

# City of Quincy

City Hall

404 West Jefferson Street

Quincy, Florida 32351

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



**Tuesday - March 26, 2019**

**6:00 PM**

**City Hall Commission Chambers**

## **City Commission**

**Mayor Angela Sapp - District Two**

**Mayor Pro-Tem Keith Dowdell - District One**

**Commissioner Ronte Harris - District Three**

**Commissioner Andy Gay - District Four**

**Commissioner Daniel McMillan - District Five**

*"In the Heart of Florida's Future"*

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

**Call to Order**

**Invocation**

**Pledge of Allegiance**

**Roll Call**

**Approval of Agenda**

**Special Presentations by Mayor or Commission**

**Approval of the Minutes of the Previous Meetings**

1. Approval of Minutes of the 3/12/2019 Regular Meeting
  - Sylvia Hicks, City Clerk
2. Approval of Minutes of the 3/18/2019 Special Meeting
  - Sylvia Hicks, City Clerk

**Proclamations**

**Public Hearings and Ordinances as Scheduled or Agendaed**

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

**Resolutions**

3. Resolution 1388-2019 – Support of House Bill 0191  
Northwest Florida Rural Inland Affected Counties Recovery Fund
  - Jack L. McLean Jr., Interim City Manager

**Reports by Boards and Committees**

**Reports, Requests and Communications by the City Manager**

4. Ratification of Police Union Contract
  - Jack L. McLean Jr., Interim City Manager
  - Glenn Sapp, Police Chief

5. Police February Traffic Report
  - Jack L. McLean Jr., Interim City Manager
  - Glenn Sapp, Police Chief
6. Fire Reports
  - ◆ February Monthly Activity Report
  - ◆ February District Calls
    - Jack L. McLean Jr., Interim City Manager
    - Curtis Bridges, Fire Chief
7. February Financial Reports
  - ◆ P-Card Statements
  - ◆ Allocations
  - ◆ Arrearage Report
  - ◆ Cash Requirements
  - ◆ Financial Report
    - Jack L. McLean Jr., Interim City Manager
    - Amanda Matthews, Finance Supervisor

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

**Comments**

- a) **City Manager**
- b) **City Clerk**
- c) **City Attorney**
  - Commissioners' Retirement Benefits Ordinances
- d) **Commission Members**

**Comments from the Audience**

**Adjournment**

\*Items not in Agenda Packet

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

CITY COMMISSION  
CITY HALL  
QUINCY, FLORIDA

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

The Quincy City Commission met in regular session, Tuesday, March 12, 2019, with Mayor Pro-Tem Commissioner Dowdell presiding and the following present:

Mayor Commissioner Angela G. Sapp (absent)  
Commissioner Daniel McMillan  
Commissioner Ronte Harris  
Commissioner Gerald A. Gay, III

Also Present:

Interim City Manager Jack L. McLean Jr.  
City Clerk Sylvia Hicks  
Acting City Attorney Gary Roberts  
Police Chief Glenn Sapp  
Planning Director Bernard Piawah  
Public Works Director Reginald Bell  
Fire Chief Curtis Bridges  
Utilities Director Robin Ryals  
Executive Assistant to the City Manager Vancheria Perkins  
Executive Director of Main Street Alex Sink  
Dewberry Representative Matt Chester  
Sergeant at Arms Officer Ryan Lazzari

Also Present:

Former Mayor-Commissioner Derrick D. Elias

**Call to Order:**

Mayor Pro-Tem Dowdell called the meeting to order with invocation by Robin Ryals followed by the Pledge of Allegiance.

The City Clerk stated the date on the Agenda should be March 12, 2019 instead of March 13, 2019.

Commissioner McMillan raised the point that this Commission is operating without a City Attorney or at least not appointed by the Commission. He suggested we not move forward without an approved City Attorney. He stated at the last meeting we made changes to our Land Development Code without an Attorney present. He also stated that did some things that was outside of the parliamentary procedures of the Roberts Rules of Order and it is his opinion that we should not move forward with the meeting without an approved, voted on Attorney by the majority of the Commission. Commissioner Harris asked if he was talking about canceling the meeting. Commissioner McMillan stated that we can't have the City

Manager appoint an Attorney. Commissioner McMillan stated at the last meeting Mr. McLean acted as the City Manager as well as the City Attorney. He stated those duties are expressed in the Charter as separate and is against Florida Law as separation of powers. Mr. McLean stated that he did not appoint a City Attorney and it was Commissioner Gay that expressed the need of an Attorney present for the meeting and he did that made sure an Attorney was present.

Commissioner Harris made a motion to appoint Gary Roberts as the Attorney for the meeting of March 12, 2019. Commissioner Gay seconded the motion with a question. Asked if his Liability Insurance as an Attorney will cover the City as the Acting Attorney. Mr. Roberts replied yes. The motion carried four to zero.

Commissioner McMillan made a motion to excuse Mayor Sapp. Commissioner Harris seconded the motion. The motion carried four to zero.

### **Approval of the Agenda**

Commissioner Harris made a motion to approve the amended agenda. Commissioner Gay seconded the motion. The ayes were unanimous. The motion carried five to zero.

### **Special Presentations by the Mayor or Commission**

#### **Approval of the Minutes of the Previous Meetings**

##### *Approval of Minutes of the January 8, 2019 Regular Meeting*

Commissioner Gay made a motion to approve the minutes of the January 8, 2019 meeting. Commissioner Harris seconded the motion. Commissioner McMillan stated that the minutes needs to be corrected. The Clerk stated she would listen to the tape again and redo the minutes. Commissioner Gay withdrew his motion and Commissioner Harris withdrew his second. Commissioner Gay made a motion to table the minutes of January 8, 2019. Commissioner Harris seconded the motion. The motion carried four to zero.

##### *Approval of Minutes of the February 26, 2019 Regular Meeting*

Commissioner Gay made a motion to approve the February 26, 2019 regular meeting with correction if necessary. Commissioner McMillan seconded the motion. Commissioner McMillan stated on page 7, he requested a report on SEPA as to when SEPA will be taken off the bill; page 8, Commissioner McMillan asked Mr. McLean if he prepared a second contract for Beverly Nash, The Manager replied no; page 9, Commissioner McMillan stated that he had the floor and went outside of the Roberts Rules of Order and the meeting was adjourned by the Mayor without a motion or a second. The motion carried three to one.

### **Proclamations**

#### **Public Hearing and Ordinance as Scheduled or Agendaed**

Ordinance No. 1103-2019 Alcohol Ordinance Restaurant Revisions

At a public hearing Commissioner McMillan made a motion to read Ordinance No. 1103-2019 by title only. Commissioner Harris seconded the motion. Upon roll call by the Clerk the ayes were: Commissioners McMillan, Harris, Gay and Dowdell. The Clerk read the title as follows:

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

There were no comments from the public.

Commissioner McMillan made a motion to approve Ordinance No. 1103-2019 on second and final reading. Commissioner Harris seconded the motion. Upon roll call by the Clerk the ayes were: Commissioners McMillan, Harris, Gay, and Dowdell. The motion carried four to zero.

*Ordinance No. 1104-2019 Zeroing Out Impact Fees*

At a public hearing Commissioner McMillan made a motion to read Ordinance No. 1104-2019 by title only. Commissioner Harris seconded the motion. Upon roll call by the Clerk the ayes were: Commissioners McMillan, Harris, Gay and Dowdell. The Clerk read the title as follows:

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

There were no comments from the public.

Commissioner Harris made a motion to approve Ordinance No. 1104-2019 on second and final reading. Commissioner McMillan seconded the motion. Upon roll call by the Clerk the ayes were: Commissioners McMillan, Harris, Gay, and Dowdell. The motion carried four to zero.

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

**Resolutions**

## Reports by Boards and Committees

### Reports, Requests and Communications by the City Manager

#### *Adoption of CDBG Grant Award Special Condition Policies*

Commissioner McMillan made a motion to approve Resolution No. 1387-2019, CDBG Procurement Policy, Updated 504/ADA Policy, and ADA Accessibility Transition Plan. Commissioner Gay seconded the motion. The motion carried four to zero.

#### *Human Resources Report – No comments*

#### *Ratification of Police Union Contract*

Police Chief Glenn Sapp came before the Commission regarding the Collective Bargaining Agreement between the City of Quincy and the Police Benevolent Association he stated the agreement expired September 30, 2018. Chief Sapp stated that they have been working for the past six months and the negotiating team for the City consisted of the HR Director Ann Sherman, Finance Director Ted Beason and Chief of Police Glenn Sapp. He stated the new contract implements a 3-year step pay plan for all collective bargaining unit member over the next three years only. Every member would receive at least a 3.5% increase as they are placed on the new step plan. Some Sergeants and Lieutenant would receive a bonus check to make a 3.5% increase the first year. In year 2 and 3 of this contract all bargaining unit members would receive a 2.5% increase. Quincy Police Officers, via their union procedures, have voted and agreed to these terms for wages. Chief Sapp stated that all the computations were done by former Finance Director Ted Beason. Chief Sapp stated we are looking to have take-home vehicles for the Officers that live in the City and Gadsden County as well as cell phones to be checked out by each shift that would remain at the station.

Commissioner McMillan asked Chief Sapp if we used an Attorney during the negotiations. Commissioner McMillan stated we employ an Attorney to deal with negotiations. Commissioner McMillan stated don't have a contract in front of us to review we only have a summary. Chief Sapp stated the PBA have not printed the documents.

Commissioner Harris asked did we budget for a Labor Attorney during the budgeting process. Mr. McLean stated no, we just budgeted for the City Attorney and from time to time the Attorney reaches out for outside council as he sees fit. Mr. McLean stated for a long time we have not had an Attorney present during negotiations. He stated had there been legal issues the negotiating team would have call the Attorney and he would have gotten whatever expertise we needed we did not incur that cost. Commissioner Harris asked if it was customary to have a Labor Attorney should be present at the table and does the Charter require one to carry on negotiations between the employer and employee. The Interim City Manager replied no.

Commissioner McMillan state in his experience we have always has an Attorney present during negotiations and has had an Executive Session and Commissioner Harris has asked for an Executive Session as well. He asked how can you asked the Commission to approve a

summary. Commissioner McMillan stated he don't know the legal background of the Chief, the Finance Director but he does know that they are not qualified to determine if a question is of a legal basis or not, that would have to be an Attorney.

Commissioner Gay asked if Attorney Shirley was involved in the union negotiations. The Interim City Manager stated he would have been aware of the negotiations and would have reviewed the text of the agreement. The City Attorney would have been sent the document to review as to form. Commissioner Gay asked if Mr. Shirley reviewed this document. Mr. McLean stated he could not answer that questions but typically he would have been sent all documents. Commissioner Gay stated that Commissioner McMillan made some valid points at least the language should have been reviewed by an Attorney whether it be Mr. Roberts or whomever our Attorney is, it should be reviewed and have a recommendation regarding the language. Commissioner Gay made a motion to table the contract. Commissioner McMillan seconded the motion. Commissioner Harris if Mr. Shirley was a part of the negotiations. Chief Sapp stated that he was aware of the negotiations. Commissioner Gay asked if he was present in any of the negotiations. Chief Sapp replied he was aware of the negotiations. Chief Sapp stated that throughout his eight years no Attorney was present during negotiations. The motion carried four to zero.

#### *Request for the renaming of Hillside Park*

Park and Recreation Director DeCody Fagg reported to the Commission that Mr. Billy Redding and Mr. Johnny Burns grew up in the Hillside area. Mr. Redding was involved in many sports and served a coach for the department. Mr. Burns was a trainer and coach of Karate for many young men in Quincy. He was one of the first Quincy residents to obtain a Black Belt in Martial Arts. Mr. Fagg stated that the will announce the date for the ceremony, invite both Mr. Redding and Mr. Burns, notify the residents in the neighborhood of the renaming ceremony and have new signs made for the park. Commissioner Harris made a motion to approve the renaming of the Hillside park to Billy Redding Sr. and Johnny Burns Park at Hillside. Commissioner Gay seconded the motion. The motion carried four to zero.

#### *Update on Wolf Tree Contracted Tree Trimming*

Utilities Director Robin Ryals reported to the Commission that as of to date, the crews have trimmed or cleared over four (4) miles of line. The work has taken place along South Adams Street, Stewart Street, Joe Adams Road and High Bridge Road. He stated we have requested a permit from Florida Department of Transportation (FDOT) for lane closure to trim on US 90 from Little River to GF&A Drive.

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

#### **Comments**

#### **City Manager**



Interim City Manager Jack McLean requested a workshop on road for SCOP for the 18<sup>th</sup>. Commissioner Gay asked the deadline. The Manager stated the 22<sup>nd</sup> of March and stated the Mayor wanted to look at some more roads. Commissioner Gay stated we should resubmit Stewart Street. Commissioner McMillan stated that we already have a list of streets that need to be paved. Commissioner McMillian stated he will not be able on the 18<sup>th</sup>. Commissioner

Notify the Public of a meeting to gather input as to how to make our Recreation Department better to be held March 28<sup>th</sup> at the Recreation Center (Joe Ferolito Center) from 6-8 pm.

**City Clerk** – None

**City Attorney** – None

### **Commission Members**

Commissioner McMillan stated that he wants to commend Mr. Fagg for the improvements have made since he had taken over, and huge leaps have been accomplished we still have a long way to go.

Commissioner Harris asked if the Commission was going to have a midyear budget workshop to get a better outlook as to the status of the budget and making that a standard practice.

Commissioner Harris stated that we need to have an Executive Session on the Police Contract and need the Attorney present.

Commissioner Harris asked Mr. McLean to check on the logging on 9<sup>th</sup> Street because the trucks are continually tearing up the street.

Commissioner Harris commended Mr. Fagg for the work he is doing at the Recreation Department.

Commissioner Gay stated that Corry Field is looking good and told DeCody to keep up the good work.

Commissioner Gay thanked the Attorney for serving tonight.

Commissioner Gay stated that the pole on North Monroe is still on the shed. Mr. Ryals stated that should have been taken care of today.

Commissioner Gay asked who is running the Finance Department. Mr. McLean replied Amanda is taking the lead with the assistance of Jeff Williams to keep our cost down.

Commissioner Gay stated at the last meeting the Commission voted to put out a RFP for an Attorney where are we on that. Mr. McLean stated we will have it out by tomorrow.

Commissioner Gay stated we need to appoint someone in the capacity of Attorney to review the PBA Agreement.

Commissioner Gay asked to have an Attorney for the for a Special meeting on Monday.

Commissioner Gay asked Mr. McLean how long would it take to give them an overview of the is spent and what is left in the budget. He is concern with our Enterprise fund our expenditures vs our income. Mr. McLean stated he would have to take a look at our projections it would probably take a week he would have to sit down with Amanda.

Commissioner McMillan stated we just need a know what is going out and what is coming in just a snap shot. Mr. McLean stated we can get that out rather quick.

Commissioner Gay asked the status of the Finance Director. Mr. McLean stated he is trying to work something out with Jeff Williams, we do have some applicant. He stated that Amanda will be the leading the department and Jeff will provide her with assistance to keep the cost down. Commissioner Gay asked if this would come back for approval.

Commissioner Gay asked if we were still on track with our audit for June. The Interim City Manager stated yes.

Commissioner Gay stated he agrees with Commissioner McMillan on the PBA Contract we need more than just a narrative and we need an Executive Session with Council.

### **Comments from the Audience**

Freida Bass-Preito of 329 East King Street came before the Commission and thanked Public Works for cleaning the right-of-way.

She presented to the Commission a copy of Ordinance 965 which addressed pensions for Commissioners and expressly says they do not get them. She stated that she has been questioning this since the inception of the new budget and asked this Commission when we get a new attorney to review this. She recommended that the City should suspend using taxpayer money to fund pensions for Commission and if we find out if we have violated the Ordinance by funding pensions we should return all City fund that were used.

She also stated that the second issue was a letter she presented this to the Commission because she believed a violation of the Charter had occurred. There was a contract drawn up for Dr. Beverly Nash as Coordinator for Disaster Relief and Recovery that totaled \$11,656.54 which violates section 2-472 of the City Charter, because the City Manager only has a \$10,000.00 limit on contracts. She stated that she had several questions about the contract. The contract was written for October 23<sup>rd</sup>, through January 23<sup>rd</sup>, but wasn't signed until November 2<sup>nd</sup>, yet October 30<sup>th</sup> and October 31 were the first days paid. The contract was supposed to end on January 23<sup>rd</sup> but the last invoice was dated February 4<sup>th</sup> but the last check was cut on February 1<sup>st</sup>. Ms. Bass-Prieto had concerns which pointed out in this letter about activities done that are not covered in the scope of the contract.

She requested that the Commission investigate this and come back and provide the citizens and herself an answer to these questions. Also, at the last meeting she asked where did the \$1,207,000.00 that was paid out before we got the \$3-million-dollar loan for our hurricane recovery come from, but she received no answer and asked again, if we had that much

money in our coffers why did we have to raise our utilities rates by 10% or why did we have to borrow 3 million dollars?

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

APPROVED:

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

ATTEST:

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

City Commission  
City Hall  
Quincy, Florida

Special Meeting  
March 18, 2019  
5:30 P.M.

The Quincy City Commission met in special session Monday, March 18, 2019 with Mayor Commissioner Sapp presiding and the following were present:

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

Also Present:

Interim City Manager Jack L. McLean Jr.  
Acting City Attorney Gary Roberts  
City Clerk, Sylvia Hicks  
Building and Planning Director Bernard Piawah  
Grants Writer Beverly Nash  
Executive Assistant to the City Manager Vancheria Perkins

Mayor Sapp called the meeting to order.

Pursuant to Chapter 2.52 of the City Charter the purpose of the Special Meeting was to approve the selection of a roadway improvement for Florida Department (FDOT) for the SCOP Grant and appoint an Interim City Attorney.

#### *Approval of Selection of Roadway for SCOP*

Commissioner Dowdell made a motion to approve Stewart Street from King Street to the school (Stewart Street Elementary). Commissioner Gay seconded the motion. The motion carried four to zero.

#### *Approval of Interim City Attorney*

Commissioner Harris made a motion to appoint Gary Roberts as the interim City Attorney. Commissioner Dowdell seconded the motion. Interim City Manager McLean stated that Mr. Roberts will be providing services to the City and both parties will give a 30day notice to terminate the services. He also stated that Mr. Roberts will be paid \$175.00 per hour. The motion carried four to zero.

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

APPROVED:

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

ATTEST:

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

# RESOLUTION NO. 1388-2019

## A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF QUINCY CERTIFYING ITS SUPPORT FOR HOUSE BILL 0191 *(Northwest Florida Rural Inland Affected Counties Recovery Fund)*

**WHEREAS**, The *City of Quincy* is concerned about the economic health and well-being of our residents; and

**WHEREAS**, we strongly believe in the need to be proactive and not reactive in order to maintain and create employment opportunities benefitting our citizens while still supporting the quality of life in our community and region; and

**WHEREAS**, enhancing the local infrastructure and workforce training will promote economic growth and development, and improve the quality of life amenities in our community and region; and

**WHEREAS**, our community and region has endured the devastation of Hurricane Michael and is in the midst of a recovery/rebuilding process following said hurricane; and

**WHEREAS**, we are in need of financial and political supported programs to maintain and continue said recovery/rebuilding process for our community and region; and

**WHEREAS**, we support this bill and its companion Senate bill(s) to enhance our community, regional recovery and rebuilding processes; and

**WHEREAS**, we commit to honor our obligations that lie within our capabilities as leaders for economic development, workforce training, and enhancement of the overall quality of life that will serve our community and region; and

**NOW, THEREFORE, BE IT RESOLVED THAT THIS CITY COMMISSION DOES HEREBY RESOLVE THAT WE:**

- 1. DO HEREBY AGREE TO SUPPORT THIS ACTION;**
- 2. DO HEREBY AUTHORIZE OUR MAYOR AND PRESIDING OFFICER TO EXECUTE THIS RESOLUTION AND ALL OTHER AUTHORIZED AGREEMENTS THAT PERTAIN TO THIS RESOLUTION, and**
- 3. THIS RESOLUTION SHALL BECOME EFFECTIVE UPON ITS ADOPTION.**

DONE, ADOPTED, AND PASSED by the City Commission of the City of Quincy this 26<sup>th</sup> Day of March, 2019.

APPROVED:

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Angela G. Sapp Mayor and Presiding  
Officer of the City Commission and of the  
City of Quincy, Florida 32351

ATTEST:

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

**City of Quincy  
City Commission  
Agenda Request**

Date of Meeting: March 26, 2019  
Date Submitted: March 8, 2019  
To: Honorable Mayor and Members of the City Commission  
From: Jack L. McLean Jr., Interim City Manager  
Glenn H. Sapp, Police Chief  
Subject: Renewal of the Contract between the City of Quincy and  
The Police Benevolent Association (PBA)

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**Statement of Issue:**

The Collective Bargaining Agreement between the City of Quincy and The Police Benevolent Association expired September 30, 2018. Prior to this agreement expiring The City of Quincy Management Negotiation Team and the PBA Negotiation Team began negotiating a new agreement in September of 2018.

**Background:**

This agreement is entered into by and between the City of Quincy and The Big Bend Chapter of the Florida Police Benevolent Association referred to as PBA. The purpose of this contract agreement is to promote harmonious and peaceful procedures for the settlement of differences which might arise between members of this bargaining unit and The City.

**Conclusion:**

The new Contract implements a “3 Year Step Pay Plan” for all collective bargaining unit members over the next three years only. Every member would receive at least a 3.5% increase as they are placed on the new step plan. Some Sergeants and Lieutenants would receive a “bonus check” to make a 3.5% increase the first year. In year 2 and 3 of this contract all bargaining unit members would receive a 2.5% increase. Quincy Police Officers, via their union procedures, have voted and

agreed to these terms for wages. (The union initially rejected these contract terms)

**Options:**

Option 1: Motion to approve the new Contract between the City of Quincy and The Big Bend Chapter of the Florida Police Benevolent Association.

Option 2: Motion not to approve the new Contract between the City of Quincy and The Big Bend Chapter of the Florida Police Benevolent Association.

**Staff Recommendation:**

Option 1



**Collective Bargaining Agreement**

**between the**

**City of Quincy**

**A Municipality of the State of Florida**

**and the**

**Big Bend Police Benevolent Association**

**A Chapter of the Florida Police**

**Benevolent Association, inc.**

**October 1, 2018 - September 30, 2021**

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## **PREAMBLE**

THIS AGREEMENT is entered into by and between the CITY of QUINCY, hereinafter referred to as the *City*, and BIG BEND CHAPTER of the FLORIDA POLICE BENEVOLENT ASSOCIATION, Inc., a Florida corporation, hereinafter referred to as *P.B.A.*, for the purpose of promoting harmonious, peaceful procedure for the settlement of differences which might arise, and to set forth the basic and full agreement between the parties concerning rates of pay, wages, hours of work, health, safety and other conditions of work.

## **ARTICLE 1** **RECOGNITION**

The City acknowledges that the Public Employees Relations Commission has certified the P.B.A. as collective bargaining agent for the following employees of the City, hereinafter referred to as employees:

*Police Officer*  
*Police Investigator*  
*Police Sergeant*  
*Police Lieutenant*

## **ARTICLE 2** **NON-DISCRIMINATION**

**Section 1.** The City and the P.B.A. agree that the provisions of this Agreement shall be equally applicable to all employees without regard to race, color, religion, creed, sex, national origin, age, disability, marital status, or membership or non-membership in P.B.A. or other labor organizations, as provided by law. Alleged violations of this provision shall not be subject to appeal or arbitration under this Agreement because adequate relief is available for any alleged violation under federal and state law.

**Section 2.** The City and the P.B.A. recognize that Florida law gives the employees the right to join the P.B.A. or not to join the P.B.A. Neither the City nor P.B.A. shall discriminate for or against employees because of membership, or lack of membership, in P.B.A. Neither the City nor P.B.A. shall attempt to intimidate or coerce employees into joining or continuing membership in P.B.A., nor shall they interfere with employees in any way because of failure or refusal to join P.B.A.

## **ARTICLE 3** **NO STRIKES**

**Section 1.** The employees, the P.B.A. and P.B.A.'s officers and agents shall not strike.

**Section 2.** “*Strike*” means the concerted failure of employees to report for duty; the concerted absence of employees from their positions; the concerted stoppage of work by employees; the concerted submission of resignations by employees; the concerted abstinence, in whole or in part, by any group of employees from the full and faithful performance of the duties of employment with the City for the purpose of inducing, influencing, condoning, or coercing a change in the terms and conditions of employment or the rights, privileges, or obligations of public employment, or participating in a deliberate and concerted course of conduct which adversely affects the services of the City; the concerted failure of employees to report for work after the expiration of this Agreement; and picketing in furtherance of a work stoppage. The term “*strike*” also means any overt preparation including, but not limited to, the establishment of strike funds with regard to the above-listed activities.

**Section 3.** Any employee who participates in or promotes a strike as defined above may be discharged or otherwise disciplined. Such disciplinary action shall not be subject to the grievance procedure set forth in this Agreement.

**Section 4.** In the event of a strike, an official P.B.A. spokesman shall promptly and publicly disavow such strike, order the employees to cease the illegal activity and, if the employees are not working, order them to return to work.

**Section 5.** Any striking employee and the P.B.A., if it strikes, may individually and collectively be liable for any damages suffered by the City or any other party as a result of a violation of the strike prohibition contained herein.

**Section 6.** In the event of a strike, the City shall be entitled to seek and obtain legal and/or equitable relief in any court of competent jurisdiction.

#### **ARTICLE 4**

### **MANAGEMENT RIGHTS**

**Section 1.** P.B.A. recognizes that the City has, and will continue to retain, the right to operate and manage all of its affairs in all respects except insofar as the City has specifically abridged, deleted, delegated, granted or modified its functions, rights, powers, responsibilities and authority by express provisions of this Agreement.

**Section 2.** The rights of the City through its management officials include but are not limited to the rights:

- A.** to determine unilaterally the purpose and scope of each of its constituent agencies;
- B.** to set standards of service to be offered to the public;
- C.** to exercise complete control and discretion over its organization and operations, including the right to subcontract;
- D.** to direct the employees, including assigning work, assigning overtime and determining the amount of overtime required, and assigning the time and number of work hours;
- E.** to hire, transfer, classify, promote, examine, train, assign, and schedule employees;

- F. to take disciplinary action including suspension, demotion, discharge, or other disciplinary action for just cause;
- G. to increase, reduce, change, modify or alter the composition and size of the workforce, including the right to relieve employees from duties because of lack of work or funds, or other reasons;
- H. to determine the location, methods, means, and personnel by which operations are to be conducted;
- I. to determine the basis for selection, retention, and promotion of employees;
- J. to establish, modify, combine, or abolish job pay positions or classifications;
- K. to determine the type of equipment used in the sequence of work processes;
- L. to make technological alterations by revising either processes or equipment, or both;
- M. to determine the standards and the quality and quantity of work to be produced;
- N. to establish, expand, transfer and/or consolidate work and activities;
- O. to establish, implement and maintain an effective internal security program;
- P. to terminate or eliminate all or any part of its work or facilities; and
- Q. to approve or disapprove time off from work or leave without pay.

**Section 3.** The City Commission has the sole authority to determine the purpose and mission of the City. The City Manager has the sole authority to prepare and submit budget recommendations of the City Commission. The City Commission has the sole authority to adopt the budget for the City.

**Section 4.** If, in the sole discretion of the City, it is determined that civil emergency conditions exist, including but not limited to riots, civil disorders, hurricane conditions or similar catastrophes, then the provisions of this Agreement may be suspended by the City during the time of the declared emergency, provided that wage rates and monetary fringe benefits shall not be suspended.

**Section 5.** The inherent managerial functions, prerogatives and policy making rights which the City has not expressly modified or restricted by a specific provision of this Agreement are not in any way, directly or indirectly, subject to the grievance procedure contained herein. The City's failure to exercise any right, prerogative or function hereby reserved to it, or the City's exercise of any such right, prerogative or function in a particular way, shall not be considered a waiver of the City's right to exercise such right, prerogative or function.

## **ARTICLE 5**

### **MEMBERSHIP DUES DEDUCTIONS**

**Section 1.** In accordance with Section 447.303, Florida Statutes. the City will deduct P.B.A. dues from employees' paychecks.

**Section 2.** P.B.A. shall certify to the City in writing over the signature of the President of the P.B.A. the amount of the dues to be deducted monthly.

**Section 3.** Employees may request that P.B.A. dues be deducted from their paychecks by signing a document that provides:

Name: SS#:  
Address:  
Signature: Date:

**Section 4.** Following receipt of a written and signed authorization from an employee, the City will deduct dues from the employee's paychecks in accordance with the schedule set forth in Section 5 of this Article. In the event the City has fewer than seven (7) days between receipt of the authorization and the next pay period in which dues are to be deducted, the City will begin the dues deductions the month following receipt of the authorization.

**Section 5.** Dues deductions for the month will be deducted from an employee's paycheck received on the 15th of the month.

**Section 6.** In the event an employee's net earnings after deductions for federal withholding tax, social security, retirement, medical insurance, credit union and other priority deductions are not sufficient to cover dues deductions, the deductions shall be made in the first pay period in which the employee has sufficient net earnings to cover the dues deductions.

**Section 7.** By the 15th of the succeeding month, the City shall remit to the P.B.A. the monies deducted, less twenty-five cents (25¢) for each employee deduction to reimburse the City for the cost of deduction. The City's remittance will be deemed correct if, within two (2) weeks of the time it is received by P.B.A., the P.B.A. does not give written notice to the City of its belief, with reasons stated therefore that the remittance is incorrect.

**Section 8.** P.B.A. will indemnify, defend and hold the City harmless against any claims made and against any suit instituted against the City because of any deduction of P.B.A. dues.

**Section 9.** The City will discontinue dues deductions for any employee within thirty (30) days of the City's receipt of a document signed by the employee requesting the revocation of dues deductions, which document shall state:

**INSTRUCTION TO STOP PAYCHECK DEDUCTION OF PBA DUES:**

I hereby instruct the City of Quincy to stop deducting from my paycheck each month the current regular monthly P.B.A. dues. A copy of these instructions has been sent to the P.B.A.

Name: SS#:  
Address:  
Signature: Date:

**Section 10.** P.B.A. shall certify to the City in writing over the signature of an official spokesman of the P.B.A. any change in the amount of the dues to be deducted. Any

change will be effective within thirty (30) days from receipt by the City of the certified statement from the P.B.A.

## **ARTICLE 6**

### **P.B.A. REPRESENTATION**

**Section 1.** The City agrees to allow a P.B.A. staff representative reasonable access to employees for the purpose of grievance investigation or other matters relating to the application of this Agreement.

**Section 2.** A P.B.A. staff representative, the City Manager, the Chief, and appropriate employees may meet to discuss matters relating to the administration of this Agreement which affect employees upon the request of a designated P.B.A. staff representative, the City Manager, or the Chief. It is understood that these meetings shall not be used for negotiating purposes.

## **ARTICLE 7**

### **BULLETIN BOARDS**

**Section 1.** P.B.A., if it desires, may place a bulletin board of standard size for its own exclusive use where employees are required to report for work assignments. The bulletin boards must be in keeping with the decor of the location in which they are placed, and must be approved by the City Manager.

**Section 2.** P.B.A. may post the following documents on its bulletin boards:

- A.** This Agreement
- B.** Notices of P.B.A. meetings
- C.** Notices of P.B.A. elections and their results
- D.** Notices of P.B.A. recreational and social affairs
- E.** Professional educational materials relating to law enforcement

**Section 3.** Documents posted shall not contain any information other than that specifically set forth in Section 2. All notices or other documents posted on the bulletin board shall be signed by the P.B.A. elected representative prior to posting. Any documents posted on the bulletin board containing any information other than that specifically set forth in Section 2 may be removed by the Chief or, in his absence, his designated appointee. If a document is removed, the Chief or his designated appointee shall notify the P.B.A. elected representative that the document was removed and the reason for removal.

**Section 4.** It is understood between the parties that the City shall not incur any cost or expense as a result of this Article.

## **ARTICLE 8**

### **GRIEVANCE PROCEDURE**

**Section 1.** It is the policy of the City and the P.B.A. to encourage discussion of an employee complaint on an informal basis between the employee and the employee's supervisor. The discussion should be held in an attempt to reach an understanding, which will resolve the matter in a manner mutually satisfactory to the employee and the City without the need for recourse to the formal grievance procedure. An employee's complaint should be presented and handled promptly and should be resolved at the lowest level of supervision consistent with the authority of the supervisor.

#### **Section 2.     *Definitions***

- A.** For purpose of this Agreement, a "*grievance*" is defined as a dispute involving the interpretation or application of this Agreement.
- B.** The term "*days*" as used in this Article shall mean work days.
- C.** The term "**employee**" as used in this Article shall mean any employee included in the bargaining unit with the following exceptions:

**(1)** A probationary employee who has not obtained permanent status in a classification included in the bargaining unit may not utilize the grievance procedure to contest disciplinary or separation actions.

**(2)** A probationary employee whose status is the result of a promotion to a classification included in the unit may not utilize the grievance procedure to contest a demotion during the employee's probationary period if the demotion is not imposed as discipline, but for substantial performance in the classification.

**Section 3.** Grievances shall be processed in accordance with the following procedure:

#### **STEP 1:**

An employee with a grievance shall submit the grievance in writing to the appropriate supervisor within seven (7) days of the occurrence of the action giving rise to the grievance. The written statement must include a concise statement of facts alleged to support the grievance, and shall be written on the Grievance Fact Sheet attached to this Agreement as **Appendix A**. If the supervisor feels the grievance can best be resolved through informal discussion with the employee, the supervisor shall request a meeting with the employee. Within fifteen (15) days from receipt of the grievance, the supervisor shall send to the employee the supervisor's written decision.

If the action that gives rise to the grievance is a disciplinary action, the seven (7) day period within which a grievance must be submitted shall run from the day the employee receives written notification of the disciplinary action. The employee must initial and date the City's copy of the notification. Failure to date and initial shall be grounds for disciplinary action. If the employee refuses to accept the notification, or if the City is unable to locate the employee after making reasonable attempts, the City may mail the notification to the last known address for the employee. In that event, the grievance must be filed within seven (7) days of the mailing of the notification.



**STEP 2:**

If the employee is not satisfied with the supervisor's response, within ten (10) days of receipt of the supervisor's response, the employee shall present a written grievance to the Chief. This written grievance also shall contain a concise statement of the facts upon which it is based, shall be dated, and shall be signed by the submitting employee. The grievance shall be written on the Grievance Fact Sheet attached to this Agreement as **Appendix A**. The Chief may request a meeting with the employee. Within fifteen (15) days of receipt of the grievance, the Chief shall respond, in writing, to the employee.

**STEP 3:**

If the grievance is not resolved at Step 2, the employee may submit the grievance in writing to the City Manager within ten (10) days after receiving the decision from the Chief. This written grievance shall contain a concise statement of the facts upon which it is based, shall be dated, and shall be signed by the submitting employee. The grievance shall be written on the Grievance Fact Sheet attached to this Agreement as **Appendix A**. Within thirty (30) days of receipt of the grievance, the City Manager shall respond in writing to the employee.

**Section 4. Arbitration**

- A.** If the grievance has not been satisfactorily resolved at Step 3, the employee or P.B.A., on behalf of the employee, may, within ten (10) days of receipt of the written response by the City Manager, submit a written request for arbitration to the City Manager. Within seven (7) days after the City Manager has received the request to arbitrate, P.B.A. and the City Manager shall submit a joint written request to the Director of the Federal Mediation and Conciliation Service for a list of names of five (5) professional arbitrators. Within seven (7) days after receipt of the list the City Manager or his designee and a P.B.A. representative shall meet to alternately cross out names on the list. The remaining name shall be the arbitrator. A coin shall be tossed to determine who shall cross out the first name. The parties shall jointly notify the arbitrator of his or her selection. Either party may object to all names on the list, provided the objection is made prior to the commencement of the striking process. If this happens, another joint request shall be made to the Director of the Federal Mediation and Conciliation Service for another list.
- B.** The arbitration shall be conducted under the rules set forth in this Agreement.
- C.** The date, time and place of the hearing shall be established by consultation between the arbitrator, the P.B.A. and the City.
- D.** The arbitrator shall have no authority to modify, amend, add to, subtract from, change, or otherwise alter or supplement this Agreement or any part hereof or any amendment hereto. The arbitrator shall have no authority to consider or rule upon any matter, which is not a grievance as defined in this Agreement. The arbitrator may not issue declaratory or advisory opinions and shall confine himself or herself exclusively to the question which is presented, which questions must be in writing, actual and existing.

The arbitrator shall have jurisdiction and authority to decide whether the imposed disciplinary action covered by the terms of this Agreement was for cause. Where there is an issue regarding arbitrability, it is understood that the issue will be resolved separate and apart from the merits of the grievance. A new and different arbitrator may be selected by the parties to hear the merits of the grievance should the matter be found to be arbitrable. The arbitrator's award may not provide for back pay which exceeds the amount of pay the employee would otherwise have earned at the employee's regular rate of pay, and such back pay shall not be retroactive to a date earlier than the date of the occurrence of any event which resulted in the grievance under consideration. The arbitrator shall consider whether the grievant made a good faith attempt to find other work and otherwise mitigate his back pay. The arbitrator's determination shall not modify City or Department policy or constitute precedent for future similar conduct.

- E.** At the conclusion of the arbitration hearing, post hearing briefs may be filed at the request of either party or the arbitrator. The arbitrator shall have sixty (60) days from the completion of the hearing or receipt of briefs, whichever is later, to render his or her decision. The arbitrator shall submit in writing his or her decision to both parties. The decision of the arbitrator shall be based exclusively upon specific findings of fact and conclusions based thereon, which findings of fact and conclusions shall be the predicate for any decision made by him or her. In rendering a decision, the arbitrator shall consider only the written, oral or documentary evidence submitted to him or her at the hearing. The arbitrator's decision shall be final and binding on both parties, in accordance with law.
- F.** The fees and expenses of the arbitrator and the cost of a transcript, if both parties agree that a transcript is necessary or if a transcript is requested by the arbitrator, shall be divided equally between the City and P.B.A. Each party, however, shall be responsible for compensating and paying the expenses of its representatives and witnesses.

**Section 5.** Although this grievance procedure is the exclusive procedure for resolution of grievances, nothing in this Article shall be construed to prevent an employee from presenting his or her own grievance; however, P.B.A. shall be given reasonable opportunity to be present at any meeting called for the resolution of a grievance arising under this Agreement.

**Section 6.** The complaint review board procedures set forth in Chapter 112, *Florida Statutes*, shall not be used by any bargaining unit employee to review or appeal a disciplinary action imposed by the City or Department.

**Section 7.** There shall be no reprisals against any of the participants in the procedures set forth in this Article.

**Section 8.** The time limits specified in any step of this procedure may be extended, in any specific instance, by written mutual agreement.

**Section 9.** Nothing in this Article or elsewhere in this Agreement shall be construed to permit the union or bargaining unit employees to process a grievance (a) on behalf of any bargaining unit employee without his/her consent; or (b) when the subject of such bargaining unit employee's grievance is at the same time the subject of an administrative action or an appeal before a federal or state governmental board or agency or court proceeding.

**Section 10.** Attendance at or preparation for any grievance meeting outside of regular work hours shall not be deemed time worked under the Fair Labor Standards Act for those unit employees whom the union requests or requires to attend these off-duty hearings.

**Section 11.** When any provision of this Agreement involves responsibility on the part of the Association which, in the view of the City, is not being properly carried out, the City may present the issue to the Association as a grievance. If such grievance cannot be resolved by discussion between the City and the Association on an informal basis, the grievance shall be initiated at Step 3 of the procedure by the City and submitted in writing to the president of the Association. If not resolved within ten (10) working days following receipt by the Association, the City may submit the grievance to arbitration under the provisions of Section 4.

**Section 12.** A dispute involving the interpretation or application of a provision of this Agreement which gives a right to the Association as an employee organization may be presented by the Association as a grievance. Such grievance shall be initiated at Step 1 of this procedure in accordance with the provisions set forth therein.

## **ARTICLE 9**

### **DISCIPLINARY ACTION**

**Section 1.** Except as provided in Section 2(C), Article 8, an employee shall only be disciplined for just cause. It is understood by the parties that employees are subject to all rules and regulations of the City and of the Police Department. In the event an employee is discharged, suspended or demoted, the City agrees that he or she shall be provided with written notification of the discharge, suspension or demotion. This notification shall be hand-delivered to the employee prior to its effective date, or sent by certified or registered mail to the address in the City records.

**Section 2.** Upon request, any employee may obtain a copy of any statement which he or she (personally) has given to the City or the Department in connection with any investigation based upon which disciplinary action can or will be taken against the employee.

**Section 3.** In the event an employee becomes the subject of a formal Departmental or City investigation arising from a citizen complaint or allegation, the Department or the City, whichever is appropriate, shall notify the employee of the disposition of the complaint upon the conclusion of the formal investigation.

**Section 4.** In the event a supervisor must verbally reprimand an employee, it should be done in private, if practical.

**Section 5.** The Police Officers' Bill of Rights, as enacted into law by the Legislature of the State of Florida, shall be effective throughout the term of this Agreement, except as otherwise provided by Section 6 of Article VIII, *Grievance Procedure*.

**Section 6.** Disciplinary records of employees will be periodically reviewed and may be purged in accordance with Florida State Statutes and appropriate administration codes upon recommendation by the Chief.

- A.** Written reprimands shall not be used in later disciplinary actions against an employee if the employee has maintained a discipline-free work record for at least three (3) consecutive years. Such written reprimands shall be removed from the employee's personnel file at any time after that three (3) year period, upon written request of the employee, and be archived elsewhere by the City.
- B.** Records of oral reprimands shall not be used in later disciplinary actions against an employee if the employee has maintained a discipline-free work record for at least two (2) years. Such records shall be removed from the employee's personnel file anytime after the two (2) year period, upon written request of the employee. and archived elsewhere by the City.
- C.** The City shall not utilize oral or written reprimands forgiven under 6.A. or 6.B. of this article in disciplining an employee. However, the fact that oral or written reprimand have been received and forgiven may be used in a promotional process and procedures, disciplinary, discharge arbitration if the employee asserts a discipline-free work history.

## **ARTICLE 10**

### **PERSONNEL RECORDS**

**Section 1.** Each employee covered by this Agreement shall have the right to inspect his or her official personnel files; provided, however, that such inspection shall take place during working hours at the location where the official personnel files are kept. The employee shall have the right to duplicate. at the City's established cost for duplication, copies of any items contained in his or her official personnel files.

**Section 2.** If any derogatory material is placed in an employee's official personnel files, a copy will be sent to the employee. The employee will have the right to answer any such material filed, and his or her answer will be attached to the file copy.

**Section 3.** Where the Chief, City Manager, the Courts, an arbitrator, or other statutory authority determines that a document has been placed in an employee's personnel files in error, or is otherwise invalid, such document shall be stamped "INVALID" and a letter of explanation shall be attached to the document. The document shall be placed in an envelope reserved for such documents and returned to the employee's personnel files.

**ARTICLE 11**  
**SAFETY and HEALTH**

**Section 1.** The City and P.B.A. are committed to the development of safe working conditions, practices and habits. Both the City and P.B.A. shall cooperate to eliminate any safety hazards due to unsafe working conditions when such are shown to exist, and shall encourage the employees to work in a safe manner. The City and P.B.A. shall conform to and comply with all applicable federal, state and local laws pertaining to safety, health, sanitation and working conditions.

**Section 2.** Protective devices, wearing apparel and other safety equipment required by law to protect employees from injury or occupational disease shall be provided by the City without cost to the employee.

**Section 3.** All protective devices, wearing apparel and other equipment provided by the City pursuant to Section 2 of this Article must be utilized by the employee. Failure to do so shall be just cause for disciplinary action.

**Section 4.** Employees must immediately report to their supervisor any injuries that occur on the job. Accident reports must be filed within twenty-four (24) hours of the accident or injury. If an accident or injury occurs over a holiday or weekend, the report must be filed within twenty-four (24) hours of the end of the weekend or holiday. In the event of a serious injury or fatality, or in the event of any vehicular accident, all appropriate law enforcement agencies, the City's Safety Coordinator, the Police Department's Safety Coordinator and the employee's supervisor shall be notified immediately.

**Section 5.** The Police Department shall have a minimum staff per shift of one (1) supervisor and two (2) patrol personnel.

**Section 6.** The Chief will receive and consider written recommendations with respect to unsafe conditions or other safety ideas from any employee or the P.B.A. Within thirty (30) days of receipt, the Chief shall give a written reply to the employee or P.B.A. regarding the disposition of the recommendation.

**Section 7.** The City shall allow employees to select one of two options:

- A.** The City will select and purchase bulletproof vests for all employees who request this option. The City strongly encourages employees to wear the vest at all times. Employees shall sign a statement that advises them of the dangers of not wearing their vests at all times. Evening hours from 7:00 p.m. through the morning to 6:00 a.m. shall be a mandatory required time to wear vests with this option.
- B.** An employee shall select to purchase the City's approved bulletproof vest (or one deemed comparable) through the City, through payroll deductions at a

rate of \$15.00 per pay period. The City strongly encourages employees to wear their vests at all times and will require employees to sign a statement advising them of the dangers of not wearing their vests at all times.

**Section 8.** The City of Quincy, in order to promote physical fitness, requires participation in the following programs:

- A.** The City will reimburse employees for the co-payments required through the City sponsored health insurance company for a voluntary annual physical and any other examinations related to the physical the doctor feels is necessary through City sponsored health insurance company physicians. Employees are instructed to bring the receipt, indicating the co-payment was for a physical, to the Personnel Department for processing. Employees must keep in mind department demands when scheduling the physical and will be required to provide their immediate supervisor with a minimum of one week's notice of time of the appointment. Employees will need to complete their physicals by October 1 each year.
- B.** There shall be mandatory participation in a fitness evaluation conducted annually. This evaluation shall include the requirements as set forth in the State of Florida Physical Achievement Test (PAT).
- C.** The City shall provide, to any employee who requests, information on nutritional counseling and weight loss programs.
- D.** A committee will be formed of bargaining unit member's administrators to study the feasibility of establishing a physical fitness incentive program for police personnel. The recommendations of this committee will not be binding on the City.

**Section 9.** The PBA agrees to allow the City to amend the existing Drug Free Workplace/Drug Testing/Employee Assistance Program to conduct random unannounced alcohol/drug testing on all employees. The selection shall be made by the use of a scientifically valid method, such as computer-based random number generator that is matched with the employee's social security number, payroll number, driver's license, or other comparable identifying number. Each employee shall have an equal chance of being tested under the selection process used, and may be tested more than once, depending on the frequency that he is randomly selected.

The number of employees randomly selected for testing during a twelve (12) month period shall equal an annual rate of not less than 50% of the total number of bargaining unit members subject to testing. This random testing shall only occur while the employee is on-duty, just prior to duty, or immediately upon completing a work period. Refusal to comply with an order to submit to such an examination will constitute the basis for disciplinary action up to and including dismissal.

**ARTICLE 12**  
**TRAINING PROGRAMS**

**Section 1.** The City will promote and provide up to eight (8) hours of in-house training programs every three (3) months for all employees to increase their knowledge and efficiency.

**Section 2.** Upon the recommendation of the Chief and the approval of the City Manager, full-time employees shall receive leave with pay to attend other non-in-house training programs. Upon the recommendation of the Chief and with the approval of the City Manager, the City may also pay the expenses incurred by the employee, including registration fees and per diem, in accordance with the City's established per diem schedule in effect at the time of such training program.

**Section 3.** Where practicable, the City will provide an employee the use of a City vehicle for travel to and from an approved non-in-house training program.

**Section 4.** The City will develop and implement a uniform in-house training program for new officers consisting of up to forty (40) hours of classroom and field assignments. Training will be by persons selected by the Chief and will cover subjects selected by the Chief, including but not limited to the following areas:

- A. Departmental Rules and Regulations
- B. Contract Requirements
- C. Procedures on Use of Proper Forms
- D. Proper Use of Equipment
- E. Patrol Techniques
- F. City and Beat Familiarization
- G. City Ordinances

**ARTICLE 13**  
**HOLIDAYS**

**Section 1.** The following holidays shall be observed:

New Year's Day  
Martin Luther King, Jr. Day  
Memorial Day  
Independence Day  
Labor Day  
Veterans Day  
Thanksgiving Day  
Day after Thanksgiving



Christmas Eve  
Christmas Day

**Section 2.** The employee will receive ten (10) holidays banked in their “Holiday Bank” on by January 30 of the calendar year, to be taken at the employee’s discretion with approval. Holidays are recognized as “normal” work hours as duration of leave. Employees are encouraged to use their accrued holidays; however, a maximum of five (5) days accrued will be allowed to carry over to the next calendar year. Holidays will not have any cash or sell-back value unless provided for in the employee handbook. Employees have the option to receive time worked premium pay at their regular rate for observed holidays or accrue time worked holiday leave.

**ARTICLE 14**  
**PERSONAL LEAVE**

**Section 1.** Full-time employees shall accrue paid personal leave in the following manner:

YEARS OF SERVICE	HOURS PER MONTH	HOURS PER YEAR
1-5	8	96
5-10	9	108
10-20	10	120
Over 20	11	132

Full-time officers shall accrue and be allowed to convert personal leave at a rate as defined in the City handbook. Accrued personal leave shall not exceed 240 hours at the end of a calendar year. The City has discretion to allow an employee to carry over additional personal leave.

**Section 2.** Employees requesting personal leave shall submit their requests to the Chief on the City’s approved and designated forms. Personal leave may be taken only after approval by the Chief.

**Section 3.** Personal leave shall be charged in one (1) hour increments. Requests for personal leave in excess of eighty (80) hours in any calendar year must be approved by the Chief.

**Section 4.** Regular employees with accrued personal leave who resign voluntarily and give two weeks notice of their resignations will be paid for their accrued personal leave at a rate of 100%.

**Section 5.** In the event an employee shall be on personal leave during a pay period, upon the recommendation of the Chief and approval by the City Manager, the employee may receive his or her paycheck for the pay period occurring while the employee is on personal leave prior to commencing personal leave.



**ARTICLE 15**  
**SICK LEAVE**

**Section 1.** Sick leave may be granted for the following purposes and will run concurrent to FMLA, when applicable, with federal law provisions:

- A.** Personal illness not connected with work or personal injury not connected with work that renders the employee unable to perform work.
- B.** Medical, dental, optical or chiropractic examination or treatment.
- C.** Exposure to a contagious disease that would endanger others.
- D.** Injury or illness in the employee's immediate family. For purposes of this Article, "immediate family" is defined as spouse, off-spring, parents, siblings, and domestic partners. A "domestic partner" is defined as an adult individual who is residing with an employee in a romantic relationship and requires proof of cohabitation of one year or more.

**Section 2.** Full-time employees shall accrue at a rate defined in the City employee handbook. Sick leave credits shall not exceed 960 hours at the end of the calendar year.

YEARS OF SERVICE	HOURS PER MONTH	HOURS PER YEAR
1-5	8	96
5-10	9	108
10-20	10	120
Over 20	11	132

**Section 3.** Sick leave time shall be charged to the employee for the actual time the employee is away from work.

**Section 4.** To receive compensation while absent on sick leave, employees must notify the Chief or his designee, by the time limit established by the Chief. This provision may be waived by the City Manager if an employee submits evidence that it was impossible to give such notification.

**Section 5.** The use of sick leave for an immediate family member shall be limited to three (3) consecutive days, unless otherwise approved by the Chief.

**Section 6.** If an employee is on sick leave three (3) or more days within a thirty (30) day period, the Chief may request reasonable proof of the illness and/or a physician's certificate to verify the illness.

**Section 7.** Frequent claiming of benefits under this Article will constitute grounds for the Chief to reasonably assume that the physical condition of the employee is below the standard necessary for the proper performance of duties. The term "frequent" shall be defined as having three (3) separate incidences of unscheduled sick leave absence within a calendar month. Evidence of malingering or abuse of this benefit will constitute grounds for disciplinary action by either the Chief or the City Manager.

**Section 8.** Sick leave shall be used solely for the reasons set forth in Section 1 of this Article. An employee shall not accrue sick or personal leave credits while on any period of non-paid leave.

**Section 9.** A vested employee who separates from the City of Quincy shall be compensated for one-fourth (1/4) of his/her accumulated unused sick leave. An employee who retires may choose one of the following:

- A. Payment at straight time base rate of pay for one-fourth (1 /4) of the sick leave balance.
- B. The employee may apply all or any portion of sick leave balance to family health care coverage under the City's health insurance plan, i.e. apply monetary value to their monthly payments.

**Section 10.** The City of Quincy Family Leave Policy provides eligible employees with the ability to care for their families and guarantee reinstatement when they return from the leave under specific circumstances. The eligible employee will be reinstated to either the position the employee held when they went on leave or an equivalent position with equivalent benefits, pay, and other terms and conditions of employment when they return to work from a Family Leave. Eligible employees may take up to twelve (12) weeks Family Leave within a 12-month period. Leave for birth, adoption, or foster care cannot be taken intermittently or on a reduced schedule unless the employer and the employee agree to do so.

Eligible employees are employees who have been employed by the City for at least twelve (12) months and who have worked at least 1,250 hours during the previous twelve (12) months.

Leave under the Family Leave policy will be granted for the following:

- Birth of a child and care of that child (leave option expires one year after birth)
- Adoption or foster care placement of a child (leave option expires one year after the event)
- Care of spouse, child, or parent with a serious health condition
- Employee's serious health condition which prevents him/her from performing job duties

Definitions under the Family Leave policy are as follows:

- **Child** - son or daughter who is the biological, adopted, or foster child, stepchild, legal ward, or child of a person who functions as parent who is either under 18 or who cannot care for himself/herself because of mental or physical disability.
- **Parent** - biological parent of an employee or someone who functioned as a parent to the employee when he/she was a child.
- **Spouse** - current husband or wife.
- **Serious Medical Condition** - an illness, injury or impairment, physical or mental condition requiring inpatient care or absences on a recurring basis for more than a few days for recovery or treatment. The term is not intended to

cover short-term conditions or cosmetic treatments which are not medically necessary unless inpatient hospital care is required. Prenatal care and routine examinations are explicitly excluded.

Employees need to provide the Personnel Department with at least thirty (30) days written notice of intention to take Family Leave when the precipitating event is foreseeable such as a birth, adoption, or planned medical treatment. The City reserves the right to require the employee to obtain a physician's certification of the existence of a serious medical condition of the employee, spouse, parent or child. The City may, if not satisfied with the certification, at the City's expense require a second opinion. The City may pay for a third opinion if the first two conflict; however, the third opinion is binding on both parties. In the event thirty (30) days written notice of intention to take Family Leave is not possible due to an emergency, the City requests written notice to be submitted to the Personnel Department within two (2) days of the emergency. Family Leave may be denied if advance notices or medical certification requirements are not met. In the event the Family Leave was necessitated by a serious medical condition of the employee, the City requires a fitness for duty report from a medical provider before the employee may return to work.

The City requires employees to use any accrued sick leave before taking unpaid leave. Medical benefits under the City's group medical plan will continue through the duration of the Family Leave. In the event the employee has dependent coverage through the group medical plan, the employee is responsible to make timely payment for his/her share of the premiums. If the employee fails to return to work at the end of the Family Leave period and the reason for failing to return is not either the serious health condition of the spouse, child, parent, or employee, the City will proceed to recover the premium it paid for the employee while on Family Leave. Employees will not accrue Personal Leave or Sick Leave when on Family Leave.

## **ARTICLE 16**

### **FUNERAL LEAVE**

**Section 1.** Full-time permanent employees may be granted, with the approval of the Chief, a maximum of three (3) consecutive working days off with pay in the event of a death in the immediate family. For the purpose of funeral leave, immediate family includes all the above in addition to one's father-in-law, mother-in-law, grandmother, grandfather, brother-and sister-in-law, legal guardian or any relative living in the same household.

**Section 2.** *Immediate Family* is defined as the spouse, "off-spring," parents, and siblings.

**Section 3.** Any employee seeking approval for the taking of funeral leave shall submit a written statement to the Chief setting forth the full name of the deceased, place and date of death, and the relationship of the deceased to the employee.

**ARTICLE 17**  
**OUTSIDE EMPLOYMENT**

Employees will submit in writing to the Chief any request for outside employment. Their request will detail the type of employment requested, the number of hours required, and the name and owners of the prospective secondary employer. If the Chief approves the outside employment, he/she will submit the request to the City Manager for final approval. All approved requests for outside employment will be valid for one year. However, no request for outside employment shall be unreasonably denied.

**ARTICLE 18**  
**HOSPITALIZATION**

**Section 1.** The City agrees to pay one hundred percent (100%) of individual coverage for the employee and fifty percent (50%) for dependent coverage. However, if the premium for dependent coverage increases by more than fifteen percent (15%) of the current cost, this Article shall be subject to immediate renegotiation with P.B.A.

**Section 2.** The City agrees to continue payment of one hundred percent (100%) of the cost of life insurance on employees covered by this Agreement.

**Section 3.** The City agrees to provide each employee with a long-term disability insurance policy. This provision applies only to employees who have been employed by the City continuously for at least three (3) months.

**ARTICLE 19**  
**ALLOWANCES**

**Section 1.** The City shall purchase for each employee who does not already own one an approved style gun holster equivalent, **such as Safariland**, that allows for maximum weapon retention by the employee. The City agrees to furnish other required leather equipment for all employees hired subsequent to this Agreement if the employees do not own the required leather. Upon the recommendation of the Chief, the City will replace leather equipment as needed for all employees if required due to normal wear and tear. Employees are required to take reasonable measures to maintain the leather equipment. Upon termination from City employment, the employee shall return to the City all leather and other equipment and clothing furnished by the City.

**Section 2.** Uniforms which are damaged as the result of an employment function or which are extremely worn through normal wear or tear shall be replaced within a reasonable period of time.

**Section 3.** The Chief shall select and approve for duty-wear, a windbreaker-style jacket that may be purchased by the employee at the employee's discretion. The City shall provide appropriate patches at no cost to the employee.

**Section 4.** To the extent not covered by Workers' Compensation, the City shall reimburse an employee for eye glasses and watches that are lost, damaged or destroyed in the line of duty, except through employee negligence as determined by the Chief or his designee. The amount of the reimbursement for any one item shall not exceed \$100.00. In addition, the City shall fully reimburse an employee for the in-line-of duty loss, damage or destruction of any personal item used by the employee with the written permission of the Chief or his designee, unless the loss, damage or destruction was through employee negligence as determined by the Chief or his designee.

**Section 5.** Investigators assigned to the Criminal Investigation Division will receive a yearly allowance to purchase appropriate civilian clothing in the amount \$400.00.

**Section 6.** The City will implement a Take Home Vehicle Program at the discretion of the Chief of Police based upon the availability of vehicles for those bargaining unit members who reside in the City of Quincy for the duration of the contract period.

**Section 7.** The City will provide cellular phones for those bargaining unit members who are on duty.

## **ARTICLE 20**

### **PROMOTIONS**

**Section 1.** When a vacancy or new position for the rank of Sergeant becomes available, interested persons shall fill out an application furnished by the City, which shall include a resume.

- A.** Two (2) years experience as a certified officer with the Quincy Police Department shall be required before an application is accepted for the position of Sergeant. An applicant who is not a current Quincy Police Department employee shall be required to have a minimum of four (4) years experience as a certified officer.
- B.** Three (3) years experience as a certified officer with the Quincy Police Department including one (1) year of supervisory experience shall be required before an application is accepted for the position of Lieutenant. An applicant who is not a current Quincy Police Department employee shall be required to have a minimum of five (5) years experience as a certified officer, including three (3) years of supervisory experience, preferably in law enforcement.
- C.** Competitive promotional examinations prepared or selected by the Chief or his designee designed to measure an applicant's fitness for promotion will be given to all applicants.
- D.** Applicants selected for promotion will be selected by the Chief and approved by the City Manager. In selecting an applicant for promotion, the Chief will take into consideration all other factors deemed important and the the following criteria: written examination scores, applicant's time of service and training, applicant's yearly evaluation, oral board scores, and physical assessment test. The Chief is not obligated to promote the applicant receiving

the highest scores in these six (6) areas if, in the opinion of the Chief, other factors indicate another applicant should be promoted. Where qualifications are essentially equal, preference will be given to City employees. The Chief or his designee will explain to any applicant not promoted the reasons the applicant was not selected, if he/she requests and explanation.

- E.** Oral boards will be composed of three (3) law enforcement supervisors selected by the Chief and holding the rank of Sergeant or above. Oral board questions will be the same for each applicant, and shall be designated to measure an applicant's fitness for promotion.
- F.** Promotional candidates must submit to a urinalysis test and a psychological exam.

## **ARTICLE 21**

### **POLITICAL ACTIVITIES**

**Section 1.** No employee shall seek election or appointment to a public office which is currently held by an individual who has the authority to appoint, employ, promote, or otherwise supervise the employee, where that individual has qualified to seek re-election or reappointment in that office, unless the employee resigns from his or her City employment.

**Section 2.** No employee shall:

- A.** Use his or her official authority or influence for the purpose of interfering with an election or a nomination of office or coercing or influencing another person's vote or affecting the result thereof;
- B.** Directly or indirectly coerce or attempt to coerce, command, or advise any other officer or employee to pay, lend, or contribute any part of his or her salary, or any money, or anything else of value to any party, committee, organization, agency, or person for political purposes;
- C.** Directly or indirectly coerce or attempt to coerce, command, and advise any such officer or employee as to where he or she might purchase commodities or to interfere in any other way with the personal right of said officer or employee.

**Section 3.** No employee shall take any active part in political management or political campaigns in an election for Mayor or Commissioner of the City of Quincy, Florida while on duty.

**Section 4.** No employee shall solicit, orally or by letter, contributions or services for any political party or candidate from any employee during his or her hours of duty, service, or work within the City.

**Section 5.** Nothing in this Article shall be construed to restrict the right of any employee to hold membership in and support a political party, to vote as he or she chooses, to express opinions on all political subjects and candidates, to maintain political neutrality, to

attend political meetings after working hours, or to campaign actively during off-duty hours in all areas of political activity.

## **ARTICLE 22**

### **HOURS OF WORK AND OVERTIME**

**Section 1.** The work day for each full-time employee assigned on the eight (8) hour shift schedule shall be defined as any time worked in a twenty-four (24) hour period in normally scheduled eight (8) hour shifts.

The work day for each full-time employee assigned on the ten (10) hour shift schedule shall be defined as any time worked in a twenty-four (24) hour period in normally scheduled ten (10) hour shifts.

The work day for each full-time employee assigned on the twelve (12) hour shift schedule shall be defined as any time worked in a twenty-four (24) hour period in normally scheduled twelve (12) hour shifts.

**Section 2.** Personnel assigned to the eight (8) hour shift schedule who work in excess of eight (8) hours in a work day, shall be paid in accordance with the Federal Labor Standards Act guidelines. Personnel assigned to the ten (10) hour shift schedule who work in excess of ten (10) hours in a work day shall be paid in accordance with the Federal Labor Standards Act guidelines. Regardless of shift schedule, this excludes the ten (10) minute check on period. Personnel assigned to the twelve (12) hour shift schedule who work in excess of twelve (12) hours in a work day, shall be paid in accordance with the Federal Labor Standards Act guidelines. Personnel assigned to twelve (12) hour shift schedule shall be paid straight time for the additional four (4) hours in excess of eighty (80) hours for a total of eighty-four (84) hours per pay cycle.

**Section 3.** An employee's assigned shift will not be involuntarily changed or altered to avoid payment of earned overtime. Prior to a change in shift assignment, Management will provide a fourteen (14) day notice.

**Section 4. Call back.**

- A.** *Call back* is defined as the assignment of an off-duty officer to duty when the City has more than four (4) hours notice of the need to make the assignment. Call back assignments shall be made from the voluntary call back list maintained by the Police Department. Employees may sign up for voluntary call back on an annual basis at the beginning of each fiscal year.
- B.** *Emergency call back* is defined as the assignment of an off-duty employee to duty when the City has less than four (4) hours notice of the need to make the assignment. Emergency call back may be made from any list at any time as deemed necessary by the supervisor on duty.



**Section 5.** If an employee is subpoenaed to appear as a witness in a job-related court case, the employee shall receive pay at time and one-half the employee's hourly base rate for the actual time the employee is in Court; provided, however, that the employee shall receive a minimum of one (1) hour pay at time and one half if the employee is subpoenaed to appear and appears during off-duty time that is not contiguous to the employee's work day.

**Section 6.** In the event an employee assigned to Police Operations is required to be on-call outside of his regular shift and mandated to respond, he shall be paid on the following basis:

<u>DAY</u>	<u>AMOUNT</u>
Weekday	\$10.00
Saturday or Sunday	\$20.00
Observed Holiday	\$20.00

**Section 7.** During the spring of each year, time goes forward one hour and during the fall of each year, time goes backward one hour. During these two periods, personnel assigned to eight (8) hour shifts who work more than eight (8) hours will receive overtime and any employee who works less than eight (8) hours will be charged for the appropriate time. Personnel assigned to the ten (10) hour shift who work more than ten (10) hours will receive overtime and any employee who works less than ten (10) hours will be charged for the appropriate time. Personnel assigned to the twelve (12) hour shift that work more than twelve (12) hours will receive overtime and any employee who works less than twelve (12) hours will be charged for the appropriate time.

## **ARTICLE 23** **WAGES**

### **Section 1 Wage Adjustments**

Retroactive to October 1, 2018, the following wage adjustments shall be implemented as described below. Current bargaining unit employees shall have their salaries adjusted as set forth on Appendix C, which is incorporated herein by reference.

1. The minimum starting salary for a certified police officer of the City shall be \$ \$33,758.40 with an hourly rate of \$16.23. The annual salary of a police officer working 2080 hours shall be a minimum of \$33,758.40. The annual salary of a police officer working 2184 hours shall be a minimum of \$35,446.
2. The salary adjustment for each officer would be a minimum of 3.5% increase. Some Sergeants and Lieutenants will receive a "bonus check" to make a 3.5% increase. In year 2 and 3 of the contract, officers would receive a 2.5% increase.

The City agrees to implement a "Step Pay Plan" for years 2 and 3 of this contract which shall increase salaries by 2.5%. This "Step Pay



Plan” shall end at the end of this contract and must be renegotiated again.

## **Section 2      Salary Bonus**

Retroactive to October 1, 2015, eligible bargaining unit employees and newly hired officers shall receive the following, one-time retention bonuses as shown below:

Completion of two (2) years of service:	\$2,000.00
Completion of three (3) years of service:	\$1,000.00

Those current bargaining unit employees eligible for a retention bonus are reflected on Appendix and shall receive the bonus upon ratification of the agreement.

## **Section 3.      Fiscal Year 2019 -2020 and 2020-2021**

Unless otherwise mutually agreed by the City and P.B.A., the wage rates and annual salary adjustments for fiscal year 2019 – 2020 and 2020-2021 shall be equal to an annual percentage salary adjustment of 2.5% per the “Step Pay Plan”.

## **Section 4.      Direct Deposit**

Upon full ratification of this Agreement by both parties, the P.B.A. agrees that all current and new members will allow the City to make wage and leave payout payments through direct deposit.

**Section 5.** For promotional increases , employees will be raised to the minimum of the new salary grade. However, in no case will the newly promoted employee receive less than a five (5%) percent increase.

**Section 6.** Employees assigned to the Police Department, who are also assigned as a Field Training Officer (FTO) shall receive a salary supplement at the rate of one (1) hour overtime per day while acting as an FTO. provided appropriate documentation is completed.

**ARTICLE 24**  
**PERSONAL LEAVE DAY**

The Chief or his designee has the discretion to place an employee on leave with pay for the remainder of his scheduled shift when, in the opinion of the Chief or his designee, it is warranted due to stress produced by job duties and responsibilities for the City.

**ARTICLE 25**  
**PROBATIONARY PERIOD**

The probationary period for a new employee shall be for a period of twelve (12) months from the first day of work for the employee. The probationary period for an employee who has received a promotion shall be for a period of three (3) months from the first day of work for the employee. The probationary period for a promotional employee may be extended at the written direction of the Chief for an additional period of up to three (3) months. Employees who have completed the probationary periods described above shall be considered in permanent status.

**ARTICLE 26**  
**MAINTENANCE of CONDITIONS**

All pay and benefit provisions, work rules, regulations, policies and procedures of the City and the Police Department in effect prior to the effective date of this Agreement and which are not specifically provided for or modified by this Agreement shall continue in effect during the terms of this Agreement.

**ARTICLE 27**  
**SEVERABILITY CLAUSE**

**Section 1.** If any Article or Section of this Agreement should be found invalid, unlawful or not enforceable by reason of any existing or subsequently enacted legislation or by judicial authority, all other Articles and Sections of this Agreement shall remain in full force and effect for the duration of this Agreement.

**Section 2.** In the event of invalidation of any article or section, both the City and the P.B.A. agree to meet within thirty (30) days of such determination for the purpose of arriving at a mutually satisfactory replacement for such article or section.

## **ARTICLE 28**

### **RETIREMENT**

**Section 1.** Employees enrolled in the Police and Fire Pension Plan will utilize rules of the P/F Pension Plan when determining retirement. All other employees will utilize the retirement as allowed in the City's employee handbook.

**Section 2.** The City Commission will review the City employees' Pension Plan on an annual basis and the plan will be funded annually at twelve percent (12%) of the covered payroll.

**Section 3.** The following are the minimum retirement ages:

- A.** *Regular Retirement*, at age 62 with ten (10) years service.
- B.** *Early Retirement*, at age 55 with fifteen (15) years service.
- C.** **25 years of service at any age**

**Section 4.** The City and members of the P.B.A. shall form a committee to discuss any changes to the current retirement system.

## **ARTICLE 29**

### **CONSULTATION**

The Chief and/or his designated representatives may meet periodically with up to three (3) P.B.A. representatives to discuss City law enforcement activities related to matters that are not covered by this Agreement and to discuss questions relating to implementation of this Agreement.

## **ARTICLE 30**

### **RESIDENCY REQUIREMENTS**

**Section 1.** All employees employed prior to January 1987, currently living outside the ten (10) mile radius but inside the twenty-three (23) mile radius, may for the life of their employment reside within a thirty (30) mile radius of the Police Department.

**Section 2.** Except as provided in Section 1, law enforcement officers must reside within a thirty (30) mile radius of the Police Department as determined by a global positioning device, per the straight line method.

## **ARTICLE 31**

### **NEGOTIATIONS**

**Section 1.** The Association agrees that all collective bargaining is to be conducted at the City Manager's level with City representatives designated for that purpose

by the City Manager. There shall be no negotiations by the Association at any other level of City government.

**Section 2.** The Association may designate two (2) employees to serve on its negotiating team to negotiate a successor collective bargaining agreement. If the employees are scheduled to be on duty for any or all of a negotiating session, one of the employees may be granted leave with pay for the time the employee is scheduled to be on duty so long as the employee's absence does not create a manpower shortage in the employee's shift that requires the City to add personnel to the shift at the City's expense.

**ARTICLE 32**  
**DEATH BENEFIT**

In the event of the death of an officer in the line of duty, the City will pay the officer's beneficiary all accrued unused personal and holiday leave at one-hundred (100%) percent of value.

**ARTICLE 33**  
**TERM of AGREEMENT**

This Agreement with the exception of Article 23 Wages, shall be retroactive to October 1, 2018 and shall continue in place until September 30, 2021. It shall not be subject to renegotiation during its term except with the mutual agreement of the City and PBA.

**APPENDIX A**  
**GRIEVANCE FACT SHEET**

Employee \_\_\_\_\_

Department \_\_\_\_\_

Badge # \_\_\_\_\_ Shift \_\_\_\_\_

Date \_\_\_\_\_ of \_\_\_\_\_

Grievance \_\_\_\_\_

Contract \_\_\_\_\_ Clause \_\_\_\_\_ involved \_\_\_\_\_

Other \_\_\_\_\_

Supervisor \_\_\_\_\_

Involved \_\_\_\_\_

\_\_\_\_\_

Witnesses \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**STATEMENT OF FACTS:**

(1) Employee's Version:

Member's \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

(2) Grievance Representative's Investigation:

Settlement Desires:

Make three copies

Grievance \_\_\_\_\_ Representative \_\_\_\_\_

Date \_\_\_\_\_

**APPENDIX B**  
**PHYSICAL FITNESS GUIDELINES**

**As set out in the P.A.T. Test as established by FDLE**

**APPENDIX C**  
**City of Quincy Police Department**  
**Salary Adjustment per Article 23 – Wages**  
**Fiscal Year 2018-2019**

Every officer would get at least a 3.5% as they are placed on the new step plan.  
Some sergeants and lieutenants would receive a “bonus check” to make a 3.5% increase.  
In year 2 and 3 of this contract officers would receive a 2.5% increase per the “Step Pay Plan”.

Employee #	JOB TITLE	Current	FY 2019	%	Lump Sum
600	LIEUTENANT	26.2390	26.88	2.4%	611.52
3.50%					
358	LIEUTENANT	25.5211	26.22	2.7%	414.96
3.50%					
899	LIEUTENANT	22.5559	23.18	2.8%	371.28
3.50%					
1007	SERGEANT	18.3631	19.28	4.9%	
951	SERGEANT	18.9041	19.74	4.4%	
792	SERGEANT	19.6325	20.23	3.0%	196.56
3.50%					
859	SERGEANT	19.7156	20.23	2.6%	393.12
3.50%					
1593	POLICE OFFICER	15.6200	16.23	3.9%	
1592	POLICE OFFICER	15.6200	16.23	3.9%	
1599	POLICE OFFICER	15.6200	16.23	3.9%	
1594	POLICE OFFICER	15.6200	16.23	3.9%	
1584	POLICE OFFICER	15.6250	16.23	3.9%	
1629	POLICE OFFICER	15.6250	16.23	3.9%	
1630	POLICE OFFICER	15.6250	16.23	3.9%	
1539	POLICE OFFICER	15.9375	16.64	4.4%	
1549	POLICE OFFICER	15.9375	16.84	4.4%	
1492	DETECTIVES AND INV	16.2563	17.06	4.9%	
1459	POLICE OFFICER	16.2563	17.06	4.9%	
1274	DETECTIVES AND INV	16.4030	17.06	4.0%	
1212	POLICE OFFICER	16.7276	17.49	4.6%	
1639	POLICE OFFICER*	16.23	16.23		
1640	POLICE OFFICER*	16.23	16.23		
1641	POLICE OFFICER*	16.23	16.23		
1644	POLICE OFFICER*	16.23	16.23		

\* Denotes new employees hired after 10/1/2018 at new pay rate.

**Schedule of Pay Ranges  
Law Enforcement Unit  
Fiscal Year 2018-2020**

<b>Rank</b>	<b>Minimum</b>	<b>Maximum</b>
Police Officer	\$33,758.40	\$49,615.00
Sergeant	\$40,060.80	\$53,912.00
Lieutenant	\$44,782.40	\$63,576.00

**Quincy Police Department  
Step Pay Plan (2.5%)**

<b>Officer</b>	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Hourly rate	16.23	16.64	17.06	17.49	17.93	18.38	18.84				
<b>Sergeant</b>											
Hourly rate	19.26	19.74	20.23	20.74	21.26	21.79	22.33				
<b>Lieutenant</b>											
Hourly rate	21.53	22.06	22.61	23.18	23.76	24.35	24.96	25.58	26.22	26.88	27.55



**SIGNATURE PAGE**

**IN WITNESS WHEREOF**, the parties have hereunto set their hands and seals as of the dates set forth below.

**FOR THE CITY OF QUINCY, FL**

\_\_\_\_\_  
Angela G. Sapp – Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jack L. McLean, Jr – Interim City Manager

\_\_\_\_\_  
Date

**ATTEST:**

By \_\_\_\_\_  
Clerk of the City of Quincy, and  
Clerk of the City Commission

**EXECUTED** this \_\_\_\_ day of \_\_\_\_\_, 2019

Approved as to Form

\_\_\_\_\_  
**City Attorney**

**FOR THE FLORIDA P.B.A.**

\_\_\_\_\_  
Harold Barber – Unit Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Steve Slade, Big Bend President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Stephanie Dobson Webster, General Counsel

\_\_\_\_\_  
Date

**Collective Bargaining Agreement**

**between the**

**City of Quincy**

**A Municipality of the State of Florida**

**and the**

**Big Bend Police Benevolent Association**

**A Chapter of the Florida Police**

**Benevolent Association, inc.**

**October 1, 2015 - September 30, 2018**

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## **PREAMBLE**

THIS AGREEMENT is entered into by and between the CITY of QUINCY, hereinafter referred to as the *City*, and BIG BEND CHAPTER of the FLORIDA POLICE BENEVOLENT ASSOCIATION, Inc., a Florida corporation, hereinafter referred to as *P.B.A.*, for the purpose of promoting harmonious, peaceful procedure for the settlement of differences which might arise, and to set forth the basic and full agreement between the parties concerning rates of pay, wages, hours of work, health, safety and other conditions of work.

## **ARTICLE 1** **RECOGNITION**

The City acknowledges that the Public Employees Relations Commission has certified the P.B.A. as collective bargaining agent for the following employees of the City, hereinafter referred to as employees:

*Police Officer*  
*Police Investigator*  
*Police Sergeant*  
*Police Lieutenant*

## **ARTICLE 2** **NON-DISCRIMINATION**

**Section 1.** The City and the P.B.A. agree that the provisions of this Agreement shall be equally applicable to all employees without regard to race, color, religion, creed, sex, national origin, age, disability, marital status, or membership or non-membership in P.B.A. or other labor organizations, as provided by law. Alleged violations of this provision shall not be subject to appeal or arbitration under this Agreement because adequate relief is available for any alleged violation under federal and state law.

**Section 2.** The City and the P.B.A. recognize that Florida law gives the employees the right to join the P.B.A. or not to join the P.B.A. Neither the City nor P.B.A. shall discriminate for or against employees because of membership, or lack of membership, in P.B.A. Neither the City nor P.B.A. shall attempt to intimidate or coerce employees into joining or continuing membership in P.B.A., nor shall they interfere with employees in any way because of failure or refusal to join P.B.A.

## **ARTICLE 3** **NO STRIKES**

**Section 1.** The employees, the P.B.A. and P.B.A.'s officers and agents shall not strike.

**Section 2.** "*Strike*" means the concerted failure of employees to report for duty; the concerted absence of employees from their positions; the concerted stoppage of work by employees; the concerted submission of resignations by employees; the concerted abstinence, in whole or in part,

by any group of employees from the full and faithful performance of the duties of employment with the City for the purpose of inducing, influencing, condoning, or coercing a change in the terms and conditions of employment or the rights, privileges, or obligations of public employment, or participating in a deliberate and concerted course of conduct which adversely affects the services of the City; the concerted failure of employees to report for work after the expiration of this Agreement; and picketing in furtherance of a work stoppage. The term “*strike*” also means any overt preparation including, but not limited to, the establishment of strike funds with regard to the above-listed activities.

**Section 3.** Any employee who participates in or promotes a strike as defined above may be discharged or otherwise disciplined. Such disciplinary action shall not be subject to the grievance procedure set forth in this Agreement.

**Section 4.** In the event of a strike, an official P.B.A. spokesman shall promptly and publicly disavow such strike, order the employees to cease the illegal activity and, if the employees are not working, order them to return to work.

**Section 5.** Any striking employee and the P.B.A., if it strikes, may individually and collectively be liable for any damages suffered by the City or any other party as a result of a violation of the strike prohibition contained herein.

**Section 6.** In the event of a strike, the City shall be entitled to seek and obtain legal and/or equitable relief in any court of competent jurisdiction.

#### **ARTICLE 4**

### **MANAGEMENT RIGHTS**

**Section 1.** P.B.A. recognizes that the City has, and will continue to retain, the right to operate and manage all of its affairs in all respects except insofar as the City has specifically abridged, deleted, delegated, granted or modified its functions, rights, powers, responsibilities and authority by express provisions of this Agreement.

**Section 2.** The rights of the City, through its management officials, include but are not limited to the rights:

- A.** to determine unilaterally the purpose and scope of each of its constituent agencies;
- B.** to set standards of service to be offered to the public;
- C.** to exercise complete control and discretion over its organization and operations, including the right to subcontract;
- D.** to direct the employees, including assigning work, assigning overtime and determining the amount of overtime required, and assigning the time and number of work hours;
- E.** to hire, transfer, classify, promote, examine, train, assign, and schedule employees;
- F.** to take disciplinary action including suspension, demotion, discharge, or other disciplinary action for just cause;
- G.** to increase, reduce, change, modify or alter the composition and size of the workforce, including the right to relieve employees from duties because of lack of work or funds, or other reasons;
- H.** to determine the location, methods, means, and personnel by which operations are to be conducted;

- I.** to determine the basis for selection, retention, and promotion of employees;
- J.** to establish, modify, combine, or abolish job pay positions or classifications;
- K.** to determine the type of equipment used in the sequence of work processes;
- L.** to make technological alterations by revising either processes or equipment, or both;
- M.** to determine the standards and the quality and quantity of work to be produced;
- N.** to establish, expand, transfer and/or consolidate work and activities;
- O.** to establish, implement and maintain an effective internal security program;
- P.** to terminate or eliminate all or any part of its work or facilities; and
- Q.** to approve or disapprove time off from work or leave without pay.

**Section 3.** The City Commission has the sole authority to determine the purpose and mission of the City. The City Manager has the sole authority to prepare and submit budget recommendations of the City Commission. The City Commission has the sole authority to adopt the budget for the City.

**Section 4.** If, in the sole discretion of the City, it is determined that civil emergency conditions exist, including but not limited to riots, civil disorders, hurricane conditions or similar catastrophes, then the provisions of this Agreement may be suspended by the City during the time of the declared emergency, provided that wage rates and monetary fringe benefits shall not be suspended.

**Section 5.** The inherent managerial functions, prerogatives and policy making rights which the City has not expressly modified or restricted by a specific provision of this Agreement are not in any way, directly or indirectly, subject to the grievance procedure contained herein. The City's failure to exercise any right, prerogative or function hereby reserved to it, or the City's exercise of any such right, prerogative or function in a particular way, shall not be considered a waiver of the City's right to exercise such right, prerogative or function.

**ARTICLE 5**  
**MEMBERSHIP DUES DEDUCTIONS**

**Section 1.** In accordance with Section 447.303, Florida Statutes. the City will deduct P.B.A. dues from employees' paychecks.

**Section 2.** P.B.A. shall certify to the City in writing over the signature of the President of the P.B.A. the amount of the dues to be deducted monthly.

**Section 3.** Employees may request that P.B.A. dues be deducted from their paychecks by signing a document that provides:

Name:	SS#:
Address:	
Signature:	Date:

**Section 4.** Following receipt of a written and signed authorization from an employee, the City will deduct dues from the employee's paychecks in accordance with the schedule set forth in Section 5 of this Article. In the event the City has fewer than seven (7) days between receipt of the

authorization and the next pay period in which dues are to be deducted, the City will begin the dues deductions the month following receipt of the authorization.

**Section 5.** Dues deductions for the month will be deducted from an employee's paycheck received on the 15th of the month .

**Section 6.** In the event an employee's net earnings after deductions for federal withholding tax, social security, retirement, medical insurance, credit union and other priority deductions are not sufficient to cover dues deductions, the deductions shall be made in the first pay period in which the employee has sufficient net earnings to cover the dues deductions.

**Section 7.** By the 15th of the succeeding month, the City shall remit to the P.B.A. the monies deducted. less twenty-five cents (25¢) for each employee deduction to reimburse the City for the cost of deduction. The City's remittance will be deemed correct if, within two (2) weeks of the time it is received by P.B.A., the P.B.A. does not give written notice to the City of its belief, with reasons stated therefore that the remittance is incorrect.

**Section 8.** P.B.A. will indemnify, defend and hold the City harmless against any claims made and against any suit instituted against the City because of any deduction of P.B.A. dues.

**Section 9.** The City will discontinue dues deductions for any employee within thirty (30) days of the City's receipt of a document signed by the employee requesting the revocation of dues deductions, which document shall state:

**INSTRUCTION TO STOP PAYCHECK DEDUCTION OF PBA DUES:**

I hereby instruct the City of Quincy to stop deducting from my paycheck each month the current regular monthly P.B.A. dues. A copy of these instructions has been sent to the P.B.A.

Name:	SS#:
Address:	
Signature:	Date:

**Section 10.** P.B.A. shall certify to the City in writing over the signature of an official spokesman of the P.B.A. any change in the amount of the dues to be deducted. Any change will be effective within thirty (30) days from receipt by the City of the certified statement from the P.B.A.

**ARTICLE 6**  
**P.B.A. REPRESENTATION**

**Section 1.** The City agrees to allow a P.B.A. staff representative reasonable access to employees for the purpose of grievance investigation or other matters relating to the application of this Agreement.

**Section 2.** A P.B.A. staff representative, the City Manager, the Chief, and appropriate employees may meet to discuss matters relating to the administration of this Agreement which affect

employees upon the request of a designated P.B.A. staff representative, the City Manager, or the Chief. It is understood that these meetings shall not be used for negotiating purposes.

## **ARTICLE 7**

### **BULLETIN BOARDS**

**Section 1.** P.B.A., if it desires, may place a bulletin board of standard size for its own exclusive use where employees are required to report for work assignments. The bulletin boards must be in keeping with the decor of the location in which they are placed, and must be approved by the City Manager.

**Section 2.** P.B.A. may post the following documents on its bulletin boards:

- A.** This Agreement
- B.** Notices of P.B.A. meetings
- C.** Notices of P.B.A. elections and their results
- D.** Notices of P.B.A. recreational and social affairs
- E.** Professional educational materials relating to law enforcement

**Section 3.** Documents posted shall not contain any information other than that specifically set forth in Section 2. All notices or other documents posted on the bulletin board shall be signed by the P.B.A. elected representative prior to posting. Any documents posted on the bulletin board containing any information other than that specifically set forth in Section 2 may be removed by the Chief or, in his absence, his designated appointee. If a document is removed, the Chief or his designated appointee shall notify the P.B.A. elected representative that the document was removed and the reason for removal.

**Section 4.** It is understood between the parties that the City shall not incur any cost or expense as a result of this Article.

## **ARTICLE 8**

### **GRIEVANCE PROCEDURE**

**Section 1.** It is the policy of the City and the P.B.A. to encourage discussion of an employee complaint on an informal basis between the employee and the employee's supervisor. The discussion should be held in an attempt to reach an understanding, which will resolve the matter in a manner mutually satisfactory to the employee and the City without the need for recourse to the formal grievance procedure. An employee's complaint should be presented and handled promptly and should be resolved at the lowest level of supervision consistent with the authority of the supervisor.

**Section 2.** *Definitions*

- A.** For purpose of this Agreement, a "grievance" is defined as a dispute involving the interpretation or application of this Agreement.
- B.** The term "days" as used in this Article shall mean work days.
- C.** The term "**employee**" as used in this Article shall mean any employee included in the bargaining unit with the following exceptions:



(1) A probationary employee who has not obtained permanent status in a classification included in the bargaining unit may not utilize the grievance procedure to contest disciplinary or separation actions.

(2) A probationary employee whose status is the result of a promotion to a classification included in the unit may not utilize the grievance procedure to contest a demotion during the employee's probationary period if the demotion is not imposed as discipline, but for substantial performance in the classification.

**Section 3.** Grievances shall be processed in accordance with the following procedure:

**STEP 1:**

An employee with a grievance shall submit the grievance in writing to the appropriate supervisor within seven (7) days of the occurrence of the action giving rise to the grievance. The written statement must include a concise statement of facts alleged to support the grievance, and shall be written on the Grievance Fact Sheet attached to this Agreement as **Appendix A**. If the supervisor feels the grievance can best be resolved through informal discussion with the employee, the supervisor shall request a meeting with the employee. Within fifteen (15) days from receipt of the grievance, the supervisor shall send to the employee the supervisor's written decision.

If the action that gives rise to the grievance is a disciplinary action, the seven (7) day period within which a grievance must be submitted shall run from the day the employee receives written notification of the disciplinary action. The employee must initial and date the City's copy of the notification. Failure to date and initial shall be grounds for disciplinary action. If the employee refuses to accept the notification, or if the City is unable to locate the employee after making reasonable attempts, the City may mail the notification to the last known address for the employee. In that event, the grievance must be filed within seven (7) days of the mailing of the notification.

**STEP 2:**

If the employee is not satisfied with the supervisor's response, within ten (10) days of receipt of the supervisor's response, the employee shall present a written grievance to the Chief. This written grievance also shall contain a concise statement of the facts upon which it is based, shall be dated, and shall be signed by the submitting employee. The grievance shall be written on the Grievance Fact Sheet attached to this Agreement as **Appendix A**. The Chief may request a meeting with the employee. Within fifteen (15) days of receipt of the grievance, the Chief shall respond, in writing, to the employee.

**STEP 3:**

If the grievance is not resolved at Step 2, the employee may submit the grievance in writing to the City Manager within ten (10) days after receiving the decision from the Chief. This written grievance shall contain a concise statement of the facts upon which it is based, shall be dated, and shall be signed by the submitting employee. The grievance shall be written on the Grievance Fact Sheet attached to this Agreement as **Appendix A**. Within thirty (30) days of receipt of the grievance, the City Manager shall respond in writing to the employee.

**Section 4. Arbitration**

**A.** If the grievance has not been satisfactorily resolved at Step 3, the employee or P.B.A., on behalf of the employee, may, within ten (10) days of receipt of the written response

by the City Manager, submit a written request for arbitration to the City Manager. Within seven (7) days after the City Manager has received the request to arbitrate, P.B.A. and the City Manager shall submit a joint written request to the Director of the Federal Mediation and Conciliation Service for a list of names of five (5) professional arbitrators. Within seven (7) days after receipt of the list the City Manager or his designee and a P.B.A. representative shall meet to alternately cross out names on the list. The remaining name shall be the arbitrator. A coin shall be tossed to determine who shall cross out the first name. The parties shall jointly notify the arbitrator of his or her selection. Either party may object to all names on the list, provided the objection is made prior to the commencement of the striking process. If this happens, another joint request shall be made to the Director of the Federal Mediation and Conciliation Service for another list.

- B.** The arbitration shall be conducted under the rules set forth in this Agreement.
- C.** The date, time and place of the hearing shall be established by consultation between the arbitrator, the P.B.A. and the City.
- D.** The arbitrator shall have no authority to modify, amend, add to, subtract from, change, or otherwise alter or supplement this Agreement or any part hereof or any amendment hereto. The arbitrator shall have no authority to consider or rule upon any matter, which is not a grievance as defined in this Agreement. The arbitrator may not issue declaratory or advisory opinions and shall confine himself or herself exclusively to the question which is presented, which questions must be in writing, actual and existing.

The arbitrator shall have jurisdiction and authority to decide whether the imposed disciplinary action covered by the terms of this Agreement was for cause. Where there is an issue regarding arbitrability, it is understood that the issue will be resolved separate and apart from the merits of the grievance. A new and different arbitrator may be selected by the parties to hear the merits of the grievance should the matter be found to be arbitrable. The arbitrator's award may not provide for back pay which exceeds the amount of pay the employee would otherwise have earned at the employee's regular rate of pay, and such back pay shall not be retroactive to a date earlier than the date of the occurrence of any event which resulted in the grievance under consideration. The arbitrator shall consider whether the grievant made a good faith attempt to find other work and otherwise mitigate his back pay. The arbitrator's determination shall not modify City or Department policy or constitute precedent for future similar conduct.

- E.** At the conclusion of the arbitration hearing, post hearing briefs may be filed at the request of either party or the arbitrator. The arbitrator shall have sixty (60) days from the completion of the hearing or receipt of briefs, whichever is later, to render his or her decision. The arbitrator shall submit in writing his or her decision to both parties. The decision of the arbitrator shall be based exclusively upon specific findings of fact and conclusions based thereon, which findings of fact and conclusions shall be the predicate for any decision made by him or her. In rendering a decision, the arbitrator shall consider only the written, oral or documentary evidence submitted to him or her at the hearing. The arbitrator's decision shall be final and binding on both parties, in accordance with law.

- F.** The fees and expenses of the arbitrator and the cost of a transcript, if both parties agree that a transcript is necessary or if a transcript is requested by the arbitrator, shall be divided equally between the City and P.B.A. Each party, however, shall be responsible for compensating and paying the expenses of its representatives and witnesses.

**Section 5.** Although this grievance procedure is the exclusive procedure for resolution of grievances, nothing in this Article shall be construed to prevent an employee from presenting his or her own grievance; however, P.B.A. shall be given reasonable opportunity to be present at any meeting called for the resolution of a grievance arising under this Agreement.

**Section 6.** The complaint review board procedures set forth in Chapter 112, *Florida Statutes*, shall not be used by any bargaining unit employee to review or appeal a disciplinary action imposed by the City or Department.

**Section 7.** There shall be no reprisals against any of the participants in the procedures set forth in this Article.

**Section 8.** The time limits specified in any step of this procedure may be extended, in any specific instance, by written mutual agreement.

**Section 9.** Nothing in this Article or elsewhere in this Agreement shall be construed to permit the union or bargaining unit employees to process a grievance (a) on behalf of any bargaining unit employee without his/her consent; or (b) when the subject of such bargaining unit employee's grievance is at the same time the subject of an administrative action or an appeal before a federal or state governmental board or agency or court proceeding.

**Section 10.** Attendance at or preparation for any grievance meeting outside of regular work hours shall not be deemed time worked under the Fair Labor Standards Act for those unit employees whom the union requests or requires to attend these off-duty hearings.

**Section 11.** When any provision of this Agreement involves responsibility on the part of the Association which, in the view of the City, is not being properly carried out, the City may present the issue to the Association as a grievance. If such grievance cannot be resolved by discussion between the City and the Association on an informal basis, the grievance shall be initiated at Step 3 of the procedure by the City and submitted in writing to the president of the Association. If not resolved within ten (10) working days following receipt by the Association, the City may submit the grievance to arbitration under the provisions of Section 4.

**Section 12.** A dispute involving the interpretation or application of a provision of this Agreement which gives a right to the Association as an employee organization may be presented by the Association as a grievance. Such grievance shall be initiated at Step 1 of this procedure in accordance with the provisions set forth therein.

## **ARTICLE 9**

### **DISCIPLINARY ACTION**

**Section 1.** Except as provided in Section 2(C), Article 8, an employee shall only be disciplined for just cause. It is understood by the parties that employees are subject to all rules and regulations of the City and of the Police Department. In the event an employee is discharged, suspended or demoted, the City agrees that he or she shall be provided with written notification of the discharge, suspension or demotion. This notification shall be hand-delivered to the employee prior to its effective date, or sent by certified or registered mail to the address in the City records.

**Section 2.** Upon request, any employee may obtain a copy of any statement which he or she (personally) has given to the City or the Department in connection with any investigation based upon which disciplinary action can or will be taken against the employee.

**Section 3.** In the event an employee becomes the subject of a formal Departmental or City investigation arising from a citizen complaint or allegation, the Department or the City, whichever is appropriate, shall notify the employee of the disposition of the complaint upon the conclusion of the formal investigation.

**Section 4.** In the event a supervisor must verbally reprimand an employee, it should be done in private, if practical.

**Section 5.** The Police Officers' Bill of Rights, as enacted into law by the Legislature of the State of Florida, shall be effective throughout the term of this Agreement, except as otherwise provided by Section 6 of Article VIII, *Grievance Procedure*.

**Section 6.** Disciplinary records of employees will be periodically reviewed and may be purged in accordance with Florida State Statutes and appropriate administration codes upon recommendation by the Chief.

- A.** Written reprimands shall not be used in later disciplinary actions against an employee if the employee has maintained a discipline-free work record for at least three (3) consecutive years. Such written reprimands shall be removed from the employee's personnel file at any time after that three (3) year period, upon written request of the employee, and be archived elsewhere by the City.
- B.** Records of oral reprimands shall not be used in later disciplinary actions against an employee if the employee has maintained a discipline-free work record for at least two (2) years. Such records shall be removed from the employee's personnel file anytime after the two (2) year period, upon written request of the employee. and archived elsewhere by the City.
- C.** The City shall not utilize oral or written reprimands forgiven under 6.A. or 6.B. of this article in disciplining an employee. However, the fact that oral or written reprimand have been received and forgiven may be used in a promotional process and procedures, disciplinary, discharge arbitration if the employee asserts a discipline-free work history.

**ARTICLE 10**  
**PERSONNEL RECORDS**

**Section 1.** Each employee covered by this Agreement shall have the right to inspect his or her official personnel files; provided, however, that such inspection shall take place during working hours at the location where the official personnel files are kept. The employee shall have the right to duplicate. at the City's established cost for duplication, copies of any items contained in his or her official personnel files.

**Section 2.** If any derogatory material is placed in an employee's official personnel files, a copy will be sent to the employee. The employee will have the right to answer any such material filed, and his or her answer will be attached to the file copy.

**Section 3.** Where the Chief, City Manager, the Courts, an arbitrator, or other statutory authority determines that a document has been placed in an employee's personnel files in error, or is otherwise invalid, such document shall be stamped "INVALID" and a letter of explanation shall be attached to the document. The document shall be placed in an envelope reserved for such documents and returned to the employee's personnel files.

## **ARTICLE 11**

### **SAFETY and HEALTH**

**Section 1.** The City and P.B.A. are committed to the development of safe working conditions, practices and habits. Both the City and P.B.A. shall cooperate to eliminate any safety hazards due to unsafe working conditions when such are shown to exist, and shall encourage the employees to work in a safe manner. The City and P.B.A. shall conform to and comply with all applicable federal, state and local laws pertaining to safety, health, sanitation and working conditions.

**Section 2.** Protective devices, wearing apparel and other safety equipment required by law to protect employees from injury or occupational disease shall be provided by the City without cost to the employee.

**Section 3.** All protective devices, wearing apparel and other equipment provided by the City pursuant to Section 2 of this Article must be utilized by the employee. Failure to do so shall be just cause for disciplinary action.

**Section 4.** Employees must immediately report to their supervisor any injuries that occur on the job. Accident reports must be filed within twenty-four (24) hours of the accident or injury. If an accident or injury occurs over a holiday or weekend, the report must be filed within twenty-four (24) hours of the end of the weekend or holiday. In the event of a serious injury or fatality, or in the event of any vehicular accident, all appropriate law enforcement agencies, the City's Safety Coordinator, the Police Department's Safety Coordinator and the employee's supervisor shall be notified immediately.

**Section 5.** The Police Department shall have a minimum staff per shift of one (1) supervisor and two (2) patrol personnel.

**Section 6.** The Chief will receive and consider written recommendations with respect to unsafe conditions or other safety ideas from any employee or the P.B.A. Within thirty (30) days of

receipt. the Chief shall give a written reply to the employee or P.B.A. regarding the disposition of the recommendation.

**Section 7.** The City shall allow employees to select one of two options:

- A.** The City will select and purchase bulletproof vests for all employees who request this option. The City strongly encourages employees to wear the vest at all times. Employees shall sign a statement that advises them of the dangers of not wearing their vests at all times. Evening hours from 7:00 p.m. through the morning to 6:00 a.m. shall be a mandatory required time to wear vests with this option.
- B.** An employee shall select to purchase the City's approved bulletproof vest (or one deemed comparable) through the City, through payroll deductions at a rate of \$15.00 per pay period. The City strongly encourages employees to wear their vests at all times and will require employees to sign a statement advising them of the dangers of not wearing their vests at all times.

**Section 8.** The City of Quincy, in order to promote physical fitness, requires participation in the following programs:

- A.** The City will reimburse employees for the co-payments required through the City sponsored health insurance company for a voluntary annual physical and any other examinations related to the physical the doctor feels is necessary through City sponsored health insurance company physicians. Employees are instructed to bring the receipt, indicating the co-payment was for a physical, to the Personnel Department for processing. Employees must keep in mind department demands when scheduling the physical and will be required to provide their immediate supervisor with a minimum of one week's notice of time of the appointment. Employees will need to complete their physicals by October 1 each year.
- B.** There shall be mandatory participation in a fitness evaluation conducted annually. This evaluation shall include the requirements as set forth in the State of Florida Physical Achievement Test (PAT).
- C.** The City shall provide, to any employee who requests, information on nutritional counseling and weigh! loss programs.
- D.** A committee will be formed of bargaining unit member's administrators to study the feasibility of establishing a physical fitness incentive program for police personnel. The recommendations of this committee will not be binding on the City.

**Section 9.** The PBA agrees to allow the City to amend the existing Drug Free Workplace/Drug Testing/Employee Assistance Program to conduct random unannounced alcohol/drug testing on all employees. The selection shall be made by the use of a scientifically valid method, such as computer-based random number generator that is matched with the employee's social security number. payroll number, driver's license, or other comparable identifying number. Each employee shall have an equal chance of being tested under the selection process used, and may be tested more than once, depending on the frequency that he is randomly selected.



The number of employees randomly selected for testing during a twelve (12) month period shall equal an annual rate of not less than 50% of the total number of bargaining unit members subject to testing. This random testing shall only occur while the employee is on-duty, just prior to duty, or immediately upon completing a work period. Refusal to comply with an order to submit to such an examination will constitute the basis for disciplinary action up to and including dismissal.

## **ARTICLE 12** **TRAINING PROGRAMS**

**Section 1.** The City will promote and provide up to eight (8) hours of in-house training programs every three (3) months for all employees to increase their knowledge and efficiency.

**Section 2.** Upon the recommendation of the Chief and the approval of the City Manager, full-time employees shall receive leave with pay to attend other non-in-house training programs. Upon the recommendation of the Chief and with the approval of the City Manager, the City may also pay the expenses incurred by the employee, including registration fees and per diem, in accordance with the City's established per diem schedule in effect at the time of such training program.

**Section 3.** Where practicable, the City will provide an employee the use of a City vehicle for travel to and from an approved non-in-house training program.

**Section 4.** The City will develop and implement a uniform in-house training program for new officers consisting of up to forty (40) hours of classroom and field assignments. Training will be by persons selected by the Chief and will cover subjects selected by the Chief, including but not limited to the following areas:

- A. Departmental Rules and Regulations
- B. Contract Requirements
- C. Procedures on Use of Proper Forms
- D. Proper Use of Equipment
- E. Patrol Techniques
- F. City and Beat Familiarization
- G. City Ordinances

## **ARTICLE 13** **HOLIDAYS**

**Section 1.** The following holidays shall be observed:

New Year's Day  
Martin Luther King, Jr. Day  
Memorial Day  
Independence Day  
Labor Day  
Veterans Day  
Thanksgiving Day

Day after Thanksgiving  
Christmas Eve  
Christmas Day

**Section 2.** The employee will receive ten (10) holidays banked in their “Holiday Bank” on by January 30 of the calendar year, to be taken at the employee’s discretion with approval. Holidays are recognized as “normal” work hours as duration of leave. Employees are encouraged to use their accrued holidays; however, a maximum of five (5) days accrued will be allowed to carry over to the next calendar year. Holidays will not have any cash or sell-back value unless provided for in the employee handbook. Employees have the option to receive time worked premium pay at their regular rate for observed holidays or accrue time worked holiday leave.

**ARTICLE 14**  
**PERSONAL LEAVE**

**Section 1.** Full-time employees shall accrue paid personal leave in the following manner:

YEARS OF SERVICE	HOURS PER MONTH	HOURS PER YEAR
1-5	8	96
5-10	9	108
10-20	10	120
Over 20	11	132

Full-time officers shall accrue and be allowed to convert personal leave at a rate as defined in the City handbook. Accrued personal leave shall not exceed 240 hours at the end of a calendar year. The City has discretion to allow an employee to carry over additional personal leave.

**Section 2.** Employees requesting personal leave shall submit their requests to the Chief on the City’s approved and designated forms. Personal leave may be taken only after approval by the Chief.

**Section 3.** Personal leave shall be charged in one (1) hour increments. Requests for personal leave in excess of eighty (80) hours in any calendar year must be approved by the Chief.

**Section 4.** Regular employees with accrued personal leave who resign voluntarily and give two weeks notice of their resignations will be paid for their accrued personal leave at a rate of 100%.

**Section 5.** In the event an employee shall be on personal leave during a pay period, upon the recommendation of the Chief and approval by the City Manager, the employee may receive his or her paycheck for the pay period occurring while the employee is on personal leave prior to commencing personal leave.

**ARTICLE 15**  
**SICK LEAVE**



**Section 1.** Sick leave may be granted for the following purposes and will run concurrent to FMLA, when applicable, with federal law provisions:

- A.** Personal illness not connected with work or personal injury not connected with work that renders the employee unable to perform work.
- B.** Medical, dental, optical or chiropractic examination or treatment.
- C.** Exposure to a contagious disease that would endanger others.
- D.** Injury or illness in the employee's immediate family. For purposes of this Article, "immediate family" is defined as spouse, off-spring, parents, siblings, and domestic partners. A "domestic partner" is defined as an adult individual who is residing with an employee in a romantic relationship and requires proof of cohabitation of one year or more.

**Section 2.** Full-time employees shall accrue at a rate defined in the City employee handbook. Sick leave credits shall not exceed 960 hours at the end of the calendar year.

YEARS OF SERVICE	HOURS PER MONTH	HOURS PER YEAR
1-5	8	96
5-10	9	108
10-20	10	120
Over 20	11	132

**Section 3.** Sick leave time shall be charged to the employee for the actual time the employee is away from work.

**Section 4.** To receive compensation while absent on sick leave, employees must notify the Chief or his designee, by the time limit established by the Chief. This provision may be waived by the City Manager if an employee submits evidence that it was impossible to give such notification.

**Section 5.** The use of sick leave for an immediate family member shall be limited to three (3) consecutive days, unless otherwise approved by the Chief.

**Section 6.** If an employee is on sick leave three (3) or more days within a thirty (30) day period, the Chief may request reasonable proof of the illness and/or a physician's certificate to verify the illness.

**Section 7.** Frequent claiming of benefits under this Article will constitute grounds for the Chief to reasonably assume that the physical condition of the employee is below the standard necessary for the proper performance of duties. The term "frequent" shall be defined as having three (3) separate incidences of unscheduled sick leave absence within a calendar month. Evidence of malingering or abuse of this benefit will constitute grounds for disciplinary action by either the Chief or the City Manager.

**Section 8.** Sick leave shall be used solely for the reasons set forth in Section 1 of this Article. An employee shall not accrue sick or personal leave credits while on any period of non-paid leave.

**Section 9.** A vested employee who separates from the City of Quincy shall be compensated for one-fourth (1/4) of his/her accumulated unused sick leave. An employee who retires may choose one of the following:

- A. Payment at straight time base rate of pay for one-fourth (1/4) of the sick leave balance.
- B. The employee may apply all or any portion of sick leave balance to family health care coverage under the City's health insurance plan, i.e. apply monetary value to their monthly payments.

**Section 10.** The City of Quincy Family Leave Policy provides eligible employees with the ability to care for their families and guarantee reinstatement when they return from the leave under specific circumstances. The eligible employee will be reinstated to either the position the employee held when they went on leave or an equivalent position with equivalent benefits, pay, and other terms and conditions of employment when they return to work from a Family Leave. Eligible employees may take up to twelve (12) weeks Family Leave within a 12-month period. Leave for birth, adoption, or foster care cannot be taken intermittently or on a reduced schedule unless the employer and the employee agree to do so.

Eligible employees are employees who have been employed by the City for at least twelve (12) months and who have worked at least 1,250 hours during the previous twelve (12) months.

Leave under the Family Leave policy will be granted for the following:

- Birth of a child and care of that child (leave option expires one year after birth)
- Adoption or foster care placement of a child (leave option expires one year after the event)
- Care of spouse, child, or parent with a serious health condition
- Employee's serious health condition which prevents him/her from performing job duties

Definitions under the Family Leave policy are as follows:

- **Child** - son or daughter who is the biological, adopted, or foster child, stepchild, legal ward, or child of a person who functions as parent who is either under 18 or who cannot care for himself/herself because of mental or physical disability.
- **Parent** - biological parent of an employee or someone who functioned as a parent to the employee when he/she was a child.
- **Spouse** - current husband or wife.
- **Serious Medical Condition** - an illness, injury or impairment, physical or mental condition requiring inpatient care or absences on a recurring basis for more than a few days for recovery or treatment. The term is not intended to cover short-term conditions or cosmetic treatments which are not medically necessary unless inpatient hospital care is required. Prenatal care and routine examinations are explicitly excluded.

Employees need to provide the Personnel Department with at least thirty (30) days written notice of intention to take Family Leave when the precipitating event is foreseeable such as a birth, adoption, or planned medical treatment. The City reserves the right to require the employee to obtain a physician's certification of the existence of a serious medical condition of the employee, spouse, parent or child. The City may, if not satisfied with the certification, at the City's expense require a

second opinion. The City may pay for a third opinion if the first two conflict; however, the third opinion is binding on both parties. In the event thirty (30) days written notice of intention to take Family Leave is not possible due to an emergency, the City requests written notice to be submitted to the Personnel Department within two (2) days of the emergency. Family Leave may be denied if advance notices or medical certification requirements are not met. In the event the Family Leave was necessitated by a serious medical condition of the employee, the City requires a fitness for duty report from a medical provider before the employee may return to work.

The City requires employees to use any accrued sick leave before taking unpaid leave. Medical benefits under the City's group medical plan will continue through the duration of the Family Leave. In the event the employee has dependent coverage through the group medical plan, the employee is responsible to make timely payment for his/her share of the premiums. If the employee fails to return to work at the end of the Family Leave period and the reason for failing to return is not either the serious health condition of the spouse, child, parent, or employee, the City will proceed to recover the premium it paid for the employee while on Family Leave. Employees will not accrue Personal Leave or Sick Leave when on Family Leave.

## **ARTICLE 16** **FUNERAL LEAVE**

**Section 1.** Full-time permanent employees may be granted, with the approval of the Chief, a maximum of three (3) consecutive working days off with pay in the event of a death in the immediate family. For the purpose of funeral leave, immediate family includes all the above in addition to one's father-in-law, mother-in-law, grandmother, grandfather, brother-and sister-in-law, legal guardian or any relative living in the same household.

**Section 2.** *Immediate Family* is defined as the spouse, "off-spring," parents, and siblings.

**Section 3.** Any employee seeking approval for the taking of funeral leave shall submit a written statement to the Chief setting forth the full name of the deceased, place and date of death, and the relationship of the deceased to the employee.

## **ARTICLE 17** **OUTSIDE EMPLOYMENT**

Employees will submit in writing to the Chief any request for outside employment. Their request will detail the type of employment requested, the number of hours required, and the name and owners of the prospective secondary employer. If the Chief approves the outside employment, he/she will submit the request to the City Manager for final approval. All approved requests for outside employment will be valid for one year. However, no request for outside employment shall be unreasonably denied.

## **ARTICLE 18** **HOSPITALIZATION**

**Section 1.** The City agrees to pay one hundred percent (100%) of individual coverage for the employee and fifty percent (50%) for dependent coverage. However, if the premium for dependent coverage increases by more than fifteen percent (15%) of the current cost, this Article shall be subject to immediate renegotiation with P.B.A.

**Section 2.** The City agrees to continue payment of one hundred percent (100%) of the cost of life insurance on employees covered by this Agreement.

**Section 3.** The City agrees to provide each employee with a long-term disability insurance policy. This provision applies only to employees who have been employed by the City continuously for at least three (3) months.

## **ARTICLE 19** **ALLOWANCES**

**Section 1.** The City shall purchase for each employee who does not already own one, a Rogers Boss Style Holster, or an approved equivalent that allows for maximum weapon retention by the employee. The City agrees to furnish other required leather equipment for all employees hired subsequent to this Agreement if the employees do not own the required leather. Upon the recommendation of the Chief, the City will replace leather equipment as needed for all employees if required due to normal wear and tear. Employees are required to take reasonable measures to maintain the leather equipment. Upon termination from City employment, the employee shall return to the City all leather and other equipment and clothing furnished by the City.

**Section 2.** Uniforms which are damaged as the result of an employment function or which are extremely worn through normal wear or tear shall be replaced within a reasonable period of time. The City will provide for the cleaning of uniforms for Patrol Division officers and on-duty civilian clothes for Criminal Investigation Division employees in the bargaining unit at no cost to the employees on a bi-weekly basis. Cleaning of civilian type clothing for Non CID personnel must be pre-approved by the Chief or his designee.

**Section 3.** The Chief shall select and approve for duty-wear, a windbreaker-style jacket that may be purchased by the employee at the employee's discretion. The City shall provide appropriate patches at no cost to the employee.

**Section 4.** To the extent not covered by Workers' Compensation, the City shall reimburse an employee for eye glasses and watches that are lost, damaged or destroyed in the line of duty, except through employee negligence as determined by the Chief or his designee. The amount of the reimbursement for any one item shall not exceed \$100.00. In addition, the City shall fully reimburse an employee for the in-line-of duty loss, damage or destruction of any personal item used by the employee with the written permission of the Chief or his designee, unless the loss, damage or destruction was through employee negligence as determined by the Chief or his designee.

**Section 5.** Investigators assigned to the Criminal Investigation Division will receive a yearly allowance to purchase appropriate civilian clothing in the amount \$400.00.

**Section 6.** The City will implement a Take Home Vehicle Program based upon the availability of vehicles for those bargaining unit members who reside in the City of Quincy for the duration of the contract period.

**Section 7.** The City will provide cellular phones for those bargaining unit members who are on duty.

## **ARTICLE 20**

### **PROMOTIONS**

**Section 1.** When a vacancy or new position for the rank of Sergeant becomes available, interested persons shall fill out an application furnished by the City, which shall include a resume.

- A.** Two (2) years experience as a certified officer with the Quincy Police Department shall be required before an application is accepted for the position of Sergeant. An applicant who is not a current Quincy Police Department employee shall be required to have a minimum of four (4) years experience as a certified officer.
- B.** Three (3) years experience as a certified officer with the Quincy Police Department including one (1) year of supervisory experience shall be required before an application is accepted for the position of Lieutenant. An applicant who is not a current Quincy Police Department employee shall be required to have a minimum of five (5) years experience as a certified officer, including three (3) years of supervisory experience, preferably in law enforcement.
- C.** Competitive promotional examinations prepared or selected by the Chief or his designee designed to measure an applicant's fitness for promotion will be given to all applicants.
- D.** Applicants selected for promotion will be selected by the Chief and approved by the City Manager. In selecting an applicant for promotion, the Chief will take into consideration all other factors deemed important and the the following criteria: written examination scores, applicant's time of service and training, applicant's yearly evaluation, oral board scores, and physical assessment test. The Chief is not obligated to promote the applicant receiving the highest scores in these six (6) areas if, in the opinion of the Chief, other factors indicate another applicant should be promoted. Where qualifications are essentially equal, preference will be given to City employees. The Chief or his designee will explain to any applicaant not promoted the reasons the applicant was not selected, if he/she requests and explanation.
- E.** Oral boards will be composed of three (3) law enforcement supervisors selected by the Chief and holding the rank of Sergeant or above. Oral board questions will be the same for each applicant, and shall be designated to measure an applicant's fitness for promotion.
- F.** Promotional candidates must submit to a urinalysis test and a psychological exam.

## **ARTICLE 21**

### **POLITICAL ACTIVITIES**

**Section 1.** No employee shall seek election or appointment to a public office which is currently held by an individual who has the authority to appoint, employ, promote, or otherwise supervise the employee, where that individual has qualified to seek re-election or reappointment in that office, unless the employee resigns from his or her City employment.

**Section 2.** No employee shall:

- A.** Use his or her official authority or influence for the purpose of interfering with an election or a nomination of office or coercing or influencing another person's vote or affecting the result thereof;
- B.** Directly or indirectly coerce or attempt to coerce, command, or advise any other officer or employee to pay, lend, or contribute any part of his or her salary, or any money, or anything else of value to any party, committee, organization, agency, or person for political purposes;
- C.** Directly or indirectly coerce or attempt to coerce, command, and advise any such officer or employee as to where he or she might purchase commodities or to interfere in any other way with the personal right of said officer or employee.

**Section 3.** No employee shall take any active part in political management or political campaigns in an election for Mayor or Commissioner of the City of Quincy, Florida while on duty.

**Section 4.** No employee shall solicit, orally or by letter, contributions or services for any political party or candidate from any employee during his or her hours of duty, service, or work within the City.

**Section 5.** Nothing in this Article shall be construed to restrict the right of any employee to hold membership in and support a political party, to vote as he or she chooses, to express opinions on all political subjects and candidates, to maintain political neutrality, to attend political meetings after working hours, or to campaign actively during off-duty hours in all areas of political activity.

## **ARTICLE 22**

### **HOURS OF WORK AND OVERTIME**

**Section 1.** The work day for each full-time employee assigned on the eight (8) hour shift schedule shall be defined as any time worked in a twenty-four (24) hour period in normally scheduled eight (8) hour shifts.

The work day for each full-time employee assigned on the ten (10) hour shift schedule shall be defined as any time worked in a twenty-four (24) hour period in normally scheduled ten (10) hour shifts.

The work day for each full-time employee assigned on the twelve (12) hour shift schedule shall be defined as any time worked in a twenty-four (24) hour period in normally scheduled twelve (12) hour shifts.

**Section 2.** Personnel assigned to the eight (8) hour shift schedule who work in excess of eight (8) hours in a work day, shall be paid in accordance with the Federal Labor Standards Act

guidelines. Personnel assigned to the ten (10) hour shift schedule who work in excess of ten (10) hours in a work day shall be paid in accordance with the Federal Labor Standards Act guidelines. Regardless of shift schedule, this excludes the ten (10) minute check on period. Personnel assigned to the twelve (12) hour shift schedule who work in excess of twelve (12) hours in a work day, shall be paid in accordance with the Federal Labor Standards Act guidelines. Personnel assigned to twelve (12) hour shift schedule shall be paid straight time for the additional four (4) hours in excess of eighty (80) hours for a total of eighty-four (84) hours per pay cycle.

**Section 3.** An employee's assigned shift will not be involuntarily changed or altered to avoid payment of earned overtime. Prior to a change in shift assignment, Management will provide a fourteen (14) day notice.

**Section 4. Call back.**

- A.** *Call back* is defined as the assignment of an off-duty officer to duty when the City has more than four (4) hours notice of the need to make the assignment. Call back assignments shall be made from the voluntary call back list maintained by the Police Department. Employees may sign up for voluntary call back on an annual basis at the beginning of each fiscal year.
- B.** *Emergency call back* is defined as the assignment of an off-duty employee to duty when the City has less than four (4) hours notice of the need to make the assignment. Emergency call back may be made from any list at any time as deemed necessary by the supervisor on duty.

**Section 5.** If an employee is subpoenaed to appear as a witness in a job-related court case, the employee shall receive pay at time and one-half the employee's hourly base rate for the actual time the employee is in Court; provided, however, that the employee shall receive a minimum of one (1) hour pay at time and one half if the employee is subpoenaed to appear and appears during off-duty time that is not contiguous to the employee's work day.

**Section 6.** In the event an employee assigned to Police Operations is required to be on-call outside of his regular shift and mandated to respond, he shall be paid on the following basis:

<u>DAY</u>	<u>AMOUNT</u>
Weekday	\$10.00
Saturday or Sunday	\$20.00
Observed Holiday	\$20.00

**Section 7.** During the spring of each year, time goes forward one hour and during the fall of each year, time goes backward one hour. During these two periods, personnel assigned to eight (8) hour shifts who work more than eight (8) hours will receive overtime and any employee who works less than eight (8) hours will be charged for the appropriate time. Personnel assigned to the ten (10) hour shift who work more than ten (10) hours will receive overtime and any employee who works less than ten (10) hours will be charged for the appropriate time. Personnel assigned to the twelve (12) hour shift who work more than twelve (12) hours will receive overtime and any employee who works less than twelve (12) hours will be charged for the appropriate time.



## WAGES

### **Section 1      Wage Adjustments**

Retroactive to December 14, 2015, the following wage adjustments shall be implemented as described below. Current bargaining unit employees shall have their salaries adjusted as set forth on Appendix C, which is incorporated herein by reference.

1.      The minimum starting salary for a certified police officer of the City shall be \$32,500 with an hourly rate of \$15.62. The annual salary of a police officer working 2080 hours shall be a minimum of \$32,500. The annual salary of a police officer working 2184 hours shall be a minimum of \$34,125. It is the intent of the City and P.B.A. that police officers at the current minimum salary shall receive an eight and four tenths percent (8.4%) increase in their annual salary.
2.      The salary adjustment of all other bargaining unit employees earning in excess of the current minimum salary shall receive a four percent (4%) increase in their annual salary.

### **Section 2      Salary Bonus**

Retroactive to October 1, 2015, eligible bargaining unit employees and newly hired officers shall receive the following, one-time retention bonuses as shown below:

Completion of two (2) years of service:	\$2,000.00
Completion of three (3) years of service:	\$1,000.00

Those current bargaining unit employees eligible for a retention bonus are reflected on Appendix and shall receive the bonus upon ratification of the agreement.

### **Section 3.      Fiscal Year 2016-2017 and 2017-2018**

Unless otherwise mutually agreed by the City and P.B.A., the wage rates and annual salary adjustments for fiscal year 2016-2017 and 2017-2018 shall be equal to the annual percentage salary adjustment provided other city employees through the City Commission's budget process during those fiscal years.

### **Section 4.      Pending Grievance**

Upon notification of the agreement by the City and P.B.A., the P.B.A. shall withdraw the pending contractual grievance relating to implementation of the 2014-2015 wage agreement of the parties. The pay increases provided for in Section 1 and 2 shall be considered as resolution of said grievance.

### **Section 5.      Direct Deposit**

Upon full ratification of this Agreement by both parties, the P.B.A. agrees that all current and new members will allow the City to make wage and leave payout payments through direct deposit.



**Section 6.** For promotional increases , employees will be raised to the minimum of the new salary grade. However, in no case will the newly promoted employee receive less than a five (5%) percent increase.

**Section 7.** Employees assigned to the Police Department, who are also assigned as a Field Training Officer (FTO) shall receive a salary supplement at the rate of one (1) hour overtime per day while acting as an FTO. provided appropriate documentation is completed.

#### **ARTICLE 24** **PERSONAL LEAVE DAY**

The Chief or his designee has the discretion to place an employee on leave with pay for the remainder of his scheduled shift when, in the opinion of the Chief or his designee, it is warranted due to stress produced by job duties and responsibilities for the City.

#### **ARTICLE 25** **PROBATIONARY PERIOD**

The probationary period for a new employee shall be for a period of twelve (12) months from the first day of work for the employee. The probationary period for an employee who has received a promotion shall be for a period of three (3) months from the first day of work for the employee. The probationary period for a promotional employee may be extended at the written direction of the Chief for an additional period of up to three (3) months. Employees who have completed the probationary periods described above shall be considered in permanent status.

#### **ARTICLE 26** **MAINTENANCE of CONDITIONS**

All pay and benefit provisions, work rules, regulations, policies and procedures of the City and the Police Department in effect prior to the effective date of this Agreement and which are not specifically provided for or modified by this Agreement shall continue in effect during the terms of this Agreement.

#### **ARTICLE 27** **SEVERABILITY CLAUSE**

**Section 1.** If any Article or Section of this Agreement should be found invalid, unlawful or not enforceable by reason of any existing or subsequently enacted legislation or by judicial authority, all other Articles and Sections of this Agreement shall remain in full force and effect for the duration of this Agreement.

**Section 2.** In the event of invalidation of any article or section, both the City and the P.B.A. agree to meet within thirty (30) days of such determination for the purpose of arriving at a mutually satisfactory replacement for such article or section.

**ARTICLE 28**  
**RETIREMENT**

**Section 1.** Employees enrolled in the Police and Fire Pension Plan will utilize rules of the P/F Pension Plan when determining retirement. All other employees will utilize the retirement as allowed in the City's employee handbook.

**Section 2.** The City Commission will review the City employees' Pension Plan on an annual basis and the plan will be funded at twelve percent (12%) of the covered payroll level by fiscal year 2009-2010.

**Section 3.** The following are the minimum retirement ages:

- A. *Regular Retirement*, at age 62 with ten (10) years service.
- B. *Early Retirement*, at age 55 with fifteen (15) years service.

**Section 4.** The City and members of the P.B.A. shall form a committee to discuss any changes to the current retirement system.

**ARTICLE 29**  
**CONSULTATION**

The Chief and/or his designated representatives may meet periodically with up to three (3) P.B.A. representatives to discuss City law enforcement activities related to matters that are not covered by this Agreement and to discuss questions relating to implementation of this Agreement.

**ARTICLE 30**  
**RESIDENCY REQUIREMENTS**

**Section 1.** All employees employed prior to January 1987, currently living outside the ten (10) mile radius but inside the twenty-three (23) mile radius, may for the life of their employment reside within a thirty (30) mile radius of the Police Department.

**Section 2.** Except as provided in Section 1, law enforcement officers must reside within a thirty (30) mile radius of the Police Department as determined by a global positioning device, per the straight line method.

**ARTICLE 31**  
**NEGOTIATIONS**

**Section 1.** The Association agrees that all collective bargaining is to be conducted at the City Manager's level with City representatives designated for that purpose by the City Manager. There shall be no negotiations by the Association at any other level of City government.

**Section 2.** The Association may designate two (2) employees to serve on its negotiating team to negotiate a successor collective bargaining agreement. If the employees are scheduled to be on duty for any or all of a negotiating session, one of the employees may be granted leave with pay for the time the employee is scheduled to be on duty so long as the employee's absence does not create a manpower shortage in the employee's shift that requires the City to add personnel to the shift at the City's expense.

**ARTICLE 32**  
**DEATH BENEFIT**

In the event of the death of an officer in the line of duty, the City will pay the officer's beneficiary all accrued unused personal and holiday leave at one-hundred (100%) percent of value.

**ARTICLE 33**  
**TERM of AGREEMENT**

This Agreement, with the exception of Article 23 Wages, shall be retroactive to October 1, 2015 and shall continue in place until September 30, 2018. It shall not be subject to renegotiation during its term except with the mutual agreement of the City and PBA.

**APPENDIX A**  
**GRIEVANCE FACT SHEET**

Employee \_\_\_\_\_

Department \_\_\_\_\_

Badge # \_\_\_\_\_ Shift \_\_\_\_\_

Date \_\_\_\_\_ of \_\_\_\_\_

Grievance \_\_\_\_\_

Contract \_\_\_\_\_ Clause \_\_\_\_\_ involved \_\_\_\_\_

Other \_\_\_\_\_

Supervisor  
Involved \_\_\_\_\_

—

Witnesses \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
—

**STATEMENT OF FACTS:**

(1) Employee's Version:

Member's  
Date \_\_\_\_\_

Signature \_\_\_\_\_

(2) Grievance Representative's Investigation:

Settlement Desires:

Make three copies

Grievance  
Date \_\_\_\_\_

Representative \_\_\_\_\_

**APPENDIX B**  
**PHYSICAL FITNESS GUIDELINES**

**As set out in the P.A.T. Test as established by FDLE**

**City's Proposal**

Implement step plan with lowest step less than a 5% increase, consistent with salary survey.

Every officer would get at least a 3.5% as they are placed on the new step plan.

Some sergeants and lieutenants would receive a “bonus check” to make a 3.5% increase.

In year 2 and 3 of the contract officers would receive a 2.5% increase.

**P.B.A. Proposal**

Every officer receives a 5% increase in year 1 and 2.5% in year 2 and 3 of the contract

Employee #	JOB TITLE	Current	FY 2019	%	Lump Sum	
600	LIEUTENANT	26.2390	26.88	2.4%	611.52	3.50%
358	LIEUTENANT	25.5211	26.22	2.7%	414.96	3.50%
899	LIEUTENANT	22.5559	23.18	2.8%	371.28	3.50%
1007	SERGEANT	18.3631	19.28	4.9%		
951	SERGEANT	18.9041	19.74	4.4%		
792	SERGEANT	19.6325	20.23	3.0%	196.56	3.50%
859	SERGEANT	19.7156	20.23	2.6%	393.12	3.50%
1593	POLICE OFFICER	15.6200	16.23	3.9%		
1592	POLICE OFFICER	15.6200	16.23	3.9%		
1599	POLICE OFFICER	15.6200	16.23	3.9%		
1594	POLICE OFFICER	15.6200	16.23	3.9%		
1584	POLICE OFFICER	15.6250	16.23	3.9%		
1629	POLICE OFFICER	15.6250	16.23	3.9%		
1630	POLICE OFFICER	15.6250	16.23	3.9%		
1539	POLICE OFFICER	15.9375	16.64	4.4%		
1549	POLICE OFFICER	15.9375	16.84	4.4%		
1492	DETECTIVES AND INV	16.2563	17.06	4.9%		
1455	POLICE OFFICER	16.2563	17.06	4.9%		
1532	POLICE OFFICER	16.2563	17.06	4.9%		
1459	POLICE OFFICER	16.2563	17.06	4.9%		
1274	DETECTIVES AND INV	16.4030	17.06	4.0%		
1212	POLICE OFFICER	16.7276	17.49	4.6%		

Increases		Hourly Rate	Annual Equivalent	Initial Increase	Step
15	Police Officers				
	Current	15.62	32,490		
	City Offer	16.23	33,758	3.91%	
2.50%					
4	Sergeants				
	Current	18.36	38,189		
	City Offer	19.26	40,061	4.90%	
2.50%					
3	Lieutenants				

Step 4	Current	22.56	46,925	
2.50%	City Offer	23.18	48,214	2.75%





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

Citations

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Warnings

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Quincy Police Department  
 Monthly Traffic Enforcement Report  
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## District 1

VIOLATION	DATE	LOCATION	WARNING	CITATION
Unlawful Speed	02/12/2019	MLK Blvd./Shelfer		X
	02/18/2019	Pat Thomas Pkwy./Osceola	X	
	02/23/2019	Pat Thomas Pkwy./Live oak	X	
Aggressive Driving				
DUI	02/25/2019	Elm/Pat Thomas Pkwy.		X
Other Moving	02/05/2019	Jefferson/Cleveland (Exp. Tag)	X	
Infractions	02/06/2019	Elm/West (seat belt)	X	
	02/07/2019	Pat Thomas Pkwy./Jefferson (no DL)		X
	02/07/2019	Pat Thomas Pkwy./Jefferson (Fail to Yield)		X
	02/08/2019	Jefferson/Shelfer (ho lights)	X	
	02/09/2019	MLK Blvd./Cleveland (ran stop sign)	X	
	02/09/2019	MLK Blvd./Cleveland (ran stop sign)	X	
	02/09/2019	Pat Thomas Pkwy./Live oak (ran stop sign)	X	
	02/09/2019	Jefferson/Cleveland (no lights)	X	
	02/10/2019	MLK Blvd./Shelfer (ran stop sign)	X	
	02/10/2019	MLK Blvd./Cleveland (no headlights)	X	
	02/10/2019	Jefferson/Cleveland (broken tail light)	X	
	02/12/2019	MLK Blvd. /Pat Thomas Pkwy. (learners restriction)	X	
	02/13/2019	Pat Thomas Pkwy. /Live oak (no tail lights)	X	
	02/15/2019	Jefferson/Pat Thomas Pkwy. (no headlights)	X	
	02/16/2019	Jefferson/Cleveland (Carless Driving)		X
	02/20/2019	MLK Blvd./Shelfer (No DL)		X
	02/21/2019	MLK Blvd./Williams (No DL)		X
	02/22/2019	MLK Blvd./Shelfer (Stop Sign)		X
	02/23/2019	Jefferson/Pat Thomas Pkwy. (faulty equipment)	X	
	02/24/2019	Pat Thomas Pkwy./Live oak (ran stop sign)	X	
	02/24/2019	Jefferson/Pat Thomas Pkwy. (faulty equipment)	X	
	02/27/2019	MLK Blvd./Shelfer (ran stop sign)	X	
	02/28/2019	MLK Blvd. /Pat Thomas Pkwy. (Tag no assigned)		X
Non-Moving				
Infractions				



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## District 3

<b>VIOLATION</b>	<b>DATE</b>	<b>LOCATION</b>	<b>WARNING</b>	<b>CITATION</b>
<b>Unlawful Speed</b>	02/07/2019	MLK Blvd. /Stewart		X
	02/07/2019	MLK Blvd. /Stewart		X
	02/07/2019	MLK Blvd. /Stewart		X
	02/22/2019	Adams/Crawford	X	
<b>Aggressive Driving</b>				
<b>DUI</b>	02/16/2019	Madison/DuPont (DUI)		X
	02/16/2019	Madison/DuPont (DUI)		X
<b>Other Moving</b>	02/07/2019	Adams/ Cheeseborough (DWLSR)		X
<b>Infractions</b>	02/07/2019	MLK Blvd. /Adams (Stop sign)	X	
	02/08/2019	Jefferson/Circle (Stop sign)	X	
	02/08/2019	MLK Blvd. /Pat Thomas Pkwy. (Stop sign)	X	
	02/08/2019	MLK Blvd. /Pat Thomas Pkwy. (faulty equipment)	X	
	02/10/2019	Adams/Crawford (vehicle not registered)	X	
	02/16/2019	Madison/DuPont (fail to sign UTC)		X
	02/16/2019	Madison/DuPont (Reckless driving)		X
	02/21/2019	Stewart/MLK Blvd. (child seat)		X
	02/21/2019	Stewart/MLK Blvd. (child seat)		X
	02/21/2019	Jefferson/Patton (fail to obey TCD)		X
	02/24/2019	Jefferson / Duval (red light)	X	
	02/28/2019	Adams/MLK Blvd (Exp. Tag)	X	
<b>Non-Moving</b>				
<b>Infractions</b>	02/12/2019	Jefferson/Patton (no lights)		X



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## District 5

VIOLATION	DATE	LOCATION	WARNING	CITATION
<b>Unlawful Speed</b>				
	02/07/2019	14/Fletcher		X
	02/09/2019	14/Fletcher		X
	02/10/2019	Jefferson/Slappy	X	
<b>Aggressive Driving</b>				
<b>DUI</b>				
<b>Other Moving</b>	02/01/2019	Jefferson/Graves (No Tag)	X	
<b>Infractions</b>	02/04/2019	Jefferson/Pat Thomas Pkwy. (wrong side of road)	X	
	02/05/2019	Jefferson/Pat Thomas Pkwy. (one headlight)	X	
	02/06/2019	Jefferson/Pat Thomas Pkwy. (Exp. Tag)	X	
	02/07/2019	Jefferson/Pavilion (violation of ROW)		X
	02/07/2019	14 <sup>th</sup> /Fletcher (No DL)		X
	02/09/2019	Jefferson/Graves (No headlights)	X	
	02/10/2019	Jefferson/Pavilion (No DL)		X
	02/11/2019	Jefferson/Lillian Springs (no DL)		X
	02/11/2019	Jefferson/Lillian Springs (Improper backing)		X
	02/12/2019	Jefferson/Pat Thomas Pkwy. (DWLSR)		X
	02/14/2019	Jefferson/Graves (No headlights)	X	
	02/15/2019	Jefferson/Cleveland (Traffic control device)		X
	02/15/2019	Jefferson/10 <sup>th</sup> (open container)		X
	02/20/2019	Jefferson/Pat Thomas Pkwy (Fail to yield)		X
	02/27/2019	Jefferson/Pat Thomas Pkwy. (right on red)	X	
	02/28/2019	Jefferson/Graves (Stop sign)	X	
	02/28/2019	Jefferson/Pat Thomas Pkwy. (no lights)	X	
	02/28/2019	Jefferson/Virginia (no tail lights)	X	



*QFD Monthly Report  
February 2019*

	<u>2019</u>	<u>2018</u>
<b>Total Fire Calls</b>	116	119
City	101	91
County	15	28
<b>Total Man Hours</b>	59 hrs 39 mins	146 hrs 10 mins
City	30 hrs 23 mins	72 hrs 5 mins
County	28 hrs 36 mins	74 hrs 5 mins
<b>Type Fire Calls - City</b>		
Structure	1	1
Vehicle	2	2
False Alarm	1	6
Hazard	3	2
Rescue	1	0
Wood & Grass	1	1
Other	4	8
<b>Type Fire Calls - County</b>		
Structure	2	2
Vehicle	6	9
False Alarm	1	0
Hazard	0	0
Rescue	1	0
Woods & Grass	0	3
Other	6	14
<b>Fire Causes</b>		
Accidental	5	8
Undetermined	4	4
Suspicious	0	0
Arson	0	0
<b>Average Response Time</b>		
City	5.30 mins	4.04 mins
County	7.93 mins	10.66 mins
<b>Average Firefighters per Call</b>		
City	3.53	4.14
County	2.93	3.18
<b>Average Time Spent per Call</b>		
City	21.84 mins	31.85 mins
County	45.56 mins	39.03 mins



*QFD Monthly Report  
February 2019*

	<b><u>2019</u></b>	<b><u>2018</u></b>
Responses Out of District	1	0
Mutual Aid Responses *	1	1
Deaths	1	0
Injuries	0	1
Fire Prevention Programs	1	1
Fire Safety Inspection	8	14
Fire Investigation	0	0
Plans Review	0	0
Training Man Hours	80 hrs	45 hrs
Hydrants Serviced/Painted	0	0
Utility Turn Ons	87	71
Smoke Detector Installs	3	13

*QFD Monthly District Fire Calls  
February 2019*

<b>District</b>	<b><u>District</u></b>	<b><u>Location</u></b>	<b><u>Type of Incident</u></b>
<b>District 1</b>	2/22/2019	1837 McKelvy Street	Lock in
<b>District 2</b>	2/18/2019	313 S. 12th Street	Gas leak
<b>District 3</b>	2/11/2019	339 E. Jefferson Street	Elevator rescue
	2/18/2019	Hilltop Trailer Park	Transport vehicle fire
	2/22/2019	109 Earnest Street	No leak or gas found
	2/23/2019	220 McArthur Street	Gas leak
	2/26/2019	327 S. Adams Street	False alarm
<b>District 4</b>	2/4/2019	135 Camillia Drive	No leaks or gas found
	2/22/2019	340 E. Franklin Street	Limb pile trash fire
<b>District 5</b>	2/1/2019	N. Shelfer & W. Franklin Street	Remove tree from street
	2/8/2019	1632 W. Jefferson Street	Vehicle fire
	2/17/2019	130 N. Virginia Street	Arcing power line
	2/22/2019	102 N. Virginia Street	Shed fire



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

**Purchasing Card**

**Company Statement**

Account Information	Payment Information	Account Summary
<b>Mail Billing Inquiries to:</b> BANKCARD CENTER PO BOX 982238 EL PASO, TX 79998-2238  <b>Customer Service:</b> 1.888.449.2273 24 Hours  <b>TTY Hearing Impaired:</b> 1.800.222.7365 24 Hours  <b>Outside the U.S.:</b> 1.509.353.6656 24 Hours  <b>For Lost or Stolen Card:</b> 1.888.449.2273 24 Hours	Statement Date ..... 03/04/19 <b>Payment Due Date ..... 03/18/19</b> Days in Billing Cycle ..... 28 Credit Limit ..... \$250,000 Cash Limit ..... \$50,000 <b>Total Payment Due ..... \$6,288.50</b>	Previous Balance ..... \$4,162.59 Payments ..... -\$4,162.59 Credits ..... \$0.00 Cash ..... \$0.00 Purchases ..... \$6,288.50 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 <b>Current Balance ..... \$6,288.50</b>

**Important Messages**

Please do not send payment. Your automatic payment is scheduled to be credited to this account on 03/18/19.

**Cardholder Activity Summary**

Account Number Credit Limit	Credits	Cash	Purchases and Other Debits	Total Activity
<b>BELL, REGINALD</b> XXXX-XXXX-XXXX-5834 5,000	0.00	0.00	385.95	385.95
<b>DEPARTMENT, FIRE</b> XXXX-XXXX-XXXX-1137 5,000	0.00	0.00	942.64	942.64

0416259 0628850 0628850 4715290003775777



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



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

\*\*N0011372

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

**Total Payment Due ..... \$6,288.50**  
**Payment Due Date ..... 03/18/19**

**Enter payment amount**

\$

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

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

5499900 1 1:000 5000 3 7 7 5 7 7 7 0



**Cardholder Activity Summary**

Account Number	Credits	Cash	Purchases and Other Debits	Total Activity
<b>FAGG, DECODY</b> XXXX-XXXX-XXXX-9825 5,000	0.00	0.00	1,272.15	1,272.15
<b>JR., JACK L. MCLEAN</b> XXXX-XXXX-XXXX-6847 5,000	0.00	0.00	35.88	35.88
<b>SAPP, GLENN H</b> XXXX-XXXX-XXXX-2285 5,000	0.00	0.00	648.15	648.15
<b>TECHNOLOGY, INFORMATION</b> XXXX-XXXX-XXXX-8555 5,000	0.00	0.00	3,003.73	3,003.73

**Transactions**

Posting Transaction	Date	Date	Description	Reference Number	MCC	Charge	Credit
<b>FL CITY OF QUINCY</b>							<b>Total Activity</b>
<b>Account Number: XXXX-XXXX-XXXX-5777</b>							<b>-\$4,162.59</b>
02/18	02/18		AUTO PAYMENT DEDUCTION		0071		4,162.59
<b>BELL, REGINALD</b>							<b>Total Activity</b>
<b>Account Number: XXXX-XXXX-XXXX-5834</b>							<b>385.95</b>
02/08	02/07		HARBOR FREIGHT TOOLS 238 TALLAHASSEE FL	24231689039091032872009	5251	319.99	
02/13	02/12		SQ *GFIXX REPAIRS QUINCY FL	24492159043740267303294	5999	26.00	
02/15	02/14		WM SUPERCENTER #488 QUINCY FL	24445009046400152922672	5411	39.96	
<b>DEPARTMENT, FIRE</b>							<b>Total Activity</b>
<b>Account Number: XXXX-XXXX-XXXX-1137</b>							<b>942.64</b>
02/07	02/06		BELL AND BATES HOME CNTR QUINCY FL	24801979038091428000096	5251	10.21	
02/11	02/08		WAL-MART #0488 QUINCY FL	24226389040091003503808	5411	30.62	
02/14	02/13		WAL-MART #0488 QUINCY FL	24226389045091008893647	5411	16.71	
02/20	02/18		OFFICEMAX/OFFICEDEPT#6876800-463-3768 FL	24445749050100162642922	5965	779.97	
02/22	02/21		WAL-MART #0488 QUINCY FL	24226389053091000902346	5411	45.10	
02/28	02/27		WM SUPERCENTER #488 QUINCY FL	24445009059400126952155	5411	60.03	
<b>FAGG, DECODY</b>							<b>Total Activity</b>
<b>Account Number: XXXX-XXXX-XXXX-9825</b>							<b>1,272.15</b>
02/06	02/05		AUGUSTA SPORTSWEAR INC 888-555-2222 GA	24493989036756185534792	5691	63.90	
02/07	02/06		ADT SECURITY*074508951 800-238-2727 FL	24692169037100700680193	7393	139.56	
02/07	02/06		ADT SECURITY*074509102 800-238-2727 FL	24692169037100700680201	7393	173.97	
02/11	02/08		STANLEY STEEMERTALLA TALLAHASSEE FL	24692169040100009999109	7349	194.30	
02/12	02/11		WAL-MART #0488 QUINCY FL	24226389043091002989096	5411	111.38	
02/12	02/11		WAL-MART #0488 QUINCY FL	24226389043091007179735	5411	11.78	
02/25	02/22		FAMU ATHLETICS TALLAHASSEE FL	24692169054100356444801	7922	400.00	
02/27	02/26		WM SUPERCENTER #488 QUINCY FL	24445009058400129373020	5411	40.02	
03/01	02/27		HOLIDAY INN EXPRESS & SU COLUMBUS GA	24431069059708604954570	3501	137.24	
Arrival: 02/26/19							
<b>JR., JACK L. MCLEAN</b>							<b>Total Activity</b>
<b>Account Number: XXXX-XXXX-XXXX-6847</b>							<b>35.88</b>
02/06	02/04		OFFICE DEPOT #447 TALLAHASSEE FL	24445749036100152650199	5943	35.88	
<b>SAPP, GLENN H</b>							<b>Total Activity</b>
<b>Account Number: XXXX-XXXX-XXXX-2285</b>							<b>648.15</b>
02/05	02/04		BELL AND BATES HOME CNTR QUINCY FL	24801979036091424000167	5251	4.99	
02/07	02/06		INTERACTIVE DATA 561-757-4054 FL	24493989038026463154434	7372	2.00	
02/07	02/06		AUTOZONE #2455 QUINCY FL	24445009038000931257976	5533	82.98	
02/08	02/07		GADSDEN MINI STORAGE 850-875-1077 FL	24194339038017039478381	4225	70.00	
02/12	02/11		CAPITAL HITCH SERVICE TALLAHASSEE FL	24210739042837000010102	5999	318.76	
02/18	02/15		WM SUPERCENTER #488 QUINCY FL	24445009047400140446775	5411	10.00	
02/25	02/22		THE HAVANA HERALD HAVANA FL	24755429053290532814986	7311	42.00	
02/25	02/22		BUDGET PRINTING CENTERS 850-576-3332 FL	24607949054200616100042	7338	117.42	
<b>TECHNOLOGY, INFORMATION</b>							<b>Total Activity</b>
<b>Account Number: XXXX-XXXX-XXXX-8555</b>							<b>3,003.73</b>
02/08	02/07		NEST LABS 855-469-6378 CA	24492159039027465256052	5065	60.00	
02/11	02/09		BEST BUY 00004358 TALLAHASSEE FL	24399009040295002075990	5732	444.97	
02/11	02/09		BEST BUY 00004358 TALLAHASSEE FL	24399009040295044005294	5732	220.00	
02/12	02/11		WAL-MART #0488 QUINCY FL	24226389043091006754710	5411	806.00	
02/13	02/13		MYFAX *PROTUS IP SOLN 866-563-9212 CA	24692169044100672183045	5968	100.00	
02/25	02/22		BEST BUY 00004358 TALLAHASSEE FL	24399009053295041033244	5732	109.99	
02/25	02/22		BEST BUY 00004358 TALLAHASSEE FL	24399009053295041033251	5732	119.96	



**Transactions**

Posting Transaction								
Date	Date	Description		Reference Number	MCC	Charge		Credit
02/26	02/24	STAPLES	00110726	TALLAHASSEE FL	24164079056105006618496	5943		89.99
02/26	02/24	STAPLES	00110726	TALLAHASSEE FL	24164079056105006618504	5943		77.99
02/27	02/26	WM SUPERCENTER #488		QUINCY FL	24445009058400129354053	5411		747.88
02/28	02/26	STAPLES	00110726	TALLAHASSEE FL	24164079058105006622116	5943		79.98
02/28	02/27	BEST BUY	00004358	TALLAHASSEE FL	24399009058295002014691	5732		71.97
03/04	03/01	IN *DT2GO		850-5906513 FL	24692169060100199457343	7372		75.00

**Finance Charge Calculation**

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	0.00%	\$0.00	\$0.00
CASH	0.00%	\$0.00	\$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.



BANK OF AMERICA			Vendor# 11646	5-Feb	February 5, 2019 - March 4, 2019
DEPARTMENT	Date	Amount	Vendor Name	GL Number	Justification
FIRE	2/6/2019	10.21	Bell and Bates	001-210-522-30491	UPS Breathing Air Machine Air Test
FIRE	2/8/2019	30.62	Wal-Mart	001-210-522-30521	Cleaning Supplies
FIRE	2/13/2019	16.71	Wal-Mart	001-210-522-30521	Cleaning Supplies
FIRE	2/18/2019	779.97	Office Depot	001-210-522-60641	Big and Tall Serta Chair
FIRE	2/21/2019	45.10	Wal-Mart	001-210-522-30521	Cleaning Supplies
FIRE	2/27/2019	34.38	Wal-Mart	001-210-522-30521	Career Fair Supplies (\$34.38 of \$60.03)
FIRE	2/27/2019	25.65	Wal-Mart	001-210-522-30494	AC Filters (\$25.65 of \$60.03)
POLICE	2/4/2019	4.99	Bell and Bates	001-220-521-30491	9V CID Equipment
POLICE	2/6/2019	2.00	Interactive Data	001-210-521-30511	Reverse Phone Search for Investigative Purposes
POLICE	2/6/2019	82.98	Autozone	001-210-521-30406	Jump Cables & 2" Ball Receiver Set for Speed Trailer
POLICE	2/7/2019	70.00	Gadsden Mini Storage	001-210-521-30511	Payment for Storage of Records
POLICE	2/11/2019	318.76	Capital Hitch Service	001-210-521-30406	Hitch Installation for Vehicle 112
POLICE	2/15/2019	10.00	Wal-Mart	001-210-521-30511	Card Reader for Traffic Speed Trailer
POLICE	2/22/2019	42.00	Havana Herald	001-210-521-30540	Abandon Houses Print Ad in Gadsden County Times
POLICE	2/22/2019	117.42	Budget Printing Center	001-210-521-30540	Abandon Houses Print Ad in Havana Herald
PARKS & REC	2/5/2019	63.90	Augusta Sportswear	001-310-572-30540	Youth Basketball Shorts
PARKS & REC	2/6/2019	139.56	ADT	001-310-572-30491	Security Service for Campbell Kelly Center
PARKS & REC	2/6/2019	173.97	ADT	001-310-572-30491	Security Service for Rec Center
PARKS & REC	2/8/2019	194.30	Stanley Steemer	001-310-572-30491	Carpet Clean at Rec Center
PARKS & REC	2/11/2019	111.38	Wal-Mart	001-310-572-30491	Air Fresher Campbell Kelly Center
PARKS & REC	2/11/2019	11.78	Wal-Mart	001-310-572-30491	Batteries for Rec Center
PARKS & REC	2/22/2019	400.00	FAMU Athletics	001-310-572-30525	FAMU Basketball Game Tickets
PARKS & REC	2/26/2019	40.02	Wal-Mart	001-310-572-30491	Disinfectant Spray for Rec Center
PARKS & REC	2/27/2019	137.24	Holiday Inn Express	001-310-572-30402	Lodging for Leadership Training
PUBLIC WORKS	2/7/2019	319.99	Harbor Freight	001-410-539-30511	Wrench for Trailer
PUBLIC WORKS	2/12/2019	26.00	GFIXX Repairs	001-410-539-30511	Phone Charger
PUBLIC WORKS	2/14/2019	39.96	Wal-Mart Quincy	001-410-539-30511	Cleaning Supplies for Public Works
CITY MANAGER	2/4/2019	35.88	Office Depot	001-160-512-30511	General Office Supplies
INFO TECH	2/7/2019	60.00	Nest Labs	001-260-513-30341	Nest Aware 30-Day Video History
INFO TECH	2/9/2019	444.97	Best Buy	001-160-512-31000	Laptop for Commission Chambers (RETURNED)
INFO TECH	2/9/2019	220.00	Best Buy	001-160-512-31000	2 Year Warranty on Laptop
INFO TECH	2/11/2019	806.00	Wal-Mart	508-539-539-30341	TV for Commission Chambers
INFO TECH	2/13/2019	14.28	MyFax Protus IP Sol	001-160-512-30410	Online fax for City Manager's Office
INFO TECH	2/13/2019	14.28	MyFax Protus IP Sol	001-210-521-30410	Online fax for Police Dept
INFO TECH	2/13/2019	14.28	MyFax Protus IP Sol	001-210-522-30410	Online fax for Fire Dept
INFO TECH	2/13/2019	14.29	MyFax Protus IP Sol	001-271-513-30410	Online fax for Finance Dept
INFO TECH	2/13/2019	14.29	MyFax Protus IP Sol	001-310-572-30410	Online fax for Recreation Dept
INFO TECH	2/13/2019	14.29	MyFax Protus IP Sol	001-260-513-30491	Online fax for HR

INFO TECH	2/13/2019	14.29	MyFax Protus IP Sol	002-250-552-30410	Online fax for CRA
INFO TECH	2/22/2019	109.99	Best Buy	001-160-512-31000	Laptop for Commission Chambers (REPLACEMENT)
INFO TECH	2/22/2019	119.96	Best Buy	001-284-515-30491	HDMI for Building and Planning
INFO TECH	2/24/2019	89.99	Staples	001-210-521-30511	Desktop Drive for QPD
INFO TECH	2/24/2019	77.99	Staples	001-160-512-31000	Ink for Printer in Manager's Office
INFO TECH	2/26/2019	747.88	Wal-Mart	508-539-539-30341	TV for Commission Chambers
INFO TECH	2/26/2019	79.98	Staples	508-539-539-30341	HDMI for Commission Chambers
INFO TECH	2/27/2019	71.97	Best Buy	508-539-539-30341	Hardware for Commission Chambers
INFO TECH	3/1/2019	75.00	IN*DT2GO	508-539-539-30341	Monthly Website Hosting

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

Account Number	Service Address	Current 2.28.2019	30 Day 1.31.2019	60 Day 12.31.2018	90 Day 11.30.2018	Balance
<b>Cycle 1 Minimum Balance 50.00</b>						
327022	115 Ernest St	414	239	588	2,856	4,097
1493020	902 W Jefferson St	1,777	1,582	651	0	4,010
976015	911 Myrtle Ave	1,585	2,109	86	0	3,780
10004	234 E Crawford St	1,706	104	0	0	1,809
654015	19 E Jefferson St	359	1,096	0	0	1,455
356012	320 E Washington St	631	511	257	0	1,399
8520001	1509 W Jefferson St	0	0	0	1,066	1,066
1908020	312 S 12th St	355	381	319	0	1,055
2436039	820 4th St # B	291	405	345	0	1,041
6459002	203 S Corry St	543	321	174	0	1,038
574017	105 N Madison St	197	190	389	235	1,010
159015	117 Bradley St	138	84	368	363	952
521021	201 S Love St	584	347	20	0	951
195025	823 Mcgee St	565	269	113	0	947
1383029	719 W Washington St	462	383	38	0	883
5774002	1100 W Jefferson St	158	242	477	0	876
8338002	215 Stanley St	432	233	202	0	867
1044016	510 N Bellamy Dr	425	400	0	0	825
392012	381 E Sharon St	504	246	33	0	783
5789001	221 N Madison St	672	81	0	0	754
871012	409 Highland Ave	172	90	458	17	737
4828016	1023 4th St	514	194	0	0	708
1804013	323 W Clark St	340	297	68	0	706
4825007	1033 Green St	356	277	69	0	702
393015	381 E Sharon St	66	317	311	0	695
1794014	213 W Clark St	342	329	0	0	671
5139006	104 N Adams St Ste A	248	228	195	0	671
5047013	909 1st St	312	300	41	0	652
2274012	1625 Stevens St	400	245	0	0	645
8291005	212 Johnson St	379	248	0	0	627
1161022	428 Rosewood St	329	277	0	0	605
2381011	821 2nd St	395	207	0	0	602
1731027	511 W Crawford St	319	264	0	0	582
2471030	707 2nd St	330	236	0	0	566
1724020	120 S 8th St	438	125	0	0	563
204015	809 East Jefferson S	302	249	4	0	555
2432015	911 4th St	289	266	0	0	555
743012	319 North St	332	209	0	0	541
5481002	22 S Monroe St	202	339	0	0	541



Account Number	Service Address	Current 2.28.2019	30 Day 1.31.2019	60 Day 12.31.2018	90 Day 11.30.2018	Balance
<b>Cycle 1 Minimum Balance 50.00</b>						
474023	111 Johnson St	282	249	9	0	540
1508014	1102 W Jefferson St	96	133	306	0	534
4930002	729 E Jefferson St	47	157	294	0	497
1801012	118 S Stewart St	260	232	0	0	492
16023	359 E Jefferson St	167	158	164	0	489
4827007	1132 Live Oak St	287	178	10	0	475
2317012	403 Williams St	279	192	0	0	471
1024013	511 Woodland Ave	359	71	0	0	430
5321010	517 Williams St	280	146	0	0	426
2365002	611 S 11th St	203	218	0	0	421
644016	8 S Adams St	204	156	54	0	414
6151014	410 S 11th St	208	206	0	0	413
2110011	1742 Inlet St	294	100	0	0	393
6739019	64 N Cleveland St Ap	187	129	66	0	382
2518002	346 S Key St	94	89	197	0	380
2116013	1811 Inlet St	85	89	206	0	379
2178012	432 S Cone St	183	190	0	0	373
620028	14 N Adams St	185	172	0	0	357
56670950	928 W Clark St	172	179	0	0	351
163022	958 E Jefferson St	194	156	0	0	350
2137012	1834 Lucky St	125	222	0	0	347
8524001	120 Earnest St.	31	39	74	202	346
1480014	720 W Jefferson St	148	148	43	0	339
1828011	212 S Key St	261	77	0	0	337
1355022	912 W Franklin St Ap	282	51	0	0	333
286011	314 Patton St	116	103	109	0	329
1222020	1300 W King St	251	73	0	0	324
2338015	1004 4th St	17	0	34	269	321
8118008	64 N Cleveland St Ap	170	145	0	0	314
1597027	47 N Cone St Apt 6	259	52	0	0	311
467014	120 S Madison St	156	149	0	0	305
2057012	530 Lincoln St	201	103	0	0	304
1755020	214 W Crawford St	146	137	0	0	284
2567019	Goldenleaf Apt. # 16	120	120	28	0	268
2563018	122 N Cleveland St A	114	148	0	0	262
5873004	1131-c Live Oak St	51	53	140	0	243
8232010	64 N Cleveland St Bl	126	101	15	0	243
1630017	1835 Florida Ave.	111	115	5	0	231
81340014	64 N Cleveland St Ap	120	102	0	0	222
8224018	64 N Cleveland St Bl	81	97	31	0	210
4680014	11 Strong Rd	126	80	0	0	206
435024	410 N Madison St	70	92	0	0	162
694021	525 N Adams St	35	36	68	0	138
517018	221 S Corry St	36	67	0	0	103
146025	211 Bradley St	0	0	0	87	87
4973004	122 N Cleveland St A	0	0	0	81	81

56,742
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Account Number	Service Address	Current 2.28.2019	30 Day 1.31.2019	60 Day 12.31.2018	90 Day 11.30.2018	Balance
<b>Cycle 2 Minimum Balance 50.00</b>						
5667014	635 Strong Rd Apt 17	334	280	1,198	0	1,813
2633012	205 Davis St	1,371	422	0	0	1,793
8420001	395 Foxfire Ct	515	183	201	861	1,760
2830017	723 S Pat Thomas Pkw	722	392	381	62	1,557
4712013	1513 Stevens St	804	429	0	0	1,233
6011002	18520 Blue Star Hwy	121	0	46	1,047	1,215
664006	598 Hogan Ln	925	191	0	0	1,116
2620015	209 Crofton St	818	228	0	0	1,046
6324006	405 Strong Rd 4c	457	175	189	129	950
4936013	104 Pavilion Dr	525	175	0	0	700
2584013	326 S Jackson St	532	153	0	0	685
5528004	2017 Flager Street	594	86	0	0	681
2035014	514 Williams St	521	140	0	0	660
3105032	1026 Joe Adams Rd	552	83	0	0	635
5219005	905 Sikes St	461	167	0	0	628
6131001	266 Henry Grady Rd	13	6	13	562	594
4876010	400 Attapulgus Hwy #	533	52	0	0	584
5665002	711 Circle Dr	470	71	0	0	541
6405001	1105 Joe Adams Rd	204	144	137	38	521
2940011	767 S Madison St	230	125	158	0	512
3757038	53 Carrol Hopkins Ln	267	90	135	0	492
4476017	Gadsden Arms #13	426	46	0	0	472
4922002	1318 E Jefferson St	0	0	0	348	348
3865012	162 Havana Hwy	153	99	35	0	286
6537007	750 Selman Rd	148	58	49	0	254
8536001	220 Carver St.	137	40	40	23	241
5393001	265 Henry Grady Rd	101	52	0	88	240
5475009	6692 Ben Bostic Rd	92	35	7	76	210
3982011	265 Henry Grady Rd.	35	50	6	91	182
4329011	24766 Blue Star Hwy	37	24	76	40	177
2675015	111 Wallace Dr	131	43	0	0	174
2719012	402 Martin L.king Jr	62	0	0	83	145
						22,444

Monthly Totals	2,015	2,016	2,017	2018	2,019
January		36,744	28,650	46,365	119,212
February	147,833	35,814	27,878	42,279	79,186
March	182,084	44,392	29,712	45,533	
April	74,900	45,894	31,333	53,352	
May	92,445	29,268	14,758	40,466	
June	92,445	27,211	15,627	34,262	
July	59,636	24,849	11,830	49,365	
August	54,087	17,152	16,468	42,957	
September	56,208	29,558	21,731	37,099	
October	63,075	25,142	16,688	54,650	
November	61,366	38,602	22,411	131,020	
December	34,694	34,457	33,202	118,463	



CITY OF QUINCY  
Cash Requirements Report

By Vendor No

Vendor/ Invoice No	Vendor Name/ Invoice Date	Due Date 02.28.2019	Due Date 01.31.2019	Due Date 12.31.2018	Due Date 11.30.2018	Future Date	Retainage Amount	Invoice Amount
145403	THE MAINTENANCE CONNECTION, IN							
	Vendor Total	0.00	0.00	0.00	0.00	415.89	0.00	415.89
145564	POWER SERVICES, INC.							
	Vendor Total	1,577.50-	0.00	0.00	0.00	0.00	0.00	1,577.50-
146163	SEABORN PRINTING COMPANY INC							
	Vendor Total	144.70	0.00	0.00	0.00	0.00	0.00	144.70
146744	BRADY LEE HUDSON PHD							
	Vendor Total	0.00	0.00	0.00	0.00	450.00	0.00	450.00
146797	SPA CONCEPTS INC							
	Vendor Total	0.00	0.00	0.00	0.00	122.00	0.00	122.00
146799	POINT & PAY LLC							
	Vendor Total	1,673.10	0.00	0.00	0.00	0.00	0.00	1,673.10
146854	TJG DISTRIBUTORS INC 1-800-RADIATOR							
	Vendor Total	0.00	0.00	0.00	0.00	174.00	0.00	174.00
146870	SMYRNA READY MIX LLC							
	Vendor Total	0.00	0.00	0.00	0.00	637.00	0.00	637.00
146884	THE STANDARD INSURANCE COMPANY							
	Vendor Total	11,006.92	0.00	0.00	0.00	0.00	0.00	11,006.92
146886	THE STANDARD INSURANCE COMPANY							
	Vendor Total	3,883.37	0.00	0.00	0.00	0.00	0.00	3,883.37
146894	REV TECHNICAL CENTER							
	Vendor Total	0.00	0.00	0.00	0.00	1,511.14	0.00	1,511.14
	REPORT TOTAL	222,881.76	0.00	0.00	0.00	128,490.71	0.00	351,372.47

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G/L_ACCT #	DESCRIPTION	ANNUAL BUDGET	YTD FEB 2019	OVER (UNDER)	42%	YTD FEB 2018
<b>BUDGET TO ACTUAL REVENUES</b>						
	GEN FUND REV					
001-311-10000	CURRENT AD VALOREM TAX	1,100,612	867,236	(233,376)	79%	782,210
001-312-41000	SALES-LOCAL OPTION GAS TAX	238,717	66,972	(171,745)	28%	51,015
001-312-60000	LOCAL GOV INFRASTRUCTURE SURTA	495,200	226,887	(268,313)	46%	149,706
001-314-80000	UTILITY SERVICE TAX - PROPANE	11,000	5,712	(5,288)	52%	4,515
001-315-00000	COMMUNICATION SERVICES TAX	216,000	98,236	(117,764)	45%	83,024
001-321-10000	PROFESSIONAL & OCCUPATION LICE	23,500	6,346	(17,154)	27%	6,992
001-321-11000	COMPETENCY LICENSE	800	25	(775)	3%	25
001-322-10000	PERMITS	90,000	25,552	(64,448)	28%	36,186
001-329-10000	OTHER LICENSES, FEES & PERMITS	3,700	150	(3,550)	4%	3,550
001-331-50000	FEMA REIM IRMA	70,000	0	(70,000)	0%	0
001-334-49000	State Grant - Transportation	360,000	0	(360,000)	0%	0
001-335-12000	STATE REVENUE SHARING PROCEEDS	309,731	123,963	(185,768)	40%	96,382
001-335-14000	STATE - MOBILE HOME LICENSE	1,800	894	(906)	50%	926
001-335-15000	STATE - ALCOHOLIC BEVERAGE LIC	7,700	1,816	(5,884)	24%	4,523
001-335-17000	STATE - D O T REIMBURSEMENT	110,000	14,134	(95,866)	13%	101,762
001-335-18000	STATE - HALF CENT SALES TAX	274,800	125,202	(149,598)	46%	89,025
001-335-23000	FIREFIGHTERS SUPP COMPENSATION	0	480	480	+100%	330
001-335-41000	STATE - REBATE ON MUN VEH FUEL	8,600	6,600	(2,000)	77%	3,566
001-340-21000	SERVICES - COUNTY FIRE PROTECT	420,574	330,000	(90,574)	78%	210,286
001-340-21500	SERVICES-FIRE INSPECTIONS	2,400	1,302	(1,098)	54%	1,029
001-341-53000	Investigative Fees	150	0	(150)	0%	0
001-347-21000	REVENUE - BASEBALL	3,000	0	(3,000)	0%	0
001-347-22000	REVENUE - FOOTBALL	14,000	4,115	(9,885)	29%	255
001-347-23000	REVENUE - BASKETBALL	6,200	4,485	(1,715)	72%	5,859
001-347-25000	REVENUE - CHEERLEADING	0	(35)	(35)	0%	0
001-347-26000	REVENUE - SOFTBALL	3,600	0	(3,600)	0%	0
001-347-27000	REVENUE - OTHER ACTIVITY FEES	600	0	(600)	0%	640
001-347-30000	RENT ON FACILITIES	25,000	5,625	(19,375)	23%	6,405
001-347-41000	REVENUE - POOL ADMISSION FEES	2,500	0	(2,500)	0%	0
001-347-50000	COKE FUND REVENUE	400	273	(127)	68%	299
001-359-10000	OTH FINES & FORFEITS	38,000	11,115	(26,885)	29%	13,829
001-361-10000	INTEREST INC ON INVESTMENTS	16,000	0	(16,000)	0%	0
001-361-13000	UNREALIZED GAIN	35,000	0	(35,000)	0%	0
001-364-11000	SALE OF LAND - HILLCREST CEMET	8,000	6,350	(1,650)	79%	5,500
001-364-12000	SALE OF LAND - SUNNYVALE CEMET	34,000	18,000	(16,000)	53%	12,300
001-366-00000	WALMART - FIRE SAFETY GRANT	0	500	500	+100%	0
001-369-90000	OTHER MISCELLANEOUS REVENUES	80,000	12,089	(67,911)	15%	116,694
001-369-92000	CRA Administrative Fees	5,000	0	(5,000)	0%	20,000
001-369-95000	Insurance Proceeds	6,000	166,503	160,503	2775%	4,864
001-382-10000	CONTRIBUTION FR INTER OPER-ELE	4,017,581	1,673,992	(2,343,589)	42%	1,673,992
001-382-20000	CONTRIBUTION FR INTER OPER-GAS	376,214	156,756	(219,458)	42%	122,775
001-382-30000	CONTRIBUTION FR INTER OPER-WAT	180,000	75,000	(105,000)	42%	32,499
001-382-40000	CONTRIBUTION FR INTER OPER-REF	114,000	47,500	(66,500)	42%	41,667
001-382-50000	CONTRIBUTION FR INTER OPER-SEW	120,000	50,000	(70,000)	42%	50,000
001-382-60000	CONTRIBUTION FR INTER OPER LAN	36,000	15,000	(21,000)	42%	0
001-385-00000	USE OF FUND BALANCE	305,413	0	(305,413)	0%	0
	<b>TOTAL GENERAL FUND REVS</b>	<b>9,171,792</b>	<b>4,148,775</b>	<b>(5,023,017)</b>	<b>45%</b>	<b>3,732,630</b>
<b>COMMUNITY REDEVELOPMENT FUND</b>						
002-341-00000	CRA TIF FUNDS	249,662	0	(249,662)	0%	273,623
002-341-10000	TIF FUNDS REVENUE	130,000	162,203	32,203	125%	142,055
002-389-00000	USE OF FUND BALANCE	300,000	0	(300,000)	0%	0
	<b>TOTAL CRA REVENUE</b>	<b>679,662</b>	<b>162,203</b>	<b>(517,459)</b>	<b>24%</b>	<b>415,678</b>

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400-381-10000	BUSINESS ACTIVITY AND CUSTOMER INTERFUND TRANSFER	478,917	199,549	(279,368)	42%	187,649
	ENTERPRISE FUND REVENUES					
	SEWER					
402-343-10000	SALES	1,975,050	813,434	(1,161,616)	41%	793,779
402-343-16000	CONNECTIONS	2,500	0	(2,500)	0%	1,176
402-343-17000	FORFEITED DISCOUNTS - PENALTIE	20,000	10,164	(9,836)	51%	11,022
402-343-50000	SEWER SURCHARGE O/S	63,200	25,202	(37,998)	40%	24,145
402-361-10000	INTEREST REVENUE	50	0	(50)	0%	0
402-389-90000	USE OF RETAINED EARNINGS	117,956	0	(117,956)	0%	0
	TOTAL SEWER REV	2,178,756	848,800	(1,329,956)	39%	830,122
	ELECTRIC					
403-343-11000	RESIDENTIAL SALES	5,586,000	2,320,690	(3,265,310)	42%	2,313,652
403-343-12000	COMMERCIAL SALES	6,515,000	2,768,473	(3,746,527)	42%	2,086,402
403-343-13000	INDUSTRIAL SALES	1,504,000	599,230	(904,770)	40%	604,103
403-343-14000	STREET LIGHTING SALES	100,000	234	(99,766)	0%	0
403-343-15000	INTERDEPARTMENTAL SALES	303,000	192,490	(110,510)	64%	62,137
403-343-16000	CONNECTIONS	20,000	2,488	(17,512)	12%	19,485
403-343-16500	Michael Surcharge	0	85,148	85,148	+100%	0
403-343-17000	FORFEITED DISCOUNTS - PENALTIE	135,000	61,679	(73,321)	46%	69,125
403-343-18500	SPECIAL PROJECT - MATERIAL SAL	400	73,748	73,348	+100%	625
403-343-19000	CUT ON/OFF FEES	30,000	8,655	(21,345)	29%	19,199
403-343-24000	TRANSFORMER RENT	8,300	3,525	(4,775)	42%	3,468
403-343-27000	MISCELLANEOUS CHARGES	7,000	9,463	2,463	135%	953
403-343-29000	POLE RENT-CABLEVISION	18,908	19,824	916	105%	0
403-343-90000	MISCELLANEOUS REVENUES	300	0	(300)	0%	83
	TOTAL ELECTRIC REV	14,227,908	6,145,647	(8,082,261)	43%	5,179,232
	WATER					
404-343-10000	SALES	1,574,000	681,377	(892,623)	43%	631,716
404-343-15000	INTERDEPARTMENTAL SALES	110,000	11,627	(98,373)	11%	144
404-343-16000	CONNECTIONS	7,000	1,513	(5,487)	22%	4,655
404-343-17000	FORFEITED DISCOUNTS-PENALTIES	20,000	9,105	(10,895)	46%	8,548
404-343-19000	CUT ON/OFF FEES	300	0	(300)	0%	118
404-343-27000	MISCELLANEOUS CHARGES	6,000	1,342	(4,658)	22%	4,046
404-343-30000	WATER SURCHARGE O/S	97,000	39,573	(57,427)	41%	42,419
404-361-10000	INTEREST REVENUE	6,000	0	(6,000)	0%	0
404-361-13000	UNREALIZED GAIN	7,000	0	(7,000)	0%	0
	TOTAL WATER REV	1,827,300	744,537	(1,082,763)	41%	691,646
	GAS					
405-343-10000	GAS SALES	1,417,460	723,954	(693,506)	51%	747,410
405-343-15000	GAS INTERDEPARTMENTAL SALES	9,000	3,177	(5,823)	35%	169
405-343-16000	GAS CONNECTIONS	2,000	254	(1,746)	13%	898
405-343-17000	GAS FORFEITED DISCS-PENALTIES	11,000	6,594	(4,406)	60%	8,438
405-343-19000	GAS CUT ON/OFF FEES	100	0	(100)	0%	78
405-343-27000	GAS OTHER CHARGES	0	72	72	+100%	(186)
405-369-40000	OTHER MISC REV-REBATE	0	1,443	1,443	+100%	0
405-369-90000	MISCELLANEOUS REVENUE	96,400	0	(96,400)	0%	0
	TOTAL GAS REV	1,535,960	735,494	(800,466)	48%	756,807
	REFUSE					
406-343-11000	RESIDENTIAL SALES	722,300	301,329	(420,971)	42%	289,764
406-343-12000	COMMERCIAL SALES	489,900	206,745	(283,155)	42%	197,931
406-343-15000	YARD TRASH COLLECTION	141,400	59,499	(81,901)	42%	59,146
406-343-17000	FORFEITED DISCOUNTS-PENALTIES	15,000	6,755	(8,245)	45%	7,544
	TOTAL REFUSE REV	1,368,600	574,328	(794,272)	42%	554,385

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	LANDFILL					
407-343-44000	GARBAGE TIPPING FEES	170,000	65,407	(104,593)	38%	49,858
	TELECOMMUNICATION					
508-381-00010	Non-Operating Transfer	88,000	0	(88,000)	0%	0
508-381-10000	INTERFUND TRANSFER FROM GENERA	48,132	0	(48,132)	0%	0
508-381-20000	INTERFUND TRNFR FROM ENTERPRIS	63,000	0	(63,000)	0%	0
	TOTAL TELECOMMUNICATIONS REV	199,132	0	(199,132)	0%	0
	TOTAL REVENUES	31,838,027	13,624,740	(18,213,287)	43%	12,398,007

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G/L_ACCT #	ACCOUNT DESCRIPTION	ANNUAL BUDGET	YTD FEB 2019	PURCHASE ORDERS	OVER (UNDER)	42%	YTD FEB 2018
BUDGET TO ACTUAL EXPENDITURES							
GEN FUND EXP							
<b>CITY COMMISSION</b>							
001-110-511-10110	SALARIES & WAGES	82,135	31,591	0	50,544	38%	31,591
001-110-511-10210	FICA TAXES	6,283	2,321	0	3,962	37%	2,417
001-110-511-10220	RETIREMENT CONTRIBUTIONS	9,856	3,791	0	6,065	38%	0
001-110-511-30343	PROFESSIONAL SERVICES LOBBYIST	21,000	14,250	0	6,750	68%	6,175
001-110-511-30402	TRAVEL	2,000	736	0	1,264	37%	0
001-110-511-30491	OTHER EXPENSES	7,500	4,223	0	3,277	56%	2,636
001-110-511-31000	OTHER OPERATING IT SUPPORT	8,000	0	0	8,000	0%	0
001-110-511-80820	AID TO PRIVATE ORGANIZATIONS	19,000	0	0	19,000	0%	68,500
	TOTAL CITY COMMISSION	155,774	56,912	0	98,862	37%	111,319
<b>CITY MANAGER</b>							
001-160-512-10110	SALARIES & WAGES	84,000	35,799	0	48,201	43%	32,692
001-160-512-10120	REGULARY SALARIES & WAGES	28,818	12,939	0	15,879	45%	10,679
001-160-512-10140	OVERTIME	100	2,439	0	(2,339)	2439%	169
001-160-512-10210	FICA TAXES	8,638	3,830	0	4,808	44%	3,046
001-160-512-10220	RETIREMENT CONTRIBUTIONS	13,550	5,476	0	8,074	40%	5,225
001-160-512-10230	LIFE & HEALTH INSURANCE	17,245	2,221	0	15,024	13%	6,683
001-160-512-30341	CONTRACTUAL SERVICES	12,000	6,939	0	5,061	58%	0
001-160-512-30343	PROFESSIONAL SERVICES	1,000	0	0	1,000	0%	0
001-160-512-30402	TRAVEL EXPENSE	1,000	0	0	1,000	0%	0
001-160-512-30403	GAS	250	95	0	155	38%	254
001-160-512-30410	TELEPHONE	6,120	2,674	0	3,446	44%	2,841
001-160-512-30461	REPAIR & MAINTENANCE OFFICE EQ	800	108	0	692	14%	0
001-160-512-30491	OTHER OPERATING EXPENSE	200	203	0	(3)	102%	40
001-160-512-30511	OFFICE SUPPLIES GENERAL	600	28	0	572	5%	302
001-160-512-31000	OTHER OPERATING EXP - IT SUPPO	8,000	0	0	8,000	0%	0
	TOTAL CITY MANAGER	182,321	72,751	0	109,570	40%	61,931
<b>CITY ATTORNEY</b>							
001-120-514-30341	CONTRACTUAL SERVICES	170,000	60,626	0	109,374	36%	65,037
001-120-514-30343	PROFESSIONAL SERVICES	1,000	0	0	1,000	0%	0
001-120-514-30500	LEGAL & RECORDING FEES	1,000	0	0	1,000	0%	1,500
001-120-514-30540	PUBLICATIONS,SUBSCRIP,& MEMBER	2,400	0	0	2,400	0%	0
001-120-514-31000	OTHER OPERATING EXP - IT SUPPO	8,000	0	0	8,000	0%	0
	TOTAL CITY ATTORNEY	182,400	60,626	0	121,774	33%	66,537
<b>CITY CLERK</b>							
001-130-519-10110	SALARIES & WAGES	64,898	24,989	0	39,909	39%	23,773
001-130-519-10210	FICA TAXES	4,965	1,774	0	3,191	36%	1,684
001-130-519-10220	RETIREMENT CONTRIBUTIONS	7,788	2,995	0	4,793	38%	2,853
001-130-519-10230	LIFE & HEALTH INSURANCE	6,367	2,602	0	3,765	41%	2,464
001-130-519-30343	PROFESSIONAL SERVICES	3,000	1,225	0	1,775	41%	0
001-130-519-30402	TRAVEL EXPENSE	1,000	0	0	1,000	0%	0
001-130-519-30410	TELEPHONE	1,788	449	0	1,339	25%	693
001-130-519-30461	REPAIR & MAINT - OFFICE EQUIPM	100	0	0	100	0%	0
001-130-519-30491	OTHER OPERATING EXPENSE	100	50	0	50	50%	40
001-130-519-30493	TRAINING	100	0	0	100	0%	0
001-130-519-30500	LEGAL ADS AND RECORDING FEES	750	0	0	750	0%	0
001-130-519-30511	OFFICE SUPPLIES-GENERAL	500	0	0	500	0%	22
001-130-519-31000	OTHER OPERATING EXP - IT SUPPO	8,000	0	0	8,000	0%	0
	TOTAL CITY CLERK	99,356	34,084	0	65,272	34%	31,529



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**NON-DEPARTMENTAL**

001-001-519-30320	ACCOUNTING & AUDITING SERVICES	28,896	4,800	0	24,096	17%	0
001-001-519-30341	CONTRACTUAL SERVICES	18,000	0	0	18,000	0%	0
001-001-519-30342	RECORDING OF THE COMMISSION MT	42,000	14,000	0	28,000	33%	17,500
001-001-519-30390	CONTINGENCIES	58,023	0	0	58,023	0%	0
001-001-519-30410	TELEPHONE	648	22	0	626	3%	9
001-001-519-30440	SUMMER YOUTH WORK PROGRAM	17,000	0	0	17,000	0%	216
001-001-519-30451	INSURANCE	439,080	214,597	0	224,483	49%	204,507
001-001-519-30465	COPIER PAYMENT	9,000	1,201	0	7,799	13%	2,100
001-001-519-30491	OTHER OPERATING EXPENSE	15,000	7,703	0	7,297	51%	7,562
001-001-519-30500	LEGAL ADS & RECORDINGS	0	0	0	0	0%	91
001-001-519-30512	POSTAGE	4,000	2,226	0	1,774	56%	5,672
001-001-519-70730	TRANSFER DEBT SVC CAP IMP BOND	360,000	90,000	0	270,000	25%	150,000
001-001-519-70731	HONEYWELL LOAN PRINCIPAL	15,338	7,581	0	7,757	49%	7,012
001-001-519-70732	HONEYWELL LOAN INTEREST	3,841	2,009	0	1,832	52%	2,338
001-001-519-90000	TRANSFER TO INTERNAL SERVICE F	48,132	0	0	48,132	0%	0
001-001-552-90645	CRA TIF: ECONOMIC ENVIRON.	146,000	162,203	0	(16,203)	111%	0
	<b>TOTAL NON-DEPARTMENTAL</b>	<b>1,204,958</b>	<b>506,342</b>	<b>0</b>	<b>698,616</b>	<b>42%</b>	<b>397,007</b>

**PERSONNEL**

001-260-513-10110	EXE SALARIES & WAGES	52,500	0	0	52,500	0%	1,631
001-260-513-10120	REGULAR SALARIES & WAGES	0	14,308	0	(14,308)	+100%	0
001-260-513-10130	OTHER SALARIES & WAGES - P/T	15,080	6,928	0	8,152	46%	0
001-260-513-10210	FICA TAXES	5,170	1,550	0	3,620	30%	125
001-260-513-10220	RETIREMENT CONTRIBUTIONS	6,300	1,714	0	4,586	27%	89
001-260-513-10230	LIFE & HEALTH INSURANCE	3,356	1,802	0	1,554	54%	24
001-260-513-30314	PSYCHIATRIC EVALUATIONS	1,600	1,275	0	325	80%	1,400
001-260-513-30315	EMPLOYEE QUALITY OF LIFE	1,000	1,561	0	(561)	156%	0
001-260-513-30341	CONTRACTUAL SERVICES	8,000	6,221	0	1,779	78%	5,748
001-260-513-30343	PROFESSIONAL SERVICES	2,000	(157)	0	2,157	-8%	0
001-260-513-30402	TRAVEL EXPENSE	700	0	0	700	0%	0
001-260-513-30410	TELEPHONE	3,000	1,759	0	1,241	59%	1,534
001-260-513-30461	REPAIR AND MAINTENANCE OFFICE	500	49	0	451	10%	0
001-260-513-30491	OTHER OPERATING EXPENSE	1,400	477	0	923	34%	71
001-260-513-30493	TRAINING	800	0	0	800	0%	0
001-260-513-30511	OFFICE SUPPLIES GENERAL	1,600	942	0	658	59%	0
001-260-513-31000	OTHER OPERATING EXP - IT SUPPO	8,000	0	0	8,000	0%	0
	<b>TOTAL PERSONNEL</b>	<b>111,006</b>	<b>38,429</b>	<b>0</b>	<b>72,577</b>	<b>35%</b>	<b>10,622</b>

**FINANCE**

001-271-513-10110	EXE SALARIES & WAGES	21,085	7,730	0	13,355	37%	7,724
001-271-513-10120	REGULAR SALARIES & WAGES	35,918	14,164	0	21,754	39%	13,146
001-271-513-10140	OVERTIME	0	648	0	(648)	+100%	0
001-271-513-10210	FICA TAXES	4,361	1,588	0	2,773	36%	1,472
001-271-513-10220	RETIREMENT CONTRIBUTIONS	6,840	2,629	0	4,211	38%	2,504
001-271-513-10230	LIFE & HEALTH INSURANCE	11,527	4,686	0	6,841	41%	4,466
001-271-513-30343	PROFESSIONAL SERVICES	16,500	12,654	0	3,846	77%	14,925
001-271-513-30410	TELEPHONE	6,400	2,641	0	3,759	41%	2,316
001-271-513-30461	REPAIR & MAINT OFFICE EQUIPMEN	500	40	0	460	8%	0
001-271-513-30491	OTHER OPERATING EXPENSE	1,000	530	0	470	53%	605
001-271-513-30493	TRAINING	1,000	130	0	870	13%	130
001-271-513-30511	OFFICE SUPPLIES GENERAL	8,000	3,168	0	4,832	40%	3,324
001-271-513-30521	OPERATING SUPPLIES	600	364	0	236	61%	412
001-271-513-31000	OTHER OPERATING EXP - IT SUPPO	8,000	0	0	8,000	0%	0
001-271-513-60000	Software	6,000	0	0	6,000	0%	0
001-271-513-60641	OFFICE FURNITURE & EQUIPMENT	3,000	0	0	3,000	0%	0
	<b>TOTAL FINANCE</b>	<b>130,731</b>	<b>50,972</b>	<b>0</b>	<b>79,759</b>	<b>39%</b>	<b>51,024</b>

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**GENERAL SERVICES ADM**

001-276-513-10110	EXE SALARY & WAGES	10,021	4,313	0	5,708	43%	3,559
001-276-513-10140	OVERTIME	0	813	0	(813)	+100%	56
001-276-513-10210	FICA	767	366	0	401	48%	253
001-276-513-10220	RETIREMENT	1,203	518	0	685	43%	434
001-276-513-10230	LIFE & HEALTH INSURANCE	1,554	629	0	925	40%	592
	<b>TOTAL GEN SERVICES ADM</b>	<b>13,545</b>	<b>6,639</b>	<b>0</b>	<b>6,906</b>	<b>49%</b>	<b>4,894</b>

**LAW ENFORCEMENT ADM**

001-210-521-10110	EXE SALARIES & WAGES	80,000	28,153	0	51,847	35%	26,145
001-210-521-10120	REGULAR SALARIES & WAGES	102,490	37,346	0	65,144	36%	34,922
001-210-521-10150	SPEC PAY-INCENTIVE,HOL,LV BUYB	1,000	0	0	1,000	0%	0
001-210-521-10210	FICA TAXES	14,037	4,774	0	9,263	34%	4,448
001-210-521-10220	RETIREMENT CONTRIBUTIONS	22,019	7,851	0	14,168	36%	7,329
001-210-521-10230	LIFE & HEALTH INSURANCE	30,519	12,328	0	18,191	40%	11,829
001-210-521-30341	CONTRACTUAL SERVICES	48,200	32,844	0	15,356	68%	30,681
001-210-521-30402	TRAVEL EXPENSE	1,500	0	0	1,500	0%	0
001-210-521-30403	GAS & DIESEL	1,600	1,652	0	(52)	103%	502
001-210-521-30404	OIL & GREASE	350	108	0	242	31%	0
001-210-521-30405	TIRES	800	292	0	508	37%	0
001-210-521-30406	VEHICLE PARTS ONLY	800	2,087	0	(1,287)	261%	0
001-210-521-30407	VEHICLE REPAIRS	400	250	0	150	63%	48
001-210-521-30410	TELEPHONE	36,000	14,556	0	21,444	40%	13,201
001-210-521-30430	UTILITIES	10,000	3,481	0	6,519	35%	10,528
001-210-521-30464	REPAIRS & MAINTENANCE-RADIO	2,000	0	0	2,000	0%	0
001-210-521-30491	OTHER OPERATING EXPENSE	2,000	941	0	1,059	47%	99
001-210-521-30492	INVESTIGATIVE FUNDS	1,000	35	0	965	4%	250
001-210-521-30493	TRAINING	750	0	0	750	0%	0
001-210-521-30511	OFFICE SUPPLIES-GENERAL	1,000	516	0	484	52%	334
001-210-521-30521	OPERATING MATERIALS & SUPPLIES	500	434	0	66	87%	131
001-210-521-30522	OPERATING SUPPLIES-UNIFORMS	500	12	0	488	2%	222
001-210-521-30540	PUBLICATIONS, SUBSCRIP. & MEMB	500	710	0	(210)	142%	300
001-210-521-31000	OTHER OPERATING EXP - IT SUPPO	8,000	0	0	8,000	0%	0
001-210-521-60641	OFFICE FURNITURE & EQUIPMENT	500	325	0	175	65%	0
001-210-521-60644	EQUIPMENT	2,000	0	0	2,000	0%	0
	<b>TOTAL LAW ENFORCEMENT ADM</b>	<b>368,465</b>	<b>148,695</b>	<b>0</b>	<b>219,770</b>	<b>40%</b>	<b>140,969</b>

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**LAW ENFORCEMENT OPERATIONS**

001-220-521-10120	REGULAR SALARIES & WAGES	1,150,275	398,010	0	752,265	35%	400,325
001-220-521-10130	OTHER SALARIES & WAGES - P/T	29,354	15,396	0	13,958	52%	12,034
001-220-521-10140	OVERTIME	90,000	71,115	0	18,885	79%	56,012
001-220-521-10150	SPEC PAY-INCENTIVE,HOL, LV BUY	14,000	7,760	0	6,240	55%	6,680
001-220-521-10210	FICA TAXES	98,198	37,752	0	60,446	38%	35,269
001-220-521-10220	RETIREMENT CONTRIBUTIONS	230,962	61,620	0	169,342	27%	67,679
001-220-521-10230	LIFE & HEALTH INSURANCE	221,276	94,210	0	127,066	43%	80,452
001-220-521-30341	CONTRACTURAL SERVICES	1,000	231	0	769	23%	0
001-220-521-30402	TRAVEL EXPENSE	1,000	645	0	355	65%	0
001-220-521-30403	GASOLINE & DIESEL	43,000	15,813	0	27,187	37%	15,602
001-220-521-30404	OIL & GREASE	1,500	609	0	891	41%	504
001-220-521-30405	TIRES	3,500	366	0	3,134	10%	1,214
001-220-521-30406	VEHICLE PARTS ONLY	6,500	5,268	0	1,232	81%	1,476
001-220-521-30407	OTHER AUTO EXPENSE	1,000	15	0	985	2%	227
001-220-521-30462	REPAIR & MAINT.-EQUIPMENT & TO	600	0	0	600	0%	0
001-220-521-30464	REPAIR & MAINTENANCE - RADIOS	200	0	0	200	0%	0
001-220-521-30491	OTHER OPERATING EXPENSE	5,000	1,113	0	3,887	22%	6,120
001-220-521-30493	TRAINING	8,000	2,510	0	5,490	31%	0
001-220-521-30499	CANINE EXPENSE	2,000	97	0	1,903	5%	264
001-220-521-30511	OFFICE SUPPLIES	1,100	0	0	1,100	0%	121
001-220-521-30521	OPERATING MATERIALS & SUPPLIES	5,000	4,514	0	486	90%	2,219
001-220-521-30522	OPERATING SUPPLIES - UNIFORMS	7,500	11,408	0	(3,908)	152%	268
001-220-521-60642	VEHICLES	90,000	0	85,998	4,002	96%	23,142
001-220-521-60644	EQUIPMENT	6,000	0	7,434	(1,434)	124%	27,481
001-220-521-70711	VEHICLE LOAN CCBG (4)-PRINCIPA	25,918	26,359	0	(441)	102%	27,378
001-220-521-70721	VEHICLE LOAN CCBG (4)- INTERES	1,464	1,019	0	445	70%	0
	<b>TOTAL LAW ENFORCEMENT OPERAT</b>	<b>2,044,347</b>	<b>755,830</b>	<b>93,432</b>	<b>1,195,085</b>	<b>42%</b>	<b>764,467</b>

**FIRE CONTROL ADM**

001-210-522-10110	EXE SALARIES & WAGES	64,119	24,689	0	39,430	39%	23,487
001-210-522-10120	REGULAR SALARIES & WAGES	44,180	18,315	0	25,865	41%	16,184
001-210-522-10150	SPEC PAY-INCENTIVE,HOL, LV BUYB	1,500	650	0	850	43%	650
001-210-522-10210	FICA TAXES	8,400	3,035	0	5,365	36%	2,784
001-210-522-10220	RETIREMENT CONTRIBUTIONS	27,743	9,819	0	17,924	35%	9,212
001-210-522-10230	LIFE & HEALTH INSURANCE	21,583	8,807	0	12,776	41%	8,358
001-210-522-30410	TELEPHONE	16,500	7,609	0	8,891	46%	6,109
001-210-522-30430	UTILITIES	20,000	14,559	0	5,441	73%	0
001-210-522-30461	REPAIR & MAINTENANCE-OFFICE EQ	1,800	0	0	1,800	0%	157
001-210-522-30463	REPAIR & MAINT.-BUILDINGS & GR	3,750	1,944	0	1,806	52%	1,031
001-210-522-30464	REPAIR & MAINTENANCE-RADIO	3,500	0	0	3,500	0%	0
001-210-522-30465	COPIER PAYMENT	1,550	259	0	1,291	17%	235
001-210-522-30491	OTHER OPERATING EXPENSE	1,000	298	0	702	30%	201
001-210-522-30494	FIRE PREVENTION & EDUCATION	4,400	1,398	0	3,002	32%	748
001-210-522-30511	OFFICE SUPPLIES-GENERAL	550	215	0	335	39%	193
001-210-522-30521	OPERATING MATERIALS & SUPPLIES	750	535	0	215	71%	445
001-210-522-30522	OPERATING SUPPLIES - UNIFORMS	500	143	0	357	29%	343
001-210-522-31000	OTHER OPERATING EXP -IT SUPPOR	8,000	0	0	8,000	0%	0
001-210-522-60620	Buildings and Other Improvemen	44,500	0	0	44,500	0%	0
001-210-522-60641	OFFICE FURNITURE & EQUIPMENT	10,500	0	0	10,500	0%	0
	<b>TOTAL FIRE CONTROL ADM</b>	<b>284,825</b>	<b>92,275</b>	<b>0</b>	<b>192,550</b>	<b>32%</b>	<b>70,137</b>

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<b>FIRE CONTROL OPERATIONS</b>							
001-230-522-10120	REGULAR SALARIES & WAGES	715,681	242,606	0	473,075	34%	244,001
001-230-522-10130	OTHER SALARIES & WAGES - P/T	20,000	583	0	19,417	3%	1,102
001-230-522-10140	OVERTIME	25,000	64,737	0	(39,737)	259%	52,389
001-230-522-10150	SPEC PAY-INCENTIVE,HOL,LV BUYB	17,000	6,860	0	10,140	40%	7,550
001-230-522-10210	FICA TAXES	59,493	22,754	0	36,739	38%	22,059
001-230-522-10220	RETIREMENT CONTRIBUTIONS	186,249	64,928	0	121,321	35%	61,514
001-230-522-10230	LIFE & HEALTH INSURANCE	158,150	63,621	0	94,529	40%	59,647
001-230-522-30402	TRAVEL EXPENSE	150	0	0	150	0%	0
001-230-522-30403	GASOLINE & DIESEL	9,500	3,880	0	5,620	41%	3,698
001-230-522-30404	OIL & GREASE	1,250	156	0	1,094	12%	206
001-230-522-30405	TIRES	4,500	0	0	4,500	0%	142
001-230-522-30406	VEHICLE PARTS ONLY	3,000	702	0	2,298	23%	403
001-230-522-30462	REPAIR & MAINT. - EQUIPMENT &	13,400	4,539	0	8,861	34%	3,560
001-230-522-30491	OTHER OPERATING EXPENSE	1,100	1,145	0	(45)	104%	183
001-230-522-30493	TRAINING	5,000	3,211	0	1,789	64%	3,222
001-230-522-30511	OFFICE SUPPLIES	800	57	0	743	7%	67
001-230-522-30521	OPERATING MATERIALS & SUPPLIES	675	455	0	220	67%	245
001-230-522-30522	OPERATING SUPPLIES - UNIFORMS	8,000	5,161	0	2,839	65%	3,807
001-230-522-60642	VEHICLES	25,000	0	0	25,000	0%	26,710
001-230-522-60644	EQUIPMENT	15,000	2,244	0	12,756	15%	311
	<b>TOTAL FIRE CONTROL OPERATIONS</b>	<b>1,268,948</b>	<b>487,639</b>	<b>0</b>	<b>781,309</b>	<b>38%</b>	<b>490,816</b>

<b>BUILDING &amp; PLANNING</b>							
001-284-515-10110	EXE SALARIES & WAGES	64,370	24,785	0	39,585	39%	23,579
001-284-515-10120	REGULAR SALARIES & WAGES	71,045	25,546	0	45,499	36%	26,025
001-284-515-10140	OVERTIME	700	1,453	0	(753)	208%	191
001-284-515-10210	FICA TAXES	10,413	3,735	0	6,678	36%	3,535
001-284-515-10220	RETIREMENT CONTRIBUTIONS	16,334	6,033	0	10,301	37%	5,953
001-284-515-10230	LIFE & HEALTH INSURANCE	33,653	10,800	0	22,853	32%	13,014
001-284-515-30341	CONTRACTUAL SERVICES	39,600	3,150	0	36,450	8%	4,700
001-284-515-30342	CONTRACTUAL SERVICES HOUSING D	55,000	0	0	55,000	0%	0
001-284-515-30402	TRAVEL EXPENSE	2,500	0	0	2,500	0%	855
001-284-515-30403	GAS & DIESEL	1,400	324	0	1,076	23%	451
001-284-515-30404	OIL & GREASE	200	0	0	200	0%	0
001-284-515-30405	TIRES	200	19	0	181	10%	477
001-284-515-30406	VEH PARTS ONLY	200	0	0	200	0%	0
001-284-515-30407	VEH REPAIRS	300	0	0	300	0%	0
001-284-515-30410	TELEPHONE	6,045	2,461	0	3,584	41%	2,425
001-284-515-30461	REPAIR & MAINT. OFFICE EQUIPME	500	360	0	140	72%	0
001-284-515-30491	OTHER OPERATING EXPENSE	2,000	1,013	0	987	51%	1,505
001-284-515-30493	TRAINING	1,500	0	0	1,500	0%	701
001-284-515-30500	ADVERTISEMENTS	1,200	1,008	0	192	84%	428
001-284-515-30511	OFFICE SUPPLIES GENERAL	1,000	391	0	609	39%	335
001-284-515-31000	OTHER OPERATING EXP - IT SUPPO	8,000	0	0	8,000	0%	0
	<b>TOTAL BUILDING &amp; PLANNING</b>	<b>316,160</b>	<b>81,078</b>	<b>0</b>	<b>235,082</b>	<b>26%</b>	<b>84,174</b>

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<b>RECREATIONAL ACTIVITY</b>							
001-310-572-10110	EXE SALARIES & WAGES	61,316	17,006	0	44,310	28%	22,460
001-310-572-10120	REGULAR SALARIES & WAGES	207,890	54,100	0	153,790	26%	43,648
001-310-572-10130	OTHER SALARIES & WAGES - P/T	40,331	5,351	0	34,980	13%	9,081
001-310-572-10140	OVERTIME	100	565	0	(465)	565%	163
001-310-572-10210	FICA TAXES	23,687	5,324	0	18,363	22%	5,396
001-310-572-10220	RETIREMENT CONTRIBUTIONS	32,305	8,400	0	23,905	26%	7,933
001-310-572-10230	LIFE & HEALTH INSURANCE	59,770	23,825	0	35,945	40%	15,864
001-310-572-30341	CONTRACTUAL SERVICES	10,000	839	0	9,161	8%	6,490
001-310-572-30402	TRAVEL EXPENSE	750	0	0	750	0%	0
001-310-572-30403	GAS & DIESEL	6,700	3,185	0	3,515	48%	1,827
001-310-572-30404	OIL & GREASE	150	93	0	57	62%	0
001-310-572-30405	TIRES	200	304	0	(104)	152%	0
001-310-572-30406	VEH PARTS ONLY	500	34	0	466	7%	331
001-310-572-30407	VEHICLE REPAIRS	750	23	0	727	3%	5,317
001-310-572-30410	TELEPHONE	8,200	3,155	0	5,045	38%	2,897
001-310-572-30440	RENTAL OF EQUIPMENT & BUILDING	500	0	0	500	0%	0
001-310-572-30441	SWIMMING POOL REPAIRS	1,500	0	0	1,500	0%	0
001-310-572-30462	REPAIR & MAINT-EQUIPMENT & TOO	4,000	4,156	0	(156)	104%	175
001-310-572-30491	OTHER OPERATING EXPENSES	10,000	7,310	0	2,690	73%	3,905
001-310-572-30492	MAINTENANCE OF TANYARD CREEK P	5,000	0	0	5,000	0%	939
001-310-572-30493	TRAINING	1,000	573	0	427	57%	0
001-310-572-30511	OFFICE SUPPLIES - GENERAL	1,600	334	0	1,266	21%	352
001-310-572-30521	OPERATING MATERIALS & SUPPLIES	1,800	1,831	0	(31)	102%	826
001-310-572-30523	OPERATING SUP - CHEM	1,500	0	0	1,500	0%	370
001-310-572-30524	SWIMMING POOL SUPPLIES	4,000	0	0	4,000	0%	0
001-310-572-30525	ATHLETIC EQUIPMENT - FOOTBALL	10,000	108	0	9,892	1%	2,273
001-310-572-30526	ATHLETIC EQUIP BASEBALL & SOFT	3,000	253	0	2,747	8%	243
001-310-572-30528	ATHLETIC EQUIPMENT - BASKETBAL	3,000	2,489	0	511	83%	2,411
001-310-572-30529	ATHLETIC EQUIPMENT - OTHER	4,000	1,814	909	1,277	68%	0
001-310-572-30540	OTHER RECREATIONAL ACTIVITIES	12,000	546	0	11,454	5%	4,491
001-310-572-31000	OTHER OPERATING EXP - IT SUPPO	8,000	0	0	8,000	0%	0
	<b>TOTAL RECREATIONAL ACTIVITY</b>	<b>523,549</b>	<b>141,618</b>	<b>909</b>	<b>381,022</b>	<b>27%</b>	<b>137,392</b>
<b>PARKS</b>							
001-440-572-30391	PARKS & FACILITY	4,000	2,208	0	1,792	55%	793
001-440-572-30430	UTILITIES	25,000	19,058	0	5,942	76%	67
001-440-572-30462	REPAIR & MAINT.-EQUIPMENT & TO	0	2,200	0	(2,200)	+100%	0
001-440-572-30463	REPAIR & MAINTENANCE-BLDGS. &	14,000	8,288	0	5,712	59%	5,941
001-440-572-60610	HILLSIDE PARK DEVELOPMENT	29,000	0	0	29,000	0%	1,875
001-440-572-60644	EQUIPMENT	7,500	1,422	0	6,078	19%	7,222
	<b>TOTAL PARKS</b>	<b>79,500</b>	<b>33,176</b>	<b>0</b>	<b>46,324</b>	<b>42%</b>	<b>15,898</b>

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<b>PUBLIC WORKS ADM</b>							
001-410-539-10110	EXE SALARIES & WAGES	42,234	17,132	0	25,102	41%	15,471
001-410-539-10120	REGULAR SALARIES & WAGES	6,540	2,843	0	3,697	43%	3,427
001-410-539-10210	FICA TAXES	3,731	1,393	0	2,338	37%	1,329
001-410-539-10220	RETIREMENT CONTRIBUTIONS	5,853	2,394	0	3,459	41%	2,268
001-410-539-10230	LIFE & HEALTH INSURANCE	9,370	4,196	0	5,174	45%	3,627
001-410-539-30410	TELEPHONE	10,000	3,351	0	6,649	34%	3,441
001-410-539-30430	UTILITIES	68,000	26,547	0	41,453	39%	0
001-410-539-30440	REPAIR & MAINT BUILDING	1,500	0	0	1,500	0%	0
001-410-539-30491	OTHER OPERATING EXPENSE	5,000	566	0	4,434	11%	336
001-410-539-30493	TRAINING	1,000	0	0	1,000	0%	0
001-410-539-30511	OFFICE SUPPLIES	400	0	0	400	0%	18
001-410-539-30521	OPERATING MATERIALS & SUPPLIES	2,000	0	0	2,000	0%	107
001-410-539-30522	OPERATING EXPENSE - UNIFORMS	16,500	4,538	0	11,962	28%	6,661
001-410-539-30524	OPERATING SUPPLIES - TOOLS	500	0	0	500	0%	0
001-410-539-31000	OTHER OPERATING EXP - IT SUPPO	8,000	0	0	8,000	0%	0
	<b>TOTAL PUBLIC WORKS ADM</b>	<b>180,628</b>	<b>62,960</b>	<b>0</b>	<b>117,668</b>	<b>35%</b>	<b>36,685</b>

<b>ROADS &amp; STREETS</b>							
001-430-541-10110	SALARIES & WAGES	6,034	6,755	0	(721)	112%	3,370
001-430-541-10120	REGULAR SALARIES & WAGES	278,031	101,048	0	176,983	36%	91,029
001-430-541-10140	OVERTIME	1,500	5,682	0	(4,182)	379%	1,308
001-430-541-10210	FICA TAXES	21,846	8,220	0	13,626	38%	7,006
001-430-541-10220	RETIREMENT CONTRIBUTIONS	34,268	12,292	0	21,976	36%	11,099
001-430-541-10230	LIFE & HEALTH INSURANCE	53,800	23,614	0	30,186	44%	19,896
001-430-541-30341	CONTRACTUAL SERVICES	2,000	0	0	2,000	0%	0
001-430-541-30403	GASOLINE & DIESEL	60,000	22,949	0	37,051	38%	18,056
001-430-541-30524	OPERATING SUPPLIES - SMALL TOO	1,000	52	0	948	5%	522
001-430-541-30530	ROAD MATERIALS & SUPPLIES	37,500	24,011	0	13,489	64%	11,255
001-430-541-60632	RESURF & SIDEWALKS	560,000	60,604	34,800	464,596	17%	311,679
001-430-541-60634	STORM WATER FACILITIES	250,000	0	0	250,000	0%	0
001-430-541-60643	HEAVY EQUIPMENT	137,500	0	54,744	82,756	40%	0
001-430-541-70711	PRINCIPAL- CCB LOAN EQUIP FOR	34,000	0	0	34,000	0%	7,521
001-430-541-70721	INTEREST - CCB LOAN EQUIPMENT	0	0	0	0	0%	61
	<b>TOTAL ROADS &amp; STREETS</b>	<b>1,477,479</b>	<b>265,227</b>	<b>89,544</b>	<b>1,122,708</b>	<b>24%</b>	<b>482,802</b>

<b>CEMETERIES &amp; GROUNDS</b>							
001-431-542-10120	REGULAR SALARIES & WAGES	74,575	21,604	0	52,971	29%	24,089
001-431-542-10140	OVERTIME	1,000	1,170	0	(170)	117%	334
001-431-542-10210	FICA TAXES	5,781	1,637	0	4,144	28%	1,806
001-431-542-10220	RETIREMENT CONTRIBUTIONS	9,069	2,328	0	6,741	26%	2,799
001-431-542-10230	LIFE & HEALTH INSURANCE	11,800	4,834	0	6,966	41%	4,374
001-431-542-30521	OPERATING SUPPLIES	2,000	0	0	2,000	0%	0
	<b>TOTAL CEMETERIES &amp; GROUNDS</b>	<b>104,225</b>	<b>31,573</b>	<b>0</b>	<b>72,652</b>	<b>30%</b>	<b>33,402</b>

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<b>BUILDINGS &amp; GROUNDS</b>							
001-440-519-10120	REGULAR SALARIES & WAGES	159,872	64,319	0	95,553	40%	54,457
001-440-519-10140	OVERTIME	1,000	3,463	0	(2,463)	346%	534
001-440-519-10210	FICA TAXES	12,307	4,819	0	7,488	39%	4,015
001-440-519-10220	RETIREMENT CONTRIBUTIONS	19,305	7,325	0	11,980	38%	6,398
001-440-519-10230	LIFE & HEALTH INSURANCE	30,410	17,138	0	13,272	56%	11,194
001-440-519-30341	CONTRACTUAL SERVICES	48,300	61,710	0	(13,410)	128%	24,233
001-440-519-30463	REPAIR & MAINT.-BUILDINGS & GR	15,000	12,928	0	2,072	86%	3,436
001-440-519-30491	OTHER OPERATING EXPENSE	8,000	5,943	0	2,057	74%	4,637
001-440-519-60644	EQUIPMENT	20,000	1,856	0	18,144	9%	29,973
	<b>TOTAL BUILDINGS &amp; GROUNDS</b>	<b>314,194</b>	<b>179,501</b>	<b>0</b>	<b>134,693</b>	<b>57%</b>	<b>138,877</b>

<b>FLEET MAINTENANCE</b>							
001-450-541-10120	REGULAR SALARIES & WAGES	76,268	24,889	0	51,379	33%	12,500
001-450-541-10140	OVERTIME	1,000	494	0	506	49%	0
001-450-541-10210	FICA TAXES	5,911	1,921	0	3,990	32%	876
001-450-541-10220	RETIREMENT CONTRIBUTIONS	9,272	2,981	0	6,291	32%	1,237
001-450-541-10230	LIFE & HEALTH INSURANCE	8,530	4,376	0	4,154	51%	3,253
001-450-541-30404	OIL & GREASE	3,700	2,367	0	1,333	64%	2,147
001-450-541-30405	TIRES	8,000	1,566	0	6,434	20%	3,996
001-450-541-30406	VEH PARTS ONLY	30,000	7,863	0	22,137	26%	14,183
001-450-541-30407	VEHICLE REPAIRS	15,000	4,245	0	10,755	28%	3,994
001-450-541-30491	OTHER OPER EXPENSE	700	1,133	0	(433)	162%	614
	<b>TOTAL FLEET MAINT</b>	<b>158,381</b>	<b>51,835</b>	<b>0</b>	<b>106,546</b>	<b>33%</b>	<b>42,800</b>

<b>TOTAL GEN FUND EXPENDITURES</b>	<b>9,200,792</b>	<b>3,158,162</b>	<b>183,885</b>	<b>5,858,745</b>	<b>36%</b>	<b>3,173,282</b>
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<b>COMMUNITY REDEVELOPMENT AGENCY</b>							
002-250-552-10110	EXECUTIVE SALARIES & WAGES	64,762	25,484	0	39,278	39%	25,214
002-250-552-10210	FICA	5,000	1,955	0	3,045	39%	1,880
002-250-552-10220	RETIREMENT CONTRIBUTIONS	7,700	565	0	7,135	7%	3,026
002-250-552-10230	LIFE & HEALTH INSURANCE	5,500	503	0	4,997	9%	2,492
002-250-552-30341	CONTRACTUAL SERVICES	106,000	71,400	0	34,600	67%	11,300
002-250-552-30342	CONTRACTUAL SERVICES HOUSING D	100,000	0	0	100,000	0%	0
002-250-552-30343	PROFESSIONAL SERVICES	50,000	13,796	0	36,204	28%	4,240
002-250-552-30390	CONTINGENCIES - TANYARD CREEK	3,350	0	0	3,350	0%	1,864
002-250-552-30402	TRAVEL EXPENSES	500	0	0	500	0%	0
002-250-552-30403	GAS & DIESEL	250	0	0	250	0%	82
002-250-552-30410	TELEPHONE	500	139	0	361	28%	408
002-250-552-30463	R/M HOUSING	12,000	7,000	0	5,000	58%	6,000
002-250-552-30491	OTHER OPERATING EXPENSES	5,000	0	0	5,000	0%	355
002-250-552-30493	TRAINING	1,000	620	0	380	62%	0
002-250-552-30500	LEGAL ADS & RECORDINGS	500	175	0	325	35%	365
002-250-552-30512	POSTAGE	100	0	0	100	0%	0
002-250-552-30521	OPERATING SUPPLIES	2,500	1,143	0	1,357	46%	846
002-250-552-32000	REIMBURSEMENT TO THE CITY	5,000	0	0	5,000	0%	20,000
002-250-552-60000	SENIOR ENERGY EFF PROGRAM	100,000	5,400	0	94,600	5%	0
002-250-552-60010	BEAUTIFICATION PROJECTS	5,000	2,250	0	2,750	45%	0
002-250-552-60040	CRA CATALYST PROJECTS	204,000	60,273	0	143,727	30%	0
002-250-552-60641	OFFICE FURNITURE & EQUIPMENT	1,000	0	0	1,000	0%	0
	<b>TOTAL CRA</b>	<b>679,662</b>	<b>190,704</b>	<b>0</b>	<b>488,958</b>	<b>28%</b>	<b>78,071</b>

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<b>FINANCIAL SERVICES</b>							
400-271-513-10110	EXECUTIVE SALARIES & WAGES	63,255	23,191	0	40,064	37%	23,171
400-271-513-10120	REGULAR SALARIES & WAGES	107,893	44,429	0	63,464	41%	39,437
400-271-513-10210	FICA TAXES	13,093	4,765	0	8,328	36%	4,416
400-271-513-10220	RETIREMENT CONTRIBUTIONS	20,538	7,887	0	12,651	38%	7,513
400-271-513-10230	LIFE & HEALTH INSURANCE	34,576	14,056	0	20,520	41%	13,397
	<b>TOTAL FINANCIAL SERVICES</b>	<b>239,355</b>	<b>94,328</b>	<b>0</b>	<b>145,027</b>	<b>39%</b>	<b>87,933</b>

<b>CUSTOMER SERVICES</b>							
400-274-513-10110	EXE SALARIES & WAGES	0	22,239	0	(22,239)	100%	0
400-274-513-10120	REGULAR SALARIES & WAGES	145,079	32,797	0	112,282	23%	53,697
400-274-513-10140	OVERTIME	500	213	0	287	43%	29
400-274-513-10210	FICA TAXES	11,137	4,087	0	7,050	37%	3,877
400-274-513-10220	RETIREMENT CONTRIBUTION	17,469	6,598	0	10,871	38%	6,444
400-274-513-10230	LIFE & HEALTH INSURANCE	22,677	7,416	0	15,261	33%	9,319
400-274-513-30280	Credit Card Processing Charges	20,000	0	0	20,000	0%	6,163
400-274-513-30402	TRAVEL EXPENSES	1,000	0	0	1,000	0%	0
400-274-513-30410	TELEPHONE	6,200	3,168	0	3,032	51%	2,229
400-274-513-30461	REPAIR & MAINTAIN OFFICE EQUIP	2,500	0	0	2,500	0%	0
400-274-513-30491	OTHER OPERATING EXPENSES	2,000	730	0	1,270	37%	622
400-274-513-30493	TRAINING	2,000	0	0	2,000	0%	0
400-274-513-30511	OFFICE SUPPLIES-GENERAL	500	134	0	366	27%	686
400-274-513-31000	OTHER OPERATING EXPENSE IT SUP	8,000	418	0	7,582	5%	0
400-274-513-60641	OFFICE FURNITURE & EQUIPMENT	500	0	0	500	0%	0
	<b>TOTAL CUSTOMER SERVICES</b>	<b>239,562</b>	<b>77,800</b>	<b>0</b>	<b>161,762</b>	<b>32%</b>	<b>83,066</b>

<b>SEWER ADMINISTRATION</b>							
402-520-535-10110	EXE SALARIES & WAGES	13,623	5,247	0	8,376	39%	1,498
402-520-535-10120	REGULAR SALARIES & WAGES	33,532	7,280	0	26,252	22%	6,923
402-520-535-10140	OVERTIME	500	242	0	258	48%	0
402-520-535-10210	FICA TAXES	2,603	933	0	1,670	36%	605
402-520-535-10220	RETIREMENT CONTRIBUTIONS	4,084	1,501	0	2,583	37%	1,010
402-520-535-10230	LIFE & HEALTH INSURANCE	5,663	1,670	0	3,993	29%	1,485
402-520-535-30320	ACCOUNTING & AUDITING SERVICES	9,460	1,650	0	7,810	17%	0
402-520-535-30341	CONTRACTUAL SERVICES	3,500	2,188	0	1,312	63%	109
402-520-535-30343	PROFESSIONAL SERVICES	35,000	16,300	(16,300)	35,000	0%	15,000
402-520-535-30390	CONTINGENCY	50,000	0	0	50,000	0%	0
402-520-535-30402	TRAVEL EXPENSE	200	0	0	200	0%	0
402-520-535-30403	GAS & DIESEL	200	0	0	200	0%	0
402-520-535-30404	OIL & GREASE	400	0	0	400	0%	0
402-520-535-30405	TIRES	200	0	0	200	0%	0
402-520-535-30410	TELEPHONE	14,000	5,384	0	8,616	38%	4,882
402-520-535-30440	RENTALS & LEASES	3,000	238	0	2,762	8%	195
402-520-535-30451	INSURANCE - PROPERTY LIABILITY	28,000	16,100	0	11,900	58%	13,351
402-520-535-30491	OTHER OPERATING EXPENSE	3,000	1,962	0	1,038	65%	1,249
402-520-535-30511	OFFICE SUPPLIES	300	0	0	300	0%	0
402-520-535-30521	OPERATING SUPPLIES	300	0	0	300	0%	0
402-520-535-30522	OPERATING SUPPLIES - UNIFORMS	300	50	0	250	17%	47
402-520-535-31000	OTHER OPERATING EXP - IT SUPPO	8,000	0	0	8,000	0%	0
402-520-535-60644	EQUIPMENT	10,000	0	0	10,000	0%	0



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402-520-535-70031	2003 BOND DEBT SERVICE PRINCIP	83,750	83,750	0	0	100%	80,000
402-520-535-70032	2003 BOND DEBT SERVICE INTERES	64,688	34,438	0	30,250	53%	36,438
402-520-535-70111	2011 BOND DEBT SERVICE PRINCIP	22,100	22,100	0	0	100%	20,800
402-520-535-70112	2011 BOND DEBT SERVICE INTERES	33,142	32,700	0	442	99%	33,558
402-520-535-70720	DEBT SERVICE DEP STATE LOAN PR	212,873	0	0	212,873	0%	0
402-520-535-70721	DEBT SERVICE DEP STATE LOAN IN	9,686	8,978	0	708	93%	0
402-520-535-70731	HONEYWELL LOAN PRINCIPAL	41,415	20,470	0	20,945	49%	18,932
402-520-535-70732	HONEYWELL LOAN INTEREST	10,373	5,424	0	4,949	52%	6,313
402-520-535-70733	DEBT SERVICE - FL DEP LOAN	45,160	0	0	45,160	0%	0
402-520-535-90990	TRANSFER OF PROFIT	120,000	50,000	0	70,000	42%	50,000
402-520-535-91000	BUSINESS ACTIVITY SHARED EXP	41,652	17,355	0	24,297	42%	17,355
402-520-535-92000	ELECT FUND SHARE SMART G DEBT	59,500	0	0	59,500	0%	0
	<b>TOTAL SEWER ADM</b>	<b>970,204</b>	<b>335,962</b>	<b>(16,300)</b>	<b>650,542</b>	<b>33%</b>	<b>309,751</b>
<b>SEWER TREATMENT</b>							
402-531-535-30341	CONTRACTUAL SERVICES	714,857	344,102	0	370,755	48%	290,062
402-531-535-30430	UTILITIES	190,000	114,529	0	75,471	60%	0
402-531-535-30466	REPAIR & MAINTENANCE - PLANT	7,000	0	0	7,000	0%	2,941
402-531-535-30491	OTHER OPERATING EXPENSE	200	0	0	200	0%	0
	<b>TOTAL SEWER TREATMENT</b>	<b>912,057</b>	<b>458,631</b>	<b>0</b>	<b>453,426</b>	<b>50%</b>	<b>293,003</b>
<b>SEWER DISTRIBUTION</b>							
402-540-535-10120	REGULAR SALARIES & WAGES	108,335	29,000	0	79,335	27%	34,670
402-540-535-10140	OVERTIME	6,000	5,882	0	118	98%	1,255
402-540-535-10210	FICA TAXES	8,747	2,454	0	6,293	28%	2,623
402-540-535-10220	RETIREMENT CONTRIBUTIONS	13,720	3,389	0	10,331	25%	4,073
402-540-535-10230	LIFE & HEALTH INSURANCE	22,333	9,140	0	13,193	41%	6,755
402-540-535-30312	ENGINEERING STUDY	2,000	0	0	2,000	0%	0
402-540-535-30341	CONTRACTUAL SERVICES	1,745	1,676	0	69	96%	0
402-540-535-30401	AUTO EXPENSE	200	0	0	200	0%	0
402-540-535-30403	GASOLINE & DIESEL	1,800	1,055	0	745	59%	588
402-540-535-30404	OIL & GREASE	400	0	0	400	0%	0
402-540-535-30405	TIRES	2,000	441	0	1,559	22%	199
402-540-535-30406	AUTO PARTS	1,000	378	0	622	38%	577
402-540-535-30407	VEHICLE REPAIRS-PARTS AND LABO	1,000	0	0	1,000	0%	29
402-540-535-30440	RENTALS/LEASES	200	0	0	200	0%	0
402-540-535-30462	REPAIR & MAINT.-EQUIPMENT & TO	3,500	1,778	0	1,722	51%	1,525
402-540-535-30467	MAINTENANCE OF MAINS & LINES	16,215	0	0	16,215	0%	2,897
402-540-535-30491	OTHER OPERATING EXPENSE	400	271	0	129	68%	0
402-540-535-30521	OPERATING SUPPLIES	400	25	0	375	6%	0
402-540-535-30522	OPERATING SUPPLIES - UNIFORMS	1,500	454	0	1,046	30%	422
402-540-535-60644	EQUIPMENT	105,000	0	0	105,000	0%	0
	<b>TOTAL SEWER DISTRIBUTION</b>	<b>296,495</b>	<b>55,943</b>	<b>0</b>	<b>240,552</b>	<b>19%</b>	<b>55,612</b>
	<b>TOTAL SEWER FUND</b>	<b>2,178,756</b>	<b>850,535</b>	<b>(16,300)</b>	<b>1,344,521</b>	<b>38%</b>	<b>658,366</b>

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<b>ELECTRIC ADMINISTRATION</b>							
403-520-531-10110	EXE SALARIES & WAGES	89,958	40,079	0	49,879	45%	2,995
403-520-531-10120	REGULAR SALARIES & WAGES	77,079	14,560	0	62,519	19%	13,845
403-520-531-10140	OVERTIME	500	485	0	15	97%	0
403-520-531-10210	FICA TAXES	12,817	4,126	0	8,691	32%	1,211
403-520-531-10220	RETIREMENT CONTRIBUTIONS	20,104	3,003	0	17,101	15%	2,021
403-520-531-10230	LIFE & HEALTH INSURANCE	12,144	3,477	0	8,667	29%	2,971
403-520-531-30320	ACCOUNTING & AUDITING SERVICES	20,640	3,600	0	17,040	17%	0
403-520-531-30341	CONTRACTUAL SERVICES	140,000	19,792	0	120,208	14%	15,625
403-520-531-30343	PROFESSIONAL SERVICES	20,000	3,125	0	16,875	16%	0
403-520-531-30370	PURCHASED ELECTRIC	7,330,000	2,181,306	0	5,148,694	30%	2,048,131
403-520-531-30390	CONTINGENCY	166,361	0	0	166,361	0%	0
403-520-531-30402	TRAVEL EXPENSE	2,500	1,928	0	572	77%	838
403-520-531-30403	GASOLINE & DIESEL	3,500	1,599	0	1,901	46%	324
403-520-531-30404	OIL & GREASE	220	53	0	167	24%	0
403-520-531-30405	TIRES	400	0	0	400	0%	0
403-520-531-30406	VEHICLE PARTS ONLY	500	0	0	500	0%	78
403-520-531-30407	VEHICLE REPAIRS	200	0	0	200	0%	42
403-520-531-30410	TELEPHONE	3,264	1,385	0	1,879	42%	1,171
403-520-531-30440	RENTALS/LEASES	2,700	238	0	2,462	9%	195
403-520-531-30451	INSURANCE - PROPERTY LIABILITY	76,000	43,701	0	32,299	58%	36,239
403-520-531-30462	REAPIR & MAINT-EQUIPMENT & TO	300	0	0	300	0%	0
403-520-531-30491	OTHER OPERATING EXPENSE	10,000	9,474	0	526	95%	1,558
403-520-531-30493	TRAINING	14,000	3,045	0	10,955	22%	3,868
403-520-531-30500	LEGAL ADS & RECORDING	200	3,981	0	(3,781)	1991%	0
403-520-531-30511	OFFICE SUPPLIES	500	199	0	301	40%	175
403-520-531-30512	POSTAGE	25,500	489	0	25,011	2%	10,000
403-520-531-30521	OPERATING SUPPLIES	200	49	0	151	25%	135
403-520-531-30522	OPERATING SUPPLIES - UNIFORMS	350	151	0	199	43%	141
403-520-531-30540	DUES, PUBLICATION, & MEMBERSHI	36,500	20,918	0	15,582	57%	24,281
403-520-531-30580	STATE ASSESSMENT TAXES	2,100	1,193	0	907	57%	1,044
403-520-531-30591	UNCLAIMED PROPERTY UTILITY REF	2,000	0	0	2,000	0%	0
403-520-531-31000	OTHER OPERATING EXP - IT SUPPO	47,000	0	0	47,000	0%	0
403-520-531-70031	2003 BOND DEBT SERVICE PRINCIP	0	167,500	0	(167,500)	+100%	0
403-520-531-70032	BOND DEBT SERVICE INTEREST	0	68,875	0	(68,875)	+100%	0
403-520-531-70111	2011 BOND DEBT SERVICE PRINCIP	103,700	103,700	0	0	100%	97,600
403-520-531-70112	2011 BOND DEBT SERVICE INTERES	155,511	153,438	0	2,073	99%	157,464
403-520-531-90990	TRANSFER OF PROFIT	4,017,581	1,673,992	0	2,343,589	42%	1,673,992
403-520-531-90991	TRANSFER OF TECH COSTS	100,000	0	0	100,000	0%	0
403-520-531-91000	BUSINESS ACTIVITY SHARED EXP	298,029	124,179	0	173,850	42%	118,229
403-520-531-92000	ELECT FUND SHARE SMART G DEBT	178,500	0	0	178,500	0%	0
	<b>TOTAL ELECTRIC ADM</b>	<b>12,970,858</b>	<b>4,653,638</b>	<b>0</b>	<b>8,317,220</b>	<b>36%</b>	<b>4,214,160</b>

<b>STORM RECOVERY</b>							
403-539-531-10120	REGULAR SALARIES & WAGES	166,667	0	166,667	0	100%	0
403-539-531-10140	OVERTIME	10,000	0	10,000	0	100%	0
403-539-531-10210	FICA TAXES	12,750	0	12,750	0	100%	0
403-539-531-10220	RETIREMENT CONTRIBUTIONS	20,000	0	20,000	0	100%	0
403-539-531-10230	LIFE & HEALTH INSURANCE	24,000	0	24,000	0	100%	0
403-539-531-30469	LINE CLEARING CREWS	115,200	0	115,200	0	100%	0
403-539-531-30521	STORM FOOD	15,500	15,379	121	0	100%	0
403-539-531-60610	ELECTRIC REBUILD - Mutual Aid	2,100,000	1,832,505	267,495	0	100%	0
403-539-531-60630	REBUILD EQUIPMENT	120,000	127,099	(7,099)	0	100%	0
403-539-531-60640	STORM HARDENING EQUIPMENT	70,000	0	70,000	0	100%	0
403-539-531-60650	FIBER RESTORATION	800,000	0	800,000	0	100%	0
403-539-531-70192	MICHAEL INTEREST EXPENSE	74,118	0	74,118	0	100%	0
		<b>3,528,235</b>	<b>1,974,983</b>	<b>1,553,252</b>	<b>0</b>	<b>100%</b>	<b>0</b>

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<b>ELECTRIC DISTRIBUTION</b>							
403-591-531-10120	REGULAR SALARIES & WAGES	407,422	138,888	0	268,534	34%	110,384
403-591-531-10140	OVERTIME	25,000	32,669	0	(7,669)	131%	6,243
403-591-531-10210	FICA TAXES	28,625	12,888	0	15,737	45%	8,663
403-591-531-10220	RETIREMENT CONTRIBUTIONS	44,902	15,583	0	29,319	35%	12,464
403-591-531-10230	LIFE & HEALTH INSURANCE	44,687	19,673	0	25,014	44%	15,768
403-591-531-30341	CONTRACTUAL SERVICES	25,000	0	0	25,000	0%	0
403-591-531-30403	GASOLINE & DIESEL	13,000	18,583	0	(5,583)	143%	4,549
403-591-531-30404	OIL & GREASE	1,000	322	0	678	32%	909
403-591-531-30405	TIRES	2,000	1,926	0	74	96%	0
403-591-531-30406	PARTS	6,000	2,950	0	3,050	49%	2,703
403-591-531-30407	VEHICLE REPAIRS-LABOR & PARTS	16,000	13,370	0	2,630	84%	1,461
403-591-531-30430	UTILITIES	130,000	4,270	0	125,730	3%	0
403-591-531-30440	RENTALS / LEASES	2,000	0	0	2,000	0%	0
403-591-531-30461	REPAIR & MAINT - OFFICE EQUIPM	5,000	255	0	4,745	5%	0
403-591-531-30462	REPAIR & MAINT - EQUIPMENT & T	8,500	1,452	0	7,048	17%	1,434
403-591-531-30467	REPAIR & MAINT-MAINS & LINES	70,000	13,829	0	56,171	20%	16,537
403-591-531-30468	REPAIR & MAINTENANCE - SERVICE	10,000	1,171	0	8,829	12%	247
403-591-531-30469	LINE CLEARING CREW	30,000	11,578	0	18,422	39%	0
403-591-531-30491	OTHER OPERATING EXPENSES	800	715	0	85	89%	155
403-591-531-30521	OPERATING SUPPLIES	800	354	0	446	44%	236
403-591-531-30522	OPERATING SUPPLIES - UNIFORMS	10,000	3,694	0	6,306	37%	3,777
403-591-531-60635	STREET LIGHTS	7,000	1,403	0	5,597	20%	1,579
403-591-531-60636	SIGNALIZATION	40,000	27,471	0	12,529	69%	0
403-591-531-60642	VEHICLES	25,000	0	0	25,000	0%	0
403-591-531-60644	EQUIPMENT	170,000	(369)	0	170,369	0%	28,052
403-591-531-70731	HONEYWELL LOAN PRINCIPAL	61,164	36,391	0	24,773	59%	33,657
403-591-531-70732	HONEYWELL LOAN INTEREST	25,317	9,643	0	15,674	38%	11,223
	<b>TOTAL ELECTRIC DISTRIBUTION</b>	<b>1,209,217</b>	<b>368,710</b>	<b>0</b>	<b>840,507</b>	<b>30%</b>	<b>260,042</b>
<b>ELECTRIC WAREHOUSE</b>							
403-502-531-10120	REGULAR SALARIES & WAGES	28,960	11,388	0	17,572	39%	3,153
403-502-531-10140	OVERTIME	500	2,616	0	(2,116)	523%	45
403-502-531-10210	FICA TAXES	2,254	977	0	1,277	43%	215
403-502-531-10220	RETIREMENT CONTRIBUTIONS	3,535	1,363	0	2,172	39%	378
403-502-531-10230	LIFE & HEALTH INSURANCE	5,864	2,476	0	3,388	42%	910
403-502-531-30430	UTILITIES	3,500	977	0	2,523	28%	0
403-502-531-30461	R/M-OFFICE EQUIPMENT	400	0	0	400	0%	0
403-502-531-30462	REPAIR & MAINT - EQUIP AND TOO	500	0	0	500	0%	76
403-502-531-30463	REPAIR & MAINT - BLDS AND GROU	600	289	0	311	48%	0
403-502-531-30491	OTHER OPERATING EXPENSE	384	64	0	320	17%	133
403-502-531-30521	OPERATING SUPPLIES	1,000	0	0	1,000	0%	301
403-502-531-30522	OPERATING SUPPLIES - UNIFORMS	336	151	0	185	45%	141
	<b>TOTAL ELECTRIC WAREHOUSE</b>	<b>47,833</b>	<b>20,302</b>	<b>0</b>	<b>27,531</b>	<b>42%</b>	<b>5,350</b>
	<b>TOTAL ELECTRIC FUND</b>	<b>17,756,143</b>	<b>7,017,633</b>	<b>1,553,252</b>	<b>9,185,258</b>	<b>48%</b>	<b>4,479,559</b>
<b>WATER ADMINISTRATION</b>							
404-520-533-10110	EXE SALARIES & WAGES	13,000	5,247	0	7,753	40%	1,498
404-520-533-10120	REGULAR SALARIES & WAGES	35,984	7,280	0	28,704	20%	6,923
404-520-533-10140	OVERTIME	500	242	0	258	48%	0
404-520-533-10210	FICA TAXES	2,790	933	0	1,857	33%	606
404-520-533-10220	RETIREMENT CONTRIBUTIONS	4,380	1,501	0	2,879	34%	1,011
404-520-533-10230	LIFE & HEALTH INSURANCE	4,042	1,670	0	2,372	41%	1,485
404-520-533-30312	ENGINEERING FEES	2,000	0	0	2,000	0%	0

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404-520-533-30314	ANNUAL MEMBERSHIP FEES	600	0	0	600	0%	0
404-520-533-30320	ACCOUNTING & AUDITING SERVICES	9,460	1,650	0	7,810	17%	0
404-520-533-30341	CONTRACTUAL SERVICES	10,000	2,188	0	7,812	22%	109
404-520-533-30343	PROFESSIONAL SERVICES	5,000	0	0	5,000	0%	0
404-520-533-30390	CONTINGENCY	119,058	0	0	119,058	0%	0
404-520-533-30402	TRAVEL EXPENSE	200	0	0	200	0%	0
404-520-533-30404	OIL & GREASE	100	0	0	100	0%	0
404-520-533-30405	TIRES	400	0	0	400	0%	0
404-520-533-30410	TELEPHONE	3,276	1,385	0	1,891	42%	1,171
404-520-533-30440	RENTALS & LEASES	2,000	238	0	1,762	12%	195
404-520-533-30451	INSURANCE - PROPERTY LIABILITY	32,000	18,400	0	13,600	58%	15,259
404-520-533-30491	OTHER OPERATING EXPENSE	6,000	2,594	0	3,406	43%	555
404-520-533-30493	TRAINING	2,500	0	0	2,500	0%	0
404-520-533-30501	PERMITS & FEES	4,000	170	0	3,830	4%	0
404-520-533-30511	OFFICE SUPPLIES	300	0	0	300	0%	0
404-520-533-30521	OPERATING SUPPLIES	300	0	0	300	0%	0
404-520-533-30522	OPERATING SUPPLIES - UNIFORMS	120	50	0	70	42%	47
404-520-533-31000	OTHER OPERATING EXP - IT SUPPO	8,000	0	0	8,000	0%	0
404-520-533-70031	2003 BOND DEBT SERVICE PRINCIP	83,750	83,750	0	0	100%	80,000
404-520-533-70032	2003 BOND DEBT SERVICE INTERES	64,688	34,438	0	30,250	53%	36,438
404-520-533-70111	2011 BOND DEBT SERVICE PRINCIP	22,100	22,100	0	0	100%	20,800
404-520-533-70112	2011 BOND DEBT SERVICE INTERES	33,142	32,700	0	442	99%	33,558
404-520-533-70710	PRINCIPAL	171,199	84,991	0	86,208	50%	82,608
404-520-533-70720	DEBT SERVICE INTEREST	85,838	43,528	0	42,310	51%	45,911
404-520-533-70731	HONEYWELL LOAN PRINCIPAL	23,008	11,372	0	11,636	49%	10,518
404-520-533-70732	HONEYWELL LOAN INTEREST	5,762	3,013	0	2,749	52%	3,507
404-520-533-90990	TRANSFER OF PROFIT	180,000	75,000	0	105,000	42%	32,499
404-520-533-91000	BUSINESS ACTIVITY SHARED EXP	55,932	23,305	0	32,627	42%	17,355
404-520-533-92000	WATER FUND SHARE SMART G DEBT	59,500	0	0	59,500	0%	0
	TOTAL WATER ADM	1,050,929	457,747	0	593,182	44%	392,050
	<b>WATER TREATMENT</b>						
404-530-533-30341	CONTRACTUAL SERVICES	372,367	180,074	0	192,293	48%	151,788
404-530-533-30430	UTILITIES	98,000	32,843	0	65,157	34%	30,806
404-530-533-30466	REPAIR & MAINTENANCE - PLANT	4,000	0	0	4,000	0%	0
404-530-533-30469	REPAIR & MAINT RESERVOIRS	15,000	0	0	15,000	0%	0
404-530-533-60644	EQUIPMENT	64,000	0	0	64,000	0%	0
	TOTAL WATER TREATMENT	553,367	212,917	0	340,450	38%	182,593

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<b>WATER DISTRIBUTION</b>							
404-539-533-10120	REGULAR SALARIES & WAGES	104,560	28,999	0	75,561	28%	36,328
404-539-533-10140	OVERTIME	6,500	5,880	0	620	90%	1,355
404-539-533-10210	FICA TAXES	8,496	2,453	0	6,043	29%	2,735
404-539-533-10220	RETIREMENT CONTRIBUTIONS	11,297	3,388	0	7,909	30%	4,261
404-539-533-10230	LIFE & HEALTH INSURANCE	23,449	9,139	0	14,310	39%	7,795
404-539-533-30403	GASOLINE & DIESEL	2,500	975	0	1,525	39%	610
404-539-533-30404	OIL & GREASE	500	62	0	438	12%	0
404-539-533-30405	TIRES	750	0	0	750	0%	0
404-539-533-30406	AUTO PARTS	675	256	0	419	38%	111
404-539-533-30407	VEHICLE REPAIRS-PARTS AND LABO	1,050	544	0	506	52%	0
404-539-533-30440	RENTALS/LEASES	600	0	0	600	0%	0
404-539-533-30462	REPAIR & MAINT- EQUIPMENT & TO	3,100	1,078	0	2,022	35%	335
404-539-533-30467	REPAIR & MAINT.-MAINS & LINES	14,160	0	0	14,160	0%	344
404-539-533-30468	REPAIR & MAINT.- SERVICES	10,700	0	0	10,700	0%	219
404-539-533-30491	OTHER OPERATING EXPENSE	1,000	54	0	946	5%	150
404-539-533-30521	OPERATING SUPPLIES	500	97	0	403	19%	0
404-539-533-30522	OPERATING SUPPLIES - UNIFORMS	1,167	454	0	713	39%	422
404-539-533-60644	EQUIPMENT	32,000	0	0	32,000	0%	0
	<b>TOTAL WATER DISTRIBUTION</b>	<b>223,004</b>	<b>53,379</b>	<b>0</b>	<b>169,625</b>	<b>24%</b>	<b>54,664</b>
	<b>TOTAL WATER FUND</b>	<b>1,827,300</b>	<b>724,042</b>	<b>0</b>	<b>1,103,258</b>	<b>40%</b>	<b>629,310</b>
<b>GAS ADMINISTRATION</b>							
405-520-532-10110	EXE SALARIES & WAGES	13,000	5,247	0	7,753	40%	1,498
405-520-532-10120	REGULAR SALARIES & WAGES	18,892	7,280	0	11,612	39%	6,923
405-520-532-10140	OVERTIME	100	242	0	(142)	242%	0
405-520-532-10210	FICA TAXES	1,453	933	0	520	64%	605
405-520-532-10220	RETIREMENT CONTRIBUTIONS	2,279	1,501	0	778	66%	1,010
405-520-532-10230	LIFE & HEALTH INSURANCE	4,040	1,670	0	2,370	41%	1,484
405-520-532-30320	ACCOUNTING & AUDITING SERVICES	9,460	1,650	0	7,810	17%	0
405-520-532-30341	CONTRACTUAL SERVICES	20,000	3,290	0	16,710	16%	8,124
405-520-532-30380	PURCHASED GAS	778,500	386,809	0	391,691	50%	359,109
405-520-532-30402	TRAVEL EXPENSE	200	0	0	200	0%	0
405-520-532-30403	GAS & DIESEL	500	0	0	500	0%	0
405-520-532-30404	OIL & GREASE	100	0	0	100	0%	0
405-520-532-30405	TIRES	100	0	0	100	0%	0
405-520-532-30410	TELEPHONE EXPENSE	3,200	1,385	0	1,815	43%	1,174
405-520-532-30440	RENTALS/LEASES	2,000	238	0	1,762	12%	195
405-520-532-30451	INSURANCE - PROPERTY LIABILITY	20,000	11,500	0	8,500	58%	9,537

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405-520-532-30491	OTHER OPERATING EXPENSE	5,000	1,217	0	3,783	24%	499
405-520-532-30493	TRAINING	6,000	779	0	5,221	13%	954
405-520-532-30511	OFFICE SUPPLIES	300	0	0	300	0%	0
405-520-532-30521	OPERATING SUPPLIES	300	0	0	300	0%	0
405-520-532-30522	OPERATING SUPPLIES - UNIFORMS	135	50	0	85	37%	47
405-520-532-30580	TAXES-STATE ASSESMENT	2,900	1,024	0	1,876	35%	1,007
405-520-532-31000	OTHER OPERATING EXP - IT SUPPO	8,000	0	0	8,000	0%	0
405-520-532-70111	2011 BOND DEBT SERVICE PRINCIP	22,100	22,100	0	0	100%	20,800
405-520-532-70112	2011 BOND DEBT SERVICE INTERES	33,142	32,700	0	442	99%	33,558
405-520-532-90990	TRANSFER OF PROFIT	376,214	156,756	0	219,458	42%	122,775
405-520-532-91000	BUSINESS ACTIVITY SHARED EXP	41,652	17,355	0	24,297	42%	17,355
	TOTAL GAS ADM	1,369,567	653,727	0	715,840	48%	586,655

**GAS DISTRIBUTION**

405-561-532-10120	REGULAR SALARIES & WAGES	80,231	31,931	0	48,300	40%	42,019
405-561-532-10140	OVERTIME	2,000	4,676	0	(2,676)	234%	1,602
405-561-532-10210	FICA TAXES	6,291	2,658	0	3,633	42%	3,172
405-561-532-10220	RETIREMENT CONTRIBUTIONS	9,868	3,748	0	6,120	38%	4,933
405-561-532-10230	LIFE & HEALTH INSURANCE	15,873	6,228	0	9,645	39%	8,923
405-561-532-30403	GASOLINE & DIESEL	4,000	2,800	0	1,200	70%	1,325
405-561-532-30404	OIL & GREASE	500	0	0	500	0%	0
405-561-532-30405	TIRES	500	0	0	500	0%	40
405-561-532-30406	VEHICLE PARTS	1,300	6	0	1,294	0%	27
405-561-532-30407	VEHICLE REPAIR PARTS AND LABO	1,000	0	0	1,000	0%	0
405-561-532-30430	UTILITIES	1,700	127	0	1,573	7%	0
405-561-532-30440	RENTALS/LEASES	330	0	0	330	0%	0
405-561-532-30462	REPAIR & MAINT-EQUIPMENT & TOO	500	95	0	405	19%	178
405-561-532-30467	MAINT. OF MAINS & LINES - GAS	12,000	1,209	0	10,791	10%	5,891
405-561-532-30468	MAINTENANCE OF SERVICES - GAS	6,000	0	0	6,000	0%	1,070
405-561-532-30491	OTHER OPERATING EXPENSE	500	67	0	433	13%	0
405-561-532-30520	OPER SUPP-WATER HEATERS	2,000	0	0	2,000	0%	480
405-561-532-30521	OPERATING SUPPLIES	200	0	0	200	0%	0
405-561-532-30522	OPERATING SUPPLIES - UNIFORMS	1,600	505	0	1,095	32%	469
405-561-532-60644	EQUIPMENT	20,000	0	0	20,000	0%	32,311
	TOTAL GAS DISTRIBUTION	166,393	54,050	0	112,343	32%	102,439

**TOTAL GAS FUND**

1,535,960    707,777    0    828,184    46%    689,094

**REFUSE ADMINISTRATION**

406-410-539-30320	ACCOUNTING & AUDITING SERVICES	9,460	1,650	0	7,810	17%	0
406-410-539-30443	RESIDENTIAL REFUSE	626,588	229,880	0	396,708	37%	200,488
406-410-539-30451	INSURANCE - PROPERTY LIABILITY	16,000	9,200	0	6,800	58%	7,629
406-410-539-30480	LANDFILL TIPPING FEES	60,000	22,232	0	37,768	37%	19,726
406-410-539-31443	COMMERCIAL REFUSE	500,900	175,535	0	325,365	35%	162,485
406-410-539-60644	Grapple Truck	0	0	0	0	0%	137,121
406-410-539-90990	TRANSFER PROFITS TO GF	114,000	47,500	0	66,500	42%	41,667
406-410-539-91000	BUSINESS ACTIVITY SHARED EXP	41,652	17,355	0	24,297	42%	17,355
	TOTAL REFUSE ADM	1,368,600	503,352	0	865,248	37%	586,471

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<b>LANDFILL OPERATIONS</b>							
407-422-536-10120	REGULAR SALARIES & WAGES	70,767	19,308	0	51,459	27%	18,559
407-422-536-10140	OVERTIME	2,500	1,353	0	1,147	54%	506
407-422-536-10210	FICA TAXES	5,605	1,513	0	4,092	27%	1,388
407-422-536-10220	RETIREMENT CONTRIBUTIONS	8,792	2,312	0	6,480	26%	2,161
407-422-536-10230	LIFE & HEALTH INSURANCE	9,031	4,207	0	4,824	47%	4,025
407-422-536-30312	ENGINEERING FEES	4,500	0	0	4,500	0%	0
407-422-536-30346	MONITORING FEES	30,000	1,933	0	28,067	6%	12,150
407-422-536-30430	UTILITIES	1,200	278	0	922	23%	0
407-422-536-30462	REPAIR & MAINT-EQUIPMENT & TOO	505	137	0	368	27%	101
407-422-536-30491	OTHER OPERATING EXPENSE	100	6	0	94	6%	113
407-422-536-30493	TRAINING	1,000	0	0	1,000	0%	1,300
407-422-536-90990	TRANSFER PROFIT	36,000	15,000	0	21,000	42%	0
	<b>TOTAL LANDFILL OPERATIONS</b>	<b>170,000</b>	<b>46,046</b>	<b>0</b>	<b>123,954</b>	<b>27%</b>	<b>40,303</b>
<b>TELECOMMUNICATIONS</b>							
508-539-539-10110	EXECUTIVE SALARIES & WAGES	49,858	0	0	49,858	0%	0
508-539-539-10120	REGULAR SALARIES & WAGES	44,240	18,085	0	26,155	41%	16,946
508-539-539-10140	OVERTIME	745	821	0	(76)	110%	50
508-539-539-10210	FICA	3,441	1,334	0	2,107	39%	1,194
508-539-539-10220	RETIREMENT CONTRIBUTIONS	7,198	2,167	0	5,031	30%	2,034
508-539-539-10230	LIFE & HEALTH INSURANCE	9,650	4,244	0	5,406	44%	4,060
508-539-539-30341	CONTRACTUAL SERVICES	70,000	11,277	0	58,723	16%	20,026
508-539-539-30402	TRAVEL EXPENSE	1,000	0	0	1,000	0%	0
508-539-539-30403	GAS & DIESEL	2,000	166	0	1,834	8%	231
508-539-539-30410	TELEPHONE	0	(1,230)	0	1,230	0%	(462)
508-539-539-30430	UTILITIES	10,000	4,399	0	5,601	44%	0
508-539-539-30491	OTHER OPERATING EXPENSES	1,000	1,962	0	(962)	196%	0
508-539-539-60644	EQUIPMENT	0	2,400	0	(2,400)	+100%	0
	<b>TOTAL TELECOMMUNICATIONS</b>	<b>199,132</b>	<b>45,625</b>	<b>0</b>	<b>153,507</b>	<b>23%</b>	<b>280,858</b>
	<b>TOTAL ALL FUNDS</b>	<b>34,715,600</b>	<b>13,225,300</b>	<b>1,720,837</b>	<b>19,769,464</b>	<b>43%</b>	<b>10,708,242</b>

**Smart Grid**

BEGINNING BALANCE AS OF 10/1/2018	1,531,805
REVENUE	0
EXPENDITURES	0
ENDING BALANCE AS OF 2/28/2019	1,531,805