balance for each fund. (They should reflect all transactions for the period.) Please download the file in "MS Excel format and provide us a soft copy. c) After the general ledger is closed and a trial balance prepared, no other entries should be recorded in the general ledger for the year under audit, or as various schedules are prepared; if any adjustments are required, prepare journal entries for inclusion 	<p>Theresa</p> <p>Theresa</p> <p>Theresa</p>	<p>In process</p> <p>In process</p> <p>In process</p>

TCBA Watson Rice
Audit of City of Quincy as of September 30, 2012
Client Preparation List

Tasks	Assigned To	Status
with audit adjustments.	Theresa	Complete
d) Copy of changes to the chart of accounts.		Complete
3 City Documents and Contracts		
a) City charter amendments, if any	Sharolyn	Complete
b) Copies of all minutes of the City Commission meetings held from October 1, 2011 to present.	Sharolyn	Complete
c) Copies of the adopted and modified approved budget of the City for the year ended September 30, 2012. Please download the file in MS Excel format and provide us a hard copy.	Theresa	Complete
d) Listing of all City Commissioners and their business affiliations, indicate whether such person, or through an affiliated business entity, conducted any business with the City. (If so, indicate dates, amounts and nature of business transacted.)	Catherine	Complete
e) List of City Commission and organizational chart.	Catherine	Complete
f) Copies of any changes to City Administrative policies and procedures.	Catherine	Complete
g) Latest actuarial valuation report on employee pension plan and other employee benefits plan.	Theresa	Complete
h) Copies of all contracts and agreements (including lease agreements) entered into during the audit period.	Catherine	Complete
i) Copies of all grant agreements in effect during the year.	Catherine	Complete
j) Latest engineering study on the City's landfill cells, identifying the percentage filled, remaining life and related closure and post closure care costs as of September 30, 2012.	Theresa / Banks / HMM	In Process

TCBA Watson Rice
Audit of City of Quincy as of September 30, 2012
Client Preparation List

Tasks	Assigned To	Status
4 Accounting and Finance		
a) Updated accounting policies and procedures manual.	Catherine	In process
b) Current listing of all bank accounts, investment custodians, outside legal counsel(s), funding agencies and related parties.	Catherine	Complete
c) Cut off information on checks used for all bank accounts through September 30, 2012.	Catherine	Complete
d) Bank reconciliations for all bank accounts throughout the fiscal year ended September 30, 2012. (Include all GASB 40 disclosures, Exhibit I)	Theresa, Catherine, Yvette	In process
e) Schedule of investments and related income including accrued interest receivable; by type of security, fund and where held, cost and market value.	Yvette	Complete
f) Aging analysis of Accounts Receivable – Utilities / Telecommunications and reconciliation of balance with general ledger.	Theresa & Yvette	In process
g) Analysis of allowance for uncollectible accounts.	Theresa & Yvette	In process
h) Schedule of other receivable accounts including employee related accounts	Yvette	Complete
i) Listing of inventories including quantities and cost; and analysis of obsolete and slow moving items	Theresa & Yvette	In process
j) Copy of current investment policy	Catherine	Complete
k) Analysis of prepaid assets, including original amount, expense portion and remaining balance as of September 30, 2012.	Catherine	In process
l) Listing of all fixed assets of the City. The schedule should	Theresa	In process

TCBA Watson Rice
Audit of City of Quincy as of September 30, 2012
Client Preparation List

Tasks	Assigned To	Status
<p>include beginning balance for cost and accumulated depreciation per asset type, additions/disposals during the period, analysis of gain/loss on the sale or disposal and ending balance. Additions should include any interest capitalized and contributions received.</p>		
<p>m) Reconciliation and analysis of the due to/from accounts as of September 30, 2012. Please provide a description of any especially authorized items or any that are not of a short-term nature.</p>	Theresa, Yvette	
<p>n) Schedule of accounts payable and accrued expenses by fund, vendor and invoice number as of September 30, 2012.</p>	Catherine	In process
<p>o) Schedule of construction commitments at September 30, 2012 (if applicable).</p>	Catherine	Completed
<p>p) Schedule of retainage payable to developers/contractors, if any by individual contract. Indicate the balance at October 1, 2011, new contracts and payments and ending balances as of September 30, 2012.</p>	Yvette	Completed
<p>q) Schedule of notes and bonds payable including annual payments broken down between principal and interest.</p>	Theresa & Yvette	In process
<p>r) Schedule of accrued sick and vacation pay by fund segregating the vested and non-vested amounts.</p>	Catherine	Completed
<p>s) Schedule of other liabilities</p>	Yvette	Completed
<p>t) Schedule of capital leases disclosing dates by individual lease and by fund. The annual lease payments should be indicated for each fiscal year through 9/30/2016 and the five-year increments thereafter. Annual lease commitments should be broken down between principal and interest.</p>	Yvette	In process
<p>u) Explanation of significant fluctuations of current year amounts</p>	Theresa, Catherine, Yvette	In process

TCBA Watson Rice
Audit of City of Quincy as of September 30, 2012
Client Preparation List

Tasks	Assigned To	Status
<p>compared to last year's actual and budget figures for revenue and expenditures, by fund and category.</p> <p>v) Analysis of fund balance / retained earnings rolled forward from the audited 9/30/2011 balances. Include a copy of the resolution approving the "Committed" funds.</p> <p>w) Analysis of expenditures from the various restricted / reserve and replacement funds.</p> <p>x) Summary of deposits and disbursements of the landfill management escrow account for the fiscal year ended September 30, 2012.</p> <p>y) Statement of revenue and expenses of the Police and Firefighter's Supplemental Pension Plan investment account. Please follow the schedule provided by the Department of Management Services.</p> <p>z) Schedule of Expenditures of Federal and State Awards (SEFA), if applicable.</p> <p>aa) Reconciliation of SEFA to the general ledger</p> <p>bb) Copies of any correspondence from funding sources and/or grantors relative to any financial or compliance audits conducted by them as well as any monitoring visits.</p> <p>cc) Management's Discussion and Analysis</p> <p>dd) Electronic file of all journal entries made during the year.</p> <p>ee) First and last check number for all bank accounts.</p> <p>ff) Electronic submission of all cash receipts</p> <p>gg) GASB 40 disclosure.</p>	<p>Theresa</p> <p>Theresa</p> <p>Yvette</p> <p>Theresa</p> <p>Theresa</p> <p>Theresa</p> <p>Catherine</p> <p>Theresa</p> <p>Theresa</p> <p>Catherine</p> <p>Theresa</p> <p>Theresa</p>	<p></p> <p>In process</p> <p>Completed</p> <p>In process</p> <p></p> <p>Completed</p> <p></p> <p>In process</p> <p>Completed</p> <p>Completed</p>

TCBA Watson Rice
Audit of City of Quincy as of September 30, 2012
Client Preparation List

Tasks	Assigned To	Status
hh) Employee listing	Sharolyn	Completed
ii) Bi-weekly pay schedule	Sharolyn	Completed
jj) September 30, 2012 bank statements for all bank accounts.	Yvette	Completed
kk) October 2012 bank statements for all bank accounts	Yvette	Completed
ll) Most recent actuarial valuations for Police & Fireman's Pension Plan	Theresa	Completed
mm) Most recent actuarial report for Other Post Employment Benefit Plan	Theresa	In process

*QFD Monthly Activity Report
February 2013*

	<u>2012</u>	<u>2011</u>
Responses Out of District	2	0
Mutual Aid Responses *	2	1
Deaths	0	0
Injuries	0	0
Fire Prevention Programs	4	0
Fire Safety Inspection	0	0
Fire Investigation	0	0
Plans Review	0	0
Training Man Hours	181 hrs	370 hrs
Hydrants Serviced/Painted	0	0
Utility Turn Ons	83	63
Smoke Detector Installs	0	0

**QFD Monthly District Fire Calls
February 2013**

District	District	Location	Type of Incident
District 1	2/3/2013	209 Hamilton ST	Smoke scare
	2/2/2013	1923 Flagler St	Canceled en route
District 2	2/2/2013	400 Block 9th St	Vehicle fire
	2/9/2013	645 George St	Structure fire
	2/9/2013	Ward and Washington St	Vehicle accident with injuries
	2/5/2013	363 E Crawford St	Electrical short
District 4	3/10/2013	1797 Pat Thomas Pkwy	Canceled en route
	2/10/2013	1240 Canal St	Cooking fire
	2/14/2013	115 Love St	Structure fire
	2/14/2013	119 Love St	Structure fire
	2/14/2013	123 S Love St	Water problem
	2/8/2013	123 Selman Road	Outside rubbish fire
	2/28/2013	202 W Jefferson St King & Adams St	Odor of gas Vehicle accident no injuries
District 5	2/1/2013	122 N Graves St	Medical assist
	2/3/2013	1124 W Washington St	Electrical short
	2/13/2013	1800 W King St	No incident found

**City of Quincy
City Commission
Agenda Request**

Date of Meeting: March 26, 2013
Date Submitted: March 22, 2013
To: Honorable Mayor and Commissioners
From: Jack L. McLean Jr., City Manager
Theresa Moore, Finance Director
Subject: Financial Report as of **February 28, 2013 (FY2013)**

Attached you will find preliminary financial data for February 28, 2013 relating to the City of Quincy. As we progress through this fiscal year, Finance will provide monthly reports to keep the Mayor and the Commission abreast of the financial activity of the City. We have completed five months (42%) of financial activity for the current fiscal year. Below are some highlights for the fiscal year (FY2013).

Revenue:

- Overall, General Fund revenues reflect that we have received 38.1% of budgeted revenues. Ad valorem tax revenue received to date total \$722,691 which represents 73.2% of its budget. Tax payments are due to the tax collector's office beginning in November and continue throughout the year. Once payment is received by the tax collector, it is subsequently submitted to the City.
- Revenues pertaining to the transfer of profit from the Enterprise Fund to the General Fund amount to \$1,473,213 or 48% of the revenues received to date for the General Fund. As deemed necessary, the monthly transfers will be adjusted to only transfer to the general fund the amount actually required to meet the expenses through the current period.
- The overall Enterprise Fund revenues reflect that we have received \$7.927 million or 34% of the budgeted revenues.

Expenses:

- The General Fund expended 38.1% of its budgeted expenses. There were no unusual expenses included in this total.
- The Enterprise Fund expended 33.4% of its budgeted expenses. There are no unusual expenses included in these expenses.

The additional financial data is presented below for your review.

Current Cash Balances:

	<u>Feb 28, 2013</u>	<u>Jan 31, 2013</u>
Cash Balance Operating - (Capital City)	\$ 261,601	\$ 107,543
Operating - (Premier)	\$ 75,998	\$ 75,941
Total	\$ 337,599	\$ 183,484

Line of Credit (Capital City Bank)

Beginning Balance	\$ 492,456	\$ 97,000
Draws	\$ 76,400	\$ 421,000
Repayment	\$ 25,000	\$ 25,544
Ending Balance	\$ 543,856	\$ 492,456

Reserves:

Investments Unrestricted	\$1,986,003	\$2,115,170
*Investments Restricted	\$3,072,399	\$2,952,001

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

Accounts Payable

Current (0 -30 days)	\$1,325,989
31 – 60 days	397,421
61 – 90 days	<u>148,254</u>
Total	\$1,871,664

Note:

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

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

ATTACHMENTS

Budget to Actual Revenue – February 28, 2013

Budget to Actual Expenses – February 28, 2013

**CITY OF QUINCY, FLORIDA
BUDGET TO ACTUAL REVENUE
AS OF FEBRUARY 28, 2013 (FY2013)**

G/L ACCT #	ACCOUNT DESCRIPTION	ANNUAL BUDGET	ACTUAL YTD	(OVER) UNDER BUDGET	PERCENT
GEN FUND REVENUE					
001-311-10000	CURRENT AD VALOREM TAX	987,997	722,690.99	265,306.01	73.15%
001-312-41000	SALES-LOCAL OPTION GAS TAX	274,544	69,328.51	205,215.49	25.25%
001-312-60000	LOCAL GOV INFRASTRUCTURE SURTA	325,000	145,748.93	179,251.07	44.85%
001-314-80000	UTILITY SERVICE TAX - PROPANE	7,699	3,635.21	4,063.79	47.22%
001-315-00000	COMMUNICATION SERVICES TAX	205,000	41,588.81	163,411.19	20.29%
001-321-10000	PROFESSIONAL & OCCUPATION LICE	46,800	39,720.02	7,079.98	84.87%
001-321-11000	COMPETENCY LICENSE	228	1,805.00	(1,577.00)	791.67%
001-322-10000	PERMITS	63,997	25,664.55	38,332.45	40.10%
001-329-10000	OTHER LICENSES, FEES & PERMITS	2,075	225.00	1,850.00	10.84%
001-335-12000	STATE REVENUE SHARING PROCEEDS	222,764	98,367.60	124,396.40	44.16%
001-335-14000	STATE - MOBILE HOME LICENSE	2,704	1,416.50	1,287.50	52.39%
001-335-15000	STATE - ALCOHOLIC BEVERAGE LIC	4,995	3,860.29	1,134.71	77.28%
001-335-17000	STATE - D O T REIMBURSEMENT	63,104	31,552.10	31,551.90	50.00%
001-335-18000	STATE - HALF CENT SALES TAX	185,000	34,952.05	150,047.95	18.89%
001-335-41000	STATE - REBATE ON MUN VEH FUEL	6,625	769.42	5,855.58	11.61%
001-335-42000	STATE - UNCLAIMED PROPERTY	418	-	418.00	0.00%
001-340-21000	SERVICES - COUNTY FIRE PROTECT	405,000	202,500.00	202,500.00	50.00%
001-340-21500	SERVICES-FIRE INSPECTIONS	2,475	500.00	1,975.00	20.20%
001-347-22000	REVENUE - FOOTBALL	6,207	3,840.00	2,367.00	61.87%
001-347-23000	REVENUE - BASKETBALL	6,546	3,850.00	2,696.00	58.81%
001-347-27000	REVENUE - OTHER ACTIVITY FEES	5,813	470.00	5,343.00	8.09%
001-347-30000	RENT ON FACILITIES	4,273	1,036.50	3,236.50	24.26%
001-347-41000	REVENUE - POOL ADMISSION FEES	5,118	-	5,118.00	0.00%
001-347-50000	COKE FUND REVENUE	108	72.82	35.18	0.00%
001-359-10000	OTH FINES & FORFEITS	16,528	7,345.67	9,182.13	44.45%
001-361-10000	INTEREST INC ON INVESTMENTS	500	-	500.00	0.00%
001-361-13000	UNREALIZED GAIN	500	-	500.00	0.00%
001-361-15000	INTEREST INC ON BANK ACCT	355	23.25	331.75	6.55%
001-364-11000	SALE OF LAND - HILLCREST CEMET	6,000	1,015.00	4,985.00	16.92%
001-364-12000	SALE OF LAND - SUNNYVALE CEMET	18,000	10,580.00	7,420.00	58.78%
001-369-90000	OTHER MISCELLANEOUS REVENUES	228,768	123,829.14	104,938.86	54.13%
001-382-10000	CONTRIBUTION FR INTER OPER-ELE	3,845,121	1,157,381.42	2,687,739.58	30.10%
001-382-20000	CONTRIBUTION FR INTER OPER-GAS	577,537	173,838.64	403,698.36	30.10%
001-382-30000	CONTRIBUTION FR INTER OPER-WAT	167,000	50,267.00	116,733.00	30.10%
001-382-40000	CONTRIBUTION FR INTER OPER-REFUS	125,950	37,910.95	88,039.05	30.10%
001-382-50000	CONTRIBUTION FR INTER OPER-SEW	135,271	40,716.57	94,554.43	30.10%
001-382-60000	CONTRIBUTION FR INTER OPER LAN	43,515	13,098.02	30,416.99	30.10%
	TOTAL GENERAL FUND REVS	7,999,535	3,049,600.15	4,949,934.85	38.12%

ENTERPRISE FUND REVENUES

BUSINESS ACTIVITY

400-381-10000	INTERFUND TRANSFER	653,139	272,141.25	380,997.75	41.67%
	TOTAL BUSINESS ACTIVITY	653,139	272,141.25	380,997.75	41.67%

**CITY OF QUINCY, FLORIDA
BUDGET TO ACTUAL REVENUE
AS OF FEBRUARY 28, 2013 (FY2013)**

<u>G/L ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL YTD</u>	<u>(OVER) UNDER BUDGET</u>	<u>PERCENT</u>
SEWER					
402-343-10000	SALES	1,836,242	591,270.09	1,244,971.91	32.20%
402-343-16000	CONNECTIONS	2,507	-	2,507.00	0.00%
402-343-17000	FORFEITED DISCOUNTS - PENALTIE	24,665	11,522.51	13,142.49	46.72%
402-343-50000	SEWER SURCHARGE O/S	34,203	14,145.91	20,057.09	41.36%
402-361-10000	INTEREST REVENUE	41	15.20	25.80	37.07%
402-381-10000	INTERFUND TRANSFER	128,681	-	128,681.00	0.00%
	TOTAL SEWER REV	2,026,339	616,953.71	1,409,385.29	30.45%
ELECTRIC					
403-343-11000	RESIDENTIAL SALES	5,855,463	1,913,345.59	3,942,117.41	32.68%
403-343-12000	COMMERCIAL SALES	6,685,382	2,294,974.16	4,390,407.84	34.33%
403-343-13000	INDUSTRIAL SALES	1,774,379	545,046.22	1,229,332.78	30.72%
403-343-14000	STREET LIGHTING SALES	241,167	64,114.72	177,052.28	26.59%
403-343-15000	INTERDEPARTMENTAL SALES	430,759	147,717.56	283,041.44	34.29%
403-343-16000	CONNECTIONS	1,452	964.00	488.00	66.39%
403-343-17000	FORFEITED DISCOUNTS - PENALTIE	115,741	59,522.76	56,218.24	51.43%
403-343-18500	SPECIAL PROJECT - MATERIAL SAL	511	-	511.00	0.00%
403-343-19000	CUT ON/OFF FEES	27,199	14,983.43	12,215.57	55.09%
403-343-24000	TRANSFORMER RENT	8,627	3,593.87	5,033.13	41.66%
403-343-27000	MISCELLANEOUS CHARGES	2,112	17,803.37	(15,691.37)	842.96%
403-343-29000	POLE RENT	11,546	39.20	11,506.80	0.34%
403-343-90000	MISCELLANEOUS REVENUES	2,712	39.20	2,672.80	1.45%
403-361-10000	INTEREST REVENUE	14,395	-	14,395.00	0.00%
403-369-90000	MISCELLANEOUS REVENUES	1,410	6,003.70	(4,593.70)	425.79%
	TOTAL ELECTRIC REV	15,172,855	5,068,147.78	10,104,707.22	33.40%
WATER					
404-343-10000	SALES	1,333,091	471,935.31	861,155.69	35.40%
404-343-15000	INTERDEPARTMENTAL SALES	59,512	39,781.43	19,730.57	66.85%
404-343-16000	CONNECTIONS	10,835	64.75	10,770.25	0.60%
404-343-17000	FORFEITED DISCOUNTS-PENALTIES	26,215	13,636.34	12,578.66	52.02%
404-343-19000	CUT ON/OFF FEES	125	624.60	(499.60)	499.68%
404-343-27000	MISCELLANEOUS CHARGES	-	(22,986.03)	22,986.03	0.00%
404-343-30000	WATER SURCHARGE O/S	57,715	21,361.33	36,353.67	37.01%
404-361-10000	INTEREST REVENUE	10,507	23.48	10,483.52	0.22%
404-361-13000	UNREALIZED GAIN	500	-	500.00	0.00%
404-381-10000	INTERFUND TRANSFER	96,033	-	96,033.00	0.00%
	TOTAL WATER REV	1,594,533	524,441.21	1,070,091.79	32.89%
GAS					
405-343-10000	GAS SALES	1,814,205	746,385.84	1,067,819.16	41.14%
405-343-15000	GAS INTERDEPARTMENTAL SALES	9,854	5,181.85	4,672.15	52.59%
405-343-16000	GAS CONNECTIONS	419	696.00	(277.00)	166.11%
405-343-17000	GAS FORFEITED DISCS-PENALTIES	18,609	8,815.65	9,793.35	47.37%
405-343-19000	GAS CUT ON/OFF FEES	132	22.40	109.60	16.97%

**CITY OF QUINCY, FLORIDA
BUDGET TO ACTUAL REVENUE
AS OF FEBRUARY 28, 2013 (FY2013)**

<u>G/L ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL YTD</u>	<u>(OVER) UNDER BUDGET</u>	<u>PERCENT</u>
405-343-27000	GAS OTHER CHARGES	0	(360.52)	360.52	0.00%
405-361-10000	INTEREST REVENUE	0	-	-	0.00%
405-369-90000	MISCELLANEOUS REVENUE	0	-	-	0.00%
405-381-10000	INTERFUND TRANSFER	183,120	-	183,120.00	0.00%
	TOTAL GAS REV	2,026,339	760,741.22	1,265,597.78	37.54%
	REFUSE				
406-343-11000	RESIDENTIAL SALES	646,369	251,727.55	394,641.45	38.94%
406-343-12000	COMMERCIAL SALES	483,618	201,493.79	282,124.21	41.66%
406-343-15000	YARD TRASH COLLECTION	132,726	50,538.68	82,187.32	38.08%
406-343-17000	FORFEITED DISCOUNTS-PENALTIES	18,716	9,314.38	9,401.62	49.77%
	TOTAL REFUSE REV	1,281,429	513,074.40	768,354.60	40.04%
	LANDFILL				
407-343-44000	GARBAGE TIPPING FEES	252,445	58,514.92	193,930.08	23.18%
407-361-10000	INTEREST INCOME	60	19.65	40.35	32.75%
	TOTAL LANDFILL REV	252,505	58,534.57	193,970.43	23.18%
	TELECOMMUNICATION				
408-340-00000	INTERNET PROVIDER FEES	456	230.65	225.35	50.58%
408-340-20000	BROADBAND SALES	50,247	48,734.28	1,512.72	96.99%
408-340-30000	ARBOR CREST CABLE SALES	-	600.00	(600.00)	0.00%
408-340-40000	BROADBAND - BUSINESS	10,265	5,725.51	4,539.49	55.78%
408-340-50000	BROADBAND - GOVERNMENT	6,159	3,241.15	2,917.85	52.62%
408-345-10000	QFONE-RESIDENTIAL SALES	8,359	-	8,359.00	0.00%
408-345-20000	QFONE RESIDENTIAL INSTALLATION	54	-	54.00	0.00%
408-349-00000	OTHER CHARGES FOR SERVICES	25	-	25.00	0.00%
408-355-10000	QFONE BUSINESS SALES	5,876	-	5,876.00	0.00%
408-382-10000	INTERFUND TRANSFER	131,839	54,932.92	76,906.08	41.67%
	TOTAL TELECOMMUNICATIONS REV	213,280	113,464.51	99,815.49	53.20%
	TOTAL ENTERPRISE FND REVS	23,220,419	7,927,498.65	15,292,920.35	34.14%
	TOTAL REVENUES	31,219,954	10,977,098.80	20,242,855.20	35.16%

**CITY OF QUINCY, FLORIDA
BUDGET TO ACTUAL EXPENSES
AS OF FEBRUARY 28, 2013 (FY2013)**

<u>G/L ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL YTD</u>	<u>(OVER) UNDER BUDGET</u>	<u>PERCENT</u>
GEN FUND EXP					
CITY COMMISSION					
001-110-511-10110	SALARIES & WAGES	77,135	32,633.70	44,501.30	42.31%
001-110-511-10210	FICA TAXES	5,901	2,496.48	3,404.52	42.31%
001-110-511-30402	TRAVEL	4,000	1,345.50	2,654.50	33.64%
001-110-511-30491	OTHER EXPENSES	8,000	5,110.98	2,889.02	63.89%
001-110-511-31000	OTHER OPERATING IT SUPPORT	4,000	1,666.65	2,333.35	41.67%
001-110-511-80810	AID TO GOVERNMENT AGENCIES	5,300	1,500.00	3,800.00	28.30%
001-110-511-80820	AID TO PRIVATE ORGANIZATIONS	19,000	1,000.00	18,000.00	5.26%
	TOTAL CITY COMMISSION	123,336	45,753.31	77,582.69	37.10%
CITY MANAGER					
001-160-512-10110	SALARIES & WAGES	140,111	59,379.04	80,731.96	42.38%
001-160-512-10120	REGULARY SALARIES & WAGES	30,069	12,800.92	17,268.08	42.57%
001-160-512-10210	FICA TAXES	13,019	3,779.11	9,239.89	29.03%
001-160-512-10220	RETIREMENT CONTRIBUTIONS	30,470	13,901.99	16,568.01	45.63%
001-160-512-10230	LIFE & HEALTH INSURANCE	20,769	12,104.18	8,664.82	58.28%
001-160-512-30341	CONTRACTUAL SERVICES	8,800	8,684.00	116.00	98.68%
001-160-512-30343	PROFESSIONAL SERVICES	1,800	2,000.00	(200.00)	111.11%
001-160-512-30402	TRAVEL EXPENSE	2,300	-	2,300.00	0.00%
001-160-512-30403	GAS	4,000	727.79	3,272.21	18.19%
001-160-512-30410	TELEPHONE	5,140	1,643.89	3,496.11	31.98%
001-160-512-30461	REPAIR & MAINTENANCE OFFICE EQ	500	301.33	198.67	60.27%
001-160-512-30491	OTHER OPERATING EXPENSE	2,800	968.39	1,831.61	34.59%
001-160-512-30511	OFFICE SUPPLIES GENERAL	1,300	364.95	935.05	28.07%
001-160-512-31000	OTHER OPERATING EXP - IT SUPPO	8,000	3,333.35	4,666.65	41.67%
	TOTAL CITY MANAGER	269,078	119,988.94	149,089.06	44.59%
CITY ATTORNEY					
001-120-514-30341	CONTRACTUAL SERVICES	115,000	77,235.50	37,764.50	67.16%
001-120-514-30343	PROFESSIONAL SERVICES	900	9,251.70	(8,351.70)	1027.97%
001-120-514-30402	TRAVEL	500	-	500.00	0.00%
001-120-514-30491	OTHER OPERATING EXPENSE	1,500	523.15	976.85	34.88%
001-120-514-30500	LEGAL & RECORDING FEES	3,500	900.00	2,600.00	25.71%
001-120-514-30501	ONLINE LIBRARY SERVICES	5,000	1,200.00	3,800.00	24.00%
001-120-514-30540	PUBLICATIONS,SUBSCRIP,& MEMBER	1,000	-	1,000.00	0.00%
001-120-514-31000	OTHER OPERATING EXP - IT SUPPO	8,000	3,333.35	4,666.65	41.67%
	TOTAL CITY ATTORNEY	135,400	92,443.70	42,956.30	68.27%
CITY CLERK					
001-130-519-10110	SALARIES & WAGES	57,754	24,590.59	33,163.41	42.58%
001-130-519-10210	FICA TAXES	4,418	1,725.63	2,692.37	39.06%
001-130-519-10220	RETIREMENT CONTRIBUTIONS	6,930	2,932.16	3,997.84	42.31%
001-130-519-10230	LIFE & HEALTH INSURANCE	5,591	2,460.18	3,130.82	44.00%
001-130-519-30343	PROFESSIONAL SERVICES	4,600	550.00	4,050.00	11.96%
001-130-519-30410	TELEPHONE	2,300	489.41	1,810.59	21.28%
001-130-519-30461	REPAIR & MAINT - OFFICE EQUIPM	500	7.96	492.04	1.59%
001-130-519-30491	OTHER OPERATING EXPENSE	200	-	200.00	0.00%
001-130-519-30493	TRAINING	255	133.00	122.00	52.16%
001-130-519-30500	LEGAL ADS AND RECORDING FEES	2,525	481.00	2,044.00	19.05%
001-130-519-30511	OFFICE SUPPLIES-GENERAL	750	502.09	247.91	66.95%

**CITY OF QUINCY, FLORIDA
BUDGET TO ACTUAL EXPENSES
AS OF FEBRUARY 28, 2013 (FY2013)**

<u>G/L ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL YTD</u>	<u>(OVER) UNDER BUDGET</u>	<u>PERCENT</u>
001-130-519-31000	OTHER OPERATING EXP - IT SUPPO	8,000	3,333.35	4,666.65	41.67%
	TOTAL CITY CLERK	93,823	37,205.37	56,617.63	39.65%
NON-DEPARTMENTAL					
001-001-519-30320	ACCOUNTING & AUDITING SERVICES	113,500	(5,700.00)	119,200.00	-5.02%
001-001-519-30342	RECORDING OF THE COMMISSION MT	36,000	12,000.00	24,000.00	33.33%
001-001-519-30343	PROFESSIONAL SERVICES	10,000	137.20	9,862.80	1.37%
001-001-519-30390	CONTINGENCIES	100,000	2,767.50	97,232.50	2.77%
001-001-519-30410	TELEPHONE	1,000	4.30	995.70	0.43%
001-001-519-30430	SALES & USE TAXES (DOR AUDIT)	150,000	86,000.00	64,000.00	57.33%
001-001-519-30440	SUMMER YOUTH WORK PROGRAM	29,000	-	29,000.00	0.00%
001-001-519-30451	INSURANCE	505,000	96,809.63	408,190.37	19.17%
001-001-519-30465	COPIER PAYMENT	7,500	2,389.26	5,110.74	31.86%
001-001-519-30491	OTHER OPERATING EXPENSE	66,645	20,012.79	46,632.21	30.03%
001-001-519-30500	LEGAL ADS & RECORDINGS	500	-	500.00	0.00%
001-001-519-30512	POSTAGE	10,000	2,819.60	7,180.40	28.20%
001-001-519-31000	OTHER OPERATING EXP - IT SUPPO	117,730	49,054.15	68,675.85	41.67%
001-001-519-70730	TRANSFER DEBT SVC CAP IMP BOND	460,981	153,727.06	307,253.94	33.35%
	TOTAL NON-DEPARTMENTAL	1,607,856	420,021.49	1,187,834.51	26.12%
PERSONNEL					
001-260-513-10110	EXE SALARIES & WAGES	62,520	25,725.28	36,794.72	41.15%
001-260-513-10120	REGULAR SALARIES & WAGES	37,644	16,695.20	20,948.80	44.35%
001-260-513-10210	FICA TAXES	7,663	2,856.36	4,806.64	37.27%
001-260-513-10220	RETIREMENT CONTRIBUTIONS	12,020	4,572.23	7,447.77	38.04%
001-260-513-10230	LIFE & HEALTH INSURANCE	16,170	5,436.57	10,733.43	33.62%
001-260-513-30314	PSYCHIATRIC EVALUATIONS	875	350.00	525.00	40.00%
001-260-513-30315	EMPLOYEE QUALITY OF LIFE	2,000	524.99	1,475.01	26.25%
001-260-513-30341	CONTRACTUAL SERVICES	3,000	3,150.00	(150.00)	105.00%
001-260-513-30343	PROFESSIONAL SERVICES	4,930	1,893.84	3,036.16	38.41%
001-260-513-30402	TRAVEL EXPENSE	1,000	-	1,000.00	0.00%
001-260-513-30410	TELEPHONE	2,280	1,095.17	1,184.83	48.03%
001-260-513-30461	REPAIR AND MAINTENANCE OFFICE	250	-	250.00	0.00%
001-260-513-30491	OTHER OPERATING EXPENSE	800	32.30	767.70	4.04%
001-260-513-30493	TRAINING	3,300	345.00	2,955.00	10.45%
001-260-513-30511	OFFICE SUPPLIES GENERAL	2,740	816.17	1,923.83	29.79%
001-260-513-31000	OTHER OPERATING EXP - IT SUPPO	8,000	3,333.35	4,666.65	41.67%
001-260-513-60641	OFFICE FURNITURE & EQUIPMENT	500	-	500.00	0.00%
	TOTAL PERSONNEL	165,692	66,826.46	98,865.54	40.33%
FINANCE					
001-271-513-10110	EXE SALARIES & WAGES	19,538	8,293.04	11,244.96	42.45%
001-271-513-10120	REGULAR SALARIES & WAGES	31,749	11,972.70	19,776.30	37.71%
001-271-513-10140	OVERTIME	-	32.20	(32.20)	0.00%
001-271-513-10210	FICA TAXES	3,923	1,454.80	2,468.20	37.08%
001-271-513-10220	RETIREMENT CONTRIBUTIONS	6,154	2,331.16	3,822.84	37.88%
001-271-513-10230	LIFE & HEALTH INSURANCE	10,621	3,191.87	7,429.13	30.05%
001-271-513-30343	PROFESSIONAL SERVICES	28,800	480.00	28,320.00	1.67%
001-271-513-30402	TRAVEL EXPENSE	2,500	1,095.41	1,404.59	43.82%
001-271-513-30410	TELEPHONE	4,500	1,391.40	3,108.60	30.92%
001-271-513-30461	REPAIR & MAINT OFFICE EQUIPMEN	1,800	404.00	1,396.00	22.44%
001-271-513-30470	PRINTING & BINDING-BUDGET	1,500	13.09	1,486.91	0.87%
001-271-513-30491	OTHER OPERATING EXPENSE	2,700	634.94	2,065.06	23.52%

**CITY OF QUINCY, FLORIDA
BUDGET TO ACTUAL EXPENSES
AS OF FEBRUARY 28, 2013 (FY2013)**

G/L ACCT #	ACCOUNT DESCRIPTION	ANNUAL BUDGET	ACTUAL YTD	(OVER) UNDER BUDGET	PERCENT
001-271-513-30493	TRAINING	2,000	310.00	1,690.00	15.50%
001-271-513-30511	OFFICE SUPPLIES GENERAL	2,800	1,679.70	1,120.30	59.99%
001-271-513-30512	POSTAGE	2,000	176.16	1,823.84	8.81%
001-271-513-30521	OPERATING SUPPLIES	6,300	3,925.22	2,374.78	62.31%
001-271-513-30540	DUES, PUBLICATIONS, & MEMBERSH	750	100.00	650.00	13.33%
001-271-513-31000	OTHER OPERATING EXP - IT SUPPO	8,000	3,333.35	4,666.65	41.67%
001-271-513-60641	OFFICE FURNITURE & EQUIPMENT	2,000	-	2,000.00	0.00%
	TOTAL FINANCE	137,635	40,819.04	96,815.96	29.66%
	PURCHASING				
001-276-513-10110	EXE SALARY & WAGES	10,023	4,266.97	5,756.03	42.57%
001-276-513-10210	FICA	767	200.28	566.72	26.11%
001-276-513-10220	RETIREMENT	1,203	395.08	807.92	32.84%
001-276-513-10230	LIFE & HEALTH	1,402	945.14	456.86	67.41%
	TOTAL GEN SERVICES ADM	13,395	5,807.47	7,587.53	43.36%
	LAW ENFORCEMENT ADM				
001-210-521-10110	EXE SALARIES & WAGES	82,127	34,854.90	47,272.10	42.44%
001-210-521-10120	REGULAR SALARIES & WAGES	182,304	77,289.98	105,014.02	42.40%
001-210-521-10130	OTHER SALARIES & WAGES	-	110.00	(110.00)	0.00%
001-210-521-10210	FICA TAXES	20,229	8,338.83	11,890.17	41.22%
001-210-521-10220	RETIREMENT CONTRIBUTIONS	31,732	13,406.67	18,325.33	42.25%
001-210-521-10230	LIFE & HEALTH INSURANCE	36,184	15,403.41	20,780.59	42.57%
001-210-521-30341	CONTRACTUAL SERVICES	31,420	17,372.93	14,047.07	55.29%
001-210-521-30403	GAS & DIESEL	6,000	1,215.40	4,784.60	20.26%
001-210-521-30410	TELEPHONE	22,000	17,431.92	4,568.08	79.24%
001-210-521-30430	UTILITIES	24,000	9,215.53	14,784.47	38.40%
001-210-521-30461	REPAIR & MAINTENANCE-OFFICE EQ	500	-	500.00	0.00%
001-210-521-30464	REPAIRS & MAINTENANCE-RADIO	4,500	1,970.64	2,529.36	43.79%
001-210-521-30491	OTHER OPERATING EXPENSE	4,600	908.63	3,691.37	19.75%
001-210-521-30492	INVESTIGATIVE FUNDS	3,000	-	3,000.00	0.00%
001-210-521-30511	OFFICE SUPPLIES-GENERAL	2,000	852.84	1,147.16	42.64%
001-210-521-30521	OPERATING MATERIALS & SUPPLIES	1,500	297.42	1,202.58	19.83%
001-210-521-30522	OPERATING SUPPLIES-UNIFORMS	1,000	-	1,000.00	0.00%
001-210-521-30540	PUBLICATIONS, SUBSCRIP. & MEMB	1,000	223.44	776.56	22.34%
001-210-521-31000	OTHER OPERATING EXP - IT SUPPO	8,000	3,333.35	4,666.65	41.67%
001-210-521-60620	BUILDINGS	3,800	-	3,800.00	0.00%
001-210-521-60641	OFFICE FURNITURE & EQUIPMENT	3,300	-	3,300.00	0.00%
001-210-521-60644	EQUIPMENT	3,800	-	3,800.00	0.00%
	TOTAL LAW ENFORCEMENT ADM	472,996	202,225.89	270,770.11	42.75%
	LAW ENFORCEMENT OPERATIONS				
001-220-521-10120	REGULAR SALARIES & WAGES	879,741	391,214.71	488,526.29	44.47%
001-220-521-10130	OTHER SALARIES & WAGES - P/T	38,000	16,837.96	21,162.04	44.31%
001-220-521-10140	OVERTIME	34,510	38,485.12	(3,975.12)	111.52%
001-220-521-10150	SPEC PAY-INCENTIVE,HOL, LV BUY	12,480	6,630.00	5,850.00	53.13%
001-220-521-10210	FICA TAXES	73,802	33,629.12	40,172.88	45.57%
001-220-521-10220	RETIREMENT CONTRIBUTIONS	115,768	49,790.69	65,977.31	43.01%
001-220-521-10230	LIFE & HEALTH INSURANCE	195,265	77,623.56	117,641.44	39.75%
001-220-521-30341	CONTRACTUAL SERVICES	3,500	120.00	3,380.00	3.43%
001-220-521-30402	TRAVEL EXPENSE	645	381.00	264.00	59.07%
001-220-521-30403	GASOLINE & DIESEL	69,000	20,834.67	48,165.33	30.20%
001-220-521-30462	REPAIR & MAINT.-EQUIPMENT & TO	1,587	837.60	749.40	52.78%
001-220-521-30464	REPAIR & MAINTENANCE - RADIOS	241	-	241.00	0.00%

**CITY OF QUINCY, FLORIDA
BUDGET TO ACTUAL EXPENSES
AS OF FEBRUARY 28, 2013 (FY2013)**

<u>G/L ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL YTD</u>	<u>(OVER) UNDER BUDGET</u>	<u>PERCENT</u>
001-220-521-30491	OTHER OPERATING EXPENSE	4,132	4,149.36	(17.36)	100.42%
001-220-521-30493	TRAINING	39,000	5,390.17	33,609.83	13.82%
001-220-521-30499	CANINE EXPENSE	7,000	656.46	6,343.54	9.38%
001-220-521-30511	OFFICE SUPPLIES	1,714	-	1,714.00	0.00%
001-220-521-30521	OPERATING MATERIALS & SUPPLIES	2,069	628.15	1,440.85	30.36%
001-220-521-30522	OPERATING SUPPLIES - UNIFORMS	11,423	1,177.87	10,245.13	10.31%
001-220-521-60644	EQUIPMENT	1,902	23,988.00	(22,086.00)	1261.20%
001-220-521-70710	CAPITAL EQUIPMENT LOAN- PRINCI	14,964	6,203.75	8,760.25	41.46%
001-220-521-70711	VEHICLE LOAN CCBG (4)-PRINCIPA	28,000	11,178.88	16,821.12	39.92%
001-220-521-70720	CAPITAL EQUIPMENT LOAN- INTERE	662	415.48	246.52	62.76%
001-220-521-70721	VEHICLE LOAN CCBG (4)- INTERES	3,491	1,377.69	2,113.31	39.46%
	TOTAL LAW ENFORCEMENT OPERAT	1,538,896	691,550.24	847,345.76	44.94%
FIRE CONTROL ADM					
001-210-522-10110	EXE SALARIES & WAGES	63,934	27,154.64	36,779.36	42.47%
001-210-522-10120	REGULAR SALARIES & WAGES	88,293	37,628.61	50,664.39	42.62%
001-210-522-10150	SPEC PAY-INCENTIVE,HOL,LV BUYB	3,160	1,430.00	1,730.00	45.25%
001-210-522-10210	FICA TAXES	11,887	4,621.61	7,265.39	38.88%
001-210-522-10220	RETIREMENT CONTRIBUTIONS	18,646	7,900.09	10,745.91	42.37%
001-210-522-10230	LIFE & HEALTH INSURANCE	29,815	12,523.91	17,291.09	42.01%
001-210-522-30410	TELEPHONE	8,085	1,486.46	6,598.54	18.39%
001-210-522-30430	UTILITIES	32,550	5,170.09	27,379.91	15.88%
001-210-522-30461	REPAIR & MAINTENANCE-OFFICE EQ	2,260	-	2,260.00	0.00%
001-210-522-30463	REPAIR & MAINT.-BUILDINGS & GR	3,000	1,036.84	1,963.16	34.56%
001-210-522-30464	REPAIR & MAINTENANCE-RADIO	18,000	1,745.32	16,254.68	9.70%
001-210-522-30465	COPIER PAYMENT	1,350	500.00	850.00	37.04%
001-210-522-30491	OTHER OPERATING EXPENSE	1,145	1,510.33	(365.33)	131.91%
001-210-522-30494	FIRE PREVENTION & EDUCATION	2,550	440.00	2,110.00	17.25%
001-210-522-30511	OFFICE SUPPLIES-GENERAL	967	525.00	442.00	54.29%
001-210-522-30521	OPERATING MATERIALS & SUPPLIES	655	23.10	631.90	3.53%
001-210-522-30522	OPERATING SUPPLIES - UNIFORMS	1,150	-	1,150.00	0.00%
001-210-522-31000	OTHER OPERATING EXP -IT SUPPOR	8,000	3,333.35	4,666.65	41.67%
001-210-522-60641	OFFICE FURNITURE & EQUIPMENT	2,500	979.88	1,520.12	39.20%
001-210-522-70711	VEHICLE LOAN CCBG - PRINCIPAL	5,490	2,160.24	3,329.76	39.35%
001-210-522-70721	VEHICLE LOAN CCBG - INTEREST	625	267.19	357.81	42.75%
	TOTAL FIRE CONTROL ADM	304,062	110,436.66	193,625.34	36.32%
FIRE CONTROL OPERATIONS					
001-230-522-10120	REGULAR SALARIES & WAGES	667,108	258,737.96	408,370.04	38.79%
001-230-522-10130	OTHER SALARIES & WAGES - P/T	39,000	26,570.00	12,430.00	68.13%
001-230-522-10140	OVERTIME	-	17,016.41	(17,016.41)	0.00%
001-230-522-10150	SPEC PAY-INCENTIVE,HOL,LV BUYB	34,360	12,735.00	21,625.00	37.06%
001-230-522-10210	FICA TAXES	56,645	22,294.35	34,350.65	39.36%
001-230-522-10220	RETIREMENT CONTRIBUTIONS	88,856	33,353.49	55,502.51	37.54%
001-230-522-10230	LIFE & HEALTH INSURANCE	158,081	60,528.06	97,552.94	38.29%
001-230-522-30402	TRAVEL EXPENSE	1,650	-	1,650.00	0.00%
001-230-522-30403	GASOLINE & DIESEL	16,135	4,737.14	11,397.86	29.36%
001-230-522-30404	OIL & GREASE	550	-	550.00	0.00%
001-230-522-30405	TIRES	1,000	-	1,000.00	0.00%
001-230-522-30406	VEHICLE PARTS ONLY	1,500	170.28	1,329.72	11.35%
001-230-522-30462	REPAIR & MAINT. - EQUIPMENT &	4,165	885.40	3,279.60	21.26%
001-230-522-30491	OTHER OPERATING EXPENSE	1,327	853.61	473.39	64.33%
001-230-522-30493	TRAINING	5,800	989.00	4,811.00	17.05%
001-230-522-30511	OFFICE SUPPLIES	640	69.60	570.40	10.88%

**CITY OF QUINCY, FLORIDA
BUDGET TO ACTUAL EXPENSES
AS OF FEBRUARY 28, 2013 (FY2013)**

<u>G/L ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL YTD</u>	<u>(OVER) UNDER BUDGET</u>	<u>PERCENT</u>
001-230-522-30521	OPERATING MATERIALS & SUPPLIES	909	684.27	224.73	75.28%
001-230-522-30522	OPERATING SUPPLIES - UNIFORMS	33,068	8,217.93	24,850.07	24.85%
001-230-522-60644	EQUIPMENT	8,630	244.29	8,385.71	2.83%
	TOTAL FIRE CONTROL OPERATIONS	1,119,424	448,086.79	671,337.21	40.03%
BUILDING & PLANNING					
001-284-515-10110	EXE SALARIES & WAGES	55,628	23,641.03	31,986.97	42.50%
001-284-515-10120	REGULAR SALARIES & WAGES	61,886	25,773.35	36,112.65	41.65%
001-284-515-10140	OVERTIME	-	28.51	(28.51)	0.00%
001-284-515-10210	FICA TAXES	8,990	3,452.16	5,537.84	38.40%
001-284-515-10220	RETIREMENT CONTRIBUTIONS	14,102	5,895.01	8,206.99	41.80%
001-284-515-10230	LIFE & HEALTH INSURANCE	30,629	12,691.62	17,937.38	41.44%
001-284-515-30341	CONTRACTUAL SERVICES	40,025	10,050.00	29,975.00	25.11%
001-284-515-30343	PROFESSIONAL SERVICES	14,025	1,600.00	12,425.00	11.41%
001-284-515-30402	TRAVEL EXPENSE	2,000	-	2,000.00	0.00%
001-284-515-30403	GAS & DIESEL	2,500	1,324.49	1,175.51	52.98%
001-284-515-30410	TELEPHONE	2,500	868.01	1,631.99	34.72%
001-284-515-30461	REPAIR & MAINT. OFFICE EQUIPME	500	225.00	275.00	45.00%
001-284-515-30491	OTHER OPERATING EXPENSE	2,200	377.95	1,822.05	17.18%
001-284-515-30500	ADVERTISEMENTS	2,500	60.00	2,440.00	2.40%
001-284-515-30511	OFFICE SUPPLIES GENERAL	3,000	450.10	2,549.90	15.00%
001-284-515-31000	OTHER OPERATING EXP - IT SUPPO	8,000	3,333.35	4,666.65	41.67%
001-284-515-60641	OFFICE FURNITURE & EQUIPMENT	1,000	-	1,000.00	0.00%
	TOTAL BUILDING & PLANNING	249,485	89,770.58	159,714.42	35.98%
RECREATIONAL ACTIVITY					
001-310-572-10110	EXE SALARIES & WAGES	43,737	19,226.43	24,510.57	43.96%
001-310-572-10120	REGULAR SALARIES & WAGES	56,020	23,265.52	32,754.48	41.53%
001-310-572-10210	FICA TAXES	8,303	4,161.13	4,141.87	50.12%
001-310-572-10220	RETIREMENT CONTRIBUTIONS	13,025	5,064.63	7,960.37	38.88%
001-310-572-10230	LIFE & HEALTH INSURANCE	3,280	4,803.12	(1,523.12)	146.44%
001-310-572-30343	PROFESSIONAL SERVICES	12,000	4,269.11	7,730.89	35.58%
001-310-572-30390	CONTINGENCY	2,000	-	2,000.00	0.00%
001-310-572-30402	TRAVEL EXPENSE	2,000	-	2,000.00	0.00%
001-310-572-30403	GAS & DIESEL	2,000	464.71	1,535.29	23.24%
001-310-572-30410	TELEPHONE	5,100	2,087.06	3,012.94	40.92%
001-310-572-30440	RENTAL OF EQUIPMENT & BUILDING	3,000	50.00	2,950.00	1.67%
001-310-572-30462	REPAIR & MAINT-EQUIPMENT & TOO	45,000	-	45,000.00	0.00%
001-310-572-30491	OTHER OPERATING EXPENSES	34,000	1,580.47	32,419.53	4.65%
001-310-572-30493	TRAINING	2,000	-	2,000.00	0.00%
001-310-572-30511	OFFICE SUPPLIES - GENERAL	1,500	479.23	1,020.77	31.95%
001-310-572-30521	OPERATING MATERIALS & SUPPLIES	2,000	1,017.05	982.95	50.85%
001-310-572-30523	OPERATING SUP - CHEM	2,000	-	2,000.00	0.00%
001-310-572-30524	SWIMMING POOL SUPPLIES	6,807	-	6,807.00	0.00%
001-310-572-30525	ATHLETIC EQUIPMENT - FOOTBALL	15,000	2,622.20	12,377.80	17.48%
001-310-572-30526	ATHLETIC EQUIP BASEBALL & SOFT	1,000	-	1,000.00	0.00%
001-310-572-30528	ATHLETIC EQUIPMENT - BASKETBAL	2,000	649.40	1,350.60	32.47%
001-310-572-30529	ATHLETIC EQUIPMENT - OTHER	5,500	155.00	5,345.00	2.82%
001-310-572-30540	OTHER RECREATIONAL ACTIVITIES	31,000	14,743.08	16,256.92	47.56%
001-310-572-31000	OTHER OPERATING EXP - IT SUPPO	8,000	3,333.35	4,666.65	41.67%
	TOTAL RECREATIONAL ACTIVITY	306,272	87,971.49	218,300.51	28.72%

**CITY OF QUINCY, FLORIDA
BUDGET TO ACTUAL EXPENSES
AS OF FEBRUARY 28, 2013 (FY2013)**

<u>G/L ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL YTD</u>	<u>(OVER) UNDER BUDGET</u>	<u>PERCENT</u>
PARKS					
001-440-572-10120	REGULAR SALARIES & WAGES	37,812	24,609.34	13,202.66	65.08%
001-440-572-10130	OTHER SALARIES & WAGES - P/T	25,500	12,139.54	13,360.46	47.61%
001-440-572-10140	OVERTIME	-	388.64	(388.64)	0.00%
001-440-572-10210	FICA TAXES	3,072	2,592.41	479.59	84.39%
001-440-572-10220	RETIREMENT CONTRIBUTIONS	4,819	1,957.80	2,861.20	40.63%
001-440-572-10230	LIFE & HEALTH INSURANCE	6,338	3,467.78	2,870.22	54.71%
001-440-572-30391	PARKS & FACILITY	10,000	1,050.95	8,949.05	10.51%
001-440-572-30430	UTILITIES	38,000	13,214.96	24,785.04	34.78%
001-440-572-30440	RENTAL OF EQUIPMENT & BUILDING	3,000	400.00	2,600.00	13.33%
001-440-572-30463	REPAIR & MAINTENANCE-BLDGS. &	6,000	452.93	5,547.07	7.55%
001-440-572-30491	OTHER OPERATING EXPENSES	-	360.83	(360.83)	0.00%
	TOTAL PARKS	134,541	60,635.18	73,905.82	45.07%
PUBLIC WORKS ADM					
001-410-539-10110	EXE SALARIES & WAGES	41,202	14,286.11	26,915.89	34.67%
001-410-539-10120	REGULAR SALARIES & WAGES	8,784	6,905.41	1,878.59	78.61%
001-410-539-10210	FICA TAXES	3,824	1,481.89	2,342.11	38.75%
001-410-539-10220	RETIREMENT CONTRIBUTIONS	5,998	2,530.31	3,467.69	42.19%
001-410-539-10230	LIFE & HEALTH INSURANCE	12,774	5,234.40	7,539.60	40.98%
001-410-539-30402	TRAVEL EXPENSE	1,500	-	1,500.00	0.00%
001-410-539-30410	TELEPHONE	6,800	2,810.17	3,989.83	41.33%
001-410-539-30430	UTILITIES	81,269	35,813.75	45,455.25	44.07%
001-410-539-30440	REPAIR & MAINT BUILDING	3,500	-	3,500.00	0.00%
001-410-539-30491	OTHER OPERATING EXPENSE	5,000	1,849.17	3,150.83	36.98%
001-410-539-30493	TRAINING	5,000	-	5,000.00	0.00%
001-410-539-30511	OFFICE SUPPLIES	500	225.48	274.52	45.10%
001-410-539-30521	OPERATING MATERIALS & SUPPLIES	3,000	692.23	2,307.77	23.07%
001-410-539-30522	OPERATING EXPENSE - UNIFORMS	16,000	3,721.26	12,278.74	23.26%
001-410-539-30524	OPERATING SUPPLIES - TOOLS	1,000	-	1,000.00	0.00%
001-410-539-31000	OTHER OPERATING EXP - IT SUPPO	8,000	3,333.35	4,666.65	41.67%
	TOTAL PUBLIC WORKS ADM	204,151	78,883.53	125,267.47	38.64%
ROADS & STREETS					
001-430-541-10110	SALARIES & WAGES	5,886	285.59	5,600.41	4.85%
001-430-541-10120	REGULAR SALARIES & WAGES	122,561	60,323.92	62,237.08	49.22%
001-430-541-10130	OTHER SALARIES & WAGES - P/T	-	19,888.88	(19,888.88)	0.00%
001-430-541-10140	OVERTIME	-	1,355.66	(1,355.66)	0.00%
001-430-541-10210	FICA TAXES	9,826	5,008.17	4,817.83	50.97%
001-430-541-10220	RETIREMENT CONTRIBUTIONS	15,414	5,477.65	9,936.35	35.54%
001-430-541-10230	LIFE & HEALTH INSURANCE	30,995	8,798.69	22,196.31	28.39%
001-430-541-30341	CONTRACTUAL SERVICES	35,600	3,600.00	32,000.00	10.11%
001-430-541-30403	GASOLINE & DIESEL	75,000	27,250.27	47,749.73	36.33%
001-430-541-30524	OPERATING SUPPLIES - SMALL TOO	1,000	302.70	697.30	30.27%
001-430-541-30530	ROAD MATERIALS & SUPPLIES	25,000	5,104.86	19,895.14	20.42%
001-430-541-60632	RESURF & SIDEWALKS	168,100	15,672.90	152,427.10	9.32%
001-430-541-60634	STORM WATER FACILITIES	5,000	-	5,000.00	0.00%
001-430-541-60643	HEAVY EQUIPMENT	58,776	10,743.62	48,032.38	18.28%
001-430-541-70710	CCB LOAN- GRAPPLE TRUCK PRINCI	29,488	12,102.81	17,385.19	41.04%
001-430-541-70720	CCB LOAN GRAPPLE TRUCK - INTER	1,602	814.74	787.26	50.86%
	TOTAL ROADS & STREETS	584,248	176,730.46	407,517.54	30.25%

**CITY OF QUINCY, FLORIDA
BUDGET TO ACTUAL EXPENSES
AS OF FEBRUARY 28, 2013 (FY2013)**

<u>G/L ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL YTD</u>	<u>(OVER) UNDER BUDGET</u>	<u>PERCENT</u>
CEMETERIES & GROUNDS					
001-431-542-10110	SALARIES & WAGES	5,886	1,815.31	4,070.69	30.84%
001-431-542-10120	REGULAR SALARIES & WAGES	3,698	2,331.91	1,366.09	63.06%
001-431-542-10140	OVERTIME	-	31.34	(31.34)	0.00%
001-431-542-10210	FICA TAXES	733	286.83	446.17	39.13%
001-431-542-10220	RETIREMENT CONTRIBUTIONS	1,150	497.77	652.23	43.28%
001-431-542-10230	LIFE & HEALTH INSURANCE	2,806	1,101.70	1,704.30	39.26%
001-431-542-30521	OPERATING SUPPLIES	5,000	-	5,000.00	0.00%
	TOTAL CEMETERIES & GROUNDS	19,273	6,064.86	13,208.14	31.47%
BUILDINGS & GROUNDS					
001-440-519-10110	SALARIES & WAGES	5,865	1,815.31	4,049.69	30.95%
001-440-519-10120	REGULAR SALARIES & WAGES	150,218	74,448.31	75,769.69	49.56%
001-440-519-10140	OVERTIME	-	1,566.91	(1,566.91)	0.00%
001-440-519-10210	FICA TAXES	11,940	5,373.50	6,566.50	45.00%
001-440-519-10220	RETIREMENT CONTRIBUTIONS	18,730	8,548.16	10,181.84	45.64%
001-440-519-10230	LIFE & HEALTH INSURANCE	40,891	17,783.26	23,107.74	43.49%
001-440-519-30341	CONTRACTUAL SERVICES	30,000	15,429.60	14,570.40	51.43%
001-440-519-30463	REPAIR & MAINT.-BUILDINGS & GR	45,000	30,267.96	14,732.04	67.26%
001-440-519-30491	OTHER OPERATING EXPENSE	12,000	5,997.06	6,002.94	49.98%
001-440-519-60644	EQUIPMENT	2,500	-	2,500.00	0.00%
	TOTAL BUILDINGS & GROUNDS	317,144	161,230.07	155,913.93	50.84%
FLEET MAINTENANCE					
001-450-541-10120	REGULAR SALARIES & WAGES	81,349	39,297.11	42,051.89	48.31%
001-450-541-10210	FICA TAXES	6,223	2,652.75	3,570.25	42.63%
001-450-541-10220	RETIREMENT CONTRIBUTIONS	9,762	4,683.59	5,078.41	47.98%
001-450-541-10230	LIFE & HEALTH INSURANCE	19,007	9,293.80	9,713.20	48.90%
001-450-541-30404	OIL & GREASE	1,198	468.56	729.44	39.11%
001-450-541-30405	TIRES	11,381	11,007.36	373.64	96.72%
001-450-541-30406	VEH PARTS ONLY	56,475	26,421.57	30,053.43	46.78%
001-450-541-30407	VEHICLE REPAIRS	17,430	12,653.02	4,776.98	72.59%
	TOTAL FLEET MAINT	202,825	106,477.76	96,347.24	52.50%
	TOTAL GEN FUND EXPENDITURES	7,999,532	3,048,929.29	4,950,602.71	38.11%
ENTERPRISE FUND					
FINANCIAL SERVICES					
400-271-513-10110	EXECUTIVE SALARIES & WAGES	58,613	24,876.13	33,736.87	42.44%
400-271-513-10120	REGULAR SALARIES & WAGES	143,498	42,012.01	101,485.99	29.28%
400-271-513-10210	FICA TAXES	13,961	4,807.12	9,153.88	34.43%
400-271-513-10220	RETIREMENT CONTRIBUTIONS	23,253	6,993.06	16,259.94	30.07%
400-271-513-10230	LIFE & HEALTH INSURANCE	25,049	9,997.55	15,051.45	39.91%
	TOTAL FINANCIAL SERVICES	264,374	88,685.87	175,688.13	33.55%
CUSTOMER SERVICES					
400-274-513-10110	EXE SALARIES & WAGES	64,225	27,280.81	36,944.19	42.48%
400-274-513-10120	REGULAR SALARIES & WAGES	124,531	66,506.29	58,024.71	53.41%

**CITY OF QUINCY, FLORIDA
BUDGET TO ACTUAL EXPENSES
AS OF FEBRUARY 28, 2013 (FY2013)**

G/L ACCT #	ACCOUNT DESCRIPTION	ANNUAL BUDGET	ACTUAL YTD	(OVER) UNDER BUDGET	PERCENT
400-274-513-10140	OVERTIME	8,526	4,243.51	4,282.49	49.77%
400-274-513-10210	FICA TAXES	15,092	7,090.20	8,001.80	46.98%
400-274-513-10220	RETIREMENT CONTRIBUTION	21,274	9,009.86	12,264.14	42.35%
400-274-513-10230	LIFE & HEALTH INSURANCE	34,516	14,921.81	19,594.19	43.23%
400-274-513-30341	CONTRACTUAL SERVICES	30,800	750.00	30,050.00	2.44%
400-274-513-30390	CONTINGENCY	10,000	1,100.00	8,900.00	11.00%
400-274-513-30402	TRAVEL EXPENSES	5,000	-	5,000.00	0.00%
400-274-513-30403	GAS & DIESEL	6,500	1,878.29	4,621.71	28.90%
400-274-513-30410	TELEPHONE	6,500	1,615.76	4,884.24	24.86%
400-274-513-30461	REPAIR & MAINTAIN OFFICE EQUIP	3,000	610.60	2,389.40	20.35%
400-274-513-30491	OTHER OPERATING EXPENSES	1,500	205.08	1,294.92	13.67%
400-274-513-30493	TRAINING	3,500	-	3,500.00	0.00%
400-274-513-30511	OFFICE SUPPLIES-GENERAL	5,000	2,347.82	2,652.18	46.96%
400-274-513-30522	OPERATING SUPPLIES - UNIFORMS	4,000	947.62	3,052.38	23.69%
400-274-513-31000	OTHER OPERATING EXPENSE IT SUP	8,000	3,488.35	4,511.65	43.60%
400-274-513-31500	ENERGY PROGRAM EXPENSES	6,000	562.96	5,437.04	9.38%
400-274-513-60641	OFFICE FURNITURE & EQUIPMENT	10,000	-	10,000.00	0.00%
400-274-513-70711	NETQUINCY BLDG PRINCIPAL 50%	19,200	8,132.60	11,067.40	42.36%
400-274-513-70722	NETQUINCY BLDG INTEREST 50%	1,600	494.80	1,105.20	30.93%
	TOTAL CUSTOMER SERVICES	388,764	151,186.36	237,577.64	38.89%
	TOTAL BUSINESS ACTIVITY	653,138	239,872.23	413,265.77	36.73%
	SEWER ADMINISTRATION				
402-520-535-10110	EXE SALARIES & WAGES	13,089	5,561.16	7,527.84	42.49%
402-520-535-10120	REGULAR SALARIES & WAGES	32,380	9,968.65	22,411.35	30.79%
402-520-535-10140	OVERTIME	20	12.12	7.88	60.60%
402-520-535-10210	FICA TAXES	3,480	1,085.85	2,394.15	31.20%
402-520-535-10220	RETIREMENT CONTRIBUTIONS	5,459	1,854.30	3,604.70	33.97%
402-520-535-10230	LIFE & HEALTH INSURANCE	9,975	3,717.79	6,257.21	37.27%
402-520-535-30341	CONTRACTUAL SERVICES	23,500	105.60	23,394.40	0.45%
402-520-535-30343	PROFESSIONAL SERVICES	81,189	42,575.50	38,613.50	52.44%
402-520-535-30410	TELEPHONE	6,340	2,462.00	3,878.00	38.83%
402-520-535-30440	RENTALS & LEASES	2,100	355.00	1,745.00	16.90%
402-520-535-30491	OTHER OPERATING EXPENSE	6,257	2,278.45	3,978.55	36.41%
402-520-535-30511	OFFICE SUPPLIES	125	35.54	89.46	28.43%
402-520-535-30521	OPERATING SUPPLIES	128	47.20	80.80	36.88%
402-520-535-30522	OPERATING SUPPLIES - UNIFORMS	89	39.39	49.61	44.26%
402-520-535-31000	OTHER OPERATING EXP - IT SUPPO	8,000	3,333.35	4,666.65	41.67%
402-520-535-70710	DEBT SERVICE PRINCIPAL	82,500	82,075.00	425.00	99.48%
402-520-535-70711	DEBT SERVICE PRIN-SERIES 2003	115,533	61,121.00	54,412.00	52.90%
402-520-535-70720	DEBT SERVICE DEP STATE LOAN PR	182,741	-	182,741.00	0.00%
402-520-535-70721	DEBT SERVICE DEP STATE LOAN IN	39,818	-	39,818.00	0.00%
402-520-535-70730	NOTE PAY EQUIP LOAN- PRINCIPAL	16,212	6,515.97	9,696.03	40.19%
402-520-535-70731	NOTE PAY EQUIP LOAN- INTEREST	716	428.80	287.20	59.89%
402-520-535-90990	TRANSFER OF PROFIT	135,271	40,716.57	94,554.43	30.10%
402-520-535-91000	BUSINESS ACTIVITY SHARED EXP	54,170	22,570.83	31,599.17	41.67%
	TOTAL SEWER ADM	819,092	286,860.07	532,231.93	35.02%
	SEWER TREATMENT				
402-531-535-30341	CONTRACTUAL SERVICES	756,274	212,184.88	544,089.12	28.06%
402-531-535-30430	UTILITIES	257,861	107,159.15	150,701.85	41.56%
402-531-535-30466	REPAIR & MAINTENANCE - PLANT	35	-	35.00	0.00%
402-531-535-30501	PERMITS	114	450.00	(336.00)	394.74%

**CITY OF QUINCY, FLORIDA
BUDGET TO ACTUAL EXPENSES
AS OF FEBRUARY 28, 2013 (FY2013)**

<u>G/L ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL YTD</u>	<u>(OVER) UNDER BUDGET</u>	<u>PERCENT</u>
402-531-535-60644	EQUIPMENT	58,500	-	58,500.00	0.00%
	TOTAL SEWER TREATMENT	1,072,784	319,794.03	752,989.97	29.81%
	SEWER DISTRIBUTION				
402-540-535-10120	REGULAR SALARIES & WAGES	71,211	25,432.62	45,778.38	35.71%
402-540-535-10140	OVERTIME	2,284	1,341.13	942.87	58.72%
402-540-535-10210	FICA TAXES	5,622	1,890.06	3,731.94	33.62%
402-540-535-10220	RETIREMENT CONTRIBUTIONS	8,819	2,791.91	6,027.09	31.66%
402-540-535-10230	LIFE & HEALTH INSURANCE	16,131	7,071.91	9,059.09	43.84%
402-540-535-30312	ENGINEERING STUDY	2,000	-	2,000.00	0.00%
402-540-535-30341	CONTRACTUAL SERVICES	1,745	-	1,745.00	0.00%
402-540-535-30401	AUTO EXPENSE	200	-	200.00	0.00%
402-540-535-30403	GASOLINE & DIESEL	3,024	577.13	2,446.87	19.08%
402-540-535-30404	OIL & GREASE	576	-	576.00	0.00%
402-540-535-30405	TIRES	150	-	150.00	0.00%
402-540-535-30406	AUTO PARTS	150	-	150.00	0.00%
402-540-535-30407	VEHICLE REPAIRS-PARTS AND LABO	200	-	200.00	0.00%
402-540-535-30440	RENTALS/LEASES	200	-	200.00	0.00%
402-540-535-30462	REPAIR & MAINT.-EQUIPMENT & TO	5,300	2,028.08	3,271.92	38.27%
402-540-535-30467	MAINTENANCE OF MAINS & LINES	16,215	4,885.45	11,329.55	30.13%
402-540-535-30491	OTHER OPERATING EXPENSE	203	2.00	201.00	0.99%
402-540-535-30521	OPERATING SUPPLIES	200	-	200.00	0.00%
402-540-535-30522	OPERATING SUPPLIES - UNIFORMS	1,167	504.90	662.10	43.26%
	TOTAL SEWER DISTRIBUTION	135,397	46,525.19	88,871.81	34.36%
	TOTAL SEWER FUND	2,027,273	653,179.29	1,374,093.71	32.22%
	ELECTRIC ADMINISTRATION				
403-520-531-10110	EXE SALARIES & WAGES	26,179	11,122.19	15,056.81	42.49%
403-520-531-10120	REGULAR SALARIES & WAGES	64,758	19,937.19	44,820.81	30.79%
403-520-531-10140	OVERTIME	41	24.22	16.78	59.07%
403-520-531-10210	FICA TAXES	6,960	2,171.46	4,788.54	31.20%
403-520-531-10220	RETIREMENT CONTRIBUTIONS	10,917	3,708.81	7,208.19	33.97%
403-520-531-10230	LIFE & HEALTH INSURANCE	19,962	7,435.98	12,526.02	37.25%
403-520-531-30341	CONTRACTUAL SERVICES	213,501	25,570.60	187,930.40	11.98%
403-520-531-30343	PROFESSIONAL SERVICES	-	3,018.45	(3,018.45)	0.00%
403-520-531-30370	PURCHASED ELECTRIC	8,071,340	2,708,159.85	5,363,180.15	33.55%
403-520-531-30391	RESERVES	341,350	126,471.00	214,879.00	37.05%
403-520-531-30392	REPAIRS & REPLACEMENT	67,000	29,850.00	37,150.00	44.55%
403-520-531-30393	RATE STABILIZATION FUND	875,000	314,739.00	560,261.00	35.97%
403-520-531-30402	TRAVEL EXPENSE	1,550	112.44	1,437.56	7.25%
403-520-531-30403	GASOLINE & DIESEL	1,911	813.43	1,097.57	42.57%
403-520-531-30404	OIL & GREASE	218	-	218.00	0.00%
403-520-531-30405	TIRES	150	-	150.00	0.00%
403-520-531-30406	VEHICLE PARTS ONLY	50	-	50.00	0.00%
403-520-531-30407	VEHICLE REPAIRS	200	1.88	198.12	0.94%
403-520-531-30410	TELEPHONE	4,480	1,820.51	2,659.49	40.64%
403-520-531-30440	RENTALS/LEASES	2,250	355.00	1,895.00	15.78%
403-520-531-30491	OTHER OPERATING EXPENSE	16,876	15,195.79	1,680.21	90.04%
403-520-531-30493	TRAINING	6,600	1,860.74	4,939.26	25.16%
403-520-531-30511	OFFICE SUPPLIES	153	34.25	118.75	22.39%
403-520-531-30512	POSTAGE	25,000	15,000.00	10,000.00	60.00%
403-520-531-30521	OPERATING SUPPLIES	200	47.20	152.80	23.60%
403-520-531-30522	OPERATING SUPPLIES - UNIFORMS	268	118.08	149.92	44.06%
403-520-531-30540	DUES, PUBLICATION, & MEMBERSHI	34,300	20,010.48	14,289.52	58.34%

**CITY OF QUINCY, FLORIDA
BUDGET TO ACTUAL EXPENSES
AS OF FEBRUARY 28, 2013 (FY2013)**

<u>G/L ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL YTD</u>	<u>(OVER) UNDER BUDGET</u>	<u>PERCENT</u>
403-520-531-30580	STATE ASSESSMENT TAXES	2,976	1,072.27	1,903.73	36.03%
403-520-531-30591	UNCLAIMED PROPERTY UTILITY REF	3,783	-	3,783.00	0.00%
403-520-531-31000	OTHER OPERATING EXP - IT SUPPO	8,000	3,333.35	4,666.65	41.67%
403-520-531-70710	DEBT SERVICE PRIN-SERIES 2003	40,425	40,425.00	-	100.00%
403-520-531-70720	DEBT SERVICE INTEREST-SERIES 2003	59,575	30,104.25	29,470.75	50.53%
403-520-531-90990	TRANSFER OF PROFIT	3,845,121	1,157,381.42	2,687,739.58	30.10%
403-520-531-90996	INTERFUND TRANSFER TO TELECOM	131,839	54,932.92	76,906.08	41.67%
403-520-531-91000	BUSINESS ACTIVITY SHARED EXP	238,138	99,224.17	138,913.83	41.67%
	TOTAL ELECTRIC ADM	14,121,071	4,693,851.92	9,427,219.08	33.24%
	ELECTRIC DISTRIBUTION				
403-591-531-10120	REGULAR SALARIES & WAGES	279,062	106,827.83	172,234.17	38.28%
403-591-531-10140	OVERTIME	20,300	7,137.21	13,162.79	35.16%
403-591-531-10210	FICA TAXES	22,901	8,441.97	14,459.03	36.86%
403-591-531-10220	RETIREMENT CONTRIBUTIONS	35,923	12,219.43	23,703.57	34.02%
403-591-531-10230	LIFE & HEALTH INSURANCE	50,459	17,305.91	33,153.09	34.30%
403-591-531-30341	CONTRACTUAL SERVICES	2,000	-	2,000.00	0.00%
403-591-531-30403	GASOLINE & DIESEL	16,455	4,512.85	11,942.15	27.43%
403-591-531-30404	OIL & GREASE	750	-	750.00	0.00%
403-591-531-30405	TIRES	55	-	55.00	0.00%
403-591-531-30406	PARTS	150	-	150.00	0.00%
403-591-531-30407	VEHICLE REPAIRS-LABOR & PARTS	15,304	4,742.34	10,561.66	30.99%
403-591-531-30430	UTILITIES	432,110	160,571.15	271,538.85	37.16%
403-591-531-30440	RENTALS / LEASES	305	-	305.00	0.00%
403-591-531-30462	REPAIR & MAINT - EQUIPMENT & T	5,623	1,461.70	4,161.30	26.00%
403-591-531-30467	REPAIR & MAINT-MAINS & LINES	71,819	23,760.60	48,058.40	33.08%
403-591-531-30468	REPAIR & MAINTENANCE - SERVICE	18,475	10,484.22	7,990.78	56.75%
403-591-531-30469	LINE CLEARING CREW	30,000	-	30,000.00	0.00%
403-591-531-30491	OTHER OPERATING EXPENSES	800	149.04	650.96	18.63%
403-591-531-30521	OPERATING SUPPLIES	761	60.70	700.30	7.98%
403-591-531-30522	OPERATING SUPPLIES - UNIFORMS	10,072	2,580.56	7,491.44	25.62%
403-591-531-60635	STREET LIGHTS	3,645	402.30	3,242.70	11.04%
403-591-531-60636	SIGNALIZATION	3,000	-	3,000.00	0.00%
	TOTAL ELECTRIC DISTRIBUTION	1,019,969	360,657.81	659,311.19	35.36%
	ELECTRIC WAREHOUSE				
403-502-531-10120	REGULAR SALARIES & WAGES	15,834	-	15,834.00	0.00%
403-502-531-10140	OVERTIME	508	-	508.00	0.00%
403-502-531-10210	FICA TAXES	1,250	-	1,250.00	0.00%
403-502-531-10220	RETIREMENT CONTRIBUTIONS	1,961	-	1,961.00	0.00%
403-591-531-10230	LIFE & HEALTH INSURANCE	5,251	-	5,251.00	0.00%
403-502-531-30430	UTILITIES	4,657	1,963.91	2,693.09	42.17%
403-502-531-30462	REPAIR & MAINT - EQUIP AND TOO	30	-	30.00	0.00%
403-502-531-30463	REPAIR & MAINT - BLDS AND GROU	468	160.00	308.00	34.19%
403-502-531-30491	OTHER OPERATING EXPENSE	907	367.81	539.19	40.55%
403-502-531-30521	OPERATING SUPPLIES	680	480.90	199.10	70.72%
403-502-531-30522	OPERATING SUPPLIES - UNIFORMS	269	118.09	150.91	43.90%
	TOTAL ELECTRIC WAREHOUSE	31,815	3,090.71	28,724.29	9.71%
	TOTAL ELECTRIC FUND	15,172,855	5,057,600.44	10,115,254.56	33.33%
	WATER ADMINISTRATION				
404-520-533-10110	EXE SALARIES & WAGES	13,089	5,561.16	7,527.84	42.49%
404-520-533-10120	REGULAR SALARIES & WAGES	32,380	9,968.65	22,411.35	30.79%
404-520-533-10140	OVERTIME	20	12.12	7.88	60.60%

**CITY OF QUINCY, FLORIDA
BUDGET TO ACTUAL EXPENSES
AS OF FEBRUARY 28, 2013 (FY2013)**

G/L ACCT #	ACCOUNT DESCRIPTION	ANNUAL BUDGET	ACTUAL YTD	(OVER) UNDER BUDGET	PERCENT
404-520-533-10210	FICA TAXES	3,480	1,085.86	2,394.14	31.20%
404-520-533-10220	RETIREMENT CONTRIBUTIONS	5,459	1,854.31	3,604.69	33.97%
404-520-533-10230	LIFE & HEALTH INSURANCE	9,975	3,717.80	6,257.20	37.27%
404-520-533-30341	CONTRACTUAL SERVICES	20,000	15,487.60	4,512.40	77.44%
404-520-533-30343	PROFESSIONAL SERVICES	5,714	-	5,714.00	0.00%
404-520-533-30402	TRAVEL EXPENSE	200	-	200.00	0.00%
404-520-533-30404	OIL & GREASE	40	-	40.00	0.00%
404-520-533-30410	TELEPHONE	3,862	1,229.79	2,632.21	31.84%
404-520-533-30440	RENTALS & LEASES	2,101	355.00	1,746.00	16.90%
404-520-533-30491	OTHER OPERATING EXPENSE	6,822	2,256.04	4,565.96	33.07%
404-520-533-30501	PERMITS & FEES	4,571	4,000.00	571.00	87.51%
404-520-533-30511	OFFICE SUPPLIES	150	34.25	115.75	22.83%
404-520-533-30521	OPERATING SUPPLIES	127	47.20	79.80	37.17%
404-520-533-30522	OPERATING SUPPLIES - UNIFORMS	90	39.40	50.60	43.78%
404-520-533-31000	OTHER OPERATING EXP - IT SUPPO	8,000	3,333.35	4,666.65	41.67%
404-520-533-70710	PRINCIPAL	82,500	82,050.00	450.00	99.45%
404-520-533-70711	PRINCIPAL-2003 BOND	115,533	71,670.47	43,862.53	62.03%
404-520-533-70720	DEBT SERVICE INTEREST	144,365	56,848.15	87,516.85	39.38%
404-520-533-70721	INTEREST-2003 BOND	112,670	61,120.75	51,549.25	54.25%
404-520-533-90990	TRANSFER OF PROFIT	167,000	50,267.00	116,733.00	30.10%
404-520-533-91000	BUSINESS ACTIVITY SHARED EXP	53,093	22,122.08	30,970.92	41.67%
	TOTAL WATER ADM	791,241	393,060.98	398,180.02	49.68%
	WATER TREATMENT				
404-530-533-30341	CONTRACTUAL SERVICES	328,909	114,253.37	214,655.63	34.74%
404-530-533-30391	RESERVES	75,000	-	75,000.00	0.00%
404-530-533-30430	UTILITIES	196,851	61,635.29	135,215.71	31.31%
404-530-533-30466	REPAIR & MAINTENANCE - PLANT	4,492	274.19	4,217.81	6.10%
404-530-533-30469	REPAIR & MAINT RESERVOIRS	7,500	3,695.00	3,805.00	49.27%
404-530-533-60644	EQUIPMENT	43,000	-	43,000.00	0.00%
	TOTAL WATER TREATMENT	655,752	179,857.85	475,894.15	27.43%
	WATER DISTRIBUTION				
404-539-533-10120	REGULAR SALARIES & WAGES	71,211	25,433.39	45,777.61	35.72%
404-539-533-10140	OVERTIME	2,284	1,341.90	942.10	58.75%
404-539-533-10210	FICA TAXES	5,622	1,890.17	3,731.83	33.62%
404-539-533-10220	RETIREMENT CONTRIBUTIONS	8,666	2,792.00	5,874.00	32.22%
404-539-533-10230	LIFE & HEALTH INSURANCE	16,131	7,071.69	9,059.31	43.84%
404-539-533-30403	GASOLINE & DIESEL	2,300	805.70	1,494.30	35.03%
404-539-533-30404	OIL & GREASE	500	-	500.00	0.00%
404-539-533-30405	TIRES	100	-	100.00	0.00%
404-539-533-30406	AUTO PARTS	50	-	50.00	0.00%
404-539-533-30407	VEHICLE REPAIRS-PARTS AND LABO	50	-	50.00	0.00%
404-539-533-30440	RENTALS/LEASES	200	-	200.00	0.00%
404-539-533-30462	REPAIR & MAINT- EQUIPMENT & TO	3,100	762.32	2,337.68	24.59%
404-539-533-30467	REPAIR & MAINT.-MAINS & LINES	24,160	1,620.53	22,539.47	6.71%
404-539-533-30468	REPAIR & MAINT.- SERVICES	10,700	3,800.95	6,899.05	35.52%
404-539-533-30491	OTHER OPERATING EXPENSE	1,000	271.82	728.18	27.18%
404-539-533-30521	OPERATING SUPPLIES	300	-	300.00	0.00%
404-539-533-30522	OPERATING SUPPLIES - UNIFORMS	1,167	354.40	812.60	30.37%
	TOTAL WATER DISTRIBUTION	147,541	46,144.87	101,396.13	31.28%
	TOTAL WATER FUND	1,594,534	619,063.70	975,470.30	38.82%

**CITY OF QUINCY, FLORIDA
BUDGET TO ACTUAL EXPENSES
AS OF FEBRUARY 28, 2013 (FY2013)**

G/L ACCT #	ACCOUNT DESCRIPTION	ANNUAL BUDGET	ACTUAL YTD	(OVER) UNDER BUDGET	PERCENT
GAS ADMINISTRATION					
405-520-532-10110	EXE SALARIES & WAGES	13,089	5,561.16	7,527.84	42.49%
405-520-532-10120	REGULAR SALARIES & WAGES	32,380	9,968.65	22,411.35	30.79%
405-520-532-10140	OVERTIME	20	12.12	7.88	60.60%
405-520-532-10210	FICA TAXES	3,480	1,085.88	2,394.12	31.20%
405-520-532-10220	RETIREMENT CONTRIBUTIONS	5,459	1,854.33	3,604.67	33.97%
405-520-532-10230	LIFE & HEALTH INSURANCE	9,975	3,717.85	6,257.15	37.27%
405-520-532-30341	CONTRACTUAL SERVICES	53,501	807.35	52,693.65	1.51%
405-520-532-30380	PURCHASED GAS	1,105,378	291,885.60	813,492.40	26.41%
405-520-532-30402	TRAVEL EXPENSE	200	-	200.00	0.00%
405-520-532-30403	GAS & DIESEL	750	-	750.00	0.00%
405-520-532-30404	OIL & GREASE	50	-	50.00	0.00%
405-520-532-30405	TIRES	100	-	100.00	0.00%
405-520-532-30410	TELEPHONE EXPENSE	1,000	794.45	205.55	79.45%
405-520-532-30440	RENTALS/LEASES	2,250	355.00	1,895.00	15.78%
405-520-532-30491	OTHER OPERATING EXPENSE	9,700	4,924.06	4,775.94	50.76%
405-520-532-30493	TRAINING	1,527	1,200.00	327.00	78.59%
405-520-532-30511	OFFICE SUPPLIES	175	34.25	140.75	19.57%
405-520-532-30521	OPERATING SUPPLIES	150	47.20	102.80	31.47%
405-520-532-30522	OPERATING SUPPLIES - UNIFORMS	135	39.36	95.64	29.16%
405-520-532-30580	TAXES-STATE ASSESMENT	-	1,137.99	(1,137.99)	0.00%
405-520-532-31000	OTHER OPERATING EXP - IT SUPPO	8,000	3,333.35	4,666.65	41.67%
405-520-532-90990	TRANSFER OF PROFIT	577,537	173,838.64	403,698.36	30.10%
405-520-532-91000	BUSINESS ACTIVITY SHARED EXP	86,468	36,028.33	50,439.67	41.67%
	TOTAL GAS ADM	1,911,324	536,625.57	1,374,698.43	28.08%
GAS DISTRIBUTION					
405-561-532-10120	REGULAR SALARIES & WAGES	54,613	10,209.95	44,403.05	18.70%
405-561-532-10140	OVERTIME	2,068	88.95	1,979.05	4.30%
405-561-532-10210	FICA TAXES	4,336	730.66	3,605.34	16.85%
405-561-532-10220	RETIREMENT CONTRIBUTIONS	6,802	1,221.41	5,580.59	17.96%
405-561-532-10230	LIFE & HEALTH INSURANCE	10,586	2,228.59	8,357.41	21.05%
405-561-532-30403	GASOLINE & DIESEL	3,500	1,186.85	2,313.15	33.91%
405-561-532-30404	OIL & GREASE	300	-	300.00	0.00%
405-561-532-30405	TIRES	150	-	150.00	0.00%
405-561-532-30406	VEHICLE PARTS	150	-	150.00	0.00%
405-561-532-30407	VEHICLE REPAIR PARTS AND LABO	200	-	200.00	0.00%
405-561-532-30430	UTILITIES	2,450	1,062.63	1,387.37	43.37%
405-561-532-30440	RENTALS/LEASES	328	-	328.00	0.00%
405-561-532-30462	REPAIR & MAINT-EQUIPMENT & TOO	927	478.11	448.89	51.58%
405-561-532-30467	MAINT. OF MAINS & LINES - GAS	18,585	21,095.18	(2,510.18)	113.51%
405-561-532-30468	MAINTENANCE OF SERVICES - GAS	6,120	228.15	5,891.85	3.73%
405-561-532-30491	OTHER OPERATING EXPENSE	200	-	200.00	0.00%
405-561-532-30520	OPER SUPP-WATER HEATERS	2,000	-	2,000.00	0.00%
405-561-532-30521	OPERATING SUPPLIES	200	-	200.00	0.00%
405-561-532-30522	OPERATING SUPPLIES - UNIFORMS	1,502	393.70	1,108.30	26.21%
	TOTAL GAS DISTRIBUTION	115,017	38,924.18	76,092.82	33.84%
	TOTAL GAS FUND	2,026,341	575,549.75	1,450,791.25	28.40%
REFUSE ADMINISTRATION					
406-410-539-30443	RESIDENTIAL REFUSE	540,710	186,600.35	354,109.65	34.51%
406-410-539-30480	LANDFILL TIPPING FEES	56,618	20,011.23	36,606.77	35.34%
406-410-539-31443	COMMERCIAL REFUSE	488,601	162,587.43	326,013.57	33.28%
406-410-539-90990	TRANSFER OF PROFIT	125,950	37,910.95	88,039.05	30.10%

**CITY OF QUINCY, FLORIDA
BUDGET TO ACTUAL EXPENSES
AS OF FEBRUARY 28, 2013 (FY2013)**

GL ACCT #	ACCOUNT DESCRIPTION	ANNUAL BUDGET	ACTUAL YTD	(OVER) UNDER BUDGET	PERCENT
406-410-539-91000	BUSINESS ACTIVITY SHARED EXP	29,018	12,090.83	16,927.17	41.67%
	TOTAL REFUSE ADM	1,240,897	419,208.79	821,688.21	33.78%
	TOTAL REFUSE FUND	1,240,897	419,208.79	821,688.21	33.78%
	LANDFILL OPERATIONS				
407-422-536-10120	REGULAR SALARIES & WAGES	38,296	28,208.12	10,087.88	73.68%
407-422-536-10140	OVERTIME	5,075	1,853.00	3,221.91	36.51%
407-422-536-10210	FICA TAXES	4,851	2,054.24	2,796.76	42.35%
407-422-536-10220	RETIREMENT CONTRIBUTIONS	6,684	3,438.26	3,245.74	51.44%
407-422-536-10230	LIFE & HEALTH INSURANCE	14,288	7,232.94	7,055.06	50.70%
407-422-536-30312	ENGINEERING FEES	20,973	(3,000.00)	23,973.00	-14.30%
407-422-536-30346	MONITORING FEES	49,950	15,379.07	34,570.93	30.79%
407-422-536-30430	UTILITIES	1,104	530.11	573.89	48.02%
407-422-536-30462	REPAIR & MAINT-EQUIPMENT & TOO	1,234	-	1,234.00	0.00%
407-422-536-30463	REPAIR & MAINT.-BUILDINGS & GR	1,002	-	1,002.00	0.00%
407-422-536-30491	OTHER OPERATING EXPENSE	6,680	2,158.76	4,521.24	32.32%
407-422-536-30493	TRAINING	1,000	-	1,000.00	0.00%
407-422-536-30501	PERMITS	200	-	200.00	0.00%
407-422-536-31000	OTHER OPERATING EXP - IT SUPPO	8,000	3,333.35	4,666.65	41.67%
407-422-536-90990	TRANSFER PROFIT	43,515	13,098.02	30,416.98	30.10%
407-422-536-91000	BUSINESS ACTIVITY SHARED EXP	49,675	20,697.92	28,977.08	41.67%
	TOTAL LANDFILL OPERATIONS	252,505	94,983.88	157,521.12	37.62%
	TOTAL LANDFILL FUND	252,505	94,983.88	157,521.12	37.62%
	TELECOMMUNICATIONS				
408-539-539-10110	EXECUTIVE SALARIES & WAGES	22,507	9,564.80	12,942.40	42.50%
408-539-539-10120	REGULAR SALARIES & WAGES	20,391	8,647.36	11,743.64	42.41%
408-539-539-10210	FICA	3,282	1,232.70	2,049.30	37.56%
408-539-539-10220	RETIREMENT CONTRIBUTIONS	5,148	2,177.89	2,970.11	42.31%
408-539-539-10230	LIFE & HEALTH INSURANCE	9,292	4,980.54	4,311.46	53.60%
408-539-539-30341	CONTRACTUAL SERVICES	44,776	24,676.97	20,099.03	55.11%
408-539-539-30343	PROFESSIONAL SERVICES	26,200	-	26,200.00	0.00%
408-539-539-30360	ADMINISTRATIVE SERVICES	454	-	454.00	0.00%
408-539-539-30370	MARKETING & ADVERTISING	2,000	-	2,000.00	0.00%
408-539-539-30402	TRAVEL EXPENSES	810	-	810.00	0.00%
408-539-539-30403	GAS & DIESEL	6,600	2,330.29	4,269.71	35.31%
408-539-539-30410	TELEPHONE	12,800	5,550.54	7,249.46	43.36%
408-539-539-30430	UTILITIES	13,126	6,608.90	6,517.10	50.33%
408-539-539-30461	REPAIR & MAINTENANCE	2,136	-	2,136.00	0.00%
408-539-539-30470	PRINTING & BINDING	2,200	-	2,200.00	0.00%
408-539-539-30491	OTHER OPERATING EXPENSES	5,350	5,455.59	(105.59)	101.97%
408-539-539-30511	OFFICE SUPPLIES	363	-	363.00	0.00%
408-539-539-30521	OPERATING SUPPLIES	7,819	1,145.01	6,673.99	14.64%
408-539-539-60644	EQUIPMENT	7,320	-	7,320.00	0.00%
408-539-539-70711	PRINCIPAL-NET QUINCY BLDG	19,535	8,132.80	11,402.40	41.63%
408-539-539-70721	INTEREST-NET QUINCY BLDG	1,172	494.80	677.20	42.22%
	TOTAL TELECOMMUNICATIONS	213,281	80,995.79	132,285.21	37.98%
	TOTAL ENTERPRISE FUND	23,189,824	7,740,445.88	15,449,378.12	33.39%
	TOTAL ALL FUNDS	31,180,356	10,789,375.17	20,390,980.83	34.60%



Reducted
RECEIVED
FEB 11 2013
FINANCE

Purchasing Card

FL CITY OF QUINCY
XXXX-XXXX-XXXX-5777
January 05, 2013 - February 04, 2013

Company Statement

Account Information	Payment Information	Account Summary
Mail Billing Inquiries to: BANKCARD CENTER PO BOX 982238 EL PASO, TX 79996-2238 Customer Service: 1.888.449.2273 24 Hours TTY Hearing Impaired: 1.800.222.7365 24 Hours Outside the U.S.: 1.509.353.6656 24 Hours For Lost or Stolen Card: 1.888.449.2273 24 Hours	Statement Date 02/04/13 Payment Due Date 02/18/13 Days in Billing Cycle 31 Credit Limit \$250,000 Cash Limit \$250,000 Total Payment Due \$14,204.86	Previous Balance \$9,015.55 Payments \$0.00 Credits -\$158.83 Cash \$0.00 Purchases \$5,348.14 Other Debits \$0.00 Overlimit Fee \$0.00 Late Payment Fee \$0.00 Cash Fees \$0.00 Other Fees \$0.00 Finance Charge \$0.00 Current Balance \$14,204.86 <i>Current Bill \$5,189.31</i>

Important Messages
Your account is past due. If payment has already been made, thank you and please disregard this reminder.

Cardholder Activity Summary

Account Number Credit Limit	Credits	Cash	Purchases and Other Debits	Total Activity
XXXX-XXXX-XXXX-2241 1,500	0.00	0.00	166.39	166.39
XXXX-XXXX-XXXX-5834 1,000	0.00	0.00	251.77	251.77

0943911 1420486 1420486 4715290003775777

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

|||||
FL CITY OF QUINCY
404 W JEFFERSON ST
QUINCY, FL 32351-2328
APP001338

Account Number: XXXX-XXXX-XXXX-5777
January 05, 2013 - February 04, 2013

Total Payment Due \$14,204.86
Payment Due Date 02/18/13

Enter payment amount

\$ [MICR line]

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

Cardholder Activity Summary

Account Number Credit Limit	Credits	Cash	Purchases and Other Debits	Total Activity
XXXX-XXXX-XXXX-0892 3,500	118.10	0.00	336.04	217.94
XXXX-XXXX-XXXX-5876 2,000	0.00	0.00	553.00	553.00
XXXX-XXXX-XXXX-1513 500	0.00	0.00	356.98	356.98
XXXX-XXXX-XXXX-1305 1,500	0.00	0.00	346.56	346.56
XXXX-XXXX-XXXX-7167 1,500	0.00	0.00	259.55	259.55
XXXX-XXXX-XXXX-3954 1,500	0.00	0.00	119.24	119.24
XXXX-XXXX-XXXX-5987 1,000	0.00	0.00	364.36	364.36
XXXX-XXXX-XXXX-3558 1,500	40.73	0.00	331.43	290.70
XXXX-XXXX-XXXX-4834 2,500	0.00	0.00	1,951.59	1,951.59
XXXX-XXXX-XXXX-6171 2,713	0.00	0.00	229.40	229.40
XXXX-XXXX-XXXX-6155 500	0.00	0.00	61.83	61.83

Transactions

Posting Date	Transaction Date	Description	Reference Number	MCC	Charge	Credit	Total Activity
Account Number: XXXX-XXXX-XXXX-2241							966.39
01/15	01/14	WM SUPERCENTER#0488 QUINCY FL	24226383014360516189388	5411	59.97		
01/17	01/16	DAVIS SAFE & LOCK TALLAHASSEE FL	24137473017004409493051	7399	6.00		
01/17	01/16	DAVIS SAFE & LOCK TALLAHASSEE FL	24137473017004409493069	7399	31.90		
02/04	01/31	PIGGLY WIGGLY QUINCY FL	24323003032254031012973	5411	57.65		
02/04	02/01	WINN-DIXIE #0184 QUINCY FL	24445003033600306478731	5411	10.87		
Account Number: XXXX-XXXX-XXXX-5834							251.77
01/18	01/17	WINN-DIXIE #0184 QUINCY FL	24445003018600227192436	5411	24.99		
01/24	01/23	KEVIN'S GUNS & SPORTING TALLAHASSEE FL	24137473024000015780229	5941	199.90		
01/25	01/24	CHVRLT BUICKOFQUINCY INC SARASOTA FL	2443106302420767960095	5599	26.88		
Account Number: XXXX-XXXX-XXXX-0892							217.94
01/07	01/05	EXPEDIA*153296878534 800-367-3476 NV	24692163005000402478493	4722	118.10		
01/09	01/08	EXPEDIA*153296878534 800-367-3476 NV	74692163006000405903739	4722		118.10	
01/10	01/08	BELL & BATES HOME CENTER QUINCY FL	24632693009009131497703	5251	12.45		
01/21	01/18	AVIS RENT-A-CAR 1 TALLAHASSEE FL	24391213019735621918289	3389	161.49		
01/21	01/18	RPS TALLAHASSEE A/P TALLAHASSEE FL	24210733019837969837103	7523	44.00		
Account Number: XXXX-XXXX-XXXX-5876							553.00
01/24	01/23	EVERYTHING PHOTO & FRAME TALLAHASSEE FL	24055233023206450700023	7221	553.00		
Account Number: XXXX-XXXX-XXXX-1513							356.98
01/07	01/04	OFFICE DEPOT #2669 TALLAHASSEE FL	24445743005100463727740	5943	201.98		
01/14	01/13	MYFAX *PROTUS IP SOLN 866-563-9212 GA	24692163013000963792514	5966	90.00		
01/15	01/14	RPS TALLAHASSEE A/P TALLAHASSEE FL	24210733015837564948271	7523	65.00		

Transactions							
Pending Transactions							
Date	Date	Description	Reference Number	MCC	Charge	Credit	
Account Number: XXXX-XXXX-XXXX-1988							Total Activity
01/21	01/19	STARLY STEEMERTALLA TALLAHASSEE FL	245216302000070457017	7349	345.58		
							Total Activity
Account Number: XXXX-XXXX-XXXX-7467							289.53
01/11	01/10	QUILL CORPORATION 800-789-8998 IL	24271873301018800067333	5111	289.58		
							Total Activity
Account Number: XXXX-XXXX-XXXX-3984							119.24
01/17	01/16	ACTION TRAINING-WEBSITE 360-394-4270 WA	2405233016286002000017	8259	72.54		
01/21	01/17	BELL & BATES HOME CENTER QUINCY FL	24632683018018128048007	5201	46.69		
							Total Activity
Account Number: XXXX-XXXX-XXXX-8987							384.36
01/21	01/17	ALLEN SPORTS QUINCY FL	245091730109990017917677	5699	103.00		
01/21	01/20	DHSMV-ESP 850-6172006 FL	24463603030118000101418	6399	133.35		
02/04	02/01	HARBOR FREIGHT TOOLS 238 TALLAHASSEE FL	2403168303328888801042	5201	117.50		
02/04	02/01	BELL & BATES HOME CENTER QUINCY FL	24632683033033128032700	5201	6.51		
							Total Activity
Account Number: XXXX-XXXX-XXXX-3558							296.70
01/09	01/07	WM SUPERCENTER#0488 QUINCY FL	24226383008360371740023	5411	18.47		
01/09	01/08	WM SUPERCENTER#4427 TALLAHASSEE FL	24226383008360381354586	5411	43.40		
01/14	01/11	WM SUPERCENTER#0488 QUINCY FL	24226383011330445421269	5411	14.51		
01/14	01/11	WM SUPERCENTER#0488 QUINCY FL	74226383011330445421256	5411			40.73
01/23	01/18	WM SUPERCENTER#0488 QUINCY FL	24226383018360000005480	5411	49.87		
01/23	01/18	WM SUPERCENTER#0488 QUINCY FL	24226383018360000788625	5411	26.04		
01/23	01/20	WM SUPERCENTER#0488 QUINCY FL	24226383020360056090730	5411	74.97		
01/28	01/24	WM SUPERCENTER#0488 QUINCY FL	24226383025360741770034	5411	26.52		
01/31	01/30	LOWES #00716 TALLAHASSEE FL	24692163030000580763244	5200	46.64		
01/31	01/30	WM SUPERCENTER#0488 QUINCY FL	24226383030360971025532	5411	2.97		
01/31	01/30	WM SUPERCENTER#0488 QUINCY FL	24226383030360971025540	5411	26.04		
							Total Activity
Account Number: XXXX-XXXX-XXXX-4834							1,591.59
01/07	01/06	8XB, INC. 888-898-8733 888-8988733 CA	24438543007004381558657	4816	35.09		
01/07	01/06	8XB, INC. 888-898-8733 888-8988733 CA	24438543007004381558657	4816	35.09		
01/07	01/06	8XB, INC. 888-898-8733 888-8988733 CA	24438543007004381558658	4816	35.09		
01/08	01/07	GOOGLE 18run Tech google.com/ohCA	24692163007000180641656	5399	500.00		
01/09	01/08	CTO*GOTOMEETING.COM 800-263-6317 CA	246921630060000400063626	5966	49.00		
01/09	01/07	DESIGN TEAM 300 850-8796446 FL	24088023008008278388109	7372	75.00		
01/10	01/09	NEWTEK TECHNOLOGY SERV 877-323-4678 AZ	24688943009700051732413	7372	19.95		
01/11	01/10	CTC*CONITANTCONTACT.COM 855-2295996 MA	24906413010909807273406	5968	15.00		
01/15	01/14	YAHOO *QUINCYFAMILYME 408-916-2149 CA	24692163014000375451054	4816	35.85		
01/15	01/14	WEATHER SOURCE LLC ONLINE978-3882772 MA	24460813014026596245373	8099	59.95		
01/18	01/15	BARRACUDA NETWORKS INC 888-2684772 CA	24436543018004404281154	7372	200.00		
01/17	01/16	METROLINE INCS 248-288-7000 MI	24733883017288856700179	4812	141.95		
01/21	01/20	NEWTEK TECHNOLOGY SERV 877-323-4678 AZ	24688943025700051733365	7372	19.95		
01/23	01/22	GOOGLE 18run Tech google.com/ohCA	246921630220000303707985	5399	500.00		
01/23	01/22	GK GROUP LLC 866-776-7584 TX	24493983323207438000638	4816	3.89		
01/23	01/22	GK GROUP LLC 866-776-7584 TX	24493983323207438001748	4816	10.46		
01/28	01/25	NEWTEK TECHNOLOGY SERV 877-323-4678 AZ	24688943025700051733365	7372	19.95		
01/28	01/25	CTC*CONITANTCONTACT.COM 855-2295996 MA	24906413025000042473842	5968	15.00		
02/04	02/02	8XB, INC. 888-898-8733 888-8988733 CA	24436543034004401121052	4816	35.09		
02/04	02/02	8XB, INC. 888-898-8733 888-8988733 CA	24436543034004401357631	4816	35.09		
02/04	02/02	8XB, INC. 888-898-8733 888-8988733 CA	24436543034004401358522	4816	35.09		
02/04	02/01	DESIGN TEAM 300 850-8796446 FL	24088023033030281611003	7372	75.00		
							Total Activity
Account Number: XXXX-XXXX-XXXX-6171							225.80
01/11	01/09	DOLLAR-GENERAL #1478 QUINCY FL	24445003010180433425827	5331	45.50		
01/17	01/15	HOMEDEPOT.COM 800-430-3378 CA	24812433018018181457678	5289	180.30		
							Total Activity
Account Number: XXXX-XXXX-XXXX-4185							81.83
01/28	01/25	WM SUPERCENTER#0488 QUINCY FL	24226383025360762234675	5411	69.63		
01/28	01/25	STITCH AND SEW QUINCY FL	24226893277880046335103	5697	21.20		



Time Period 1/05/13 - 02/04/13	Due Date: Invoice Date: Invoice #:	2/18/2013 2/4/2013 Feb2013	BANK OF AMERICA P-CARD STATEMENT Vendor# 11646
Vendor Name	Amount	General Ledger #	Justification
WM SUPERCENTER	59.97	001-440-519-30491	2-way radios for flagger on street repak
DAVIS SAFE & LOCK	6.00	001-450-541-30406	Keys for City Hall
DAVIS SAFE & LOCK	31.90	001-450-541-30406	Keys for City Hall
PIGGLY WIGGLY	57.65	001-410-539-30491	Cleaning supplies for Joe Feritto bldg kitchen; bread for Relay for Life breakfast
WINN-DIXIE	10.87	001-410-539-30491	Supplies for Relay for Life breakfast
WINN-DIXIE	24.99	001-440-519-30491	Machine rental to clean carpet in Commission Chambers
KEVIN'S GUNS & SPORTING	199.90	001-430-541-30530	Waders for inmate crew to clean holding pond
CHVRLT BUICKOFQUINCY	26.88	001-450-541-30406	Key made for Gene Sutton's city car
EXPEDIA	118.10	002-250-552-30402	Hotel fees for travel to Main Street Winter Quarterly Meeting in Kissimmee Florida
EXPEDIA	(118.10)	002-250-552-30402	Reversal of hotel fees for travel to Main Street Winter Quarterly Meeting in Kissimmee FL
BELL & BATES	12.45	002-250-552-30420	Santa Christmas suits returned to Oriental Trading
AVIS RENT-A-CAR	161.49	002-250-552-30420	Car rental for Main Street Winter Quarterly Meeting in Kissimmee Florida
RPS TALLAHASSEE	44.00	002-250-552-30420	Vehicle parking at TLH-Main Street Winter Quarterly Meeting in Kissimmee Florida
EVERTHING PHOTO & FRAME	395.00	001-110-511-30491	Mat and framed Commissioners photos
EVERTHING PHOTO & FRAME	79.00	001-160-512-30491	Mat and framed City Manager photo
EVERTHING PHOTO & FRAME	79.00	001-130-519-30491	Mat and framed City Clerk photo
Myfax *Protus IP Soln-NO	10.00	408-539-539-30410	Online Fax Acct
Myfax *Protus IP Soln-MGR	10.00	001-160-512-30410	Online Fax Acct
Myfax *Protus IP Soln-FIRE	10.00	001-210-522-30410	Online Fax Acct
Myfax *Protus IP Soln-HR	10.00	001-260-513-30491	Online Fax Acct
Myfax *Protus IP Soln-FIN	10.00	001-271-513-30410	Online Fax Acct
Myfax *Protus IP Soln-CRA	10.00	002-250-552-30410	Online Fax Acct
Myfax *Protus IP Soln-Police	20.00	001-210-521-30410	Online Fax Acct
Myfax *Protus IP Soln-Rec	10.00	001-310-572-30410	Online Fax Acct
OFFICE DEPOT	201.98	408-539-539-30491	Hard drive and hard drive encloser for file server
RPS TALLAHASSEE	65.00	408-539-539-30491	Airport parking (personal expense); cardholder used wrong card; reimbursed
STANLEY STEEMERTALLA	346.56	001-210-521-30491	Carpet cleaning at police department
QUILL CORPORATION	259.55	001-160-512-30511	Supplies for city manager's office
ACTION TRAINING-WEBSITE	72.64	001-230-522-30493	Training CD
BELL & BATES HOME CENTER	46.60	001-230-522-30491	Shipped equipment for repair
ALLEN SPORTS	105.00	001-220-521-30522	Uniform shirts & jacket for volunteers - parking enforcement
DHSMV-ISF	133.35	001-220-521-30491	Vehicle tag renewals - police vehicles
HARBOR FREIGHT TOOLS	117.50	001-220-521-30493	Eye and ear protection for firearms training
BELL & BATES HOME CENTER	8.51	001-220-521-30493	Masking tape for targets at range
WM SUPERCENTER	18.47	001-440-572-30391	Locks for gates at Tanyard Creek
WM SUPERCENTER	43.40	001-310-572-30491	Paint for rec. bleachers
WM SUPERCENTER	14.51	001-310-572-30491	Air freshener for bathroom
WM SUPERCENTER	(40.73)	001-310-572-30491	Returned chairs from rec.
WM SUPERCENTER	49.87	001-310-572-30491	CD player for gym
WM SUPERCENTER	26.04	001-440-572-30463	Paint for rec. bleachers
WM SUPERCENTER	74.97	001-310-572-30491	Shop vac for the rec.
WM SUPERCENTER	28.52	001-310-572-30491	Broom for rec. stopwatches for b-ball game
LOWES	46.64	001-440-572-30483	Air freshener for foyer
WM SUPERCENTER	2.97	001-310-572-30491	Air freshener for holder
WM SUPERCENTER	26.04	001-310-572-30491	Air fresheners
8x8 INC	35.09	508-539-539-30410	QPD tip line
8x8 INC	35.09	408-539-539-30410	IT after hours
8x8 INC	35.09	508-539-539-30410	HR hotline
GOOGLE	500.00	508-539-539-30410	Voice support
CTO GOTOMEETING.COM	49.00	508-539-539-30491	City web conference tool
DESIGN TEAM 2GO	75.00	508-539-539-30491	City website hosting
NEWTEK TECHNOLOGY	19.95	508-539-539-30491	DNS MainStreet
CTC CONSTANTCONTACT	15.00	508-539-539-30491	Email mass notification
YAHOO	35.85	408-539-539-30491	Customer resell
WEATHER SOURCE	59.95	508-539-539-30491	City Manager Info request
BARRACUDA NETWORKS	200.00	508-539-539-30491	Off-site backup
METROLINE	141.95	508-539-539-30491	City handset - phones
NEWTEK TECHNOLOGY	19.95	508-539-539-30491	MainStreet DNS
GOOGLE	500.00	408-539-539-30491	Voice support
GK GROUP	3.99	508-539-539-30491	QuincyFest domain renewal
GK GROUP	10.46	508-539-539-30491	CRA DNS
NEWTEK TECHNOLOGY	19.95	508-539-539-30491	DNS MainStreet
CTC CONSTANTCONTACT	15.00	408-539-539-30491	Email mass notification
8x8 INC	35.09	508-539-539-30410	QPD tip line
8x8 INC	35.09	408-539-539-30491	IT after hours line
8x8 INC	35.09	508-539-539-30410	HR hot line
DESIGN TEAM 2GO	75.00	508-539-539-30491	City website hosting
DOLLAR-GENERAL	45.50	403-520-531-30511	Bathroom supplies
HOMEDEPOT	45.98	402-520-535-30491	Replacement tile for bathroom
HOMEDEPOT	45.98	403-520-531-30491	Replacement tile for bathroom
HOMEDEPOT	45.97	404-520-533-30491	Replacement tile for bathroom
HOMEDEPOT	45.97	405-520-532-30491	Replacement tile for bathroom
WM SUPERCENTER	60.63	001-210-522-30521	Cleaning supplies
STITCH AND SEW	21.20	001-210-522-30522	Jacket repair
TOTAL	\$ 5,189.31		