



AGENDA

CITY COUNCIL MEETING – REGULAR SESSION

MONDAY, MAY 08, 2023 at 6:00 PM

Bonifay City Hall Council Meeting Room – 301 J Harvey Etheridge St.

I. CALL TO ORDER

A. Invocation

B. Pledge of Allegiance

II. APPROVE AGENDA

III. APPROVE MINUTES

A. April 24, 2023 Regular Session

IV. APPROVE ACCOUNTS PAYABLE / TRANSFERS / FINANCIAL SHEETS TO REVIEW

V. VISITORS – PUBLIC ADDRESSING THE COUNCIL

NON- AGENDA AUDIENCE

Effective October 1, 2013, Florida Statute 286.0114 mandates that “members of the public shall be given a reasonable opportunity to be heard on a proposition before a Board or Commission.” Each individual shall have three (3) minutes to speak on the proposition before the Board.

A. Emma Meredith recognition

VI. OLD BUSINESS

A. Resolution 23-15

B. New information regarding Comprehensive Plan

C. Bonifay Police Department

D. RFP's for City Attorney

[E.](#) Dewberry update

Ben Blitch

FRDAP Grant withdrawal

[E.](#) Bonifay Fire Rescue April report

G. Budget Workshops for FY 2023-2024

June 12 @ 5pm

[H.](#) Lighting Update

VII. NEW BUSINESS

[A.](#) Budget request to Holmes County Board of Commissioners

[B.](#) Jessie Pearl Anderson 107 E Iowa Ave. request

[C.](#) Request to Abandon Alley behind 1004 N. State Street

[D.](#) Personnel updates

E. Resignation

F. City Owned Property

G. Email Accounts for Bonifay Fire Department Essential Personnel

Costs are \$19.00 per month per account. Chief Cook has a City email account, requesting one for Landis Messer, Zach Sellers, and Jack Griffiths.

H. Health Department meeting

[I.](#) Proclamation Request form

[J.](#) Splash Pad update

VIII. COUNCIL / DEPARTMENT SUPERVISORS / CITY ATTORNEY DISCUSSION

Items not listed on Formal Agenda.

A. Neal Dunn visit

B. 79 Corridor Authority workshop and meeting on May 10 at PAEC

C. Employee Spotlight

D. Customer's utility bill

IX. ANNOUNCEMENTS

X. ADJOURN

Persons with disabilities needing special accommodations to participate in this proceeding should contact City Hall at (850) 547-4238, at least five days prior to the proceedings.



MINUTES

CITY COUNCIL MEETING – REGULAR SESSION

MONDAY, APRIL 24, 2023 at 6:00 PM

Bonifay City Hall Council Meeting Room – 301 J Harvey Etheridge St.

I. CALL TO ORDER

A. Invocation

The Invocation was given by Councilwoman Smith.

B. Pledge of Allegiance

The Pledge of Allegiance was led by Councilwoman Sierra Smith.

II. APPROVE AGENDA

Thomas Brannon with Dewberry Engineers was added as Item H under Old Business.

Sandy Spear, Bonifay Kiwanis Boot at Memorial Field added as Item H under New Business.

Motion made by Council Member Cook, Seconded by Council Member Carroll.

Voting Yea: Mayor McCann, Vice-Mayor Smith, Council Member Cook, Council Member Sellers, Council Member Carroll

III. APPROVE ACCOUNTS PAYABLE / TRANSFERS / FINANCIAL SHEETS TO REVIEW

Motion made by Vice-Mayor Smith, Seconded by Council Member Sellers.

Voting Yea: Mayor McCann, Vice-Mayor Smith, Council Member Cook, Council Member Sellers, Council Member Carroll

IV. APPROVE MINUTES

A. Approve minutes of April 10, 2023 Regular Session

Motion made by Council Member Cook, Seconded by Council Member Sellers.

Voting Yea: Mayor McCann, Vice-Mayor Smith, Council Member Cook, Council Member Sellers, Council Member Carroll

V. VISITORS – PUBLIC ADDRESSING THE COUNCIL

NON- AGENDA AUDIENCE

Effective October 1, 2013, Florida Statute 286.0114 mandates that “members of the public shall be given a reasonable opportunity to be heard on a proposition before a Board or Commission.” Each individual shall have three (3) minutes to speak on the proposition before the Board.

None

VI. OLD BUSINESS

A. Resolution 23-15 to hold Public Hearing on Abandonment of a Portion of Varner St. and Abandonment of 10' of Alley

Resolution #23-15 to hold Public Hearing may 8, 2023 at 6:00 PM.

Motion made by Council Member Sellers, Seconded by Vice-Mayor Smith.

Voting Yea: Mayor McCann, Vice-Mayor Smith, Council Member Cook, Council Member Sellers, Council Member Carroll

B. Middlebrooks Park Update

Mayor McCann advised that a partnership had been created whereby stainless steel heavy duty toilets as used in correctional facilities could be acquired free thru Holmes County Correctional Institution. The City will proceed with the repairs as previously adopted with Etta Hudson Park as the first priority and then Middlebrooks Park.

C. Update on Memorial Field

Mr. Harry Bell was not present at the meeting to give an update on Memorial Field.

D. Status of Spanish Mission Church Parking Issue

Mayor McCann stated that it had been a couple of weeks since the issue with parking had come up, and asked for an update on how it was going. City Superintendent Trey Barbee advised that he had spoken with First Baptist Church Pastor Dr. Shelly Chandler and that Dr. Chandler was supposed to speak with a tenant who parks at the entrance and see if it could be resolved, and

that he had not heard of any problems since then, and Chief of Police Wells said he thought it had been resolved.

E. 79 Corridor Project Board Clerk Proposal

Mayor McCann addressed the Proposal and advised the Council that the 79 Corridor Project Board had tabled the City's proposal and had asked to negotiate. They also may change the number of meetings. She stated that after reviewing the monthly billings from GSG submitted to the 79 Corridor Project Board which the Board payed, she had revised the original proposal to a flat rate of \$1,000 per month, and \$3,500 per meeting and would recommend taking it to the wokshop to be held Wednesday, May 10, 2023 at 9:00 AM at PAEC in Chipley.

Motion made by Council Member Cook, Seconded by Vice-Mayor Smith.

Voting Yea: Mayor McCann, Vice-Mayor Smith, Council Member Cook, Council Member Sellers, Council Member Carroll

The Mayor and the Council discussed the issues the City has had with the 79 Corridor Board regarding the Water and Sewer rates, the useage of water at the current time with no reimbursement to the City, etc. The Mayor said that she found it hard to agree with the City selling water and sewer to the Hwy 79 Project Board cheaper than the residents of the City of Bonifay pay. City Clerk Callahan asked if the City Attorney could address the original creation of the 79 Corridor Project Board, its purpose, and had it served its original purpose. Attorney Blankenship-Jordan advised the Council that its purpose was to provide water and sewer services to that area, and that had been accomplished. The Mayor stated that she is ready to see what it would take for the City to stand alone in this process and provide water and sewer services only.

Motion by Council Member Smith, seconded Council Member Carroll to have City Attorney Blankenship-Jordan find out what it would take to dissolve the Hwy 79 Corridor Project. Voting Yea: Mayor McCann, Vice-Mayor Sierra Smith, Council Member Cook, Council Member Sellers, Council Member Carroll.

F. Update on Credit Cards/Debit Cards used at City Hall for Utility Payments

City Clerk Callahan updated the Council on accepting credit cards at City Hall. The City is working with Global Payments who already accepts credit cards by phone on behalf of the City for utility payments. The City is discussing convenience fees, credit card terminal, and other costs to the City and hope to have everything ready to report on at next meeting.

G. Approve Change Order #1 to include repaving at Railroad Crossing on Hubbard Street for \$8,500.

Clerk Callahan advised that the R/W owned by the railroad had not been included during the use of the Hubbard Street Repair Grant, and that it could be included on the contract to repair Hubbard Street from repairing the water leaks with approval of a change order in the amount of \$8,500.

Motion made by Council Member Sellers, Seconded by Vice-Mayor Smith.

Voting Yea: Mayor McCann, Vice-Mayor Smith, Council Member Cook, Council Member Sellers, Council Member Carroll

Old Business - Item H

Thomas Brannon with Dewberry Engineers appeared before the Council to update the Council on Grant Projects being handled by their firm. He first handed out a list of projects to the Council. He had three projects listed: Etheridge Street Drainage Improvements (\$680,000) - He stated that this project was for the City of Bonifay Drainage and Safety Improvement on Etheridge Street. He stated the survey was completed mid-winter, and that plans are 30% complete on this project, and he also said that the project should be finished by July 31, 2023. Council Member Cook asked how it could be completed with the plans only at 30%. Mr. Brannon stated again that it could be completed by July 31, 2023.

Memorial Field Improvements - Mr. Brannon stated that this Legislative Appropriation Project consists of drainage improvements to South Depot Street and the football field. Point repairs to the existing bleachers and improvements to handicap/parking areas are also involved. He stated that the scope of work is very open and there are things that can be added. Council Member Cook asked if the work being done by the Kiwanis Club could have been covered in this grant. Thomas stated that it possibly could have, but the Kiwanis Club wanted to do it sooner. Mayor McCann asked that Thomas provide plans to City Hall for the Memorial Field Grant and Thomas advised he would send them. Note: Later in the meeting Mayor McCann asked Thomas to provide the City with ALL plans that Dewberry Engineers are working on for the City, and Thomas stated he would do that right away. Mayor McCann asked about holding a workshop between the City, the Holmes Co. School Board, and the Bonifay Kiwanis Club regarding the work to be done at Memorial Field, prior to our next regular meeting. Thomas stated that he would reach out to Josh McGowan with the School District and Harry Bell with the Bonifay Kiwanis Club to attend the workshop. The workshop was set for Monday, May 8, 2023 at 5:00 PM.

The next item was the CDBG Downtown Building Project (\$520,000). Mr. Brannon stated that the project had been bid out four times and that each time, the bids were much higher than the money provided. He then discussed the process to go to DEO and ask for a variance on the amount of money provided by the grant, to see if the City could get an increase. The last bid came in at \$1.2 million. Mayor McCann asked Mr. Brannon if we know why the Council requested the project be bid out again in January of 2023, and it had not been bid out. Mr. Brannon stated that "Dewberry kind of halted a lot of the City of Bonifay projects post-December because we had a couple of bills that were past 180, and I was directed by our financial department to kind of slow down until the City was caught back up on a lot of stuff, and that was because of the downtown parking lot project basically was not being reimbursed by DEO and I know a lot of that money was tied up and recently the City has caught back up." Mayor McCann asked if the City received any kind of notification that Dewberry was slowing down or halting your relationship with the City? Mr. Brannon stated "I had a conversation with Rickey, but there was nothing in writing." Clerk Callahan (Rickey) stated that he was never told that there was going to be a slow down or a stoppage of the work for the City of Bonifay. Mr. Brannon stated "If it wasn't clear, that's on me." Mayor McCann stated that she has discussed the lack of communication with Mr. Brannon and that there have been issues, but she wants the relationship to work. She asked Mr. Brannon to please put things in writing because the Clerk has been asked to do the same. Mayor McCann asked that the bid on the downtown building be put back out to bid with all the options included. She also asked that we move forward in a more strategic way.

Mayor McCann asked Mr. Brannon about a project that was not listed on his list, the Veteran's Memorial Park Grant (\$200,000). Mayor McCann stated she had been told that we had lost the grant. Mr. Brannon stated that that was the final thing he had to tell the City about. He stated that there was a FRDAP project awarded back in 2020. Mayor McCann asked if we received that and Mr. Brannon responded that we did. She then asked what the amount was and Mr. Brannon replied \$200,000. The work involved bathrooms, playground equipment, and parking upgrade. Council Member Cook asked about the design plans, and Mr. Brannon advised that they are complete, and he will send them to us with the Memorial Field plans. As of April 30, 2023 funds will be reverted. He stated that the mistake that he made was trying to put the project out to bid at the same time the Memorial Field Project went to bid, and if the City could get the same contractor on both projects the money would go further. He also said, "The thing that I did not realize for FRDAP projects, and this is the first one I have ever worked on, is that they grant no extensions at all." The funds were awarded in 2020. Mayor McCann asked if we could apply for those funds again and Mr. Brannon said yes, and that the application period will be at the end of the summer. He also stated that he had spoken with the Director and that she had advised that if we have shovel-ready plans, we could apply again and most likely would get the funds. Council Member Cook asked how much the design/plans had cost from Dewberry and he replied \$20,000. Mayor McCann reiterated that the City would love to see the plans and that this project is very important.

Mayor McCann thanked Thomas for appearing before the Council.

VII. NEW BUSINESS

A. Chief Plant Operator Matthew Perry personnel recommendation.

Chief Plant Operator recommended a \$1.00 per hour pay raise for Reinhard Riemer based on his performance and ongoing commitment to his job.. He stated that Mr. Riemer had his one year anniversary with the City on April 21, 2023 and that he had never called in and had only taken two bereavement days since starting with the City.

B. City of Bonifay Comprehensive Plan

City Clerk Callahan advised the Council that the Evaluation and Appraisal letter needs to be submitted to the State of Florida.

The Council asked that we wait based on the possibility of receiving grant funds to revise the Comp Plan.

C. Holmes County Recreational Center Update

HUD Federal Appropriation from Congressman Neal Dunn

Mayor McCann updated the Council on the status of the Congressional Appropriation/Grant on the Holmes County Recreational Facility. She advised that HUD and Congressman Neal Dunn's Office has stated there are two options available on the money (\$3,000,000.) and they are:

Option 1: The City can request the Congressman's office consider seeking a technical correction so that it could be transferred to the County. This process is very cumbersome and would be tied to the 2024 appropriations process and could be in flux well into the fall. HUD and the Congressman's staff strongly discourage this action.

Option 2: This option was recommended by HUD staff who indicated that if the City accepted the funds and the County owns the Rec Center, The City and County could work collaboratively and the County could be a sub-recipient of the funds (and comply with all requirements under 2 CFR 200.131). The reason this option would be preferable is because the work could begin immediately and the 2022 funds like this because as of February 17, 2023 this award would be exempt from the requirements of the federal BAB Act.

Motion made to go with Option 2 by Council Member Sellers, Seconded by Vice-Mayor Smith. Voting Yea: Mayor McCann, Vice-Mayor Smith, Council Member Cook, Council Member Sellers, Council Member Carroll

Garrett Curry asked if it got resolved that the City's name was off the property and it went to the County. He advised that Holmes County Property Appraiser Brian Bell stated that he had gotten no paperwork indicating it going to the County. City Attorney Blankenship-Jordan stated that if the County did not have the paperwork, then they had not done what they were supposed to do. She also advised that the County Attorney had sent her and deed and she had reviewed it, and approved it for the Mayor to sign and had not heard back from the County Attorney.

D. City Police ongoing training.

Council Member Smith asked Chief Wells if the City Police could be more involved in the active shooter training for the Holmes County School Board. Chief Wells stated that he would reach out to the County and ask to be included in the training.

E. Discuss scheduling budget workshops for FY 2023-2024

Mayor McCann advised that we need to start the planning for Budget Workshops.

F. Professional Head Shots for Website

Council Member Smith asked if everyone could be available and ready to have photos/head shots made for the website Monday, May 8, 2023 at 4:30 PM.

G. Update to City Employment Applications

Council Member Smith advised the Council that we need to update the City's Employment Applications and put them on our website. She will get input from the department heads and other members of the Council for the update.

NEW BUSINESS - Item H

Sandy Spear with the Bonifay Kiwanis Club asked the Council to approve placing a 12 foot Cowboy Boot Statue at Memorial Field outside the stadium on the NW Corner of Memorial Field. The Council consented but also referred Ms. Spear to the Holmes County School Board due to the current lease held by them on the property.

VIII. COUNCIL / DEPARTMENT SUPERVISORS / CITY ATTORNEY DISCUSSION

Items not listed on Formal Agenda.

A. Employee Spotlight

Mayor McCann recognized City Clerk Rickey Callahan for his work as City Clerk in in being attentive and keeping a \$3,000,000 project going, by following up and forwarding an email within three hours of receiving it. She also recognized City Bookkeeper Tracy Walker for her work as the City's Bokkeeper, for her finding a way to save the City \$2,000 per year.

IX. ANNOUNCEMENTS

X. ADJOURN

Meeting Adjourned by Mayor McCann at 7:31 PM

Persons with disabilities needing special accommodations to participate in this proceeding should contact City Hall at (850) 547-4238, at least five days prior to the proceedings.

RESOLUTION 23-15

WHEREAS, the City Council of the City of Bonifay, Florida, has been presented this date with a request by Shelly and Tammie Harrison to abandon a city-owned or -maintained road, pursuant to the provisions of Florida law; and

NOW, THEREFORE, be it resolved by the City Council of the City of Bonifay, Florida, that:

1. The Council shall hold a public hearing on _____, 2023, at __:__ P.M. in the City Council meeting room in the City Hall, Bonifay, Florida, to determine whether to abandon a certain platted public road, described as:

THE SOUTH 10.00 FEET WIDE PLATTED CITY ALLEY THAT IS ADJACENT TO AND COINCIDENT WITH NORTH BOUNDRY LINE OF LOTS 7 AND 8, BLOCK 7, MAP OF BONIFAY AS PER MAP OR PLAT THEREOF RECORDED IN PUBLIC RECORDS FOR HOLMES COUNTY, FLORIDA. CONTAINING 1,000 SQUARE FEET MORE OR LESS.

Beginning at the Southeast Corner of Lot 7, Map of Bonifay as per map or plat thereof recorded in the Public Records for Holmes County, Florida and proceed; thence North, along the East boundary line of said Lot 7, a distance of 140 feet to the northeast corner thereof; thence continue North, along the west road right of way of North Varner Street, a distance of 10.00 feet to the center line of a 15.00 feet wide platted city alley; thence East. Parallel with the North boundary line of said lot 7, a distance of 15.00 feet into the platted road right of way of said North Varner Street; thence South, parallel with the East boundary line of said lot 7 (also being the West road right of way of said North Varner Street) a distance of 140 feet to the North road right of way of East Nebraska Avenue; thence West along the said North road right of way, 15.00 feet to the point of beginning. Containing 2100 square feet more or less.

2. By this Resolution, this Council takes no official action or position on whether the subject road should be closed, except insofar as to provide for the above public hearing.

3. The Clerk shall provide for the publication of a notice and shall furnish a copy of this Resolution, with attachments, and the required notice by certified mail to those persons reflected on the ad valorem tax rolls as owners of real property adjacent to the subject road.

RESOLVED this _____, 2023, by the City Council of the City of Bonifay, Florida.

ATTEST:

CITY OF BONIFAY, FLORIDA
BY:

Rickey Callahan, City Clerk

Dr. Emily Rone McCann, Mayor

NOTICE OF HEARING TO ABANDON PUBLIC ROAD

NOTICE is hereby given that, pursuant to the provisions of Florida law and a resolution of the City Council of the City of Bonifay, Florida, dated _____, 2023, a public hearing will be held on _____, 2023, at ___:___ P.M. in the City Council meeting room in the City Hall, Bonifay, Florida, to consider the advisability of closing and abandoning a certain previously-owned or -maintained public road, described as:

THE SOUTH 10.00 FEET WIDE PLATTED CITY ALLEY THAT IS ADJACENT TO AND COINCIDENT WITH NORTH BOUNDRY LINE OF LOTS 7 AND 8, BLOCK 7, MAP OF BONIFAY AS PER MAP OR PLAT THEREOF RECORDED IN PUBLIC RECORDS FOR HOLMES COUNTY, FLORIDA. CONTAINING 1,000 SQUARE FEET MORE OR LESS.

Beginning at the Southeast Corner of Lot 7, Map of Bonifay as per map or plat thereof recorded in the Public Records for Holmes County, Florida and proceed; thence North, along the East boundary line of said Lot 7, a distance of 140 feet to the northeast corner thereof; thence continue North, along the west road right of way of North Varner Street, a distance of 10.00 feet to the center line of a 15.00 feet wide platted city alley; thence East. Parallel with the North boundary line of said lot 7, a distance of 15.00 feet into the platted road right of way of said North Varner Street; thence South, parallel with the East boundary line of said lot 7 (also being the West road right of way of said North Varner Street) a distance of 140 feet to the North road right of way of East Nebraska Avenue; thence West along the said North road right of way, 15.00 feet to the point of beginning. Containing 2100 square feet more or less.

PLEASE GOVERN YOURSELVES ACCORDINGLY.

DATED THIS _____, 2023.

CITY OF BONIFAY, FLORIDA
BY:

Dr. Emily Rone McCann, Mayor

RUN ONCE A WEEK FOR ONE (1)
WEEK:

[RETURN PROOF OF PUBLICATION AND BILL TO:

Rickey Callahan, City Clerk
City of Bonifay
Bonifay, FL 32425



Gmail

Rickey Callahan
<rickey.callahan@cityofbonifay.com>

Failure to Submit Evaluation and Notification Letter

Allara Mills Gutcher

<allara@theplanningcollaborative.com>

Tue, May
2, 2023 at
7:28 PM

To: Rickey Callahan <rickey.callahan@cityofbonifay.com>

Cc: John Feeney <john@aldayhowell.com>, Carly Hanson
<carly@theplanningcollaborative.com>

Hey Rickey, a couple things. I have checked the DEO website again and there is nothing posted yet about the 2023/24 grant cycle.

I do want you to be aware of a few very important issues though. This is in regard to the Evaluation and Appraisal Report we sent you about three weeks ago.

SB 439, which is likely to pass although I cannot guarantee this or know if the Governor will for some reason veto this bill, will cause a change to the EAR we just completed. This is the report you will ultimately send to DEO, so in abundance of caution you may want to transmit that to the state (DEO) soon, or you will be subject to the new law.

This bill will do the following:

Amends ss. 163.3191(1), F.S. to specify that:

o the EAR evaluation must include a determination if plan amendments are necessary to reflect a minimum planning horizon of at least 10 years; (Note, we identified what needed to be amended based on past legislative changes and didn't specifically look at what may need to change for a 10 year planning horizon since this will be a new requirement.)

o the notification sent by a local government to DEO regarding an EAR determination must include a separate affidavit:

- signed by the county governing body chair or the municipality mayor, attesting that all the elements of its comprehensive plan comply with this paragraph;
- including a certification that the adopted plan contains a minimum planning period of 10 years; and
- cite the source and date of the population projections utilized in establishing the 10-year planning period.

If you send it before the bill becomes law, you will not have to look at the 10 year planning period. Right now the law states an analysis of 5 to 10 years is required, and the new legislation will require a 10 to 20 year evaluation in addition to the signed letter (bullet one).

Also, this bill will amend ss.163.3191(4) and add a new subsection (5) to provide that if a local government fails to provide its EAR notification and affidavit or fails to transmit a plan update within a year of transmitting the notification,

it may not initiate or adopt any publicly initiated plan amendments until it complies, unless otherwise required by general law:

- o this prohibition does not apply to privately initiated plan amendments; (therefore, a developer or property owner can request to amend the Plan including the FLUM, but the local government cannot amend its own Plan)
- o the failure of a local government to update its plan in a timely manner is not the basis for the denial of a privately initiated comprehensive plan amendment;
- o if a local government fails to update its comprehensive plan, the state land planning agency shall provide the required population projections to be used by the local government and the local government must initiate an update within three months of receipt and transmit within 12 months. During the update process the local government can provide alternative population projections but only if they exceed the ones provided by the state land planning agencies and only if the update is completed in the time frame;
- o if the update is found not to be in compliance, the state land planning agency must establish the timeline to address the deficiencies, not to exceed an additional 12-month period; and
- o if the update is challenged by a third party, the local government may seek approval from the state land planning agency to process publicly initiated plan amendments that are necessary to accommodate the population growth during the pendency of the litigation.

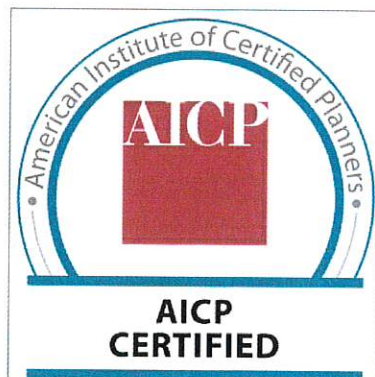
Please let me know if you have any questions. In short however, I recommend you transmit the EAR we sent over to you to DEO. This bill was placed on the calendar for

second reading on April 21. That is currently the last reported action. The bill states it will not become effective until July 1, so you may have a little time to act.

Allara Mills Gutcher, AICP
Principal, The Planning Collaborative
www.theplanningcollaborative.com
850.319.9180



the planning collaborative
A State of Florida
Certified Woman-Owned Business



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[Quoted text hidden]

Dr. Emily Rone McCann, Mayor
Rickey Callahan, City Clerk
301 J. Harvey Etheridge Street
Bonifay, FL 32425
Telephone: (850) 547-4328
Fax: (850) 547-9014



City Council Members:
Larry F. Cook
James W. Sellers
Shelley Carroll
Sierra F. Smith

Bonifay Police Department recommendation:

- Enter into a one-month agreement with the Holmes County Sheriff's Office to provide law enforcement services within the city limits of Bonifay. Agreement begins 5.5.2023 at 3 pm. Ends 6.5.2023 at 3 pm.
- During that time, current employees Chuck White, Betty Sims, George Record, and Ruthie Sallas will be relocated to Bonifay City Hall, under the discretion of the City Clerk.
- The four employees will organize, inventory, and complete needed tasks associated with the Police Department, as well as tasks assigned by the Mayor or City Clerk.
- Timeline of hiring the three vacant full-time positions within the Police Department:
 - May 8- council approves job descriptions and advertisement length and scope.
 - May 9- job descriptions are sent to relevant stakeholders (Holmes County Advertiser, Panama City News-Herald, Dothan Eagle, our city website) for advertisement.
 - May 9-22- advertise for the Chief of Police, Deputy Chief, and full-time police officer vacancies until 3 pm on May 22.
 - May 22- share the list of applicants for all three positions with the Council at the regular session.
 - May 23-26- conduct interviews for the Chief of Police position.
 - May 26- hold special session of the City Council to name the new Chief of Police for the City of Bonifay.

- May 30- the new Chief will begin working for the City of Bonifay.
 - May 30-June 2- conduct interviews for the Deputy Chief and full-time police officer positions, with the new Chief on the interview panels.
 - June 2- hold special session of the City Council to approve the new Deputy Chief and full-time Officer positions.
 - June 5- beginning at 3 pm, Bonifay Police Department takes back law enforcement services within the city limits of Bonifay.
- Interview Panel:
 - Rickey Callahan
 - Michelle Jordan
 - Emily McCann
 - Chuck White
 - Holmes County Sheriff's Office representative

Dr. Emily Rone McCann,
Mayor
Rickey Callahan, City Clerk
301 J. Harvey Etheridge
Street
Bonifay, FL 32425
Telephone: (850) 547-4328
Fax: (850) 547-9014



City Council Members:
Larry F. Cook
James W. Sellers
Shelley Carroll
Sierra F. Smith

JOB DESCRIPTION

DATE APPROVED:

REPORTS TO: Mayor

POSITION TITLE: Police Chief

FLSA STATUS: Exempt

DEPARTMENT: Police

JOB SUMMARY:

The Police Chief plans, coordinates, and directs the activities of the Police Department, manages resources and establishes departmental goals and objectives while delivering efficient and effective public safety services to the community. The Police Chief oversees the administration and operations of the Police Department.

POSITION CONTEXT:

The position of Police Chief is a sworn, department head level position and key member of the Leadership Team, who reports directly to the Mayor of the City of Bonifay. The position is a full-time exempt position which requires frequently working and attending meetings outside of regular business hours including weekends and evenings. The position routinely handles highly sensitive and/or confidential information and requires the ability to make difficult decisions under periods of extreme stress. This position is a highly visible position that collaborates regularly with City staff, elected officials, committee members, partnering agencies, and the community at large.

ESSENTIAL FUNCTIONS:

- Manages the overall administration and operations of the Police Department. Advises and develops staff to ensure continual professional growth in related disciplines. Oversees and evaluates the performance of departmental staff.
- Subject to review and approval of the Mayor, establishes goals, direction, and activities of the department. Develops and implements departmental policies, administrative rules and regulations governing personnel, standards of performance, operational procedures and other activities. Implements short and long-term plans to achieve City initiatives in response to community, safety and emergency needs.
- Directs the development, administration, and review of the departmental annual budget. Forecasts needs, allocates funds to divisions based on departmental goals and priorities, monitors and approves expenditures within the parameters of the approved departmental budget, and recommends adjustments as needed. Ensures applications for grants from federal, state and other agencies are consistent with authorized departmental appropriations.
- Maintains liaison with the Bonifay City Council in the recruitment, selection, promotion of police officers. Participates and makes recommendations in personnel matters relating to disciplinary action of police personnel and ensures review with the Bonifay City Council and the Mayor as required.
- Engages and interacts with other criminal justice agencies with common jurisdiction to ensure that criminal justice goals are consistent. Serves as a liaison to developers of industrial, business and commercial areas regarding law enforcement needs.
- Oversees the preparation of the Police Department annual report, state crime reports, and other reports as needed.
- Represents the City and makes public presentations to community and neighborhood groups, social service agencies, etc. upon request. Coordinates communication to news media.
- Proposes and advises the Mayor of the practicality and impact of proposed ordinances and resolutions.

- Assesses community crime prevention and traffic safety needs. Investigates new methods, technologies, laws, and programs to strengthen and improve current levels of service. Recommends new or revised programs and activities.
- Advises and assists in complex criminal or other investigations as required. May assume direct command of forces in emergency situations or major law enforcement operations as needed.
- Administers labor relations, internal review and legal issues ensuring department operations are consistent with current laws and regulations.
- Works closely with the Mayor, City Clerk, City Council, other City departments and various citizen groups to develop police and community programming to achieve required results.

OTHER JOB FUNCTIONS:

- Prepares reports and pertinent documentation for the Mayor and/or City Clerk as requested.
- Attends and participates in professional organizational meetings, seminars, and workshops to stay abreast of new trends and innovations related to the field.
- Serves as a staff liaison to boards, committees, and commissions as assigned.
- Completes special projects and other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Extensive knowledge of the principles, standards, and practices of modern police administration and police management.
- Thorough knowledge of the principles, practices, and procedures as applied to patrol, traffic control, and criminal investigations, crime prevention, and records management.
- Advanced knowledge of federal, state, county and city ordinances related to public safety.
- Ability to interact effectively with youth and adults from diverse social and economic backgrounds.
- Ability to direct the work of others while leading and motivating a team.
- Ability to develop and maintain collaborative working relationships with all levels of staff, management, elected officials, outside law enforcement agencies and general public while maintaining a high level of social awareness for professional engagement.
- Strong analytical skills with the ability to analyze complex issues and make sound recommendations.
- Strong written and verbal communication skills. Must have the ability to communicate and facilitate effectively with diverse audiences.
- Ability to research, analyze and evaluate new service delivery methods and techniques.
- Ability to analyze financial, budgetary, administrative, legal and organizational data to recommend appropriate action.
- Must have the ability to maintain professional composure and take reasonable action when confronted with difficult situations.
- Ability to multi-task and work under pressure with interruptions and within short timeframes.
- Ability to maintain highly confidential/sensitive information and work independently while exercising good judgement and initiative.
- Ability to learn the City geography, demographics, and population pattern.
- Ability to drive to various municipal buildings, city locations, etc.
- Ability and willingness to respond to situations twenty-four (24) hours a day, seven (7) days a week.

MINIMUM QUALIFICATIONS:

Education:

- Bachelor's degree from an accredited college or university in criminal justice, law enforcement, public administration or closely related field is desired.
- Must be a certified Law Enforcement Officer in the State of Florida in accordance with F.S.S. 943.13. or able to be certified within 6 months of hire.
- Valid driver's license.

Experience:

- A minimum of ten (10) years of experience in law enforcement including drug investigation and enforcement activities, community relations, multi-jurisdictional activities, university community or similar environmental experience.
- Demonstrated progressive promotion and advancement in responsibilities and rank. A minimum of

three (3) years of law enforcement supervisory experience required at the sergeant level or equivalent.

- Prior experience working in a rural community strongly desired.
- Strong working knowledge of MS Office (Word, Excel, Access and PowerPoint) required. Ability to gain proficiency departmental systems and enterprise systems required.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

- Duties will require the ability to regularly sit, stand, walk, reach with hands and arms and talk or hear on the phone and in person.
- Specific vision abilities required by this job include prolonged visual concentration, close vision, distance vision, color vision, depth perception and the ability to adjust focus. Vision corrected to 20/40 (binocular) and ability to distinguish color in both eyes.
- This position will have extensive contact with others.
- At times, workloads can be extensive with limited time for response/and or action. Position requires prolonged periods of concentration and the ability to cope with numerous interruptions and changing priorities.
- While assisting sworn personnel, the position may work under precarious circumstances and near high speed vehicles or equipment. May require the ability to perform duties that may require running, climbing, stooping, kneeling, stepping over uneven ground, and physically confronting and restraining combative individuals.
- At times will be exposed to weather elements including extreme heat, cold, high winds, etc. May be exposed to fumes, chemicals, and bodily fluids such as blood.
- Ability to lift, carry or drag up to 50 pounds.

EQUIPMENT USED:

- General office equipment including computers, laptops, scanners, copier and cellular phones.
- Police equipment including police radios, motor vehicles, including squad cars and trucks; first aid equipment; chemical sprays; cameras; video equipment; drug-testing kits; handguns; shotguns; rifles; TASERS; handcuffs; etc.

ADDITIONAL INFORMATION:

- This position is currently required to establish residency in City limits within an agreed upon timeframe.
- The Police Chief may serve as a staff liaison to boards, committees, and commissions as assigned.
- This position requires the ability work outside of normal business hours including evenings, weekends, holidays and call-backs as required.

STATEMENT OF OTHER DUTIES DISCLAIMER:

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this position. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.

The City of Bonifay is an Equal Opportunity Employer.

- Thorough knowledge of the principles, practices, and procedures as applied to patrol, traffic control, and criminal investigations, crime prevention, and records management.
- Advanced knowledge of federal, state, county and city ordinances related to public safety.
- Ability to interact effectively with youth and adults from diverse social and economic backgrounds.
- Ability to direct the work of others while leading and motivating a team.
- Ability to develop and maintain collaborative working relationships with all levels of staff, management, elected officials, outside law enforcement agencies and general public while maintaining a high level of social awareness for professional engagement.
- Strong analytical skills with the ability to analyze complex issues and make sound recommendations.
- Strong written and verbal communication skills. Must have the ability to communicate and facilitate effectively with diverse audiences.
- Ability to research, analyze and evaluate new service delivery methods and techniques.
- Ability to analyze financial, budgetary, administrative, legal and organizational data to recommend appropriate action.
- Must have the ability to maintain professional composure and take reasonable action when confronted with difficult situations.
- Ability to multi-task and work under pressure with interruptions and within short timeframes.
- Ability to maintain highly confidential/sensitive information and work independently while exercising good judgement and initiative.
- Ability to learn the City geography, demographics, and population pattern.
- Ability to drive to various municipal buildings, city locations, etc.
- Ability and willingness to respond to situations twenty-four (24) hours a day, seven (7) days a week.

MINIMUM QUALIFICATIONS:

Education:

- Bachelor's degree from an accredited college or university in criminal justice, law enforcement, public administration or closely related field is desired.
- Must be a certified Law Enforcement Officer in the State of Florida in accordance with F.S.S. 943.13. or able to be certified within 6 months of hire.
- Valid driver's license.

Experience:

- A minimum of seven (7) years of experience in law enforcement including drug investigation and enforcement activities, community relations, multi-jurisdictional activities, university community or similar environmental experience.
- Demonstrated progressive promotion and advancement in responsibilities and rank. A minimum of two (2) years of law enforcement supervisory experience required at the sergeant level or equivalent.
- Prior experience working in a rural community strongly desired.
- Strong working knowledge of MS Office (Word, Excel, Access and PowerPoint) required. Ability to gain proficiency departmental systems and enterprise systems required.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

- Duties will require the ability to regularly sit, stand, walk, reach with hands and arms and talk or hear on the phone and in person.
- Specific vision abilities required by this job include prolonged visual concentration, close vision, distance vision, color vision, depth perception and the ability to adjust focus. Vision corrected to 20/40 (binocular) and ability to distinguish color in both eyes.
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- While assisting sworn personnel, the position may work under precarious circumstances and near high speed vehicles or equipment. May require the ability to perform duties that may require running, climbing, stooping, kneeling, stepping over uneven ground, and physically confronting and restraining combative individuals.

- At times will be exposed to weather elements including extreme heat, cold, high winds, etc. May be exposed to fumes, chemicals, and bodily fluids such as blood.
- Ability to lift, carry or drag up to 50 pounds.

EQUIPMENT USED:

- General office equipment including computers, laptops, scanners, copier and cellular phones.
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The City of Bonifay is an Equal Opportunity Employer.



confronted with difficult situations.

- Ability to multi-task and work under pressure with interruptions and within short timeframes.
- Ability to maintain highly confidential/sensitive information and work independently while exercising good judgement and initiative.
- Ability to learn the City geography, demographics, and population pattern.
- Ability to drive to various municipal buildings, city locations, etc.
- Ability and willingness to respond to situations twenty-four (24) hours a day, seven (7) days a week.

MINIMUM QUALIFICATIONS:

Education:

- Must be at least 19 years of age.
- Must be a citizen of the United States.
- Must be a high school graduate or its equivalent.
- Must have never received a dishonorable discharge from any of the Armed Forces of the United States.
- Must be a certified Law Enforcement Officer in the State of Florida in accordance with F.S.S. 943.13.
- Must possess a valid Class Estate driver license and have a satisfactory driving history.
- Must have no convictions for any felony, perjury, false statement, or domestic violence (other arrest histories are reviewed on a case-by-case basis).
- Must have no DUI conviction within five years of application.
- Must have no pending criminal charges.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

- Duties will require the ability to regularly sit, stand, walk, reach with hands and arms and talk or hear on the phone and in person.
- Specific vision abilities required by this job include prolonged visual concentration, close vision, distance vision, color vision, depth perception and the ability to adjust focus. Vision corrected to 20/40 (binocular) and ability to distinguish color in both eyes.
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- Ability to lift, carry or drag up to 50 pounds.

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The City of Bonifay is an Equal Opportunity Employer.

BLANKENSHIP JORDAN P.A.

Section VI, Item D.

Michelle Blankenship Jordan, Esq.
michelle@blankenshipjordanpa.com

Jeremy A. Mutz, Of Counsel
jeremy@blankenshipjordanpa.com

Telephone: 850-638-9689
Toll Free Fax: 877-208-3898

May 1, 2023

Hon. Dr. Emily Rone McCann, Mayor
City Council
City of Bonifay
301 N. Ethridge St.
Bonifay, FL 32425

By E-Mail Only:
emily.mccann@cityofbonifay.com

Re: City Attorney Advertisement

Dear Mayor McCann and Council:

Enclosed with this letter are Mr. Jeremy Mutz's and my resumes, in application for the position of City Attorney for the City of Bonifay. We thank you for the opportunity to make this submission, and in advance, for your consideration of it.

I have been in private practice here in the panhandle since 2010. I formed my solo practice in Chipley in 2013 and have practiced here in Chipley since that time. Attorney Mutz joined the firm in March 2021. I will be responsible for the bulk of the City's work, but Mr. Mutz will perform special projects and will attend meetings and/or conferences in my absence.

I graduated from Chipley High School in 2001 and went on to the Florida State University for completion of my bachelor's degree and Juris Doctor. I was admitted to the Florida Bar in September 2009, and am also admitted to all Florida state courts, the United States District Courts for the Northern District of Florida (Federal Courts), and the Eleventh Circuit Court of Appeals (Federal).

Mr. Mutz has been a member of the Florida Bar since April 2004. He is admitted to all Florida state courts as well as the United States District Courts for the Northern and Middle Districts of Florida (Federal Courts)

The firm currently represents Jackson County, Florida and the Cities of Chipley, Vernon, Esto, Wewahitchka, and Bonifay on matters including:

- representation of Jackson County in employment matters before the Florida Commission on Human Relations;
- defense of the entities in civil litigation involving typically property issues, contracts and contracting (including bid disputes), and employment;
- civil litigation involving land use decisions;
- civil litigation to enforce Code Enforcement Board orders and decisions
- Public Records Act requests;

- analysis of proposed contracts, both with the State or other governmental entities and with private companies;
- input into individual personnel actions during the decision-making process and the entities' employment policies and procedures in general;
- right-of-way and other property acquisition for public purposes;
- land use decision-making, including the preparation and enforcement of land development orders and agreements and subdivision approvals and the Comprehensive Planning process (including Transportation and other public services concurrency management);
- preparation of local legislation (county and municipal ordinances);
- legal issues regarding county taxation and budgeting, including municipal service taxing or benefits units;
- loan and grant transactions, including those with the USDA/Rural Development and service as local (issuer) counsel on bond issues;
- County redistricting issues;

and others.

We have performed a firm conflict check and have found no apparent conflicts in representation of current or prior clients with respect to past, current or foreseeable future dealings with the City of Bonifay. We consider ourselves competent and sufficiently experienced to handle all matters which might come before the Council or involve the City's interest, with the exception of labor union certification or decertification issues.

Attorney Mutz and I suggest the following contacts for references: Hon. Paul Donofro, Jr., Chairman, Board of County Commissioners of Jackson County, (850) 482-9633, Dan Miner, City Manager, City of Chipley, (850) 638-6350, dminer@cityofchipley.com; Wilanne Daniels, County Administrator, Jackson County Board of County Commissioners, danielsw@jacksoncountyfl.gov; (850) 482-9633; Michael Gortman, City Manager, City of Wewahitchka, cityofwewa@fairpoint.net, (850) 639-2605; Candace Hodges, City Clerk, City of Vernon, clerk@vernonfl.com; (850) 535-2444.

The firm proposes the following fee schedule: a) a monthly retainer of \$500.00, for which we (principally Mrs. Jordan) would attend two (2) regular monthly meetings. For additional matters, an hourly rate of \$200.00 per attorney hour for attorneys, and \$87.50-\$112.50 per hour for paralegal services. Other than for regular meetings (which are included in the proposed retainer), the firm would charge one-half of the hourly rate for travel time, but no additional mileage or travel expense component. Other out-of-pocket expenses, such as court costs, filing fees, postage/courier and publications would be charged at actual cost. Copies are charged at the rate of \$0.02 per copy.

Our office is conveniently located on west Highway 90 in Chipley, approximately 10 miles from the City of Bonifay. Thank you again for the opportunity to submit this proposal. Please let me know if you'd like further information or if you wish to meet with us.

Sincerely,

Michelle Blankenship Jordan

cc: rickey.callahan@cityofbonifay.com

BLANKENSHIP ←→ JORDAN P.A.

Section VI, Item D.

Michelle Blankenship Jordan, Esq.
michelle@blankenshipjordanpa.com

Telephone: 850-638-9689
Toll Free Fax: 877-208-3898

Michelle Blankenship Jordan

Licensure:

Licensed to practice law in Florida since September 2009; admitted in the United States District Court for the Northern District of Florida, the United States District Court for the Middle District of Florida, and the Eleventh Circuit Court of Appeals

Work Experience

Blankenship Jordan, P.A.

October 2013-present

Attorney

Represent financial institutions in the areas of real estate closings, title examinations and opinions, and collections. Represent business and individual clients in the areas of general civil litigation including real property, probate, estate planning, and family law matters. City Attorney for the City of Chipley, Florida, the City of Vernon, Florida, the City of Bonifay, Florida, the City of Wewahitchka, Florida, and the Town of Esto, Florida; County Attorney for Jackson County, Florida; General Counsel to the Campbellton-Graceville Hospital Corporation (an independent special taxing district)

Law Office of Baker & Tagert

December 2010 - September 2013

Attorney

Represent financial institutions in the areas of real estate closings, title examinations and opinions, and collections. Represent clients in the areas of general civil litigation including real property, probate, and family law matters. City Attorney for the City of Chipley, Florida, and the City of Vernon, Florida, Assistant County Attorney for Jackson County, Florida;

Florida Department of Corrections

October 2009-November 2010

Junior Attorney

Represented the DOC in actions filed by inmates concerning gain time. Analyzed proposed state legislation. Provided legal advice to Institutions. Responded to public record requests.

Education

Florida State University College of Law, Tallahassee, Florida

Juris Doctor, May 2009

GPA: 81

Business Review, 2008-2009 Executive Board Member, Research and Writing Editor, Real Estate Law Society; FSU Public Interest Law Center, Family Law Clinic, Certified Legal Intern, Spring 2009

Florida Coastal School of Law, Jacksonville, Florida

Dean's Scholar, Fall 2006

Class Rank: Top 7.5% GPA: 3.47/4.0

Honors: Book Award (highest grade in class) Contracts I; Best Brief, Appellant Side, Lawyering Process II

Florida State University, Tallahassee, Florida

Bachelor of Science in Psychology, Minor in Biology, December 2004

GPA: 3.2/4.0; Honors: Dean's List, multiple semesters

JEREMY A. MUTZ

1261 Jackson Ave. • Chipley, FL 32428 • (850) 676-4201

LITIGATION EXPERIENCE:

- **Jury Trials:** 160+. *Homicide, Robbery, Domestic Violence.*
- **Hearings:** 200+. *Civil, Criminal, Family; both State and Federal.*

WORK HISTORY:

LAW OFFICE OF JEREMY A. MUTZ, CHIPLEY, FLA.

SEPT. 2020 – PRESENT

- **Civil Litigation:** Civil Forfeitures, Small Claims, Insurance Claims, Foreclosure Defense (negotiations; *Summary Judgment* pleadings, hearings).
**Representing clients in Bay, Holmes, Jackson, Okaloosa, Washington Counties*
- **Real Property:** Motion Hearings; Appeals; drafting Answers/ Motions.
- **Probate:** all aspects.
- Criminal Defense; Family Law; Guardianship; Wills / Living Wills.

LEGAL SERVICES OF N. FLORIDA, QUINCY, FLA.

SEPT. 2019 – SEPT. 2020

- **Civil Litigation:** Breach of Contract; Foreclosure Defense (negotiations; *Summary Judgment* pleadings, mediation).
- **Real Property Law:** Drafted deeds, life estates, handled landlord-tenant cases;
- Family Law, Guardianship, Probate;
- Assisted victims of Domestic Violence (contested injunction hearings);
- Assisted victims of Hurricane Michael: FEMA appeals; title work; insurance disputes;

- VOP and Post-Conviction Matters
- “Stand-Your-Ground” Hearings
- Argued before Parole Commission (1985 homicide case)
- ALL-DUI assignment Covering Nine Divisions in Leon County (2010-2011)
- **Misdemeanor and Juvenile Litigation:**
 - Served as *Division Chief* - Misdemeanor/ Traffic Unit, Leon Co.: (2014-2016)
 - Jury Trials: Domestic Violence/ Stalking/ Violations of Injunction
 - Criminal Appeals including Oral Argument
 - Led Misdemeanor & Juvenile Division, Franklin Co. (2006-2009)
 - Worked closely with law enforcement agencies in advisory role
 - Extensive “Intoxilyzer” litigation

LEADERSHIP:

- **Supervised Law Student Interns**—UF, FSU, Cumberland;
Led and trained approx. 20 while at SAO and LSNF;
- **Trained Prosecutors and LEO’s on Domestic Violence, Successful Injunction Prosecutions, DUI Investigations/ prosecutions;**
(for FSU, Pat Thomas and Gulf Coast Law Enforcement Academies)
- Led In-house training for new Prosecutors in DV and DUI trial practice;
- **Coached FSU Trial Team (2016)** (went to semifinals in Montgomery);
- **Auxiliary State Trooper - FHP (JUNE 2017 – FEB. 2020);**
350 hours training, certified LEO;
Approx. 85 hours on the road in patrol duties;
- Interviewed by Court TV, WTXL, and 100.7 FM regarding Markel and Segura homicide trials (2019);
- Licensed *private pilot* (since 2010).

EDUCATION

<u>Florida State University, College of Law, Tallahassee</u>	2001 – 2003
<ul style="list-style-type: none"> ● Juris Doctor, <i>Cum Laude</i> 	
<u>University of West Florida, Pensacola</u>	1997 – 2001
<ul style="list-style-type: none"> ● Dual Major: Political Science and International Studies. ● Poli. Sci. <i>Student of the Year</i> 	2000

OFFICE OF THE ATTORNEY GENERAL, FLA., TALLAHASSEE, FLA.
JAN. 2019 – SEPT. 2019

- **Civil Litigation:** Defended FDC staff and Dr.'s in *State and Federal Court*: (§ 1983 suits, tort/personal injury claims, suits for injunctions, Constitutional rights);
- ***Admitted Northern and Middle Districts, Fla.;***
- **Drafted answers, Motions for Summary Judgment, Motions to Dismiss; drafted appeals;**
- **Civil Discovery:** State *and* Federal; incl. 30(b)(6) depositions;
- **Hearings:** Discovery/ Pre-Trial Hearing before *ND, Pensacola;*
- **Federal Settlement Conferences; mediation;**
- **Probate and First Amendment litigation.**

MUTZ LAW FIRM, INC., DAYTONA BEACH, FLA.
2016 – 2019

- **Family Law:** Divorce, custody, support, modifications, grandparents’ rights cases;
**Hearings/ Trials: Broward, Hillsborough, Leon, Orange, Volusia counties;*
- **Criminal Defense:** homicide, battery, post-conviction (3.850) motions;
- **Civil:** drafted contracts, landlord-tenant cases (including trial); advised clients on HOA issues; drafted wills;
- **Victim’s Rights:** assisted crime victims (liaison with prosecutor and restitution claims);
- **Discovery:** depositions, interrogatories, subpoenas;

STATE ATTORNEY’S OFFICE, SECOND CIRCUIT, FLA.
2003 – 2016

- **Felony Prosecutor:**
 - Tried *Homicides* and Attempted Homicides
 - Served in specialized Domestic Violence (VAWA) assignment (2009-2014)
 - Tried Insurance Fraud / Contractor Fraud cases



Emily McCann <emily.mccann@cityofbonifay.com>

Re: URGENT!!! - FRDAP Grant# A1033: Veteran's Memorial Park Improvements - CLOSEOUT OVER DUE

1 message

Rickey Callahan <rickey.callahan@cityofbonifay.com>
To: "Moody, April" <April.Moody@dep.state.fl.us>
Cc: Emily McCann <emily.mccann@cityofbonifay.com>

Thu, May 4, 2023 at 11:22 AM

Ms. Moody,

Dewberry Engineering was handling this project for us and dropped the ball, thinking they could get an extension.

Based on this and your email I think we need to withdraw.

Can you tell me how to withdraw, and what happens on any funds expended for engineering service for design?

Thank you,

Rickey

On Thu, May 4, 2023 at 10:08 AM Moody, April <April.Moody@dep.state.fl.us> wrote:

Good Morning Mr. Callahan,

I am reaching out to get a status update on the Veteran's Memorial Park Improvements. The Closeout documentation and Final Status Report for this Grant was due on April 30th. Please let me know if you were unable to complete this project. If that is the case, I think withdrawing would be the best option. If you decide to withdraw, it does not effect future funding opportunities from the FRDAP program. Please let me know as soon as possible what I can do to assist you in wrapping up the project or withdrawing. Thank you.

**April Moody**

Florida Department of Environmental Protection

Community Assistance Coordinator

Division of State Lands

Land and Recreation Grants Section

FRDAP Grant Program

april.moody@dep.state.fl.us

Office: 850-245-3181 MS# 535

From: Rickey Callahan <rickey.callahan@cityofbonifay.com>**Sent:** Monday, February 6, 2023 1:23 PM**To:** Moody, April <April.Moody@dep.state.fl.us>**Subject:** Re: ACTION NEEDED!! - FRDAP Grant# A1033: Veteran's Memorial Park Improvements

EXTERNAL MESSAGE

This email originated outside of DEP. Please use caution when opening attachments, clicking links, or responding to this email.

April,

Beverly is no longer with the City, I replaced her in May of 2022, and Elissa Pettis is no longer with Dewberry.

I want to get this back on track and get the work completed!

I have contacted Dewberry Engineering for assistance, and they have not responded yet.

I will let you know as soon as I hear from them.

Thank you,

Rickey

On Mon, Feb 6, 2023 at 12:17 PM Moody, April <April.Moody@dep.state.fl.us> wrote:

Rickey,

The Grant Agreement (Attached) says that Beverly Gilley is the Grant Manager for the City of Bonifay. On other paperwork I found that Elissa Pettis epettis@dewberry.com is the Contact person at Dewberry Engineering Firm. Has there been any movement on this project? The last Status Report we received was for May 5, 2022 and the only thing that had been completed at that time was the land Survey.

**April Moody**

Florida Department of Environmental Protection

Community Assistance Coordinator

Division of State Lands

Land and Recreation Grants Section

FRDAP Grant Program

april.moody@dep.state.fl.us

Office: 850-245-3181 MS# 535

From: Rickey Callahan <rickey.callahan@cityofbonifay.com>
Sent: Monday, February 6, 2023 10:39 AM
To: Moody, April <April.Moody@dep.state.fl.us>
Subject: Re: ACTION NEEDED!! - FRDAP Grant# A1033: Veteran's Memorial Park Improvements

EXTERNAL MESSAGE

This email originated outside of DEP. Please use caution when opening attachments, clicking links, or responding to this email.

April,

Can you tell me if you show a Grants Administrator or an Engineering Firm on any of the paperwork you have on this grant please?

Thank you,

Rickey

On Mon, Feb 6, 2023 at 9:25 AM Moody, April <April.Moody@dep.state.fl.us> wrote:

Good Morning Mr. Callahan,

I am the new Grant Manager for your FRDAP Grant Project. I was reviewing your project this morning and it looks like we haven't received a status report or update from you in quite some time. I'm taking this opportunity to remind you of the April 30, 2023 completion date for this project. All grant related construction must be completed and all expenses paid by the scheduled completion date. This date is only two (2) months away and the project should be nearing completion. **It is imperative** that all completion documents and eligible expenditures be submitted to our office on or before the expiration date of this project. Under Rule 62D-5.58 (7)(a), staff has no alternative means to extend the grant. If you will not be able to meet this deadline, you may want to consider **withdrawing** and **reapplying** for another grant at a later date, especially if you have not begun project development and/or renovation activities at this point.

Your attention to this matter is appreciated. If you think you may encounter any problems meeting this deadline, please contact our office immediately at 850-245-2501.

Sincerely,



April Moody

Florida Department of Environmental Protection

Community Assistance Coordinator

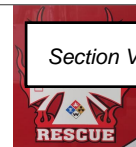
Division of State Lands

Bonifay Fire-Rescue

Bonifay, FL

This report was generated on 5/4/2023 9:44:22 AM

Section VI, Item F.



Total Incidents per Personnel for Date Range

Personnel: All Personnel | Sort By: Personnel | Start Date: 04/01/2023 | End Date: 04/30/2023

PERSONNEL	COUNT	PERCENTAGE
<u>Cook, Larry</u>	11	28.95 %
<u>Cook, Travis F</u>	14	36.84 %
<u>Edminson, Joe</u>	3	7.89 %
<u>Edwards, Dillon</u>	1	2.63 %
<u>Granberry, Brennon</u>	4	10.53 %
<u>Griffiths, Jack</u>	15	39.47 %
<u>Harrison, Ben</u>	7	18.42 %
<u>Harrison, Shawn</u>	23	60.53 %
<u>Hudson , Mickey</u>	7	18.42 %
<u>Lee, Dillon</u>	3	7.89 %
<u>Martin, Ryan</u>	9	23.68 %
<u>McKee, Kirk</u>	2	5.26 %
<u>Medley, Austin</u>	9	23.68 %
<u>Messer , Landis</u>	5	13.16 %
<u>Myers, Joshua</u>	9	23.68 %
<u>Porter, Darrell</u>	1	2.63 %
<u>Sellers, Zach J</u>	5	13.16 %
<u>Stoker, Keith</u>	10	26.32 %
Sum of Individual Responses	138	
Total Incidents for Date Range	38	

Includes incidents where personnel responded to on or off an apparatus. Only REVIEWED incidents included.



Bonifay Fire-Rescue

Bonifay, FL

This report was generated on 5/4/2023 9:43:45 AM

Section VI, Item F.



Incident Type Count per Station for Date Range

Start Date: 04/01/2023 | End Date: 04/30/2023

INCIDENT TYPE	# INCIDENTS
Station: ST1 - STATION 1	
137 - Camper or recreational vehicle (RV) fire	1
138 - Off-road vehicle or heavy equipment fire	1
311 - Medical assist, assist EMS crew	8
321 - EMS call, excluding vehicle accident with injury	1
322 - Motor vehicle accident with injuries	4
324 - Motor vehicle accident with no injuries.	2
444 - Power line down	1
462 - Aircraft standby	4
500 - Service Call, other	2
551 - Assist police or other governmental agency	2
553 - Public service	2
554 - Assist invalid	2
561 - Unauthorized burning	1
611 - Dispatched & cancelled en route	2
651 - Smoke scare, odor of smoke	1
745 - Alarm system activation, no fire - unintentional	1
800 - Severe weather or natural disaster, other	2
911 - Citizen complaint	1
# Incidents for ST1 - Station 1:	38

Only REVIEWED incidents included.



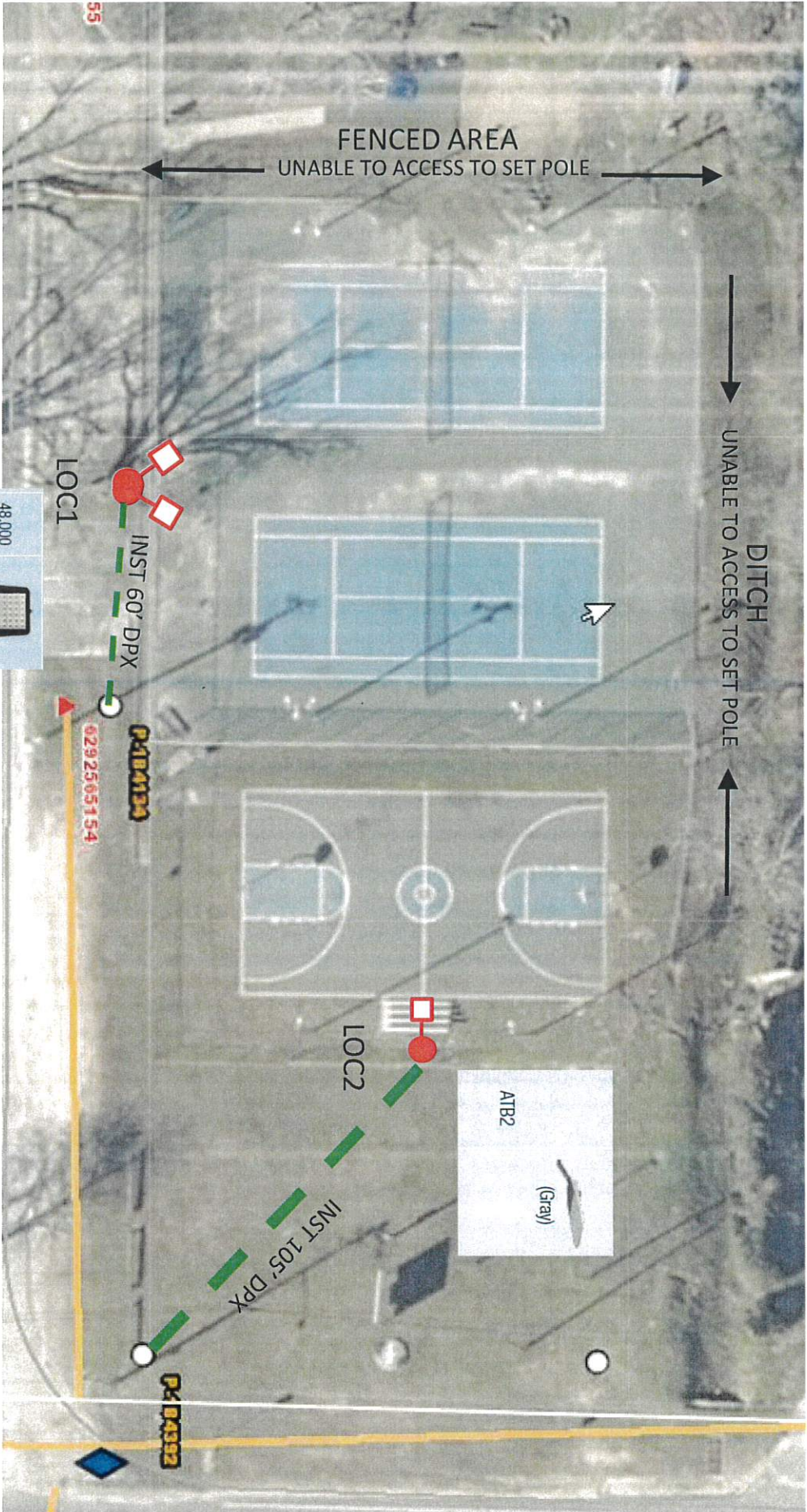


SUBJECT: CITY OF BONIFAY – FIRE & POLICE STATION
 LOCATION: 809 S WAUKESHA ST BONIFAY

DATE: 04/14/2023
 WMS WR#:

DRN. BY: CJO
 WMS IO#:





JOB DETAIL:

LOC1) INSTALL 1-35' WOOD POLE IN GRASS ISLAND BETWEEN DESIGNATED HANDICAP PKG AREA & STANDARD PARKING.
 INSTALL 2-48000L LED FLOODS. AIM 1 NE & 1 NW OVER TENNIS COURTS.
 LOC2) INSTALL 1-35' WOOD POLE ON EAST SIDE OF BASKETBALL COURTS. INSTALL 1-270W ATB LED & AIM WEST.

SUBJECT: VETERANS MEMORIAL PARK_TENNIS COURTS		DATE: 04/15/2023	DRN. BY: CJO
LOCATION: VETERANS AVE_BONIFAY		WMS WR#:	WMS IO#:



Dr. Emily Rone McCann,
Mayor
Rickey Callahan, City Clerk
301 J. Harvey Etheridge
Street
Bonifay, FL 32425
Telephone: (850) 547-4328
Fax: (850) 547-9014



City Council Members:
Larry F. Cook
James W. Sellers
Shelley Carroll
Sierra F. Smith

May 8, 2023

Holmes County Board of County Commissioners
P. O. Box 397
Bonifay, FL 32425

Dear Commissioners:

The City of Bonifay is requesting \$60,000 for the street department and \$60,000 for the fire department for Budget Year 2023-2024.

Should you have any questions, please contact me at (850) 547-4238.

Sincerely,

Emily McCann
Mayor

To: Trey Barbee
301 J. Harvey Etheridge St
Bonifay, Fl. 32425

May 3, 2023

My name is Jessie Pearl Anderson and I own my home at 107 E Iowa Ave in Bonifay. I am disabled and require assistance with a walker to get around.

The front entrance to my home currently has 3 sets of stairs for me to get to the street, only one set is equipped with hand rails. This makes it extremely difficult for me to access the street to get to my vehicle and my mail. The Post Office is making accommodations for me to move my mailbox to my porch, but the access to the street is still difficult.

This letter is requesting the City of Bonifay make a reasonable modification to one of the sets of stairs in order for me to access the street.

Please advise me by mail how you will proceed with my request.

Sincerely, Jessie Pearl Anderson

107 E. Iowa Ave
Bonifay, Fl. 32425
850-768-4017

Jessie Pearl Anderson
5/3/22







Gmail

Rickey Callahan
<rickey.callahan@cityofbonifay.com>

Request for Agenda Item - Abandonment of Alley behind 1004 N State Street Bonifay, FL 32425

Rebecca Perse

<rebecca@beachybeach.com>

To: rickey.callahan@cityofbonifay.com

Cc: Jamie Baker <userjamie9092@aol.com>, Alisha Baker
<Jayclinmommy@gmail.com>

Thu, May 4,
2023 at 4:15 PM

Dear City Clerk Rickey Callahan and Bonifay City Council
Members,

I am writing this email to request an agenda item for the
Monday, May 8, 2023, meeting at 6 pm to discuss the
abandonment of the alley behind [1004 N State Street
Bonifay, FL 32425](#). I would like to request this on behalf of
Jamie Baker, who currently resides at [1004 N State Street
Bonifay, FL 32425](#), who will present the details of the
request during the meeting.

As per the requirements, I have attached before photos
and a current survey showing the alleyway for your review.
I request you to include these attachments in the packets
for the council members to review.

Please let me know if there are any further details or requirements needed for this agenda item.

Also, I want to inform you that due to a previously scheduled appointment in Destin, I will be arriving at the meeting late, around 6:30 pm. However, I will be available to answer any questions that the council may have after Mr. Baker's presentation.

Thank you for your time and consideration. I look forward to a positive response.

Sincerely,



Rebecca Perse

Beachy Beach Real Estate

Rebecca@beachybeach.com

www.BeachyBeach.com

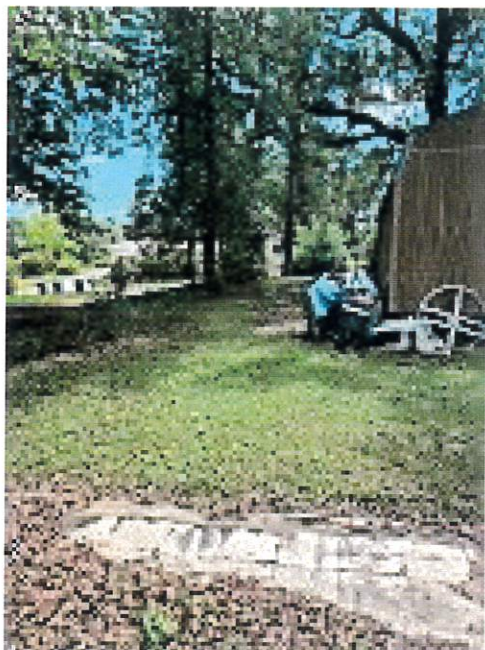
Tel: 205-613-0163

Fax: 850.233.4358

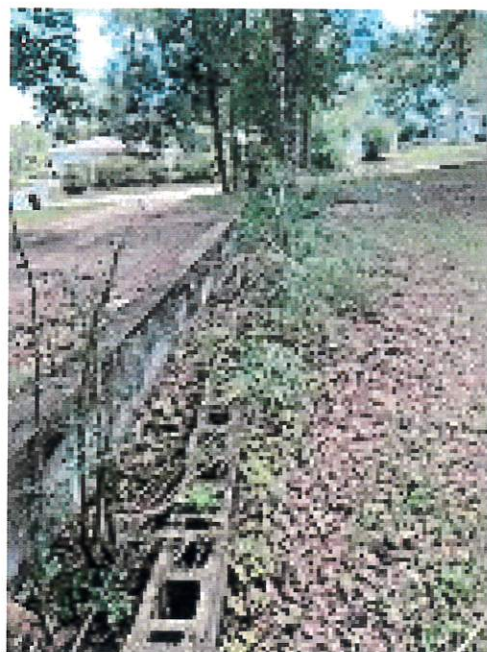
17651 Panama City Beach Pkwy Suite 3

Panama City Beach, Florida 32413

5 attachments



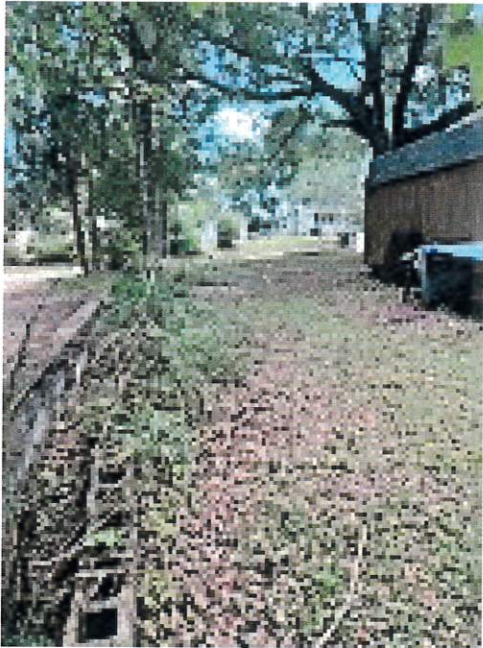
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6032K

 **52-23-402s (1).pdf**
190K

CITY OF BONIFAY

Employment Application



301 J. Harvey Etheridge Street, Bonifay, Florida 32425
Phone (850) 547-4238 Fax (850) 547-9014

INSTRUCTIONS

This application must be typed or printed legibly in blue or black ink. All questions must be answered. Applications that are not complete will not be considered. If space is not sufficient for complete answers or you wish to furnish additional information, please attach additional pages to the back of this application, and number answers to correspond with questions.

APPLICANT INFORMATION

Last Name:	First:	M.I.:	Date:
Street Address:		Apartment/Unit #:	
City:		State:	ZIP:
Home Phone:	Cell Phone:	Email Address:	
Date Available to Start:			Desired Salary:
Position Applied for:			
Are you now able to perform the duties related to the position for which you have applied, without accommodation?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, explain:
Are you currently employed?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, may we contact your current employer? YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you over the age of eighteen?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, hire is subject to verification that you are of minimum legal age to work.
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for the City of Bonifay?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Are you related to any current employees of the City of Bonifay?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, who?
Have you ever been convicted of a crime in the past five (5) years? <small>(A conviction record will not necessarily bar employment.)</small>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<i>If yes, please give date of conviction and nature of the offense.</i>

EDUCATION

High School:	Address:
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	
College:	Address:
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree:
Other:	Address:
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree:

SPECIALIZED SKILLS (Please list any skills you have that would make you qualified for this position)

Computer Skills:

Equipment Skills:

Certifications:

WPM: _____ Second Language: _____

Additional skills/qualifications:

DRIVING HISTORY

Are you a licensed Florida automobile operator or CDL? YES NO Date of Expiration: _____

License Class: _____

EMPLOYMENT HISTORY (Please list present and past employment, beginning with most recent)

Company:		Phone: ()	
Address:		Supervisor:	
Job Title:	Starting Salary: \$	Ending Salary: \$	
Responsibilities:			
From:	To:	Reason for Leaving:	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

Company:		Phone: ()	
Address:		Supervisor:	
Job Title:	Starting Salary: \$	Ending Salary: \$	
Responsibilities:			
From:	To:	Reason for Leaving:	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

Company:		Phone: ()	
Address:		Supervisor:	
Job Title:	Starting Salary: \$	Ending Salary: \$	
Responsibilities:			
From:	To:	Reason for Leaving:	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

Have you ever had any disciplinary action taken against you from any employment or position you have held? YES NO If yes, explain: _____

REFERENCES

Please list three references.

Full Name: Relationship:

Occupation: Phone: ()

Address:

Full Name: Relationship:

Occupation: Phone: ()

Address:

Full Name: Relationship:

Occupation: Phone: ()

Address:

DISCLAIMER AND SIGNATURE

I certify that my answers given herein are true and complete to the best of my knowledge.
I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.
I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.
In the event of employment, I understand that false or misleading information in my application or interview(s) may result in termination. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature: Date:

AUTHORIZATION FOR BACKGROUND CHECK

I, _____, do hereby authorize the City of Bonifay to do a background check researching any criminal history, driving violations, and financial reports on file as part of consideration for employment with the City of Bonifay. I hereby authorize my past employers to fully release any and all information pertaining to the facts of my employment.

Signature: Date:

TO APPLICANT: Thank you for taking the time to complete this application. We appreciate your interest in our organization. After your application has been reviewed by the hiring supervisor, you will either receive a phone call requesting to schedule an interview, or a letter notifying you that you have not been selected for the position that you applied for. If you are interested in applying for another open position you will need to complete and submit a new application. A new application will need to be completed for each open position that you would like to apply for. All open positions are advertised in the local newspaper. We consider applicants for all positions without regard to race, religion, creed, gender, national origin, age, disability, marital status, veteran status, or any other legally protected status.

Public Records Notice: Florida has a very broad public records law. Most written communications to or from city officials regarding the business of this agency are considered to be public records and will be made available to the public and media upon request.

FOR OUR INFORMATION

How were you made aware of this position?

- City Website
- Employ Florida
- Friend
- Relative
- Media
- Other: _____

HUMAN RESOURCE OFFICE USE ONLY

Employed? YES <input type="checkbox"/> NO <input type="checkbox"/>	Date of Employment:	Starting Salary: \$
Job Title:	Department:	
Signature:	Date:	



Exemption from Public Disclosure Florida Statutes; Sections 119.071, 493.6122, and 633.35

Complete this form **only** if you are claiming exemptions from public disclosure of your home address and personal contact information under Florida statutes.

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

I request that my home address and personal contact information given to the City of Bonifay be held in confidence, pursuant to Sections 119.071(2)(h)1, 119.071(2)(j)1, 119.07(4)(d)1-6, 493.6122, and 633.35, Florida Statutes, because I belong to the following qualifying category:

Please check applicable box(es) below:

- Active or former law enforcement personnel, and/or their spouse or child
- Active or former correctional officer or probation officer, and/or their spouse or child
- Active or former juvenile probation officer, supervisor, and personnel, and/or their spouse or child
- Active or former investigative personnel of the Department of Children and Family Services
- Active or former investigative personnel of the Department of Health whose duties were to support the investigation of child abuse or neglect
- Active or former revenue and support enforcement personnel of the Department of Revenue, and/or their spouse or child
- Active firefighter certified, pursuant to FL Statute 633.35, and/or their spouse or child
- State or county court judge, and/or their spouse or child
- Active or former state attorney, assistant state attorney, statewide prosecutors, or assistant statewide prosecutor, and/or their spouse or child
- Active or former United States attorney and assistant state attorney, and/or their spouse or child
- Active or former federal judge or magistrate, and/or their spouse or child
- Active or former general magistrate, special magistrate, judge of compensation claims, administrative law judge, and child support enforcement hearing officer, and/or their spouse or child
- Active or former guardian ad litem, and/or their spouse or child in accordance with Sec 39.820.F.S.
- Active or former human resource, public relations or employee relations director, or assistant manager or any local government agency or water management district whose duties include hiring and firing employees, labor contract negotiation, administration or other personnel-related duties, and/or their spouse or child
- Current or former public defender, assistant public defender, criminal conflict, and civil regional counsel and assistant criminal conflict and civil regional counsel, and/or their spouse or child
- Private investigator/recovery agent holding a current class C, CC, E, EE license in accordance with Sec. 493.6122.F.S. (A Copy of this license must accompany this request)
- Victim of sexual battery, lewd lascivious offense committed upon or in the presence of a person less than 16 years of age, child abuse, or victim of any sexual offense. (Must include official verification that an applicable crime occurred)
- Victim of domestic violence, aggravated stalking, harassment or aggravated battery. (Must include official verification that an applicable crime has occurred)

Signature: _____ Date: _____



City Council Agenda Form

Meeting Date: _____

Department: _____

Public Hearing: YES NO

For Clerk's Use Only
AGENDA ITEM #

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consent Agenda	Regular Agenda	Closed Session

Presenter:

Request Type: Informational Discussion Action Item

Does this item require legal review? YES NO
City Attorney e-mail attached? YES NO

Agenda Item Title:

Attachment(s):

Brief Summary:

Action Requested:

Issue Overview:

Notes/Comments:

Empty rectangular box for notes or comments.

CITY OF BONIFAY EMPLOYEE DISCIPLINARY ACTION FORM

Employee: Kendall Bowling

Date of Warning: 8/22/2022

Department: Street

Supervisor: Trey Barbee

Type of Violation

- Attendance - Carelessness - Disobedience - Safety - Tardiness

- Work Quality - Other (explain)

Warning

Violation Date: 8/22/2022

Violation Time: 7:00 AM

Violation Location: 601 East Evans Avenue

Employer's Statement

Mr. Bowling has an extensive history of repeatedly calling in sick. He has called in sick 11 times since January of 2022. On August 22, 2022 Mr. Bowling did not come to work and did not notify his supervisor before the start of the work day. This is not the first time that Mr. Bowling has not shown up to work without notifying his supervisor. This is his first disciplinary form for such behavior.

Employee's Statement

Decision

No action will be taken at this time besides a warning and disciplinary form. If Mr. Bowling continues his behavior of repeated absences and not showing up to work without notifying his supervisor, I will be recommending his position with the City of Bonifay be terminated.

Decision Approved by: Trey Barbee

Title: City Superintendent Date: 8/22/2022

Previous Warnings

1st Warning - Date: _____ Type: - Verbal - Written

2nd Warning - Date: _____ Type: - Verbal - Written

3rd Warning - Date: _____ Type: - Verbal - Written

Signatures

Employer's/Supervisor's Signature: Trey Barbee Date: 8/22/22

Print Name: Trey Barbee Title: City Superintendent

I have read this "warning decision". I understand it and have received a copy of the same.

Employee's Signature: Kendall Bowling Date: 9-24-22

Print Name: Kendall Bowling Title: MEC

CITY OF BONIFAY EMPLOYEE DISCIPLINARY ACTION FORM

Employee: Kendall Bowling

Date of Warning: 5/8/2023

Department: Street

Supervisor: Trey Barbee

Type of Violation

- Attendance - Carelessness - Disobedience - Safety - Tardiness
- Work Quality - Other (explain)

Warning

Violation Date: 5/8/2023

Violation Time: 7:00 A.M.

Violation Location: 601 East Evans Avenue

Employer's Statement

Mr. Bowling was given a written warning on 8/22/2022 about his excessive absences and calling in sick too often. This morning he did not come to work and did not notify either one of his supervisors. In his previous disciplinary form, I stated that if his behavior continued, I would recommend his position with the City of Bonifay be terminated. He had shown improvement until this morning.

Employee's Statement

Decision

As of May 8, 2023, Kendall Bowling's position with the City of Bonifay will be terminated.

Decision Approved by:

Title:

Date:

Previous Warnings

1st Warning – Date: 8/22/2022

Type: - Verbal - Written

2nd Warning - Date:

Type: - Verbal - Written

3rd Warning - Date:

Type: - Verbal - Written

Signatures

Employer's/Supervisor's Signature: Trey Barbee Date: 5/8/2023

Print Name: Trey Barbee Title: City Superintendent

I have read this "warning decision". I understand it and have received a copy of the same.

Employee's Signature: _____ Date: _____

Print Name: _____ Title: _____

physician or dentist prescribes a controlled substance must advise their supervisor immediately in order that an evaluation can be made on the impact, if any, on the safe and efficient operation of the City.

Suspension, Termination, Involuntary Separation

In order to perform their duties and administer the departments in a professional and businesslike manner, the City Superintendent, City Clerk, Police Chief and Chief Operator of the Sewer Plant will have complete authority to suspend City employees. A suspended employee may come before the City Council to retain their job. The City Council will determine if a suspended employee will receive pay during the suspension period.

Following are forms of disciplinary action that may be taken:

- documented verbal warning
- written reprimand
- suspension with pay for up to five (5) working days
- suspension without pay for up to ten (10) days
- demotion
- probation
- combination of the above
- termination

SEPARATIONS

<u>OFFENCE</u>	<u>EXPLANATION</u>	<u>DISCIPLINARY ACTION</u>	
		<u>1st Offence</u>	<u>2nd Offence</u>
Absence without leave	Unauthorized absence of 8 hours, repeated tardiness, leaving job without permission, repetitious absences	Warning	Termination
Damage to, loss of, unauthorized use or willful destruction of City property or records	When willfulness, intent or unauthorized use is involved or when loss or damage is significant	Warning	Termination
Insubordination	Deliberate delay or failure to carry out assigned work or instructions within a reasonable time, disrespect, refusal to obey legitimate orders	Warning	Termination

SEPARATIONS - Continued

<u>OFFENCE</u>	<u>EXPLANATION</u>	<u>DICIPLINARY ACTION</u>	
		<u>1st Offence</u>	<u>2nd Offence</u>
Disorderly conduct on and off duty	Fighting, threatening or inflicting bodily harm, physical resistance to competent authority, drunkenness, violent acts or language which adversely affects morale, production or maintenance of discipline, derogatory remarks concerning City, indecent or immoral conduct	Warning	Termination
Substance abuse	Unlawfully manufacturing, distributing, possessing or using controlled or illegal substances, reporting to work while using alcohol or under the influence of alcohol, refusal to submit to a drug test or a positive confirmed drug test	Termination	Termination
Misconduct that affects others	Misconduct which adversely affects the reputation of the employee or reflects unfavorably on the City which includes, but is not limited to, arrest, indictment or conviction for felonies and for misdemeanors, malicious gossip, accusations, threats or actions that affect the City or any employees or supervisors	Up to Termination	Up to Termination
Failure to honor valid debts or legal obligations	Failure without good reason to honor acknowledged by the employee to be valid which is supported by a court judgment, such as family custody payments (consideration may be given to extenuating circumstances)	Warning	Termination

BALANCE OF PAGE LEFT BLANK

SEPARATIONS - Continued

<u>OFFENCE</u>	<u>EXPLANATION</u>	<u>DICIPLINARY ACTION</u>	
		<u>1st Offence</u>	<u>2nd Offence</u>
Violation of other administrative rules or regulations not specified herein		Warning	Termination

Vacation Leave Benefits

Regular full-time employees are entitled to vacation leave as follows:

- Two (2) months from the date of hire, they will accrue 3.33 hours vacation leave each month.
- After one (1) year of service, they will accrue 6.67 hours vacation leave each month.
- After ten (10) years of service, they will accrue 10 hours vacation each month.
- Unused vacation leave cannot exceed a maximum accumulation of 240 hours. If the employee's benefits reach this maximum, further accrual of vacation leave benefits will be suspended until the employee has reduced the balance below the limit.

It is the intent to have employees take their vacation leave. An employee's request for vacation leave must be approved by their supervisor. Vacation leave is paid out at the employee's base rate at the time vacation leave is used.

Employees will be paid for accumulated vacation leave (up to 240 hours maximum) upon termination, resignation or retirement.

BALANCE OF PAGE LEFT BLANK



BONIFAY POLICE DEPARTMENT



OFFICER: Kobi Long

DATE OF INCIDENT: 4-3-2023

SUBJECT(S): Resignation

Chief Wells,

I wanted to inform you that I have appreciated everything that you have done for me in the past 2 years and 2 months by giving me the opportunity to work and learn quite a lot in my career in Law Enforcement, you gave me the chance where other's might not have done and for that I am truly thankful.

But today effective 4-3-2023 I am having to give you my resignation that will be effective on 4-13-2023. I have received a position with the Holmes County Sheriff's Office and I have accepted it.

I want you to know that I loved working with the City of Bonifay and for you but I can not afford to wait any longer to be made a full time Officer like I was told I would be and then to be kept lied to because of nepotism. This City has always had family working together to protect the citizens of Bonifay and Holmes County for years but now it is a problem. I can not work with a city government that has double standards when it comes to the Police Department and Fire Department. The prior council wants to punish the police department for nepotism but the same thing goes on with the fire department and it is ok and that is not right.

I know that you did all that you can do for me and for that I am extremely grateful.

Thank You,
Kobi Long

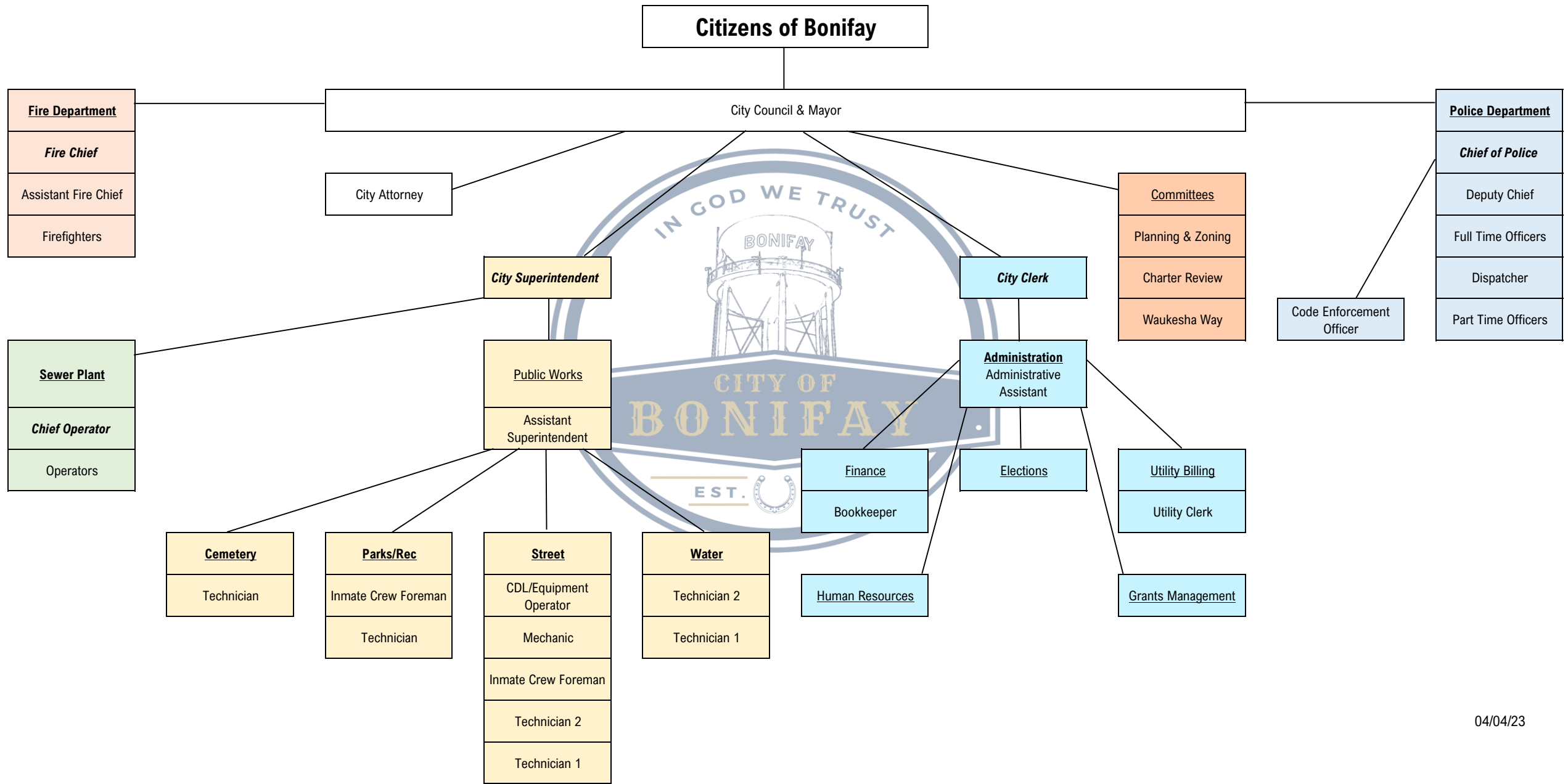
CITY OF BONIFAY

REQUEST FOR OR NOTIFICATION OF ABSENCE

Employee's Name: _____		
Type of Absence <input type="checkbox"/> Vacation <input type="checkbox"/> Sick <input type="checkbox"/> Late <input type="checkbox"/> Comp. Time <input type="checkbox"/> LWOP <input type="checkbox"/> Other	From (MM/DD/YY) _____	Thru (MM/DD/YY) _____
Approved in advance? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Remarks		
I understand that the vacation leave authorized in excess of the amount available to me during the leave year will be charged to leave without pay.		
Employee's Signature & Date	Signature of Supervisor & Date Notified	
Official Action on Application <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved (give Reason)		
Type of Leave Granted _____		
Signature of Supervisor and Date		

Date Approved:

Date Updated:





OFFICE OF THE MAYOR

EMILY McCANN

Request a Proclamation, Certificate, or Congratulatory Letter

Requests should be made at least 10 business days in advance of the date the document is needed. Requests should be made using this form and emailed to emily.mccann@cityofbonifay.com. The Mayor's Office may modify, edit, amend or deny any Proclamation, Certificate of Recognition, or Congratulatory Letter request and shall make the final determination whether the proclamation will be presented at a Council meeting, at an event, or mailed to the requester.

Contact

Last Name: _____ First Name: _____ Phone: _____

E-mail: _____

Mailing Address: _____ City _____ State ____ Zip _____

Organization: _____ Requestor's Title/Role: _____

What are you requesting: Proclamation Certificate Congratulatory Letter

Please enter the draft text here. For Proclamations, please include 3-5 "whereas" clauses. For certificates, please include 2 lines of text for placement on certificate. For letters, please include proposed language.

Whom do you want to sign the item? Mayor Mayor & Councilmember Councilmember(s)

If a Councilmember, who? Seat 1 Seat 2 Seat 3 Seat 4

How would you like to receive the item?

Presented at Event Will Be Picked Up Date to pick up: ___/___/___

Via Mail Mailing Address (if different than above)

Mailing Address: _____ City _____ State _____ Zip _____

Presented at City Council Preferred Date: ___/___/___

A note on City Council Meetings: An organization or event does not have exclusive rights to the day, week, or month of their proclamation. Presentations at Council meetings are limited to 5 minutes each and there will generally be no more than 2 presentations during a Council meeting.

If you have questions,
please contact the Office of the Mayor:
Sabrina Porter (850) 547 4238
sabrina.porter@cityofbonifay.com



P.O. Box 1178
 Pelham, AL 35124
 P:205.663.5058 F:205.663.5012
 www.struthersrecreation.com

Section VII, Item J.
 104031-01-01

Bonifay Splash Pad Parts

City of Bonifay
 Attn: Trey Barbee
 301 J. Harvey Etheridge Street
 Bonifay, FL 32425
 Phone: 850-258-2514
 trey.barbee@cityofbonifay.com

Ship to Zip 32425

Quantity	Part #	Description	Unit Price	Amount
1	TMR-008	Rain Drop - Timer Panel	\$3,060.00	\$3,060.00
1	SOL-MFD-ISOS-UNN-2	Rain Drop - 2" Solenoid Valve Ass'y, True Union Ball Valve	\$390.00	\$390.00
1	W093-B	Water Odyssey - Water Weave Balance Assembly	\$1,926.11	\$1,926.11
18	15-9191	Water Odyssey - Nozzle Insert, Water Worm	\$25.85	\$465.30
12	15-0407	Water Odyssey - Nozzel, Misting	\$54.05	\$648.60
2	W200-B	Water Odyssey - Plan Drain Grate	\$471.18	\$942.36
			Sub Total	\$7,432.37
			Freight	\$465.00
			Total	\$7,897.37

Comments

For 2" Pressure Control Valve Ass'y instead of solenoid valve, add \$595 to total

Bonifay Splash Pad Parts

Order Terms and Conditions

Order Requirements: For the order to be processed we need you to provide the following information:

1. Written Purchase Order, Contract, or Deposit Check
2. Fully completed Order Information Form
3. Color Selections for your Equipment (if applicable)
4. Sales Tax Exemption Certificate (if applicable)

Pricing: FOB Factory, Valid 30 days from date of quotation.

Payment Terms: 50% down and 50% net 30 after delivery or Purchase Order with credit approval. Retainage not accepted. Orders under \$5,000 require payment with order. If you elect to pay by credit card a processing fee will be assessed on the amount of your payment. You have the option to pay by check, ACH, or Wire without additional fees. Orders with equipment, installation, and surfacing may be split billed as completed and due upon receipt. A 1.5% per month finance charge will be imposed on all past due invoices. In the event we must commence third party collection or arbitration in order to recover any amount payable under this Agreement, you agree to reimburse us for all costs and attorneys' fees when incurred by us.

Taxes: All applicable taxes will be added at time of invoicing unless a tax-exempt certificate is provided. If sales tax exempt, you must provide a copy of certificate to be considered exempt.

Installation: Unless installation services is itemized in the Agreement, installation is not included.

Delivery: Unless unloading services are contracted, unloading of delivery truck is your responsibility. A forklift may be required. The freight carrier is instructed to call your designated contact 24 hours in advance of the delivery. You are responsible for noting any damages or shortages on the freight bill and inspecting equipment upon receipt. You must notify Struthers Recreation, LLC immediately of any discrepancies.

Returned Goods: Returned goods are subject to a restocking fee of 30% in addition to both the outbound and inbound freight charges. Returned goods will not be accepted without an authorization number (RGA) assigned by Struthers Recreation, LLC. Goods must be packaged to protect against damage in transit in accordance with best practices and must be received by the manufacturer within 45 days of issuance of RGA number.

Installation Terms and Conditions

Accessibility: In order for us to perform the required services for you in a cost-effective manner and for the estimated Agreement Price quoted, you agree to permit free and timely access to the necessary areas of your site to perform required services. Unless otherwise specified in the Agreement, our quotation includes one mobilization. If installation services cannot be completed due to inadequate access or unprepared site conditions additional mobilizations will be billed at \$1,500 each occurrence.

Site: Unless otherwise noted, installation quotations are based on a prepared level sub-grade not to exceed 2% slope. All excavation, drainage, removal of existing equipment, trees, etc is by others unless specifically contracted in the Agreement. We require a 10' wide path into the site and unloaded equipment to be within 100'.

Machinery: Installation services require the use of heavy machinery. All efforts are made to minimize damage to the site. It is recommended that all final landscaping, fencing, sidewalks, etc be completed after installation of equipment and/or surfacing. Struthers Recreation, LLC is not responsible for damage to grass or other site features due to normal, necessary equipment use.

Permits: Unless otherwise required by law, you agree to obtain and bear all costs incurred in connection with obtaining any necessary permits for the services provided pursuant to this Agreement.

Concealed Conditions: Concealed Conditions, such as underground utilities, rock, debris, poor drainage situations, etc., not readily apparent at time of providing the estimated Agreement Price quoted may cause us to incur additional costs, including without limitation additional materials, labor, and equipment, which will be an extra charge over the Agreement Price. Struthers Recreation, LLC is not responsible for damages or repairs to any form of underground utilities or sprinklers.

Site Security: Upon completion of the installation, concrete footers and rubber safety surfacing must cure for 72 hours. It is your responsibility to prohibit access to the site during this critical period. Struthers Recreation, LLC is not responsible for damaged rubber or equipment that becomes loose in the footers due to premature access or events beyond our control.

Quote prepared by: Melissa Isbell

Bonifay Splash Pad Parts

Section VII, Item J.

Acceptance of quotation:

SIGNED ACCEPTANCE OF THIS QUOTE ASSUMES ACCEPTANCE OF ALL TERMS AND CONDITIONS IN THIS QUOTE.

Accepted By (printed): _____ Signature: _____

P.O. No: _____ Purchase Amount: **\$7,897.37**

Date: _____ Title: _____

Phone: _____ Facsimilie: _____

Order Information:

Bill To: _____ Contact: _____

Address: _____ Tel: _____

City, State, Zip: _____

Email for Invoicing: _____

Ship To: _____ Contact: _____

Address: _____ Tel: _____

City, State, Zip: _____

FIN# (FEDERAL IDENTIFICATION NUMBER) _____

SALES TAX EXEMPTION CERTIFICATE #: _____

COPY OF TAX EXEMPTION CERTIFICATE MUST BE PROVIDED FOR ALL TAX EXEMPT ORDERS

COLOR SELECTIONS

To view the GameTime color chart, click here: www.gametime.com/colors

Standard Color Palette: _____

or

Custom Color Selections:

Upright: _____ Roto Plastic: _____

Accent Metal: _____ Decks: _____

HDPE: _____ 2 Color HDPE: _____

Rock: _____ Tube: _____

Plastic Roof: _____ Rope: _____

Shade Fabric: _____ Shade Metal: _____

Site Furnishing Frame: _____ Site Furnishing Coated Seat/Top: _____

Rubber Safety Surfacing: _____