AGENDA

CITY COUNCIL MEETING - SPECIAL SESSION

MONDAY, SEPTEMBER 25, 2023 at 5:00 PM

Midtown Plaza, 401 McLaughlin Ave. Bonifay, FL 32425

I. CALL TO ORDER

A. Invocation

B. Pledge of Allegiance

II. APPROVE AGENDA

III. APPROVE MINUTES

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.

VI. PLANNING & ENGINEERING

VII. OLD BUSINESS

A. Ordinance 436 - Tentative Millage Rate

B. Ordinance 437 - 2023-2024 Budget

VIII. NEW BUSINESS

IX. COUNCIL / DEPARTMENT SUPERVISORS / CITY ATTORNEY DISCUSSION
Items not listed on Formal Agenda.

A. Personnel Updates

B. Department Updates

C. Employee Spotlight

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.

ORDINANCE NO. 436

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BONIFAY, FLORIDA, ADOPTING THE FINAL MILLAGE RATE FOR FISCAL YEAR 2023-2024 AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Bonifay, Holmes County, Florida, on September 25, 2023, adopted Fisal Year 2023-2024 Final Millage Rate following a public hearing as required by Florida Statute 200.65; and

WHEREAS, the gross taxable value for operating purposes not exempt from taxation within Holmes County has been certified by the County Property Appraiser to the City of Bonifay as $117,907,492.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Bonifay, Florida:

1. The Fiscal year 2023-2024 operating millage rate is 3.00 mills.

EFFECTIVE DATE: This Ordinance shall take effect immediately upon its adoption.

FIRST READING in regular session of the City Council of the City of Bonifay, Florida on the 7th day of September, 2023.

SECOND READING in regular session of the City Council of the City of Bonifay, Florida on the 25th day of September, 2023.

PASSED AND ADOPTED in regular session of the City Council of the City of Bonifay, Florida, after due notice, publication, and second reading on the 25th day of September, 2023.

CITY OF BONIFAY

BY: ________________________
Larry Cook - Interim Mayor

ATTEST:

BY: ________________________________
City Clerk Ricky Callahan

ORDINANCE NO. 437

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BONIFAY, FLORIDA, ADOPTING A FINAL BUDGET FOR THE ANNUAL PERIOD BEGINNING OCTOBER 1, 2023, AND ENDING SEPTEMBER 30, 2024, TO PAY THE ITEMS IN GENERAL OPERATING FUND, SEWER SALARIES, OTHER EXPENSES, CAPITAL OUTLAY EXPENDITURES AND IMPROVEMENTS, AND FOR OTHER SPECIFIED PURPOSES OF THE VARIOUS DEPARTMENTS OF THE CITY OF BONIFAY, A MUNICIPAL CORPORATION UNDER THE PROVISION OF CHAPTER 73129 ACTS OF THE 1973 LEGISLATURE KNOWN AS THE "MUNICIPAL HOME RULE POWERS ACT"; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, The City Charter for the City of Bonifay, Florida, was adopted by referendum on January 15, 1991, and

WHEREAS, Article VI, Section 6.03, of the City Charter of the City of Bonifay, Florida, requires the City Council to adopt, by ordinance, a budget on or before the 30th day of September, each year.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Bonifay, Florida:

1. The Fiscal Year 2023/2024 Budget be adopted, a summary of which is attached hereto as Exhibit A.

EFFECTIVE DATE: This Ordinance shall take effect immediately upon its adoption.

FIRST READING in regular session of the City Council of the City of Bonifay, Florida on the 7th day of September, 2023.

SECOND READING in regular session of the City Council of the City of Bonifay, Florida on the 25tth day of September, 2023.

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CITY OF BONIFAY

BY: ________________________
Larry Cook - Interim Mayor

ATTEST:

BY: __________________________________
City Clerk Ricky Callahan

	DRAFT Budget Ideas	3 mills
Legislative	Executive Salaries	$ 18,000.00
	Social Security Tax	$ 1,116.00
	Medicare	$ 261.00
	Retirement Expense	$ 2,442.60
	Workers Comp Insurance	$ 814.18
	Telephone Service	$ 5,000.00
	Insurance & Bonds	$ 477.38
	Misc. Expense	$ -
	Department Total	$ 28,111.16
Admin	Salaries-Regular	$ 216,320.00
	Social Security Tax	$ 13,411.84
	Medicare	$ 3,136.64
	Retirement Expense	$ 29,354.62
	FRS Buyout - Long-term employees	$ 179,135.34
	Health Insurance	$ 50,352.00
	Workers Comp Ins	$ 9,784.64
	Unemployment Compensation	$ -
	Professional Services	$ 62,446.00
	Surveying	$ -
	Audit Expense	$ 11,000.00
	Contractual Svc-Reg	$ 5,000.00
	Contractual Svc-Computer	$ 45,000.00
	Bank Charges	$ 2,000.00
	Travel Expense	$ 2,000.00
	Telephone Service	$ 6,000.00
	Postage	$ 2,000.00
	Utilities	$ 10,000.00
	Lease/Rent	$ 1,896.00
	Bonds & Insurance	$ 100.00
	Insurance	$ 21,333.86
	Repairs & Maintenance	$ 3,500.00
	Notices & Legals	$ 3,000.00
	Other Charges	$ 5,500.00
	Miscellaneous Expense	$ 6,000.00
	Provide For Doubtful Accts	$ -
	Cash Over/Short	$ 100.00
	Waukesha Way	$ -
	Office Supplies	$ -
	Operating Supplies	$ 7,500.00
	Engineer Services	$ -
	Dues/License/Membership	$ 3,000.00
	Equipment	$ -
	Capital Outlay Expense	$ -
	Debt Service	$ -

	DRAFT Budget Ideas	3 mills
	Interest	$ 2,000.00
	Derc Planning Grant P0335	$ -
	American Rescue Plan Act	$ -
	2018 Hurricane Michael	$ -
	2020 Hurricane Sally	$ -
	Covid-19	$ -
	Department Total	$ 700,870.95
Legal	Legal Counsel Fees	$ 70,000.00
	Department Total	$ 70,000.00
Grants Admin	Grant Administrator Fees	$ -
	Department Total	$ -
Code Enforcement	Salaries-Regular	$ -
	Social Security Tax	$ -
	Medicare	$ -
	Retirement Expense	$ -
	Workers Comp Insurance	$ -
	Legal & Professional Services	$ 7,500.00
	Court Filing Fees	$ -
	Contractual Services-Reg	$ -
	Contractual Services-Computer	$ -
	Travel Expenses	$ -
	Telephone Service	$ -
	Postage	$ 350.00
	Insurance	$ 797.22
	Repairs & Maintenance	$ -
	Notice & Legals	$ -
	Other Charges	$ -
	Misc. Expense	$ -
	Office Supplies	$ -
	Operating Supplies	$ -
	Uniforms	$ -
	Fuel/Oil	$ -
	Dues/License/Membership	$ -
	Education/Recertification	$ -
	Equipment	$ 500.00
	Capital Outlay Expense	$ -

	DRAFT Budget Ideas	**3 mills**
	Department Total	**$ 9,147.22**
		6 FULL TIME OFFICERS
Police	Salaries-Regular	**$ 347,960.00**
	Social Security Tax	**$ 21,573.52**
	Medicare	**$ 5,045.42**
	Retirement Expense	**$ 113,678.53**
	Health Insurance	**$ 73,170.00**
	Workers Comp Ins	**$ 15,739.02**
	Unemployment Compensation	**$ -**
	Contractual Svc-Reg	**$ 1,800.00**
	Contractual Svc-Computer	**$ 4,500.00**
	Holmes Co Commissioners	**$ 49,000.00**
	Investigations	**$ 900.00**
	Bank Charges	**$ -**
	Travel Expense	**$ -**
	Telephone Service	**$ 22,000.00**
	Postage	**$ 350.00**
	Utilities	**$ 7,500.00**
	Insurance	**$ 27,371.33**
	Repairs & Maintenance	**$ 18,000.00**
	Notices & Legals	**$ -**
	Other Charges	**$ 2,500.00**
	Police Auxiliary-Special Acct	**$ -**
	Miscellaneous Expense	**$ -**
	Police Forfeiture Fund-Special	**$ -**
	Provide for Doubtful Accts	**$ -**
	Office Supplies	**$ -**
	Operating Supplies	**$ 12,000.00**
	Uniforms	**$ 10,000.00**
	Fuel/Oil	**$ 45,000.00**
	Dues/License/Membership	**$ 2,000.00**
	Education/Recertification	**$ 7,500.00**
	Equipment	**$ -**
	Capital Outlay Expense	**$ -**
	USDA Police Car Grant	**$ -**
	Debt Service	**$ 15,000.00**
	Interest	**$ -**
	Department Total	**$ 802,587.82**
	Salaries-Other	**$ -**
	Volunteer Stipend	**$ 25,000.00**

	DRAFT Budget Ideas	3 mills
Fire	Social Security Tax	$ -
	Medicare	$ -
	Retirement Expense	$ -
	Health Insurance	$ -
	Workers Comp Ins	$ 3,446.70
	Professional Services	$ -
	Contractual Svc-Reg	$ 100.00
	Contractual Svc-Computer	$ 1,000.00
	Holmes Co Commissioners	$ 22,000.00
	Postage	$ -
	Utilities	$ 6,500.00
	Insurance	$ 12,644.18
	Repairs & Maintenance	$ 55,000.00
	Other Charges	$ 400.00
	Fire Dept-Special Acct	$ -
	Miscellaneous Expense	$ 500.00
	Provide For Doubtful Accts	$ -
	Operating Supplies	$ 22,000.00
	Uniforms	$ 1,000.00
	Fuel/Oil	$ 7,000.00
	Fire Safety Education	$ 2,000.00
	Equipment	$ 4,000.00
	Capital Outlay Expense	$ -
	Fire Dept Grant Expense	$ -
	Fire Station Expansion	$ -
	Department Total	$ 162,590.88
Cemetery	Salaries-Regular	$ 5,430.00
	Social Security Tax	$ 336.66
	Medicare	$ 78.74
	Retirement Expense	$ 736.85
	Health Insurance	$ -
	Workers Comp Ins	$ 245.61
	Unemployment Compensation	$ -
	Contractual Svc-Reg	$ 26,000.00
	Telephone Service	$ -
	Utilities	$ 1,500.00
	Insurance	$ 3,024.19
	Repairs & Maintenance	$ 1,600.00
	Other Charges	$ -
	Miscellaneous Expense	$ -
	Provide For Doubtful Accts	$ -
	Tree Trimming And Cutting	$ 1,000.00
	Operating Supplies	$ -
	Uniform Rental	$ 1,000.00

	DRAFT Budget Ideas	3 mills
	Fuel/Oil	$ 75.00
	Equipment	$ -
	Capital Outlay Expense	$ -
	Department Total	$ 41,027.05
Streets	Salaries-Regular	$ 164,320.00
	Social Security Tax	$ 10,187.84
	Medicare	$ 2,382.64
	Retirement Expense	$ 22,298.22
	Health Insurance	$ 47,940.00
	Workers Comp Ins	$ 7,432.56
	Unemployment Compensation	$ -
	R/R Contracts	$ 10,000.00
	Holmes County Board of County Comm	$ 40,000.00
	Bank Charges	$ -
	Telephone Service	$ 875.00
	Utilities	$ 65,000.00
	Rent/Lease	$ 16,030.32
	Insurance	$ 28,442.71
	Repairs & Maintenance	$ 10,000.00
	Other Charges	$ -
	Depreciation Expense	$ -
	Miscellaneous Expense	$ 18,000.00
	Street Signs	$ 5,788.00
	Provide For Doubtful Accts	$ -
	Fuel Tax	$ 200.00
	Tree Trimming and Cutting	$ 14,000.00
	Disposal-Trash/Dead Animals	$ 4,000.00
	Down Home Street Festival	$ -
	Street Decorations	$ 3,000.00
	Operating Supplies	$ -
	Uniform Rental	$ 4,000.00
	Fuel/Oil	$ 5,500.00
	Engineer Services	$ 15,000.00
	2018 CDBG	$ -
	Rif Parking Lot	$ -
	Rif Drainage	$ -
	Road Materials/Culverts	$ 8,500.00
	Permits/Vehicle Titles/Tags	$ -
	Education/Recertification	$ -
	Land/Easement Fees	$ -
	Equipment	$ 26,828.15
	Capital Outlay Expense	$ -
	Debt Service	$ 18,000.00
	Interest	$ 3,000.00

	DRAFT Budget Ideas	3 mills	
	FDOT Beautification Grants	$ -	
	Hubbard Street Repairs	$ -	
	Department Total	$ 550,725.45	
Health	Arthopod Control	$ 5,000.00	
	Department Total	$ 5,000.00	
Parks & Rec	Salaries-Regular	$ 50,980.00	
	Social Security Tax	$ 3,160.76	
	Medicare	$ 739.21	
	Retirement Expense	$ 6,917.99	
	Health Insurance	$ 12,396.00	
	Workers Comp Ins	$ 2,305.94	
	Contractual Svc-Computer	$ -	
	Utilities	$ 27,000.00	
	Rent/Lease	$ -	
	Insurance	$ 5,897.22	
	Repairs & Maintenance	$ 14,287.00	
	Other Charges	$ -	
	Miscellaneous Expense	$ -	
	Provide For Doubtful Accts	$ -	
	Operating Supplies	$ 4,000.00	
	Uniform Rental	$ 1,000.00	
	Fuel/Oil	$ 4,500.00	
	Engineering Services	$ -	
	Equipment	$ 5,000.00	
	Capital Outlay Expense	$ -	
	Memorial Field Grant	$ -	
	Eastside Park Grant	$ -	
	Department Total	$ 138,184.11	$ 2,508,244.63
Street Repair Project	Street Repairs	$ 62,771.15	$ 2,571,015.78
	Department Total	$ 62,771.15	
	Salaries-Regular	$ -	
	Social Security Tax	$ -	
	Medicare	$ -	

	DRAFT Budget Ideas	3 mills
Sanitation	Retirement Expense	$ -
	Health Insurance	$ -
	Workers Comp Ins	$ -
	Unemployment Compensation	$ -
	Audit Expense	$ 11,000.00
	Garbage Services	$ 625,000.00
	Contractual Svc-Computer	$ 4,000.00
	Bank Charges	$ -
	Telephone Service	$ -
	Postage	$ -
	Insurance	$ -
	Repairs & Maintenance	$ -
	Other Charges	$ -
	Depreciation Expense	$ -
	Miscellaneous Expense	$ -
	Provide For Doubtful Accts	$ -
	Cash Over/Short	$ -
	Office Supplies	$ -
	Operating Supplies	$ 800.00
	Uniform Rental	$ -
	Fuel/Oil	$ -
	Transfer to Sewer Fund	$ -
	Transfer to General Fund	$ 185,342.98
	Transfer to Water Fund	$ -
	Equipment	$ -
	Capital Outlay Expense	$ -
	Department Total	$ 826,142.98
	Salaries-Regular	$ 309,440.00
	Social Security Tax	$ 19,185.28
	Medicare	$ 4,486.88
	Retirement Expense	$ 41,991.01
	Health Insurance	$ 75,360.00
	Workers Comp Insurance	$ 13,996.67
	Unemployment Compensation	$ -
	Professional Services	$ 2,500.00
	Surveying	$ -
	ADM-Water Rate Study	$ -
	Audit Expense	$ 11,000.00
	R/R & Tank Contracts	$ 45,000.00
	Contractual SVC-Computer	$ 3,500.00
	Bank Charges	$ 500.00
	Travel Expense	$ -
	Telephone Service	$ 5,000.00
	Postage	$ 8,500.00

	DRAFT Budget Ideas	3 mills
Water	Utilities	$ 65,000.00
	Rentals & Leases	$ -
	Bonds & Insurance	$ -
	Insurance	$ 36,360.32
	Repairs & Maintenance	$ 25,000.00
	Notices & Legal	$ 800.00
	Other Charges	$ 400.00
	Depreciation Expense	$ -
	Misc. Expense	$ -
	Provide for Doubtful Accts	$ -
	Cash Over/Short	$ -
	Credit Card Fees	$ 30,000.00
	Office Supplies	$ 3,000.00
	Operating Supplies	$ 10,000.00
	Uniform Rental	$ 5,000.00
	Fuel/Oil	$ 15,000.00
	Water Tap Supplies	$ 500.00
	Water Meters & Supplies	$ 14,000.00
	Chemicals	$ 15,000.00
	Laboratory Expense	$ 7,000.00
	Engineer Services	$ -
	Engineer-NWFWMD Reclaimed Water	$ -
	Permits	$ 600.00
	Dues/License/Membership	$ 1,000.00
	Education/Recertification	$ 200.00
	Transfer to General Fund	$ 231,339.93
	Transfer to Sanitation Fund	$ -
	Transfer to Sewer Fund	$ -
	Land/Easements	$ -
	Equipment	$ 32,000.00
	Capital Outlay Expense	$ 2,000.00
	SRF	$ -
	Transfer USDA Debt Service-Prin	$ -
	Transfer SRF Debt Service-Prin	$ 18,500.00
	Interest	$ -
	Interest	$ -
	Interest-Loan	$ 800.00
	Interest-Loan	$ 900.00
	Interest-Loan	$ 3,500.00
	Department Total	$ 1,058,360.08
	Salaries Regular	$ 217,680.00
	Social Security Tax	$ 13,496.16
	Medicare	$ 3,156.36
	Retirement Expense	$ 29,539.18

Sewer

DRAFT Budget Ideas	3 mills
Health Insurance	$ 61,920.00
Workers Comp Ins	$ 9,846.16
Unemployment Compensation	$ -
Professional Services	$ 500.00
Adm-Grant Application	$ -
Adm-Wastewater Rate Study	$ -
Audit Expense	$ 11,000.00
Contractual Svc-Reg	$ 1,500.00
Contractual Svc-Computer	$ 3,500.00
Bank Charges	$ -
SRF Services Fees	$ -
Investment Fees	$ 3,000.00
Travel Expense	$ -
Telephone Service	$ 7,500.00
Postage	$ 6,000.00
Utilities	$ 200,000.00
Rentals And Lease Expense	$ -
Insurance	$ 54,505.60
Repairs & Maintenance	$ 50,000.00
Lift Station Pumps	$ 45,000.00
Notices & Legal	$ 150.00
Other Charges	$ 300.00
Depreciation Expense	$ -
Miscellaneous Expense	$ -
Provide For Doubtful Accts	$ -
Special Waste	$ 20,000.00
Office Supplies	$ 1,800.00
Operating Supplies	$ 22,868.39
Uniform Rental	$ 5,000.00
Fuel/Oil	$ 7,000.00
Sewer Tap Supplies	$ 4,000.00
Chemicals	$ 32,000.00
Laboratory Expense	$ 23,000.00
Engineering & Inspections	$ -
Certification/Permits	$ 1,500.00
Dues/License/Membership	$ 5,000.00
Education/Recertification	$ -
Fines	$ -
Transfer To General Fund	$ 471,918.45
Transfer To Sanitation	$ -
Equipment	$ 11,101.76
Lift Station Pump Replacement	$ -
Capital Outlay Expense	$ -
2006 Sewer Rehabilitation	$ -
WW30016 - WWTF Upgrade	$ -
Camp Branch	$ -
Transfer USDA Debt Service-Prin	$ 50,000.00

	DRAFT Budget Ideas	**3 mills**		
	Transfer SRF Debt Service-Prin	**$ 50,000.00**		
	Interest-B	**$ -**		
	Interest-A	**$ -**		
	Interest-1	**$ -**		
	Interest-427	**$ -**		
	Interest-2	**$ -**		
	Interest-145	**$ -**		
	Interest-Loan	**$ 4,000.00**		
	Interest-Loan	**$ -**		
	Interest-Loan	**$ -**		
	Department Total	**$ 1,427,782.05**		
	Expense Total	**$ 5,883,300.90**		
	General Fund	**$ 1,235,068.27**		
	Transfer In/Out	**$ 888,601.37**		
Street Repairs	Other Revenue	**$ 92,771.15**		
	Ad Valorem	**$ 354,575.00**		
	Total Revenue	**$ 2,571,015.78**		
	Sanitation	**$ 826,142.98**	**$**	**640,800.00**
	Water	**$ 1,058,360.08**	**$**	**827,020.15**
	Sewer	**$ 1,427,782.05**	**$**	**955,863.60**
	Total Enterprise	**$ 3,312,285.12**		
	Total Revenue	**$ 5,883,300.90**		
	Total Expense	**$ 5,883,300.90**		
		$ 0.00		