City of Chipley
City Council Meeting

October 13, 2026 at 5:00 PM
City Hall - 1442 Jackson Avenue, Chipley, FL 32428

AGENDA

A. CALL TO ORDER

B. PRAYER AND PLEDGE

C. SWARING IN

1. Tracy Andrews, Cheryl McCall

D. APPOINTMENT OF MAYOR

E. APPOINTMENT OF MAYOR PRO-TEM

F. APPOINTMENT OF COUNCIL LIASONS

1. Council Liaisons

G. APPROVAL OF AGENDA

H. CITIZENS REQUEST

The City of Chipley welcomes you to this meeting. This is time set aside for the Citizens of Chipley to address the City Council. This is not a question and answer period, it is not a political forum, nor is it a time for personal accusations and derogatory remarks to/or about city personnel. If you would like to address the City Council please raise your hand to speak, state your name and address for the record and limit your comments to no more than three (3) minutes per Florida Statute 286.0114. To ask a question via phone; dial *9 and wait to be recognized/unmuted. If you are attending via webinar, there will be an onscreen option to ask a question during the public comment portion of the meeting. Your participation is welcomed and appreciated.

I. APPROVAL OF MINUTES

1. Regular Council Meeting - September 8, 2026
2. Budget Workshop - September 15, 2026
3. Budget Workshop - September 16, 2026
4. Special Council Meeting - September 17, 2026
5. Special Council Meeting Tentative Millage & Budget Hearing - September 17, 2026

6. Special Council Meeting Final Millage & Budget Hearing - September 25, 2026

7. Special Council Meeting - September 29, 2026

J. PRESENTATIONS

1. **Community Recognition of Angela Butler**

2. **Community Recognition of Larry & Sybil Tyndall**

K. CONSENT AGENDA

1. **Resolution No. 27-02** – Washington County Local Mitigation Strategy (LMS) Plan

2. **Resolution No. 27-03** – Social Media Policy Update

3. **Resolution No. 27-04** – Florida Department of Environmental Protection Grant Application Submission – FRDAP – Jim Trawick Park

4. **Resolution No. 27-05** – State of Florida, Department of Commerce – CDBG-NR Grant - Modification Number 2 to Subgrant Agreement

5. **Resolution No. 27-06** – State-Funded Grant Supplemental Agreement No. SA01 – Pecan Street Roadway Resurfacing Project

6. **Resolution No. 27-07** – Florida City Government Week

7. **Resolution No. 27-08 -** Records Disposition Policy Update

8. **Award of Bid 2026-02** – Florida Department of Agriculture and Consumer Services – City of Chipley Wastewater Improvements – Talcon Group, LLC

9. **Liberty Partners of Tallahassee, LLC** - Contract Renewal

L. AGENDA ITEMS

1. **Chipley Christmas Festival** - Chipley Christmas Village

2. **Award of RFQ 2026-01** – Engineering Design, Planning, Preliminary Engineering Continuing Services

3. **Property Offer** – 1209 Campbellton Avenue

4. **Article 3 - Sexual Offenders and Predators** - Discussion

M. OTHER BUSINESS

N. ADJOURN

O. ZOOM

1. ZOOM Information

City of Chipley

CITY HALL
1442 Jackson Avenue
P.0. Box 1007
Chipley, Florida 32428
(850) 638-6350

COUNCIL LIAISONS 2024-2025

Administration	Tracy Andrews
External Affairs	Tracy Andrews
Tourist Development Council (TDC)	Tracy Andrews
Historic Merchants of Chipley	Cheryl McCall
Planning & Zoning	Cheryl McCall
Police Department	Cheryl McCall
Fire Department	Linda Cain
Code Enforcement	Linda Cain
Industrial Park	Leonard Blount
Water Utilities Department	Leonard Blount
CRA	Kevin Russell
Public Works/Cemetery	Kevin Russell
Recreation Department	Kevin Russell

City of Chipley
Council Meeting
Minutes
September 8, 2026 at 5:00 p.m.

Attendees:
Ms. Tracy Andrews, Mayor
Mrs. Linda Cain, Council Member
Mr. Leonard Blount, Council Member
Mr. Kevin Russell, Mayor Pro-Tem
Ms. Cheryl McCall, Council Member

Others Present Were:
Mrs. Patrice Tanner, City Administrator
Mr. Guy Lane, Asst. City Admin./Public Works Dir.
Mrs. Michelle Jordan, City Attorney
Ms. Sherry Snell, City Clerk
Mr. Michael Richter, Police Chief

The data reflected in these proceedings constitute an extrapolation of information elicited from notes, observations, recording tapes, photographs, and/or videotapes. Comments reflected herein are sometimes paraphrased, condensed, and/or have been edited to reflect essential subject matter addressed during the meeting. Parties interested in receiving a verbatim account of the proceedings are responsible for coordinating with the City Administrator and providing their own representative and equipment pursuant to Chapters 119 and 283, Florida Statutes.

A. CALL TO ORDER

The meeting was called to order by Mayor Andrews at 5:00 p.m.

B. PRAYER AND PLEDGE

Prayer was given by Council Member Russell and Mayor Andrews led the pledge to the American Flag.

C. APPROVAL OF AGENDA

Mayor Andrews removed Agenda Item #1 – Award of RFQ 2026-01 – Continuing Engineering Design, Planning and Preliminary Engineering; #2 – Bid No. 2026-03 - North 2nd Street Roadway and Drainage Improvements. She then added #1 – Bid No. 2025-04 – Citywide Flooding Resiliency Improvements - Change Order #2 – Extreme Land Restoration, LLC; #2 – Communications Site Lease Agreement Insurance Requirements – Wildstar Networks.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the agenda with the deletions/additions. The motion passed unanimously.

D. CITIZENS REQUEST

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No further discussion.

E. APPROVAL OF MINUTES

1. Regular Council Meeting – August 11, 2026

A motion was made by Council Member Russell and seconded by Council Member McCall to approve the minutes as presented. The motion passed unanimously.

F. PRESENTATIONS

1. **Constitution Week Proclamation –** The City Council recognized the week of September 17-23, 2026 as Constitution Week to recognize the 239th Anniversary of the framing of the Constitution of the United States of America by the Constitutional Convention. Mrs. Doris Spears, Regent, Carolyn Jordan, Vice Regent, and Council Member Cheryl McCall from the Chipola Chapter Daughters of the American Revolution, were present to accept the

proclamation.

2. **Mr. David Pettis –** Presentation. Mr. Pettis gave information regarding the Washington County Tourist Development Council and the proposed referendum to increase the Tourist Development Tax.

G. CONSENT AGENDA ITEMS

1. **Resolution No. 26-52** – State-Funded Grant Supplemental Agreement – Pecan Street Roadway Resurfacing Project. This resolution will approve a State-Funded Grant Supplemental Agreement for the Pecan Street Roadway Resurfacing Project for an additional $30,000.00 Local Funds for the City's participation in utilities. The total Agreement is in the amount of $2,596,302.00 with a completion date of October 31, 2027. The project is to resurface Pecan Street from South Boulevard to Church Avenue for a total of .739 miles.

2. **Resolution No. 26-53** – FY 26-27 State Assistance for Fentanyl Eradication (S.A.F.E.) – Chipley Police Department – Amendment Three. This resolution will approve an amendment to the Florida Department of Law Enforcement Agreement Number 2023-SAFE-SF-052 Adjustment Three. The amendment will extend the Project End Date and the Overview and Funding Project End Date to June 30, 2027. It will also update the Project Title, Deliverables, Performance and Reports, Distribution and Payments, and the Administration sections of the agreement.

3. **Resolution No. 26-54** – Florida Department of Agriculture and Consumer Services – Contract #32604 Amendment. This resolution will approve an amendment to the Florida Department of Agriculture and Consumer Services - Contract #32604. This will extend the agreement end date to January 31, 2028, unless sooner terminated or cancelled. All installation work must be completed by January 31, 2027. It will update Attachment A, Scope of Work, and replace it with Attachment A-1, Revised Scope of Work and modify the funding set org code such that the total funding is associated with the correct encumbrance.

4. **Resolution No. 26-55 – State of Florida Department of Environmental Protection Agreement WW670150 – Amendment One.** This resolution will approve an amendment to the State of Florida Department of Environmental Protection Agreement WW670150. The amendment will extend the completion of planning activities end date to February 15, 2027, the Loan Payment in the amount of $47,100 shall be due August 15, 2027 and it includes updates in Section 1.01(19), 4.03, 10.06 and 10.07.

5. **Resolution No. 26-56** – Firehouse Subs Public Safety Foundation Grant. This resolution will approve the submittal of a Firehouse Subs Public Safety Foundation Grant for the purchase of (1) Milwaukee M18 Volt 8 inch Straight Blade Cutter, (1) Milwaukee M18V 28 Inch Spreader – Electric Storm Surge Series and (1) Milwaukee M8V 40 Inch Ram – Electric Storm Surge Series in the amount of $32,270.00. This equipment will allow the department to deploy equipment to multiple vehicles during a single incident and improve their ability to respond effectively when multiple patients are trapped or deploy to multiple accidents at one time.

6. **Resolution No. 26-57** – FY 2025-2026 Budget Amendment No. 3. This resolution will approve a budget amendment for Fiscal Year 2025-2026.

7. **Award of Bid No. 2026-04** – Natural Gas Odorization System Replacement – Natural Gas Odorization. Bid No. 2026-04 Natural Gas Odorization System Replacement bids were received July 23, 2026. One (1) bid was received from Odorization Solutions, Inc. in the amount of $73,454.37. This will approve the award of bid with Odorization Solutions, Inc. for the project.

8. **Second Amendment to Solid Waste Disposal Agreement** – Waste Management of Leon County, Inc. This amendment will approve the extension of the Solid Waste Disposal Agreement for three (3) years commencing on October 1, 2026, at the current rate, subject to the annual CPI increase effective October 1, 2026.

9. **Special Event Application** – Annual Homecoming Parade. Chipley High School is requesting approval to hold the Annual Homecoming Parade on Friday, October 23, 2026 starting at 12:30 p.m. The regular parade route will be used. Insurance is not required for this event.

10. **Special Event Application** – Christmas Fest of Chipley, Inc. The Christmas Fest of Chipley will hold the Holiday Festival on Friday, December 11, 2026 from 4:00 p.m. – 8:00 p.m. at the Farmer's Market & Downtown area. The parade will start at 5:30 p.m. using the standard parade route. There will be additional road closures to include: 5th Street from the four-way stop on Church Avenue to Hwy 90, including the business alley behind New Life Fellowship that leads to the City parking lot on the corner of Hwy 77 & Hwy 90; One way side street running parallel to old AT&T building and 5th Street; South Railroad Avenue from the City parking lot on 5th Street behind the New Life Fellowship's fellowship hall; 8th Street from Hwy 90 to Church Avenue; North & South Railroad Avenue from 8th Street to 5th Street; 7th Street from Hwy 90 to Church Avenue – after parade detour ends. Vendor set-up will begin at 2:00 p.m. at the Chipley Farmer's Market Complex, North & South Railroad Avenue and 5th Street. Special Event Insurance will be submitted prior to the event.

11. **Special Event Application** – Annual Trunk or Treat. The Merchants of Historic Chipley are requesting approval to hold the Annual Trunk or Treat on Saturday, October 24, 2026 from 4:00 –

5:30 p.m. at the Jim Trawick Park Soccer Field. Insurance is not required for this event.

12. **Reappointment of Planning & Zoning Commission Member** – David Ridley. Board Member David Ridley's term expires on 09-19-2026. He has expressed interest in remaining on the Board for an additional three (3) year term.

13. **Bid No. 25-01** – Florida Commerce CDBG-NR Peach Street Lift Station Project – GCUC, LLC – Change Order No. 4. This change order is necessary to address modifications and additional force main work required after the contractor discovered that the existing force main service the Peach Street pumping station was located at an unsuitable depth near the pumping station. The additional work includes the removal and replacement of existing curb and gutter and 4-inch ductile iron pipe, as well as the installation of additional 4-inch ductile iron pipe, fittings, and related components. Additionally, during the first change order, the City of Chipley removed the rip rap material from the contract, while retaining the installation labor, with the expectation that the City would provide the material as a value engineering measure. As the project progressed, certain quantities of rip rap material were not utilized, allowing the material to be added back into the contract so that the contractor could provide both the material and installation. The change order will result in a decrease of $52,584.95, bringing the total contract price to $1,187,297.48.

14. Resolution No. 26-58 – Florida Local Government Health Insurance Consortium. This resolution will authorize the City to join the Florida Local Government Health Insurance Consortium (FLGHIC) for the purpose of providing self-insured health, accident, and hospitalization coverage to eligible employees and their dependents. The resolution authorizes the City to make required member contributions and authorizes the Mayor to execute the Interlocal Agreement, Membership Agreement, and other documents necessary to establish membership in the Consortium. Florida Blue has announced a 26% increase in health insurance rates. Joining the FLGHIC is expected to provide a more cost-effective health insurance option while helping maintain competitive benefits for City employees and their dependents.

    Mr. Russell asked why the same individuals are continually being appointed to the City's boards and why others who are interested are not being given an opportunity to serve. Mrs. Tanner explained there is currently no vacancy unless an existing member resigns or otherwise vacates the position. She noted that the City recently advertised for board members but received limited interest. Mrs. Tanner stated that the City can advertise again to encourage additional interest and participation.

    Discussion ensued.

    A motion was made by Council Member Cain and seconded by Council Member Blount to approve the consent agenda items. The motion passed unanimously.

H. AGENDA ITEMS

1. **Bid No. 2025-04 – Citywide Flooding Resiliency Improvements** – Change Order #2 – Extreme Land Restoration, LLC. Mrs. Tanner stated this will approve Bid No. 2025-04 – Citywide Flooding Resiliency Improvements - Change Order #2 to add work to the project consisting of paving the Peach Street alley-way down to the new sewer lift station, along with adding curb and gutter along the ditch side of the alleyway and adding curb and gutter along the north side of 1st Ave. along the ditch side of the road. This Change Order will also add 180 days to the contract time due to delays with the new sewer lift station project. The contract price will increase by $143,571.86 for a total contract price of $1,600,808.01. No further discussion.

    A motion was made by Council Member McCall and seconded by Council Member Russell to approve Bid No. 2025-04 – Citywide Flooding Resiliency Improvements – Changer Order #2 – Extreme Land Restoration, LLC. The motion passed unanimously.

2. **Communications Site Lease Agreement Insurance Requirements – Wildstar Networks.** Mrs. Tanner stated this agreement was approved by City Council on August 11, 2026. Wildstar Networks is in agreement with the changes except for the provision on insurance, for which they are requesting a small change to make it in line with their other tower agreements. They are requesting it to be changed from the current amount of $2,000,000 per occurrence/$4,000,000 aggregate general liability plus a $5,000,000 excess policy to General Liability - $1,000,000 per occurrence/$2,000,000 aggregate; Auto Liability - $1,000,000 combined single limit; and Umbrella/Excess - $5,000,000 per occurrence, which would provide $6,000,000 per occurrence in available limits. We have included other agreements they have in place to identify the insurance requirements for those tower agreements.

    Attorney Jordan stated the current amount was just a suggestion, and she was fine with the suggested amount from Wildstar Networks. Discussion ensued.

    A motion was made by Council Member Cain and seconded by Council Member Russell to approve the new amounts of General Liability - $1,000,000 per occurrence/$2,000,000 aggregate; Auto Liability - $1,000,000 combined single limit; and Umbrella/Excess - $5,000,000 per occurrence, which would provide $6,000,000 per occurrence in available limits in the Wildstar Networks Communications Site Lease Agreement. The motion passed unanimously.

3. **592 Main Street – Taxes Due.** Attorney Jordan stated the property located at 592 Main was foreclosed on December 3, 2025. The property currently has outstanding taxes in the amount of $14,004.67 as of July 30, 2026. Attorney fees through August 10, 2026 total $9,349.47, which includes work performed on 589 Main Street.

   At the August 11, 2026, Council Meeting, Attorney Jordan explained that the matter was very complex due to multiple deceased property owners. The two parcels were included in the same complaint because they were owned by the same individuals. The parcel at 589 Main Street was sold at a tax deed sale, resulting in a surplus of approximately $13,000. She stated that there is no way to separate the attorney fees between each parcel.

   Attorney Jordan further explained that although the taxes are currently due, the City is not required to pay them at this time. A tax certificate is due to be issued, and she believes there is an applicant interested in applying for the tax certificate. She stated that it is the Council's decision whether to clean up the property or leave the property as is and then try to sell the property or auction it.

   Mayor Andrews stated that she would like the City's realtor to provide an estimate of the potential value of the parcel before the Council makes a decision.

   This item was tabled at the August 11, 2026, City Council meeting to allow additional information to be gathered.

   Cindy Birge, Elite Realty, submitted a letter providing her professional opinion based on her experience and knowledge of the local real estate market. She stated that the home is in a deteriorated condition and estimated its potential market value to be approximately $5,000 to $7,000. Her opinion is that the existing structure would most likely need to be removed from the property rather than rehabilitated. Discussion ensued.

   A motion was made by Council Member Russell and seconded by Council Member Cain to approve listing the property located at 592 Main Street with Elite Realty in the amount of $19,900 for a period of ninety (90) days. The motion passed unanimously.

4. **Chipley Heights Subdivision –** Impact & Tap Fees – Kevin Yoder. Mr. Yoder, Executive Director of Chipola Area Habitat for Humanity, discussed the impact and tap fees associated with the Chipley Heights Subdivision. He stated that six new homes have been constructed in the subdivision, which will generate additional ad valorem tax revenues for the City and increase monthly utility revenues.

   Mr. Yoder stated that four (4) additional homes are currently in progress and requested that the City waive the applicable impact and tap fees for these homes. Mrs. Tanner stated that the fees are approximately $6,000 per home and noted that the City has waived these fees for Habitat for Humanity homes in the past. Discussion ensued.

   A motion was made by Council Member Cain and seconded by Council Member Blount to waive the Impact & Tap Fees for the four (4) homes located in the Chipley Heights Subdivision. The motion passed unanimously.

5. **Request for Modification to Development Order –** Ashlynn Marquez – Main Street. Mr. Brent Melvin, David H. Melvin, Inc., stated he is requesting a modification to the Development Order requiring the additional eight (8) inch height for the curbing, since FDOT recently placed additional delineator posts along US 90, effectively blocking off access to US 90 from the grass lot.

   Ms. McCall stated the delineator posts can be taken up easily. Mayor Andrews stated that FDOT was committed to blocking it on their property. Mr. Melvin stated that since the concern has been alleviated by the installation of additional delineator posts, wheel stops will also be installed to prevent traffic from traveling toward Hwy 90. Discussion ensued.

   A motion was made by Council Member Russell and seconded by Council Member McCall to keep the requirement for the eight (8) inch curb in place. The motion passed unanimously.

I. OTHER BUSINESS

Attorney Jordan stated she had conducted research regarding the Sex Offender Ordinance and determined that the definitions need to be updated. She asked Council Members to consider their thoughts regarding the definition of public school bus stops. Mayor Andrews asked if she could provide the information in writing for Council to review.

Mayor Andrews thanked Ms. Sherri Biddle for supporting the Trunk or Treat event for more than a decade. Ms. Biddle stated that she ensures the event is structured with the safety of the children as the top priority.

Mayor Andrews mentioned that the Vietnam Veterans Memorial Wall is coming to Chi
October 8-10, 2026.

J. ADJOURN

The meeting was adjourned by Mayor Andrews at 6:08 p.m.

City of Chipley

_____

Attest: Tracy L. Andrews, Mayor

_____

Sherry Snell,
City Clerk

City of Chipley
Budget Workshop
Minutes
September 15, 2026 at 4:00 p.m.

Attendees:
Ms. Tracy Andrews, Mayor
Mrs. Linda Cain, Council Member
Mr. Leonard Blount, Council Member

Present via ZOOM:
Ms. Cheryl McCall, Council Member

Absent:
Mr. Kevin Russell, Mayor Pro-Tem

Others Present Were:
Mrs. Patrice Tanner, City Administrator
Ms. Sherry Snell, City Clerk
Mr. Guy Lane, Asst. City Admin./Public Works Dir.
Mr. Michael Richter, Police Chief
Mr. Jimmy Cook, Water Utilities Director
Mr. Ambers Carter, Assistant Public Works Dir.

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A. CALL TO ORDER

The meeting was called to order by Mayor Andrews at 4:10 p.m.

B. PRAYER AND PLEDGE

Prayer was given by Council Member Blount and Mayor Andrews led the pledge to the American Flag.

C. APPROVAL OF AGENDA

A motion was made by Council Member Cain and seconded by Council Member Blount to approve the agenda as presented. The motion passed unanimously.

D. AGENDA ITEMS

1. **Fiscal Year 2026-2027 Proposed Budget –** Discussion.

   Mrs. Tanner explained the Sanitation Fund is balanced at $1,262,500, and this includes a CPI increase by Waste Management in the amount of 4.71%. It includes annual salary increases from 0-4% based on the employee performance evaluation; 2022 Ford F-150 Truck loan payment no. 5 of 5 in the amount of $7,575 per year. We did not cut anything from this budget.

   Mrs. Cain asked about the employee insurance increasing a large amount. Mrs. Tanner stated it

was an 11.75% increase and the City is switching from FL Blue to United and joined the F… Local Government Health Insurance Consortium which should help. Discussion ensued.

Mrs. Tanner explained the Water Fund is balanced at $1,027,279, which was calculated at a 3% CPI increase, which could change. It includes Mr. Lane's water budget as well as Mr. Cook's smaller water budget. Mr. Cook's budget includes annual salary increases from 0-4% based on the employee performance evaluation; debt service principal and interest bond payment for water well – payment no. 22 of 40 - $6,943. We did not cut anything from this budget. Mr. Lanes's budget includes annual salary increases from 0-4% based on the employee performance evaluation; meter repair & replace – includes annual meter register replacement: (100) 3/4" registers @ $22,500 (1/2 the cost) = $11,250 (Sewer fund pays the other 1/2 cost); (10) 1" meter/register comcos @ $675.00 each - $6,750 (1/2 the cost) = $3,375 (Sewer fund pays the other 1/2 cost); equipment <$5,000 – includes: Husqvarna 14" power cutter - $1,298; Watts hydrant relief valve 20-200 PSI range - $3,760; heavy duty 1 ½" 12VDC submersible pump - $1,490; ICS 16" Powergrit diamond saw chain - $616; JCS Blount guidebar 16" - $354; Zenner FHZ30 hydrant meter with internal check - $1,444; Milwaukee cordless transfer pump - $550; truck equipment payment includes: Caterpillar 420XE backhoe loader – loan payment no. 3 of 7 - $25,298; Vermeer vac excavator – loan payment no. 2 of 7 - $12,306. We did not cut anything from this budget. Discussion ensued.

Mrs. Tanner explained the Gas Fund is balanced at $770,077, which was calculated at a 3% CPI increase. It includes annual salary increases from 0-4% based on the employee performance evaluation; meter repair which is the annual meter register replacements in the amount of $22,500; capital outlay includes the Natural Gas Odorization System replacement - $73,455; capital outlay includes 2022 Ford F-150 truck payment no. 5 of 5 - $7,630 and 2025 Ford F-150 truck payment no. 2 of 5 - $7,987; transfer to general fund loan includes FDOT line relocate (South Blvd) – loan payment no. 7 of 10 - $6,000; Items cut from this budget: installation of a 4" HDPE natural gas main under I-10 in existing 8" casing - $21,625 (we will amend this into the budget during the fiscal year from FGU return of funds). Discussion ensued.

Mrs. Tanner explained the Sewer Fund is balanced at $1,956,413 which includes annual salary increases from 0-4% based on the employee performance evaluation; meter repair and replace which includes annual meter register replacement: (100) 3/4" registers @ $225 each = $22,500 (1/2 the cost) = $11,250 (water fund pays the other 1/2 cost); (10) 1" meter/register combos @ $675 each - $6,750 (1/2 the cost) = $3,375 (the water fund pays the other ½ cost); which is the annual meter register replacements in the amount of $22,500; Equipment <$5,000 includes: Impact wrench - $500; Demo saw - $1,380, 3. Pit pumps - $1,100; Dolly for polymer - $1,000; (4) ARV's @ $1,000 each - $4,000; Capital outlay includes: Kubota M-11 major repairs - $15,300; (2) actuators for decant valves at the treatment plant @ $11,550 each - $23,100; Truck/Equipment payments includes: Main line camera – loan payment no. 2 of 7 - $19,275; New Caterpillar backhoe @ $131,000 – loan payment no. 1 of 7 - $22,220; debt service principal and interest – USDA series 2022 bond issue payment no. 6 of 40 in the amount of $74,981; FDEP SRF Loan No. WW670111 semi-annual payment No. 6 and No. 7 in the amount of $93,760; A transfer to general fund loan payment no. 19 for the city loan for the SCADA System Improvements in the amount of $3,750. A transfer to sanitation fund loan payment no. 1 of 20 in the amount of $15,000. We cut one new lawnmower from this budget. Discussion ensued.

E. ADJOURN

The meeting was adjourned by Mayor Andrews at 5:01 p.m.

City of Chipley

Attest: Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk

City of Chipley
Budget Workshop
Minutes
September 16, 2026 at 4:00 p.m.

Attendees:
Ms. Tracy Andrews, Mayor
Mrs. Linda Cain, Council Member
Mr. Leonard Blount, Council Member

Present via ZOOM:
Ms. Cheryl McCall, Council Member

Absent:
Mr. Kevin Russell, Mayor Pro-Tem

Others Present Were:
Mrs. Patrice Tanner, City Administrator
Mr. Guy Lane, Asst. City Admin./Public Works Dir.
Mrs. Jamie Richter, Finance Director
Mr. Brock Tate, Recreation Director
Ms. Sherry Snell, City Clerk
Mr. Michael Richter, Police Chief
Mr. Hunter Aycock, Fire Chief

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A. CALL TO ORDER

The meeting was called to order by Mayor Andrews at 4:00 p.m.

B. PRAYER AND PLEDGE

Prayer was given by Council Member Blount and Mayor Andrews led the pledge to the American Flag.

C. AGENDA ITEMS

1. **Fiscal Year 2026-2027 Proposed Budget –** Discussion.

   Mrs. Tanner explained the total proposed budget is $16,088,454 which includes all funds.

   Mrs. Tanner explained the General Fund total revenues is $2,779,439; Ad Valorem Taxes in the amount of $1,588,470; Interfund Transfers in the amount of $9,750; Capital Projects in the amount of $5,733,200; and Community Redevelopment Agency (CRA) in the amount of $461,326 for a total of $10,572,185. Discussion ensued.

   Mrs. Tanner explained the Executive Department total is $38,900. Discussion ensued.

   Mrs. Tanner explained the Administration Department total is $1,324,625, which includes annual salary increases from 0-4% based on the employee performance evaluation. Discussion ensued.

Mrs. Tanner explained the Police Department Fund total is $2,062,552. It includes annual increases from 0-4% based on the employee performance evaluation; professional services including Smart Cop annual maintenance - $2,750, annual copier lease - $1,800; annual archive social for archiving social media - $1,103; and Watchguard annual software licensing fee - $2,500; annual redaction software for public records requests - $1,600; Communications – include cradlepoint access for each patrol and investigator vehicle; cradlepoint access for remote locations through city camera sites; laptop aircards; office internet access; fleet gps units; dedicated fiberoptic line for smartcop; Confiscated funds – amended into the budget throughout the year; equipment <$5,000 – includes - two (2) laptop computers @ $2,200 each – total $4,400; three (3) Motorola handheld radios with lapel microphones and programming @ $2,244 each – total $6,732; two (2) bulletproof vests @ $1,300 each – total $2,600 (BVP Grant offset of $1,703); one (1) patrol vehicle payment no. 3 of 7 in the amount of $11,512; one (1) patrol vehicle payment no. 3 of 5 in the amount of $10,090; one (1) patrol vehicle payment no. 2 of 7 in the amount of $11,436; one (1) patrol vehicle loan payment no. 3 of 5 in the amount of $16,300; and one (1) patrol vehicle loan payment no. 1 of 5 in the amount of $10,274; bond payment no. 26 of 40 in the amount of $16,000 for the Police & Fire building. Discussion ensued.

Mrs. Tanner explained the Fire Department Fund total is $395,211, It includes annual salary increases from 0-4% based on the employee performance evaluation; volunteer fire expense – funds are amended into the budget as received throughout the year. Vehicle operations – increase due to a 265% increase in call volume over 2021. Equipment <$5000 includes replacement SCBA bottles @ $1,398 each; miscellaneous equipment "essential tools" damaged during fire calls; 2025 Ford F-250 truck payment no. 2 of 5 in the amount of $15,361; USDA bond for the Police & Fire building payment no. 26 of 40 (1/2 of payment) in the amount of $16,000 and bond payment no. 3 of 20 in the amount of $16,950 for a truck. Discussion ensued.

Mrs. Tanner explained the Street Department Fund total is $6,241,988 which includes annual salary increases from 0-4% based on the employee performance evaluation; contract maintenance - includes the mowing contract for grounds and maintenance in the amount of $134,840 with no price increase from last year; truck & equipment payments including one (1) backhoe loan payment no. 4 of 7 in the amount of $17,139 and one (1) asphalt hotbox loan payment no. 4 of 5 in the amount of $12,831; one (1) new inmate transit van loan payment no. 2 of 5 in the amount of $12,000; one (1) new 2026 Ford F-550 Truck with dump body loan payment no. 2 of 7 in the amount of $12,698. Items cut from this budget – Landpride RC3715 bush hog 15' flex wing rotary cutter - $21,838. Discussion ensued.

Mrs. Tanner explained the Recreation Department Fund total is $502,609 which includes annual salary increases from 0-4% based on the employee performance evaluation; annual archive social for archiving social media - $1,103; equipment <$5,000 includes two (2) batting cage nets plus materials @ $1,250 each - $2,500; capital outlay includes: 3-ton A/C unit for main concession stand - $8,400; truck payment no. 5 of 5 in the amount of $6.977. Items cut from the budget – 61" Cheetah Scag 35hp mower - $13,259; batting cages for upper fields; using in-house labor – 20x60 pole barn kit $6,000; 20x60 concrete slab $10,500; 1 net $1,200; equipment/turf/mats - $800 = $22,100. Discussion ensued.

Mrs. Tanner explained the Amtrak/Farmers Market Department total is $6,300. Discussion ensued.

E. ADJOURN

The meeting was adjourned by Mayor Andrews at 5:01 p.m.

City of Chipley

Attest: Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk

City of Chipley
Special Council Meeting
Minutes
September 17, 2026 at 4:30 p.m.

Attendees:
Ms. Tracy Andrews, Mayor
Mrs. Linda Cain, Council Member
Mr. Leonard Blount, Council Member

Absent:
Mr. Kevin Russell, Mayor Pro-Tem
Ms. Cheryl McCall, Council Member

Others Present Were:
Mrs. Patrice Tanner, City Administrator
Ms. Sherry Snell, City Clerk
Mr. Guy Lane, Asst. City Admin./Public Works Dir.
Mr. Michael Richter, Police Chief
Mrs. Michelle Jordan, City Attorney

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A. CALL TO ORDER

The meeting was called to order by Mayor Andrews at 4:30 p.m.

B. PRAYER AND PLEDGE

Prayer was given by Council Member Blount and Mayor Andrews led the pledge to the American Flag.

C. APPROVAL OF AGENDA

A motion was made by Council Member Cain and seconded by Council Member Blount to approve the agenda as presented. The motion passed unanimously.

D. AGENDA ITEMS

1. **Offer on Sale of Property** – Elite Realty – Cindy Birge. Mrs. Birge stated that she had received four (4) offers on the property located at 592 Main Street. The highest offer was in the amount of $30,100 to buy as-is with no inspection. The seller is responsible for the owner's title cost and back taxes. My suggestion is to take the highest and best offer since it's as-is, with no inspection.

   A motion was made by Council Member Cain and seconded by Council Member Blount to approve the offer of $30,100 for the property located at 592 Main Street. The motion passed unanimously.

E. ADJOURN

The meeting was adjourned by Mayor Andrews at 4:45 p.m.

City of Chipley

Tracy L. Andrews, Mayor

Attest:

Sherry Snell,
City Clerk

City of Chipley
Tentative Millage & Budget Hearing Minutes
September 17, 2026 at 5:05 p.m.

Attendees:
Ms. Tracy Andrews, Mayor
Mrs. Linda Cain, Council Member
Mr. Leonard Blount, Council Member

Present via ZOOM:
Ms. Cheryl McCall, Council Member

Absent:
Mr. Kevin Russell, Mayor Pro-Tem

Others Present Were:
Mrs. Patrice Tanner, City Administrator
Ms. Sherry Snell, City Clerk
Mr. Guy Lane, Asst. City Admin./Public Works Dir.
Mr. Michael Richter, Police Chief

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A. CALL TO ORDER

The meeting was called to order by Mayor Andrews at 5:05 p.m.

B. APPROVAL OF AGENDA

A motion was made by Council Member Cain and seconded by Council Member Blount to approve the agenda as presented. The motion passed unanimously.

C. AGENDA ITEMS

1. **Resolution No. 26-59 –** Tentatively Adopt the Final Millage Rate for Fiscal Year 2026-2027. Mrs. Tanner read Resolution No. 26-59 by title:

   A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHIPLEY OF WASHINGTON COUNTY, FLORIDA, TENTATIVELY ADOPTING THE MILLAGE RATE FOR FISCAL YEAR 2026-2027; PROVIDING FOR AN EFFECTIVE DATE.

   The following was also read:

   The gross taxable value for operating purposes not exempt from taxation within Washington County has been certified by the County Property Appraiser to the City of Chipley as $226,924,221.

Now, therefore, be it resolved by the City Council of the City of Chipley of Washington County, Florida that:

The Fiscal Year 2026-2027 tentative operating millage rate is 7.0000 mills which is more than the rolled-back rate of 6.6588 mills by 5.12%.

This resolution shall take effect immediately upon its adoption. No further discussion.

A motion was made by Council Member Blount and seconded by Council Member Cain to approve Resolution No. 26-59. The motion passed unanimously.

2. **Resolution No. 26-60** – Tentatively Adopt the Final Budget for Fiscal Year 2026-2027. Mrs. Tanner read Resolution No. 26-60 by title:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHIPLEY OF WASHINGTON COUNTY, FLORIDA, TENTATIVELY ADOPTING THE BUDGET FOR FISCAL YEAR 2026-2027; PROVIDING FOR AN EFFECTIVE DATE.

The following was also read:

The City of Chipley of Washington County, Florida,, set forth appropriations and revenue estimates for the budget for Fiscal Year 2026-2027 in the amount of $ 16,088,454.

The City Council's intent to adopt a final millage and budget at a final public hearing and the required budget summary was properly published on September 23, 2026.

Now, therefore, be it resolved by the City Council of the City of Chipley of Washington County, Florida, that:

The Fiscal Year 2026-2027 Tentative Budget be adopted.

This resolution shall take effect immediately upon its adoption. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member Blount to approve Resolution No. 26-60. The motion passed unanimously.

D. ADJOURN

The meeting was adjourned by Mayor Andrews at 5:04 p.m.

City of Chipley

Attest: Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk

City of Chipley
Special Council Meeting
Final Millage
& Budget Hearing
Minutes
September 25, 2026 at 5:05 p.m.

Attendees:
Ms. Tracy Andrews, Mayor
Mrs. Linda Cain, Council Member
Mr. Kevin Russell, Mayor Pro-Tem
Mr. Leonard Blount, Council Member

Present Via ZOOM:
Ms. Cheryl McCall, Council Member
Mrs. Michelle Jordan, City Attorney

Others Present Were:
Mrs. Patrice Tanner, City Administrator
Mr. Michael Richter, Police Chief
Ms. Sherry Snell, City Clerk

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A. CALL TO ORDER

The meeting was called to order by Mayor Andrews at 5:05 p.m.

B. PRAYER AND PLEDGE

Prayer was given by Council Member Cain and Mayor Andrews led the pledge to the American Flag.

C. APPROVAL OF AGENDA

A motion was made by Council Member Russell and seconded by Council Member Blount to approve the agenda as presented. The motion passed unanimously.

D. AGENDA ITEMS

1. **Resolution No. 26-59 –** Fiscal Year 2026-2027 Final Millage Rate. Mrs. Tanner read Resolution No. 26-59 by title:

   A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHIPLEY OF WASHINGTON COUNTY, FLORIDA, ADOPTING THE FINAL MILLAGE RATE FOR FISCAL YEAR 2026-2027; PROVIDING FOR AN EFFECTIVE DATE.

   The following was also read:

DRAFT

The gross taxable value for operating purposes not exempt from taxation within Washi County has been certified by the County Property Appraiser to the City of Chiple $226,924,221.

Now, therefore, be it resolved by the City Council of the City of Chipley of Washington County, Florida, that:

The Fiscal Year 2026-2027 final operating millage rate is 7.0000 mills which is more than the rolled-back rate of 6.6588 mills by 5.12%.

This resolution shall take effect immediately upon its adoption.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve Resolution No. 26-59. The motion passed unanimously.

2. **Resolution No. 26-60** –Adopt the Final Budget for Fiscal Year 2026-2027. Mrs. Tanner read Resolution No. 25-51 by title:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHIPLEY OF WASHINGTON COUNTY, FLORIDA, ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2026-2027; PROVIDING FOR AN EFFECTIVE DATE.

The following was also read:

The City of Chipley of Washington County, Florida set forth appropriations and revenue estimates for the budget for Fiscal Year 2026-2027 in the amount of $16,088,454.

The City Council's intent to adopt a final millage and budget at a final public hearing and the required budget summary was property published on September 23, 2026.

Now, therefore, be it resolved by the City Council of the City of Chipley of Washington County, Florida, that:

The Fiscal Year 2026-2027 Final Budget be adopted.

This resolution shall take effect immediately upon its adoption.

A motion was made by Council Member Russell and seconded by Council Member Blount to approve Resolution No. 26-60. The motion passed unanimously.

E. ADJOURN

The meeting was adjourned by Mayor Andrews at 5:10 p.m.

Attest: Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk

City of Chipley
Special Council Meeting
Minutes
September 29, 2026 at 5:15 p.m.

Attendees:

Ms. Tracy Andrews, Mayor
Mr. Kevin Russell, Mayor Pro-Tem
Mrs. Linda Cain, Council Member
Ms. Cheryl McCall, Council Member
Mr. Leonard Blount, Council Member

Others Present Were:

Mrs. Patrice Tanner, City Administrator
Ms. Sherry Snell, City Clerk
Mr. Guy Lane, Asst. City Admin./Public Works Dir.
Mr. Michael Richter, Police Chief
Mrs. Michelle Jordan, City Attorney

The data reflected in these proceedings constitute an extrapolation of information elicited from notes, observations, recording tapes, photographs, and/or videotapes. Comments reflected herein are sometimes paraphrased, condensed, and/or have been edited to reflect essential subject matter addressed during the meeting. Parties interested in receiving a verbatim account of the proceedings are responsible for coordinating with the City Administrator and providing their own representative and equipment pursuant to Chapters 119 and 283, Florida Statutes.

A. CALL TO ORDER

The meeting was called to order by Mayor Andrews at 5:15 p.m.

B. PRAYER AND PLEDGE

Prayer was given by Council Member Blount and Mayor Andrews led the pledge to the American Flag.

C. APPROVAL OF AGENDA

A motion was made by Council Member Russell and seconded by Council Member Blount to approve the agenda as presented. The motion passed unanimously.

D. CONSENT AGENDA:

1. **Resolution No. 26-61** – Natural Gas Rate Schedule. This resolution will approve the new Natural Gas Rate Schedule, which includes a CPI increase of 2.4% to be effective October 1, 2026.

2. **Resolution No. 26-62** – Water and Sewer Rate Schedule. This resolution will approve the new Water and Sewer Rate Schedule, which includes a CPI increase of 2.4% to be effective October 1, 2026.

3. **Resolution No. 26-63** – Water & Sewer Tap Rate Schedule. This resolution will approve the new Water and Sewer Tap Rate Schedule, which includes a CPI increase of 2.4% to be effective October 1, 2026.

4. **Bid No. 2026-04** – Natural Gas Odorization System Replacement Contract – Natural Gas

Odorization. This resolution will approve Bid No.2026-04 Natural Gas Odorization S Replacement Contract with Odorization Solutions, Inc. in the amount of $73,454.37.

5. **Bid No. 2025-05** – Bennett Drive Resurfacing Project – Change Order #1 –Anderson Columbia Co. This resolution will approve Bid No. 2025-05 – Bennett Drive Resurfacing Project - Change Order #1 that will decrease the contract amount by $50,400, bringing the outstanding balance of the contract to $0. This will also add 15 days to the contract to account for utility coordination among the different parties during construction.

6. **Fiscal Year 2025-2026 Insurance Renewal** – Brown & Brown. This will approve the insurance renewal with Brown & Brown in the amount of $247,637.

7. **Special Event Application** – First Baptist Church Fall Festival. The First Baptist Church Fall Festival will be held on Sunday, October 25, 2026 from 4:00 p.m. to 6:00 p.m. They are requesting to close 4th Street from the Spivey property to South Boulevard. Insurance is not required for this event.

8. **Appointment of CRA Board Members** – Tierra Franklin and Rasheida Potter. This will appoint Tierra Franklin and Rasheida Potter, to the CRA Board for a four-year term ending on September 29, 2030.

A motion was made by Council Member McCall and seconded by Council Member Russell to approve the consent agenda items. The motion passed unanimously.

E. AGENDA ITEMS

1. **Public Hearing** – Intent to Convey Certain Real Property – 1278 Holley Avenue. Mayor Andrews closed the regular meeting and opened the public hearing at 5:17 p.m. She stated this Public Hearing is required by Resolution No. 26-48 for the conveyance of certain real property located at 1278 Holley Avenue to Grace Assembly @ Chipley Inc. Mrs. Tanner read the resolution by title:

RESOLUTION NO. 26-48

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHIPLEY, FLORIDA, DECLARING THE CITY'S INTENTION TO CONVEY CERTAIN REAL PROPERTY TO GRACE ASSEMBLY @ CHIPLEY INC., A FLORIDA NOT FOR PROFIT CORPORATION, PURSUANT TO SECTION 2-130 OF THE CITY CODE; DESCRIBING THE PROPERTY, THE CONSIDERATION, AND THE PUBLIC PURPOSE; SETTING A PUBLIC HEARING; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE.

Mrs. Tanner stated official notice to advise the public of Resolution No. 26-48 was published in the Washington County News on September 16th & 23rd, 2026.

Mayor Andrews closed the public hearing and opened the regular meeting at 5:19 p.m. No further discussion.

2. **FDOT Beautification Landscape Concepts for S.R. 77** – Mr. Brent Melvin, David H. Melvin, Inc. Mr. Brent Melvin provided an overview of the proposed Landscape Concepts for the FDOT Beautification Grant. The Council discussed the number and types of trees and plants desired along the downtown corridor, as well as proposed planting materials and color selections. Monument options were also reviewed, however, the monument would not be included as part of the beautification grant. Ms. McCall asked whether marble from the 1st National Bank could be incorporated in the project. Mr. Russell asked whether a portion of the old water tower could also be incorporated into the project. Mr. Melvin stated he would take the Council's ideas and suggestions into consideration and develop a plan addressing ground cover options and tree selections for the project. Ms. McCall stated that the FDOT Maintenance Department should be contacted to coordinate any sidewalk repairs or other

issues that may need to be addressed as a part of the project. She also stated FDOT sho[illegible] contacted regarding the S.R. 77 project and the turning radius at S.R. 77 & S.R. 90 to [illegible] coordination with the beautification project. Discussion ensued.

F. **ADJOURN**

The meeting was adjourned by Mayor Andrews at 5:55 p.m.

City of Chipley

Tracy L. Andrews, Mayor

Attest:

Sherry Snell,
City Clerk

Proclamation

COMMUNITY RECOGNITION OF ANGELA BUTLER

WHEREAS, the City of Chipley takes great pride in recognizing individuals in our community whose dedication, accomplishments, and perseverance reflect positively upon our community; and

WHEREAS, Angela Butler has demonstrated a longstanding commitment to her work in broadcasting and media, dedicating nearly 17 years to her program, *Show Talk with Angela Butler*; and

WHEREAS, through her years of work, Angela Butler has demonstrated dedication, perseverance, and a commitment to connecting with people and sharing their stories; and

WHEREAS, the City of Chipley recognizes the significance of having the work of a member of our community represented in the catalog of the Library of Congress, one of the nation's most important institutions for preserving and providing access to the historical and cultural record of the United States; and

WHEREAS, this recognition represents a meaningful accomplishment for Angela Butler and is an example of the dedication and determination that can lead to achievements worthy of national recognition; and

WHEREAS, the City of Chipley is pleased to acknowledge Angela Butler for this accomplishment and to celebrate the recognition she has received as a member of our community; and

NOW, THEREFORE, BE IT PROCLAIMED, that the Mayor and City Council of the City of Chipley, Florida, hereby recognize and congratulate Angela Butler on the inclusion of *Show Talk with Angela Butler* in the catalog of the Library of Congress and commend her for her many years of dedication, perseverance, and service through her work in broadcasting and media.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Chipley to be affixed this 13th day of October, 2026.

_____

Mayor Tracy L. Andrews

Proclamation

COMMUNITY RECOGNITION OF LARRY AND SYBIL TYNDALL

WHEREAS, the City of Chipley recognizes the dedication of Sybil and Larry Tyndall for their continued efforts to honor, support, and promote the legacy of American Vietnam Veterans; and

WHEREAS, through their involvement with the Patriot Guard Riders, Sybil and Larry have devoted countless hours and personal resources to supporting veterans, honoring their service and sacrifices, and ensuring that their stories and contributions are never forgotten; and

WHEREAS, their dedication and perseverance have played a significant role in the ongoing efforts to bring the Vietnam Veterans Memorial Traveling Wall to Chipley, an anticipated visit that will provide our community with an opportunity to honor and remember the men and women whose service and sacrifice shaped our nation's history; and

WHEREAS, Sybil and Larry have given generously of their time, resources, and hearts to support our veterans, asking for no recognition for themselves and choosing instead to shine the light on those who served; and

WHEREAS, the City of Chipley is proud to recognize individuals who demonstrate such selfless dedication to our veterans and our community.

NOW, THEREFORE, BE IT PROCLAIMED, that the Mayor and City Council of the City of Chipley**,** Florida, hereby recognizes and honors Sybil and Larry Tyndall for their outstanding dedication to our American Vietnam Veterans and expresses its sincere appreciation for their unwavering commitment to honoring those who served and sacrificed for our country.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Chipley to be affixed this ____ day of _____, 2026.

_____

Mayor, Tracy L. Andrews

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Resolution No. 27-02 – Washington County Local Mitigation Strategy (LMS) Plan

MEETING DATE	PREPARED BY
Tuesday, October 13, 2026	Patrice Tanner, City Administrator

SUMMARY

This resolution will approve the Washington County Local Mitigation Strategy (LMS) Plan, which has been approved by both the State of Florida and the Washington County Board of County Commissioners.

RECOMMENDATION

City Staff recommend approval of Resolution No. 27-02.

ATTACHMENTS

1. Resolution No. 27-02
2. LMS Plan

RESOLUTION NO. 27-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHIPLEY, FLORIDA, ADOPTING THE 2026 WASHINGTON COUNTY LOCAL MITIGATION STRATEGY PLAN; PROVIDING FOR THE IMPLEMENTATION OF HAZARD MITIGATION INITIATIVES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The Washington County Board of County Commissioners created a Local Mitigation Strategy Committee comprised of County and municipal representatives, private citizens, local and regional agencies involved in hazard mitigation activities, and agencies having authority to regulate development including businesses and other private and non-profit interests; and

WHEREAS, the Board charged the Committee with the responsibility to assess the hazards facing the County and to identify initiatives designed to reduce the impact of those hazards, and

WHEREAS, the Committee has completed the hazard assessment and has identified numerous initiatives designed to reduce the impact of future disasters; and

WHEREAS, the Committee has incorporated their findings and recommendations into the Washington County Local Mitigation Strategy; and

WHEREAS, the Board is committed to reducing the impact of hazards for all County residents; and

WHEREAS, the Washington County Local Mitigation Strategy supports hazard mitigation actions throughout the entire County;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHIPLEY, FLORIDA, THAT:

The City Council of the City of Chipley adopts the 2026 Washington County Local Mitigation Strategy Plan to reflect the current need and citizen desire to identify and implement hazard mitigation initiatives that will reduce the County's susceptibility to numerous hazards. And, at the appropriate time, the Board will develop and submit funding proposals to the appropriate agencies to implement the hazard mitigation initiatives identified in the Washington County Local Mitigation Strategy Plan.

PASSED AND ADOPTED THIS 13TH DAY OF OCTOBER, 2026.

CITY OF CHIPLEY

ATTEST:

_____
Tracy L. Andrews, Mayor

_____
Sherry Snell, City Clerk

DRAFT

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Resolution No. 27-03 – Social Media Policy Update

MEETING DATE	PREPARED BY
Tuesday, October 13, 2026	Patrice Tanner, City Administrator

SUMMARY

This resolution will update the Social Media Policy to establish clear guidelines governing the City's use and administration of social media and the responsibilities of City officials, employees, volunteers, and authorized representatives.

RECOMMENDATION

City Staff recommend approval of Resolution No. 27-03 – Social Media Policy Update.

ATTACHMENTS

1. Resolution No. 27-03
2. Updated Social Media Policy

RESOLUTION NO. 27-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHIPLEY, FLORIDA, ADOPTING AN UPDATED SOCIAL MEDIA POLICY; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Chipley utilizes social media platforms to disseminate information to residents, employees, visitors, and the general public; and

WHEREAS, the City Council desires to establish clear guidelines governing the City's use and administration of social media and the responsibilities of City officials, employees, volunteers, and authorized representatives; and

WHEREAS, the City Council has reviewed the updated Social Media Policy and finds it appropriate and in the best interest of the City to approve and adopt the same.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHIPLEY, FLORIDA, THAT:

1. The updated City of Chipley Social Media Policy, attached hereto as Exhibit "A" and incorporated herein by reference, is hereby adopted.

2. The City Administrator is authorized to administer and implement the Social Media Policy.

3. This resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED THIS 13TH DAY OF OCTOBER, 2026.

CITY OF CHIPLEY

ATTEST:

_____
Tracy L. Andrews, Mayor

_____
Sherry Snell, City Clerk

DRAFT

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Resolution No. 27-04 – Florida Department of Environmental Protection Grant Application Submission – FRDAP – Jim Trawick Park

MEETING DATE	PREPARED BY
Tuesday, October 13, 2026	Patrice Tanner, City Administrator

SUMMARY

This resolution will approve the submission of an application for the Florida Recreation Development Assistance Program (FRDAP) for the development of Jim Trawick Park in the amount of $200,000.00. Improvements include: Renovation of the exercise trail, playground, baseball field, softball field, picnic facility, batting cages, and restroom; new batting cages, new sidewalks to the batting cages and playground; and new bleachers.

RECOMMENDATION

City Staff recommend approval of Resolution No. 27-04 – Florida Department of Environmental Protection Grant Application Submission – FRDAP – Jim Trawick Park.

ATTACHMENTS

1. Resolution No. 27-04

RESOLUTION NO. 27-04

A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR THE FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM (FRDAP) TO THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION FOR STATE OF FLORIDA FISCAL YEAR 2027-2028.

WHEREAS, the City of Chipley desires to submit an application to the Florida Department of Environmental Protection for a Florida Recreation Development Assistance Program Grant to benefit the local residents.

WHEREAS, there is a present and growing need for outdoor recreation opportunities among persons of all ages within the City of Chipley, Florida corporate limits and among those visiting the area, and

WHEREAS, the City recognizes this need for additional recreational opportunities; and

WHEREAS, meeting the increasing demand for recreation opportunities can best be met with the development of Jim Trawick Park Phase X as detailed in the application for funding in which the City is submitting an application in the October 15, 2026 application cycle requesting $200,000.00 in grant funds.

WHEREAS, this funding will allow improvements to Jim Trawick Park including renovation of the exercise trail, playground, baseball field, softball field, picnic facility, batting cages, and restroom; new batting cages, new sidewalks to the batting cages and playground; and new bleachers.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Chipley as follows:

1. That the City of Chipley hereby authorizes the filing of an application for a Florida Recreation Development Assistance Program Grant.

2. That the City Administrator of the City of Chipley is hereby authorized to execute all documents required in connection with the filing of said application to be submitted on October 15, 2026.

3. That as part of the application for the Florida Recreational Development Assistance Program (FRDAP) grant, the Capital Improvements Element of the Comprehensive Plan of the City of Chipley, Florida will be amended to include the development of the Jim Trawick Park, Phase X in the City of Chipley, if the project is funded in the 2027 – 2028 FRDAP application cycle.

DULY PASSED AND ADOPTED by the City Council of the City of Chipley, Florida at a regular meeting on this 13th day of October, 2026.

DRAFT

_____
Tracy L. Andrews, Mayor

ATTEST:

_____
Sherry Snell, City Clerk

DRAFT

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Resolution No. 27-05 – State of Florida, Department of Commerce – CDBG-NR Grant - Modification Number 2 to Subgrant Agreement

MEETING DATE	PREPARED BY
Tuesday, October 13, 2026	Patrice Tanner, City Administrator

SUMMARY

This resolution will approve the State of Florida Department of Commerce, CDBG-NR Grant - Modification Number 2 to Subgrant Agreement to extend the deadline to January 31, 2027.

RECOMMENDATION

City Staff recommend approval of Resolution No. 27-05 – State of Florida, Department of Commerce – CDBG-NR Grant - Modification Number 2 to Subgrant Agreement.

ATTACHMENTS

1. Resolution No. 27-05
2. Modification to Subgrant Agreement

RESOLUTION NO. 27-05

A RESOLUTION APPROVING AN AMENDMENT IDENTIFIED AS MODIFICATION NUMBER 2 TO THE STATE OF FLORIDA, DEPARTMENT OF COMMERCE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT NO. H2567 (CFDA NO. 14.228), BETWEEN THE STATE OF FLORIDA, DEPARTMENT OF COMMERCE AND THE CITY OF CHIPLEY, FLORIDA.

WHEREAS, the State of Florida, Department of Commerce "Commerce", and the City of Chipley, Florida "Grantee" entered into agreement No. H2567 "Agreement"; and

WHEREAS, Commerce and the Grantee may individually be referred to herein as a "Party" or collectively as the "Parties"; and

WHEREAS, the Parties wish to amend the Peach Street Lift Station Project Agreement Paragraph (3) titled Period of Agreement extending the Project End Date to January 31, 2027, unless otherwise terminated as provided in this Agreement; Attachment A – Other.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHIPLEY, FLORIDA, THAT:

1. The City of Chipley hereby approves the State of Florida, Department of Commerce Agreement No. H2567 Modification No. 2.

2. The City for and in consideration of the covenants and obligations set forth herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, intending to be legally bound hereby agree to perform the duties described herein in the attached Exhibit "A".

3. The Mayor or Mayor Pro-Tem of the City of Chipley are hereby authorized and directed to execute the agreement.

4. A certified copy of this Resolution be forwarded to the State of Florida, Department of Commerce along with the executed Agreement.

PASSED AND ADOPTED THIS 13TH DAY OF OCTOBER, 2026.

CITY OF CHIPLEY

_____

ATTEST: Tracy L. Andrews, Mayor

_____

Sherry Snell,
City Clerk

DRAFT

Docusign Envelope ID: 1A032F4F-337A-8E05-82C1-0062422EA891

Modification Number 2 to Subgrant Agreement Between the Florida Department of Commerce and the City of Chipley, Florida

This Modification Number 2 is entered into by and between the State of Florida, Department of Commerce, ("Commerce"), and the City of Chipley, Florida ("the Recipient"), (each individually a "Party" and collectively the "Parties").

WHEREAS, Commerce and the Recipient entered into **Contract Number** 23DB-N30, **FLAIR Contract Number** H2567, on June 15, 2023 ("the Agreement"), pursuant to which Commerce provided a subgrant in the amount of $700,000.00 to the Recipient under the Small Cities Community Development Block Grant ("CDBG") Program as set forth in the Agreement;

WHEREAS, Paragraph (4) Modification of Agreement, of the Agreement provides that modifications to the Agreement shall be valid when executed in writing by both Parties;

WHEREAS, Commerce and the Recipient desire to modify the Agreement;

NOW, THEREFORE, in consideration of the mutual promises of the parties contained herein, the parties agree as follows:

☐ **Revise the Activity Work Plan**

1. Attachment __, Activity Work Plan, of the Subgrant Agreement is hereby deleted and is replaced by the revised Attachment __, which is attached hereto and incorporated herein by reference.

☐ **Revise the Project Budget**

2. Attachment A, _____, of the Subgrant Agreement is hereby deleted and is replaced by the revised Attachment A, which is attached hereto and incorporated herein by reference.

☐ **Revise the Project Narrative**

3. Attachment A, Project Narrative, of the Subgrant Agreement is hereby deleted and is replaced by the revised Attachment A, which is attached hereto and incorporated herein by reference.

☐ **Change the Number of Accomplishments and/or Beneficiaries**

4. Attachments _____ of the Subgrant Agreement are hereby deleted and are replaced by the revised Attachments _____, which are attached hereto and incorporated herein by reference.

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☐ **Include an Unaddressed Need from the Application for Funding as Addressed Need**

5. Attachments _____ of the Subgrant Agreement are hereby deleted and are replaced by the revised Attachments _____, which are attached hereto and incorporated herein by reference.

☐ **Change the Participating Parties**

6. (Type in the name of firm), is removed as a Participating Party to the Subgrant Agreement.

7. (Type in the name of new firm) is added as a Participating Party to the Subgrant Agreement. A copy of the new Participating Party Agreement, containing provisions and caveats that meet or exceed the conditions agreed to in the original Participating Party Agreement, is attached.

☒ **Extend the Agreement**

8. Paragraph (3) titled Period of Agreement on page 1 of the Subgrant Agreement is hereby deleted and replaced by the following Paragraph (3):

(3) Period of Agreement

This Agreement begins on January 1, 2023, (the "Effective Date") and ends on January 31, 2027, unless otherwise terminated as provided in this Agreement. Commerce shall not grant any extension of this Agreement unless the Recipient provides justification satisfactory to Commerce in its sole discretion, and Commerce's Deputy Secretary of the Division of Community Development approves such extension. The justification must document that project delays are due to events beyond the Recipient's control, and include a performance plan that demonstrates the Recipient's capacity to perform and complete the remaining project tasks within the extension period. Commerce will also take into consideration the Recipient's progress and verifiable achievements at Commerce's sole and absolute discretion. Upon expiration or termination of this Agreement, the Recipient shall follow the agreement closeout procedures set forth in Attachment H.

☒ **Other:**

9. The Agreement is hereby reinstated as though it had not expired if this amendment if not fully executed before the expiration of the Agreement.

10. Section (6), Audit Requirement, Subsection (a)&(c), is hereby deleted and replaced with the following:

(a)The Recipient shall conduct a single or program-specific audit in accordance with the provisions of 2 C.F.R. part 200 if it expends $1,000,000 or more in Federal awards from all sources during its fiscal year.

(c) Within 60 calendar days of the close of the fiscal year, on an annual basis, the Recipient shall electronically submit a completed Audit Compliance Certification, a blank version of which is attached

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hereto as Attachment K, to audit@commerce.fl.gov. The Recipient's timely submittal of one completed

Audit Compliance Certification for each applicable fiscal year will fulfill this requirement within all agreements (e.g., contracts, grants, memorandums of understanding, memorandums of agreement, economic incentive award agreements, etc.) between Commerce and the Recipient. This form is in addition to the Audit Certification Memo, Form SC-47, that must be sent to Commerce if an audit is not required because the local government spent less than $1,000,000 in Federal funds during the fiscal year.

10. Section (17), Attachments, Subsection (b), is hereby amended to add the following:

Attachment L –PUR 2024: Use of Coercion for Labor or Services and PUR 2023: Provision of Commodities Produced by Forced Labor

11. This Agreement is hereby amended to add the following:

(29) Contracting with Entities of Foreign Countries of Concern Prohibited:
If applicable and in accordance with section 287.138, F.S., a contract between a governmental entity and an entity which would give access to an individual's personal identifying information which is executed, extended, or renewed on or after the dates provided in section 287.138(4), F.S., must include an attestation by the entity on Form PUR 1355, "Foreign Country of Concern Attestation Form," which is incorporated herein by reference.

Prior to execution of this Agreement, Recipient must provide Commerce with a signed Foreign Country of Concern Attestation Form pursuant to section 287.138(4), F.S., and rule 60A-1.020, Florida Administrative Code (F.A.C.).

(30) Foreign Influence
In accordance with section 286.101, F.S., if this Contract has a value of $100,000 or more, Recipient shall disclose to Commerce any current or prior interest of, any contract with, or any grant or gift received from a foreign country of concern if such interest, contract, or grant or gift has a value of $50,000 or more and such interest existed at any time or such contract or grant or gift was received or in force at any time during the previous five (5) years. The disclosure requirements are more fully defined within the statute. Recipient represents that it is, and for the duration of this Agreement will remain, in compliance with section 286.101, F.S.

(31) Human Trafficking and Forced Labor

If applicable and in accordance with section 287.1346(4)(b), F.S. and 787.06, F.S., when an agreement is executed, renewed, or extended between a nongovernmental entity and a governmental entity, the nongovernmental entity must provide the governmental entity with an affidavit signed by an officer or a representative of the nongovernmental entity under penalty of perjury attesting that the nongovernmental entity does not use coercion for labor or services or that commodities offered to Commerce have not been produced, in whole or in part, by forced labor as defined in statute.

If applicable, Recipient must provide Commerce with an affidavit signed by an officer or a representative of Recipient on Forms PUR 2023, "Provision of Commodities Produced by Forced Labor" and/or PUR

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2024, "Use of Coercion for Labor or Services Attestation Form," which are incorporated herein by reference under penalty of perjury (Attachment L) attesting that the Recipient does not use coercion for labor or services or that commodities offered to Commerce have not been produced, in whole or in part, by forced labor as defined in statute. Commerce may terminate this Agreement at its sole option if Recipient is placed on the forced labor vendor list pursuant to s. 287.1346, F.S.

12. Attachment J, Audit Requirements, is hereby deleted in its entirety and replaced with the following Attachment J – Audit Requirements.

13. Attachment K, Audit Compliance Certification, is hereby deleted in its entirety and replaced with the following Attachment K- Audit Compliance Certification.

14. This Agreement is hereby amended to add the attached Attachment L- PUR 2024: Use of Coercion for Labor or Services and PUR 2023: Provision of Commodities Produced by Forced Labor.

All provisions of the Subgrant Agreement and any attachments thereto in conflict with this Modification shall be and are hereby changed to conform to this Modification, effective as of the date of the execution of this Modification by both parties.

All provisions not in conflict with this Modification remain in full force and effect and are to be performed at the level specified in the Agreement.

(Remainder of this page is intentionally blank.)

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Recipient: City of Chipley, Florida

Modification Number: 2

Commerce Contract Number: 23DB-N30

FLAIR Contract Number: H2567

IN WITNESS WHEREOF, the parties hereto have executed this document as of the dates set herein.

State of Florida
Department of Commerce

By: _____

Name: J. Alex Kelly

Title: Secretary

Date: _____

Recipient: City of Chipley, Florida

By: _____

Name: Tracy Andrews

Title: Mayor

Date: _____

Approved as to form and legal sufficiency, subject only to the full and proper execution by the Parties

Office of the General Counsel
Florida Department of Commerce

By: _____

Approved Date: _____

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FLORIDA COMMERCE

Modification to Subgrant Agreement
Small Cities CDBG Program
Form SC-44

Attachment J – Audit Requirement

The administration of resources awarded by Commerce to the Recipient may be subject to audits and/or monitoring by Commerce as described in this section.

MONITORING

In addition to reviews of audits conducted in accordance with 2 C.F.R. 200 Subpart F (Audit Requirements) and section 215.97, F.S., as revised (see "AUDITS" below), monitoring procedures may include, but not be limited to, on-site visits by Commerce staff, limited scope audits as defined by 2 C.F.R. part 200, as revised, and/or other procedures. By entering into this Agreement, the Recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by Commerce. In the event Commerce determines that a limited scope audit of the Recipient is appropriate, the Recipient agrees to comply with any additional instructions provided by Commerce staff to the Recipient regarding such audit. The Recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

AUDITS

PART I: FEDERALLY FUNDED

This part is applicable if the Recipient is a State or local government or a non-profit organization as defined in 2 C.F.R. part 200, as revised.

1. In the event that the Recipient expends $1,000,000 or more in federal awards in its fiscal year, the Recipient must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR 200 Subpart F (Audit Requirements), as revised. In determining the federal awards expended in its fiscal year, the Recipient shall consider all sources of federal awards, including federal resources received from Commerce. The determination of amounts of federal awards expended should be in accordance with the guidelines established by 2 C.F.R. 200 Subpart F (Audit Requirements), as revised. An audit of the Recipient conducted by the Auditor General in accordance with the provisions of 2 C.F.R. 200 Subpart F (Audit Requirements), as revised, will meet the requirements of this part.

2. In connection with the audit requirements addressed in Part I, paragraph 1, the Recipient shall fulfill the requirements relative to auditee responsibilities as provided in 2 C.F.R. 200 Subpart F (Audit Requirements), as revised.

3. If the Recipient expends less than $1,000,000 in federal awards in its fiscal year, an audit conducted in accordance with the provisions of 2 C.F.R. 200 Subpart F (Audit Requirements), as revised, is not required. In the event that the Recipient expends less than $1,000,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 C.F.R. 200 Subpart F (Audit Requirements), as revised, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from Recipient resources obtained from other than federal entities).

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FLORIDA COMMERCE

Modification to Subgrant Agreement

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4. Although 2 C.F.R. 200 Subpart F (Audit Requirements) does not apply to commercial (for-profit) organizations, the pass-through entity has an obligation to ensure that for-profit Sub-recipients that expend $1,000,000 or more in federal awards must comply with federal awards guidelines (see 2 C.F.R. 200.501(h)). Additionally, for-profit entities may be subject to certain specific audit requirements of individual federal grantor agencies.

Additional Federal Single Audit Act resources can be found at:

https://harvester.census.gov/facweb/Resources.aspx

PART II: STATE FUNDED

This part is applicable if the Recipient is a non-state entity as defined by section 215.97(2), F.S.

1. In the event that the Recipient expends a total amount of state financial assistance equal to or in excess of $750,000 in any fiscal year of such Recipient, the Recipient must have a State single or project-specific audit for such fiscal year in accordance with section 215.97, F.S.; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. In determining the state financial assistance expended in its fiscal year, the Recipient shall consider all sources of state financial assistance, including state financial assistance received from Commerce, other state agencies, and other non-state entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a non-state entity for federal program matching requirements.

2. In connection with the audit requirements addressed in Part II, paragraph 1, the Recipient shall ensure that the audit complies with the requirements of section 215.97(8), F.S. This includes submission of a financial reporting package as defined by section 215.97(2), F.S., and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.

3. If the Recipient expends less than $750,000 in state financial assistance in its fiscal year, an audit conducted in accordance with the provisions of section 215.97, F.S., is not required. In the event that the Recipient expends less than $750,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of section 215.97, F.S., the cost of the audit must be paid from the non-state entity's resources (i.e., the cost of such an audit must be paid from the Recipient's resources obtained from other than State entities).

Additional information regarding the Florida Single Audit Act can be found at:

https://apps.fldfs.com/fsaa/

PART III: OTHER AUDIT REQUIREMENTS

(NOTE: This part would be used to specify any additional audit requirements imposed by the State awarding entity that are solely a matter of that State awarding entity's policy (i.e., the audit is not required by Federal or State laws and is not in conflict with other Federal or State audit requirements). Pursuant to section 215.97(8), F.S., State agencies may conduct or arrange for audits of state financial assistance that are in addition to audits

conducted in accordance with section 215.97, F.S. In such an event, the State awarding agency must arrange for funding the full cost of such additional audits.)

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N/A

PART IV: REPORT SUBMISSION

1. Copies of reporting packages, to include any management letter issued by the auditor, for audits conducted in accordance with 2 C.F.R. 200 Subpart F (Audit Requirements), as revised, and required by PART I of this Exhibit Agreement shall be submitted by or on behalf of the Recipient directly to each of the following at the address indicated:

   A. Florida Department of Commerce
   Financial Monitoring and Accountability (FMA)
   The copy submitted to the FMA section should be sent via email to:
   FMARWB@commerce.fl.gov

   B. The Federal Audit Clearinghouse designated in 2 C.F.R. 200 Subpart F (Audit Requirements), as revised, electronically at: https://harvester.census.gov/facweb/

2. Copies of audit reports for audits conducted in accordance with 2 C.F.R. 200 Subpart F (Audit Requirements), as revised, and required by Part I (in correspondence accompanying the audit report, indicate the date that the Recipient received the audit report); copies of the reporting package described in Section .512(c), 2 C.F.R. 200 Subpart F (Audit Requirements), as revised, and any management letters issued by the auditor; copies of reports required by Part II of this Exhibit must be sent to Commerce at the addresses listed in paragraph three (3) below.

3. Copies of financial reporting packages required by PART II of this Agreement shall be submitted by or on behalf of the Recipient directly to each of the following:

   A. Commerce at the following address:

   Electronic copies: Audit@commerce.fl.gov

   B. The Auditor General's Office at the following address:

   Auditor General
   Local Government Audits/342
   Claude Pepper Building, Room 401
   111 West Madison Street
   Tallahassee, FL 32399-1450

   Email Address: flaudgen_localgovt@aud.state.fl.us

4. Any reports, management letter, or other information required to be submitted to Commerce pursuant to this Agreement shall be submitted timely in accordance with 2 C.F.R. part 200 subpart F, section 215.97 F.S., and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

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5. Recipients and Sub-recipients, when submitting financial reporting packages to Commerce for audits done in accordance with Chapter 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the Recipient/Sub-recipient in correspondence accompanying the reporting package.

PART V: RECORD RETENTION

The Recipient shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of five (5) years from the date the audit report is issued, or five (5) state fiscal years after all reporting requirements are satisfied and final payments have been received, or for a period of three (3) years from the date that Commerce closes out the CDBG program year(s) from which the funds were awarded by the U.S. Department of Housing and Urban Development, whichever period is longer, and shall allow Commerce, or its designee, the Chief Financial Officer (CFO), or Auditor General access to such records upon request. In addition, if any litigation, claim, negotiation, audit, or other action involving the records has been started prior to the expiration of the controlling period as identified above, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the controlling period as identified above, whichever is longer. The Recipient shall ensure that audit working papers are made available to Commerce, or its designee, CFO, or Auditor General upon request for a period of five (5) years from the date the audit report is issued, unless extended in writing by Commerce.

(Remainder of this page is intentionally blank.)

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FLORIDA COMMERCE

Modification to Subgrant Agreement

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Attachment K - Audit Compliance Certification

Email a copy of this form within 60 days of the end of each fiscal year in which this subgrant was open to audit@commerce.fl.gov***.***	
Recipient:	
Unique ID #	Recipient's Fiscal Year:
Contact Name:	Contact's Phone:
Contact's Email:	

1. Did the Recipient expend state financial assistance, during its fiscal year, that it received under any agreement (e.g., contract, grant, memorandum of agreement, memorandum of understanding, economic incentive award agreement, etc.) between the Recipient and the Florida Department of Commerce (Commerce)? ☐ Yes ☐ No

   If the above answer is yes, answer the following before proceeding to item 2.

   Did the Recipient expend $750,000 or more of state financial assistance (from Commerce and all other sources of state financial assistance combined) during its fiscal year? ☐ Yes ☐ No

   If yes, the Recipient certifies that it will timely comply with all applicable State single or project-specific audit requirements of section 215.97, Florida Statutes, and the applicable rules of the Department of Financial Services and the Auditor General.

2. Did the Recipient expend federal awards during its fiscal year that it received under any agreement (e.g., contract, grant, memorandum of agreement, memorandum of understanding, economic incentive award agreement, etc.) between the Recipient and Commerce? ☐ Yes ☐ No

   If the above answer is yes, also answer the following before proceeding to execution of this certification:

   Did the Recipient expend $1,000,000 or more in federal awards (from Commerce and all other sources of federal awards combined) during its fiscal year? ☐ Yes ☐ No

   If yes, the Recipient certifies that it will timely comply with all applicable single or program-specific audit requirements of 2 C.F.R. part 200, subpart F, as revised.

By signing below, I certify, on behalf of the Recipient, that the above representations for items 1 and 2 are true and correct.

Signature of Authorized Representative	Date
Printed Name of Authorized Representative	Title of Authorized Representative

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FLORIDA COMMERCE

Modification to Subgrant Agreement

Small Cities CDBG Program
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Attachment L

PUR 2024: Use of Coercion for Labor or Services

Pursuant to section 787.06(14), Florida Statutes, this portion of the form **must be completed by an officer or representative of the nongovernmental entity** executing, renewing, or extending a contract with a governmental entity.

The entity named below does not use coercion for labor or services as defined in section 787.06, Florida Statutes.

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

Entity Name:

Representative/Officer's Printed Name:

Representative/Officer's Title:

Signature: Date:

PUR 2023: Provision of Commodities Produced by Forced Labor

Pursuant to section 287.1346(4)(b), Florida Statutes, this portion of the form **must be completed by a member of the company's senior management, as defined in section 287.1346, F.S.,** when the company submits a response to a solicitation for the provision of commodities and before the company enters into or renews a contract for the provision of commodities.

As defined in section 287.1346(c), Florida Statutes, "Senior management" includes chief executive officers; assistant chief executive officers, including, but not limited to, assistant presidents, vice presidents, or assistant treasurers; chief financial officers; chief personnel officers; or any employee of an entity performing similar functions.

I certify that to the best of my knowledge, the commodities the entity named below is offering to the Department have not been produced, in whole or in part, by forced labor.

Entity Name:

Senior Management's Printed Name:

Senior Management Member's Title:

Signature: Date:

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Resolution No. 27-06 – State-Funded Grant Supplemental Agreement No. SA01 – Pecan Street Roadway Resurfacing Project

MEETING DATE	PREPARED BY
Tuesday, October 13, 2026	Patrice Tanner, City Administrator

SUMMARY

This resolution approves updated language to the State-Funded Grant Supplemental Agreement No. SA01 for the Pecan Street Roadway Resurfacing Project.

RECOMMENDATION

City Staff recommend approval of Resolution No. 27-06 – State-Funded Grant Supplemental Agreement No. SA01 – Pecan Street Roadway Resurfacing Project

ATTACHMENTS

1. Resolution No. 27-06.
2. Supplemental Agreement No. SA01

RESOLUTION NO. 27-06

A RESOLUTION APPROVING A STATE-FUNDED GRANT SUPPLEMENTAL AGREEMENT BETWEEN THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION AND THE CITY OF CHIPLEY, FLORIDA.

WHEREAS, on October 16, 2025 the City of Chipley and the Florida Department of Transportation ("FDOT") entered into a State-Funded Grant Agreement for the design, construction, and CEI services for Pecan Street Roadway Resurfacing Improvements Project.

WHEREAS, at its regular meeting held on September 9, 2025, the City Council (the "Council") voted to approve Grant Agreement No. G3147.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CHIPLEY, FLORIDA, THAT:

1. At its regular meeting held on October 13, 2026 the Council voted to enter into Supplemental Agreement No. SA01 to Grant Agreement No. G3147 with FDOT to provide for a funding increase of $30,000.00 and FDOT's continued participation in the Pecan Street Roadway Resurfacing Improvements Project (the "Agreement")

2. That the Mayor, be hereby authorized and directed to execute the Agreement.

3. The Council has reaffirmed its previous authorization for the City Administrator to administer the grant and execute any subsequent reports, forms or documents required by the grant on the Citys' behalf.

PASSED AND ADOPTED THIS 13TH DAY OF OCTOBER, 2026.

CITY OF CHIPLEY

_____

ATTEST: Tracy L. Andrews, Mayor

_____

Sherry Snell
City Clerk

DRAFT

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

STATE-FUNDED GRANT SUPPLEMENTAL AGREEMENT

SUPPLEMENTAL NO.
SA01

CONTRACT NO.
G3I47

FPN
457064-1-54-01; 457064-1-54-02

Recipient: City of Chipley

This Supplemental Agreement ("Supplemental"), dated _____ arises from the desire to supplement the State-Funded Grant Agreement ("Agreement") entered into and executed on October 16, 2025 as identified above. All provisions in the Agreement and supplements, if any, remain in effect except as expressly modified by this Supplemental.

The parties agree that the Agreement is to be amended and supplemented as follows:

Exhibit A - Project Description and Responsibilities

Exhibit B - Schedule of Financial Assistance

Exhibit C - Engineer's Certification of Compliance

Exhibit D - Recipient Resolution

Exhibit J - State Financial Assistance (Florida Single Audit Act)

Reason for this Supplemental and supporting engineering and/or cost analysis:

This Supplemental Agreement is to add funds for Construction and CEI in the amount of $1,814,458 to assist the City with completing the projects and $30,000 Local Funds for the City's participation in utiltities. The amount of the new agreement is $2,594,458.

IN WITNESS WHEREOF, the parties have caused these presents to be executed the day and year first above written.

RECIPIENT:
City of Chipley

By:_____
Name:
Title:

STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION

By:_____
Name: Rodney Chamberlain, P.E.
Title: Director of Transportation Development

Legal Review:

_____

EXHIBIT A

PROJECT DESCRIPTION AND RESPONSIBILITIES

FPN: 457064-1-54-01; 457064-1-54-02

This exhibit forms an integral part of the Agreement between the State of Florida, Department of Transportation and

City of Chipley (the Recipient)

PROJECT LOCATION:

☐ The project is on the National Highway System.

☐ The project is on the State Highway System.

PROJECT LENGTH AND MILE POST LIMITS: 0.739

PROJECT DESCRIPTION: This project is for the design, construction, and CEI services for Pecan Street Roadway Resurfacing Improvements. The project will consist of resurfacing the roadway from South Boulevard to Church Avenue. Project will be constructed within the existing right of way.

FY2025 General Appropriations funds will be expensed on all eligible activities before FY2027 SCOP funds can be utilized.

SPECIAL CONSIDERATIONS BY RECIPIENT:

The Recipient is required to provide a copy of the design plans for the Department's review and approval to coordinate permitting with the Department, and notify the Department prior to commencement of any right-of-way activities.
In accordance with Section 10.c. of this Agreement, the Parties agree as follows:

The Department hereby notifies the Recipient that for projects that are not located on the Department's right-of-way, the Recipient is advised to hire a contractor prequalified by the Department.

In accordance with Section 10.d. of this Agreement, the Parties agree as follows:
For the provision of Construction Engineering Inspection (CEI) services, the Recipient is advised to hire a Department pre-qualified consultant in the appropriate work type.

In accordance with Section 10.e. of this Agreement, the Parties agree as follows:
The Recipient is advised to hire a Department pre-qualified consultant in the appropriate work type for the design phase of the Project.

The Department herby notifies the Recipient, in accordance with Section 337.14, F.S. the Entity performing Design and Construction Engineering Inspection (CEI) services may not be the same Entity.

The Recipient shall be responsible for all permitting activities related to the project and notify the Department prior to commencement of any right-of-way activities.

The Recipient shall provide a copy of the design plans for the Department's review and approval prior to advertisement. Plans shall be submitted at 60%, 90% and final along with the engineer's cost estimate, Utility Certification, Permit Certification, Right of Way Certification, Railroad Certification, and a complete set of draft bid documents in PDF (Portable

Document Format). The Recipient shall be responsible for addressing all plan review comments in the Electronic Review Comments (ERC) System.

The Recipient shall submit to the Department the bid tabulations and award intent for review and concurrence prior to award and will submit the signed construction contract for records upon execution of the final document.

Off the State Highway System (Off-System) construction projects must be administered in accordance with latest version of the Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways Florida (also known as the Florida Greenbook).

On the State Highway System (On-System) construction projects must be administered in accordance with the FDOT Construction Project Administration Manual (Topic no. 700-000-000). Materials will be inspected in accordance with the FDOT Sampling Testing and Reporting Guide by Material Description and the FDOT Materials Manual (Topic No. 675-000-000). Divisions II and III of the FDOT Standard Specifications for Road and Bridge Construction and implemented modifications must be used. The Recipient will be responsible for all project level inspection, verification testing, and assuring all data are entered into Materials Acceptance and Certification System (MAC) as appropriate. In addition, the following Off the State Highway System (Off-System) and Off the National Highway System projects will be administered as above: all bridge projects; box culverts; and all projects with a construction value of $10 million or more.

The Recipient shall commence the project's activities subsequent to the execution of this Agreement and shall perform in accordance with the following schedule:

a) Study to be completed by .
b) Design to be completed by .
c) Right-of-Way requirements identified and provided to the Department by .
d) Right-of-Way to be certified by .
e) Construction contract to be let by .
f) Construction to be completed by 10/31/2027.

If this schedule cannot be met, the Recipient will notify the Department in writing with a revised schedule or the project is subject to the withdrawal of funding.

SPECIAL CONSIDERATIONS BY DEPARTMENT:

The Department will provide concurrence to advertise for construction to the Recipient after final plans and construction estimate, and all necessary certifications have been reviewed and approved.

EXHIBIT B
SCHEDULE OF FINANCIAL ASSISTANCE

RECIPIENT NAME & BILLING ADDRESS:	**FINANCIAL PROJECT NUMBER:**
City of Chipley PO Box 1007 Chipley, FL 32428	457064-1-54-01; 457064-1-54-02

PHASE OF WORK by Fiscal Year:		MAXIMUM PARTICIPATION (1) TOTAL PROJECT FUNDS	(2) LOCAL FUNDS	(3) STATE FUNDS	Indicate source of Local funds
Design- Phase 34 FY:	Maximum Department Participation (Insert Program Name)	$	$	$	☐ In-Kind ☐ Cash
FY:	Maximum Department Participation (Insert Program Name)	$	$	$	☐ In-Kind ☐ Cash
	Total Design Cost	$ 0.00 %	$ 0.00 %	$ 0.00 %	
Right-of-Way- Phase 44 FY:	Maximum Department Participation (Insert Program Name)	$	$	$	☐ In-Kind ☐ Cash
FY:	Maximum Department Participation (Insert Program Name)	$	$	$	☐ In-Kind ☐ Cash
	Total Right-of-Way Cost	$ 0.00 %	$ 0.00 %	$ 0.00 %	
Construction- Phase 54 FY: **2026**	Maximum Department Participation (Local Transportation Project)	$750,000.00	$0.00	$750,000.00	☐ In-Kind ☐ Cash
FY: **2027**	Maximum Department Participation (SCOP)	$1,844,458.00	$30,000.00	$1,814,458.00	☐ In-Kind ☐ Cash
	Total Construction Cost	$2,594,458.00 100.00%	$30,000.00 0.00%	$2,564,458.00 100.00%	
Construction Engineering and Inspection - Phase 64 FY:	Maximum Department Participation (Insert Program Name)	$	$	$	☐ In-Kind ☐ Cash
FY:	Maximum Department Participation (Insert Program Name)	$	$	$	☐ In-Kind ☐ Cash
	Total Construction Engineering and Inspection Cost	$ 0.00 %	$ 0.00 %	$ 0.00 %	
(Phase :) FY:	Maximum Department Participation (Insert Program Name)	$	$	$	☐ In-Kind ☐ Cash
FY:	Maximum Department Participation (Insert Program Name)	$	$	$	☐ In-Kind ☐ Cash
	Total Cost	$ 0.00 %	$ 0.00 %	$ 0.00 %	
	TOTAL COST OF THE PROJECT	$2,594,458.00	$30,000.00	$2,564,458.00	

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:
I certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, F.S. Documentation is on file evidencing the methodology used and the conclusions reached.

Maria Showalter - Local Programs Administrator
District Grant Manager Name

Signature Date

EXHIBIT C

ENGINEER'S CERTIFICATION OF COMPLIANCE

Engineer's Certification of Compliance. The Recipient shall complete and submit the following Notice of Completion and, if applicable, Engineer's Certification of Compliance to the Department upon completion of the construction phase of the Project.

NOTICE OF COMPLETION

STATE-FUNDED GRANT AGREEMENT
Between
THE STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION
and City of Chipley

PROJECT DESCRIPTION: PECAN STREET ROADWAY RESURFACING IMPROVEMENTS

FPID#: 457064-1-54-01; 457064-1-54-02

In accordance with the Terms and Conditions of the State-Funded Grant Agreement, the undersigned provides notification that the work authorized by this Agreement is complete as of _____, 20__.

By: _____

Name: _____

Title: _____

ENGINEER'S CERTIFICATION OF COMPLIANCE

In accordance with the Terms and Conditions of the State-Funded Grant Agreement, the undersigned certifies that all work which originally required certification by a Professional Engineer has been completed in compliance with the Project construction plans and specifications. If any deviations have been made from the approved plans, a list of all deviations, along with an explanation that justifies the reason to accept each deviation, will be attached to this Certification. Also, with submittal of this certification the Recipient shall furnish the Department a set of "as-built" plans certified by the Engineer of Record/CEI.

By: _____, _____ P.E.

SEAL:

Name: _____

Date: _____

EXHIBIT D

RECIPIENT RESOLUTION

The Recipient's Resolution authorizing entry into this Agreement is attached and incorporated into this Agreement.

EXHIBIT J

STATE FINANCIAL ASSISTANCE (FLORIDA SINGLE AUDIT ACT)

THE STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

Awarding Agency: Florida Department of Transportation

State Project Title and ALN Number:

☐ County Incentive Grant Program (CIGP), (ALN 55.008)
☒ Small County Outreach Program (SCOP), (ALN 55.009)
☐ Small County Road Assistance Program (SCRAP), (ALN 55.016)
☐ Transportation Regional Incentive Program (TRIP), (ALN 55.026)
☒ Specific Appropriations 1871A of Chapter 2025-198 , Local Transportation Project, ALN 55.039

***Award Amount:** $2,564,468.00

*The state award amount may change with supplemental agreements

Specific project information for ALN Number is provided at: https://apps.fldfs.com/fsaa/searchCatalog.aspx

COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT:

State Project Compliance Requirements for ALN Number are provided at: https://apps.fldfs.com/fsaa/searchCompliance.aspx

The State Projects Compliance Supplement is provided at: https://apps.fldfs.com/fsaa/compliance.aspx

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Resolution No. 27-07 – Florida City Government Week

MEETING DATE	PREPARED BY
Tuesday, October 13, 2026	Patrice Tanner, City Administrator

SUMMARY

This resolution will recognize October 19-25, 2026 as Florida City Government Week where the City of Chipley encourages all citizens, city government officials and employees to participate in events that recognize and celebrate Florida City Government Week.

RECOMMENDATION

City Staff recommend approval of Resolution No. 27-07 – Florida City Government Week.

ATTACHMENTS

1. Resolution No. 27-07.

RESOLUTION NO. 27-07

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHIPLEY OF WASHINGTON COUNTY, FLORIDA, RECOGNIZING FLORIDA CITY WEEK, OCTOBER 19-25, 2026, AND ENCOURAGING ALL CITIZENS TO SUPPORT THE CELEBRATION AND CORRESPONDING ACTIVITIES.

WHEREAS, city government is the government closest to most citizens and the one with the most direct daily impact upon its residents; and

WHEREAS, municipal government provides services and programs that enhance the quality of life for residents, making their city their home; and

WHEREAS, city government is administered for and by its citizens and is dependent upon public commitment to and understanding of its many responsibilities; and

WHEREAS, city government officials and employees share the responsibility to pass along the understanding of public services and their benefits; and

WHEREAS, Florida City Week offers an important opportunity for elected officials and city staff to spread the word to all citizens of Florida that they can shape and influence this branch of government; and

WHEREAS, the Florida League of Cities and its member cities have joined together to teach citizens about municipal government through a variety of activities.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHIPLEY, FLORIDA, THAT:

1. That the City of Chipley encourages all citizens, city government officials and employees to participate in events that recognize and celebrate Florida City Week.

2. That the City of Chipley encourages educational partnerships between city government and schools, as well as civic groups and other organizations.

3. That the City of Chipley supports and encourages all Florida city governments to actively promote and sponsor Florida City Week.

DULY ADOPTED IN THE FINAL PUBLIC HEARING THIS 13th DAY OF OCTOBER, 2026.

DRAFT

Tracy L. Andrews, Mayor

ATTEST:

Sherry Snell, City Clerk

DRAFT

RESOLUTION NO. 27-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHIPLEY, FLORIDA, ADOPTING AN UPDATED RECORDS DISPOSITION POLICY; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Chipley desires to maintain proper procedures for the retention, storage, protection, and authorized destruction of records associated with federal and state grants; and

WHEREAS, the updated policy establishes procedures and responsibilities to ensure compliance with applicable federal and state laws, regulations, and records management requirements;

WHEREAS, the City Council has reviewed the updated Records Disposition Policy and finds it appropriate and in the best interest of the City to approve and adopt the same.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHIPLEY, FLORIDA, THAT:

1. The updated City of Chipley Records Disposition Policy, attached hereto as Exhibit "A" and incorporated herein by reference, is hereby adopted.

2. The City Administrator is authorized to administer and implement the Records Disposition Policy.

3. This resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED THIS 13TH DAY OF OCTOBER, 2026.

CITY OF CHIPLEY

ATTEST:

_____
Tracy L. Andrews, Mayor

_____
Sherry Snell, City Clerk

DRAFT

CITY OF CHIPLEY
GRANT RECORDS RETENTION, STORAGE, AND DESTRUCTION POLICY

1. Purpose

The purpose of this policy is to establish requirements for the retention, storage, protection, accessibility, and authorized destruction of records associated with federal and state awards. This policy is intended to ensure compliance with applicable federal and state laws, regulations, grant agreements, and the City's records management requirements, including 2 CFR § 200.334.

2. Scope

This policy applies to all City departments, employees, grant administrators, finance personnel, contractors, and other authorized individuals who create, receive, maintain, store, or dispose of records associated with federal awards.

Records covered by this policy include, but are not limited to:

- Grant applications, award agreements, amendments, and correspondence.
- Financial records, invoices, receipts, payroll records, and payment documentation.
- Procurement records, contracts, purchase orders, and supporting documentation.
- Project reports, performance reports, reimbursement requests, and supporting records.
- Monitoring reports, audit documentation, corrective action plans, and closeout records.
- Electronic communications and other records necessary to document grant activities and expenditures.

3. Record Retention Requirements

The City shall retain federal award records in accordance with 2 CFR § 200.334, applicable state and local records retention requirements, grant award terms, and other applicable legal requirements. Unless a different period applies under an authorized regulatory exception, federal award financial records, supporting documents, statistical records, and other pertinent records shall be retained for three years from the date of submission of the final financial report. For awards renewed quarterly or annually, the applicable retention period shall be calculated from the date of submission of the quarterly or annual financial report, as applicable. Records subject to special retention requirements, including records associated with litigation, claims, audits, monitoring findings, investigations, or unresolved compliance matters, shall be retained until all applicable requirements have been satisfied.

When multiple retention requirements apply, the City shall follow the requirement that necessitates the longest retention period.

4. Records Storage and Security

The City shall maintain grant records in a practical, organized, secure, and accessible filing system.

A. Electronic Records

Grant-related electronic records shall be stored on the City's designated Share Drive or another approved electronic records management system. Electronic records shall be organized by grant program, award number, project, fiscal year, or other consistent identifiers. The City's designated information technology (IT) contractor shall maintain offsite backups of electronic records in accordance with the City's established backup and disaster recovery procedures. Access to electronic grant records shall be limited to authorized personnel. The City shall implement appropriate safeguards to protect records against unauthorized access, alteration, loss, or destruction.

B. Physical Records

Physical grant records shall be maintained in designated filing areas, cabinets, or secure storage locations. Records shall be organized by grant program and award to facilitate retrieval during audits, monitoring reviews, and other authorized requests. Physical records shall be protected against unauthorized access, damage, loss, and premature destruction.

C. Accessibility and Retrieval

The Grant Administrator shall ensure that grant records can be located and provided to authorized federal, state, and local officials upon request, subject to applicable confidentiality and disclosure requirements.

5. Responsibilities

A. Grant Administrator

The Grant Administrator shall:

1. Maintain or coordinate the maintenance of grant records.
2. Ensure grant records are organized and retained according to applicable requirements.
3. Identify records approaching the end of their required retention periods.
4. Verify whether audits, monitoring activities, claims, litigation, investigations, or other restrictions prevent destruction.
5. Prepare a request when records become eligible for destruction.
6. Maintain or coordinate the maintenance of records retention and destruction documentation.

B. Designated Records Custodian

The Records Custodian shall:

1. Review proposed records destruction requests for compliance with applicable grant, financial, and records retention requirements.
2. Verify that the applicable retention period has expired.
3. Confirm that no outstanding audit, monitoring finding, claim, litigation, investigation, or other legal or administrative requirement prohibits destruction.
4. Recommend approval or denial of the destruction request.
5. Ensure that relevant personnel are notified of any hold on records destruction.

C. Designated Records Custodian

The designated records custodian shall:

1. Ensure that applicable state and local records management requirements are considered before destruction.
2. Review proposed destruction requests when required by applicable records retention laws or City procedures.
3. Maintain destruction documentation when assigned responsibility for the official records management file.

D. City Administrator

The City Administrator, or another official formally designated in writing by the City, shall serve as the authorized approving authority for the destruction of grant-related records, subject to any additional approval required by law or City policy. The authorized approving authority shall review the destruction request and provide written approval before any grant-related records are destroyed.

E. Information Technology Contractor

The City's IT contractor shall maintain electronic backup procedures and, upon receipt of documented authorization from the City, assist with the secure deletion of eligible electronic records. The IT contractor shall not independently authorize the destruction of grant records. Destruction shall occur only after the required City approval has been obtained and documented.

6. Authorized Records Destruction Procedures

Grant-related records shall not be destroyed solely because they have reached a specified age. Destruction must follow the review and approval procedures below.

Step 1: Identify Records Eligible for Destruction

The Grant Administrator shall identify records whose applicable retention periods have expired.

Step 2: Verify Retention Requirements and Holds

Before submitting a destruction request, the responsible personnel shall verify that:

- The applicable federal award retention period has expired.
- All required grant closeout and financial reporting obligations have been addressed.
- No outstanding audit, monitoring review, unresolved finding, claim, litigation, investigation, or other legal or administrative hold requires continued retention.
- Applicable state and local records retention and disposition requirements have been satisfied.
- No grant agreement or other applicable requirement mandates a longer retention period.

If any requirement remains unresolved, the records shall not be destroyed until the hold or restriction has been formally cleared.

Step 3: Prepare a Records Destruction Request

The Grant Administrator shall prepare a written request identifying:

- Grant program and award number.
- Description of the records proposed for destruction.
- Date range of the records.
- Applicable retention requirement and calculation of the retention expiration date.
- Confirmation that required reviews and hold checks have been completed.
- Proposed destruction method.
- Name and title of the person preparing the request.

Step 4: Review and Approve

The Records Custodian shall review the request for compliance with grant and financial record requirements. The designated records custodian shall review the request when necessary to ensure compliance with applicable public records and records disposition requirements. The City Administrator or formally designated authorized approving authority shall provide written approval or denial before destruction occurs. No employee, department, or contractor may independently authorize the destruction of grant-related records.

Step 5: Destroy Approved Records

Following written approval, records shall be destroyed using a method appropriate to their format and sensitivity.

- Paper records shall be shredded or disposed of through another secure method that prevents unauthorized disclosure.

- Electronic records shall be securely deleted by authorized City personnel or the City's IT contractor.
- Backup copies and other retained versions shall be addressed under the City's approved backup and records disposition procedures, subject to applicable retention, recovery, and legal hold requirements.

Step 6: Document Completed Destruction

After destruction is completed, the responsible personnel shall document the date of destruction, the method used, the records destroyed, the approving official, and the individual or contractor who performed or verified the destruction. The documentation shall be maintained in the City's designated records management location in accordance with applicable retention requirements.

7. Prohibition on Unauthorized Destruction

No City employee, department, contractor, or other authorized user may destroy, delete, alter, conceal, or dispose of grant-related records without following this policy and obtaining the required written approval. When an audit, monitoring review, investigation, claim, litigation, public records obligation, or other applicable requirement may affect records disposition, destruction shall be suspended until the responsible City official confirms in writing that the records are eligible for destruction. Violations of this policy may result in appropriate administrative or disciplinary action, consistent with applicable law and City policy.

8. Monitoring and Compliance

The City Administrator or designated official shall periodically review the City's grant records retention and destruction practices to verify compliance with this policy. The City shall make applicable records available to authorized federal and state officials in accordance with applicable requirements. This policy shall be reviewed periodically and updated as necessary to reflect changes in federal regulations, state law, grant requirements, or City procedures.

9. Effective Date and Adoption

This policy shall become effective upon formal approval by the City's authorized governing or approving authority.

All departments and personnel responsible for grant administration and records management shall comply with this policy.

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Award of Bid 2026-02 – Florida Department of Agriculture and Consumer Services – City of Chipley Wastewater Improvements – Talcon Group, LLC

MEETING DATE	PREPARED BY
Tuesday, October 13, 2026	Patrice Tanner, City Administrator

SUMMARY

The City advertised for the Wastewater Efficiency Improvements Project. This project primarily consists of the replacement and upgrade of key mechanical and electrical equipment to improve system reliability, efficiency, and overall plant performance.

Five (5) bids were received, with the low bid from Talcon Group, LLC in the amount of $1,266,499.00. All bids received on March 18th exceeded the available construction funding, with Talcon identified as the apparent low bidder. The bidding documents allowed the City to modify the project scope and negotiate with the lowest bidder when bids exceeded available funding. Since bid opening, DHM and the City have remained in communication with Talcon regarding value engineering of the project, and Talcon has continued to participate in that process.

FDACS has also revised the grant scope to correspond with the work now proposed for construction. The resulting $560,000 scope consists of Bid Item No. 1 – two effluent pumps and motors, and Bid Item No. 2 – four blowers and motors. The remaining original bid items are not included in the proposed award.

At this point, we believe the recommended $560,000 award is consistent with the revised FDACS-funded scope and the value-engineering provisions included in the original bidding documents.

David H. Melvin, Inc. has reviewed the bids and recommends award of bid to Extreme Land Restoration, LLC in the amount of $560,000.00, contingent upon final FDACS approval and Talcon's formal acceptance.

RECOMMENDATION

City Staff recommend approval of Award of Bid No. 2026-02 – Florida Department of Agriculture and Consumer Services – City of Chipley Wastewater Improvements – Talcon Group, LLC in the amount of $560,000.00.

ATTACHMENTS

1. Bid No. 2026-02 Advertisement
2. Engineer's Recommendation of Award
3. Bid No. 2026-02– Bid – Talcon Group, LLC

DHM Melvin Engineering

September 28, 2026

Ms. Patrice Tanner, City Administrator
City of Chipley
1442 Jackson Ave
Chipley, FL 32428

RE: Recommendation of Award - Chipley Wastewater Efficiency Improvements (CHI25FD)

Ms. Tanner:

Recommendation:
We recommend award of the project to Talcon Group for $560,000.00, subject to FDACS approval of the revised scope and award. Talcon Group was the lowest apparent bidder. The recommended contract is limited to Bid Items Nos. 1 and 2, with Bid Items Nos. 3 through 9 excluded to align with available grant funding.

Background:
This project is 100% grant-funded by the Florida Department of Agriculture and Consumer Services (FDACS) and is intended to improve energy efficiency associated with the City's wastewater infrastructure. The original project scope included replacement and upgrades of key WWTF equipment, including effluent pumps, blowers, influent pumps, reject pumps, filter feed pumps, SBR mixer motors, SCADA monitoring and controls, and energy-efficient upgrades to the existing high-mast lighting.

Bids were received on March 18, 2026, from five bidders. All bids exceeded the available construction budget, with Talcon Group identified as the lowest apparent bidder. FDACS has confirmed $560,000.00 in available construction funding; the revised scope and award remain subject to FDACS approval.

Following bid opening, the scope was reduced by deleting Bid Items Nos. 3 through 9. The recommended contract includes four blowers and two effluent pumps and motors, as reflected in the attached Talcon Group value-engineered pricing, for a total of $560,000.00.

Excluded items are high-mast lighting improvements, influent pumps, reject and onsite reuse pumps, filter feed pumps, SBR mixer motors, the SCADA allowance, and the contingency allowance. Accordingly, we recommend award to Talcon Group for $560,000.00, subject to FDACS approval of the revised scope and award.

Sincerely,

Brent Melvin

Brent E. Melvin, P.E.

CHI25FD -City of Chipley Wastewater Efficiency Improvements
Talcon VE Bid Tab

Item No.	Description	Unit	Qty.	Talcon Unit Price	Talcon Bid Amount
1	Furnish and install Effluent pump and Motor – 125HP, including removal and proper disposal of existing equipment, electrical connections, startup, and training, as required by the Plans and Specifications	EA	2	$ 119,345.00	$ 238,690.00
2	Furnish and install Blowers and Motors– 75HP, including removal and proper disposal of existing equipment, electrical connections, startup, and training, as required by the Plans and Specifications. Base Bid is Gardner Denver	EA	4	$ 80,327.50	$ 321,310.00
~~3~~	~~Furnish and install Influent Pumps -33.5HP, including removal and proper disposal of existing equipment, electrical connections, startup, and training, as required by the Plans and Specifications~~	~~EA~~	~~3~~	~~$ 47,365.00~~	~~$ 142,095.00~~
~~4~~	~~Furnish and install Reject and Onsite Reuse Pumps and Motors–20HP, including removal and proper disposal of existing equipment, electrical connections, startup, and training, as required by the Plans and Specifications~~	~~EA~~	~~2~~	~~$ 80,955.00~~	~~$ 161,910.00~~
~~5~~	~~Furnish and install Filter Feed Pumps and Motors – 5HP, including removal and proper disposal of existing equipment, electrical connections, startup, and training, as required by the Plans and Specifications~~	~~EA~~	~~2~~	~~$ 55,000.00~~	~~$ 110,000.00~~
~~6~~	~~Furnish and install SBR Mixer Motors – 30HP, including removal and proper disposal of existing equipment, electrical connections, startup, and training, as required by the Plans and Specifications~~	~~EA~~	~~2~~	~~$ 38,540.00~~	~~$ 77,080.00~~
~~7~~	~~Furnish and install High Mast Lighting, including removal and proper disposal of existing equipment, electrical connections, startup, and training, as required by the Plans and Specifications~~	~~LS~~	~~LS~~	~~$ 95,000.00~~	~~$ 95,000.00~~
~~8~~	~~SCADA Allowance – to be used only upon written authorization of the Owner and Engineer~~	~~NA~~	~~NA~~		~~$ 50,000.00~~
~~9~~	~~Contingency Allowance – to be used only upon written authorization of the Owner and Engineer~~	~~NA~~	~~NA~~		~~$ 25,000.00~~
			TOTAL		*560,000.00*

Construction Budget	$560,000.00
Talcon Total VE Price	$ 560,000.00
Over budget amount	$0.00

Talcon Group Signature_____ Date_____

BID OPENING SIGN IN SHEET

Project: City of Chipley Wastewater Improvements **DHM No: CHI25FD**

March 18, 2026 at 3:00pm local time at City of Chipley Admin Office 1442 Jackson Ave Chipley FL 32428

Please print clearly to ensure future communication

BIDDER / COMPANY	ATTENDEE	PHONE	EMAIL ADDRESS
TALON GROUP	CHRISTY McKENZIE	850-574-4400	CMCKENZIE@TALONGROUP.COM
COC	Jimmy Cook	850.855.1955	jcook@cityofchipley.com
CoC	Patrice Tanner	8506386350	ptanner@cityofchipley.com
DHM	Paula Weeks	850 482 3045	paulaweeks@melvineng.com
GCUC	Zach Mclawhorn	850-265-9166	zach.mclawhorn@gcuc.net
Marshall Bros	Liz Redding	850-265-8742	liz.redding@marshallbrothers.us
DHM	John Udochi	678-770-9010	John Udochi@melvineng.com

AS READ - BID TABULATION

DHM Melvin Engineering CHI25FD

PROJECT: City of Chipley Wastewater Improvements
DHM No: CHI25FD
BID DATE: 3/18/2026 TIME: 3pm CT LOCATION: City of Chipley Admin Office 1442 Jackson Avenue Chipley, FL

BIDDER AND CONTACT INFORMATION	BID BOND	MBE/WBE	ADDENDA	TOTAL BASE BID
Marshall Brothers	Yes		No. 1 Yes No. 2 Yes	Base: 1,298,508
GCUC	Yes		No. 1 Yes No. 2 Yes	Base: 1,457,250
SawCross Contractors	Yes		No. 1 Yes No. 2 Yes	Base: 1,370,000
North Florida Construction	Yes		No. 1 Yes No. 2 Yes	Base: 1,660,000
Talcon	Yes		No. 1 Yes No. 2 Yes	Base: 1,266,499
			No. 1 No. 2	Base:
			No. 1 No. 2	Base:
			No. 1 No. 2	Base:
			No. 1 No. 2	Base:

Read by: John Udochi Witnessed by: Sharon Snell Date: 3-18-26

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Liberty Partners of Tallahassee, LLC - Contract Renewal

MEETING DATE	PREPARED BY
Tuesday, October 13, 2026	Patrice Tanner, City Administrator

SUMMARY

This will renew the contract with Liberty Partners of Tallahassee, Inc. for a period of twelve (12) months, beginning on November 1, 2026, at a rate of $3,000 per month. There are no changes to the terms of the previous contract.

RECOMMENDATION

City staff recommend approval of Liberty Partners of Tallahassee, LLC - Contract Renewal.

ATTACHMENTS

1. Contract

LIBERTY PARTNERS
of Tallahassee, LLC

October 1, 2026

Mrs. Patrice A. Tanner
City Administrator
City of Chipley
1442 W. Jackson Avenue
Chipley, FL 32425

Dear Patti:

We would like to thank the City Council for their confidence in Liberty Partners of Tallahassee, LLC (FEI/EIN #271494189). We are pleased to continue to provide governmental consulting services to the City of Chipley pursuant to RFP number 2021-01.

2026-27 CONTRACT FOR SERVICES

1. *Client; Scope of Services.* Our client in this matter will be the City of Chipley (the "Organization"). We will be engaged to advise the Organization in connection with advocacy issues relating to the interest of the Organization, including but not limited to: seeking identified state funding for Council-approved projects through Legislative appropriations or other agreed-upon identified funding sources. The scope of services in **Attachment A** will also include monitoring and reporting on the 2027 Legislative Session. The firm will be available for any and all in-person Council or one-on-one meetings and will provide regular written reports on a monthly basis or more frequently as needed. The scope of services in Attachment B will be determined on a case-by-case basis as potential grants become available or the need arises.

2. Term of Engagement. The term of the engagement will be for twelve (12) months beginning on November 1, 2026 and ending on October 31, 2027 with the option of one additional one-year term as agreed to by both parties. It is not the intent of either the Organization or the firm to terminate this contract prior to October 31, 2027, but either of us may terminate the engagement for cause by a 30-day written notice. In the event that we terminate the engagement, we will take such steps as are reasonably practicable to protect the Organization's interests in the above matter and, if you so request, we will suggest to you a possible successor firm and provide it with whatever papers you have provided to us.

Unless previously terminated, our representation of the Organization will terminate upon our sending you a final statement for services rendered in this matter. Following such termination, otherwise non-public information you have supplied to us which is retained by us will be kept confidential. At your request, your papers and property will be returned to you promptly upon receipt of payment for outstanding fees and costs.

3. Monthly Retainer. Based on the scope of services outlined in **Attachment A**, these services shall be retained at a rate of $3,000 per month for the first twelve (12) months. Travel, entertainment and/or other direct expenses related to these services shall be pre-approved by the Organization, billed on a monthly basis and not exceed $2,000 per year. Full payment is due promptly upon receipt of our statement. If this statement remains unpaid for more than 30 days, we may cease performing services for you until arrangements satisfactory to us have been made for payment of outstanding statements and the payment of future fees.

4. Grant Writing. Based on the scope of services outlined in **Attachment B**, within 30-days of the Organization's interest in engaging the firm to pursue a specific grant opportunity, the Organization and the firm shall agree to a fee based on two types of services: Grant Strategy, Research and Prioritization (included in fees in paragraph 3); Grant Writing (included in fees in paragraph 3 unless otherwise agreed-upon by both parties). This written agreement shall be on a case-by-case basis and include the specific grant, time frame for application, grant services selected and fees for such services. Full payment for all services is due promptly upon receipt of our statement. If this statement remains unpaid for more than 30 days, we may cease performing services for you until arrangements satisfactory to us have been made for payment of outstanding statements and the payment of future fees.

5. Confidentiality. From time to time, the firm may be provided with non-public or statutorily exempt information related to the Organization in order to assist the firm in performing the services outlined in this contract. All such information, whether provided orally or in writing, shall be considered confidential unless specifically subject to Florida public records laws. The firm agrees not to disclose any such information to any person without your prior written consent and will provide prompt notice to you of any judicial or quasi-judicial demand for such information.

6. Client Responsibilities. You agree to cooperate fully with us and to provide promptly all information known or available to you relevant to our representation including contact from members of the Florida Legislature, staff from the Legislature or Executive Branch Agencies or members of the press. You also agree to pay our statements for services and expenses in accordance with paragraph 3 above.

7. Conflicts. As we have discussed, you are aware that the firm represents many other companies, organizations and individuals. It is possible that during the time that we are representing the Organization, some of our present or future clients will have disputes or

transactions with the Organization. The Organization agrees that we may continue to represent or may undertake in the future to represent existing or new clients in any matter that is not substantially related to our scope of services outlined in paragraph 1 above even if the interests of such clients in those other matters are directly adverse to you. We agree, however, that your prospective consent to conflicting representations contained in the preceding sentence shall not apply in any instance where, as a result of our representation of you, we have obtained proprietary or other confidential information of a nonpublic nature, which, if known to such other client, could be used in any such other matter by such client to your material disadvantage. You should know that, in similar engagement letters with many of our other clients, we have asked for similar agreements to preserve our ability to represent you.

Once again, we are pleased to have the opportunity to work with you and the City of Chipley. I will be the primary contact for the representation of your Organization before the Florida Legislature and Florida Executive Branch. Vice President Tim Parson, Director of Governmental Affairs Adam Potts and Governmental Affairs Manager Ethan Merchant will be actively involved in this engagement and are available to assist you as needed. In addition, we will be offering the services of our Director of Grants Management James Sowinski. All of the professional advocates associated with our firm are members of the Florida Association of Professional Lobbyists (FAPL), have earned their DPL (designated professional lobbyist) and adhere to a strict code of professional conduct.

Please do not hesitate to contact me at (850) 528-8809 or (850) 841-1726 should you have any questions regarding the terms of our engagement. If you are in agreement with these provisions, please sign the contract and return it to my attention: Liberty Partners of Tallahassee, LLC, P. O. Box 390, Tallahassee, FL 32302.

Sincerely,

Jennifer J. Green, CAE, DPL
President/Owner

AGREED TO AND ACCEPTED:

By: _____
Patrice A. Tanner, City Administrator

Date: _____

Attachment A

SCOPE OF SERVICES – GOVERNMENTAL CONSULTING

Liberty Partners will offer the City of Chipley governmental consulting services to achieve its advocacy goals by providing **legislative and regulatory services for the 2027 Legislative Session.** This will include working cooperatively with City staff and other consultants and developing a strategy to position the City and its legislative and regulatory agendas through both offensive and defensive advocacy efforts. We will focus on the introduction of legislation, procurement of state funding and monitor the Legislature as well as regulatory activity at key Executive Branch agencies, other appropriate governmental entities and statewide organizations that might align with the goals and objectives of the City.

Liberty Partners will actively advise the City on any proposed legislation with the potential to affect municipal government. A major objective will be to utilize the firm's extensive experience in organizational advocacy and political strategy to leverage public perception and key policy-maker support. Our strategy will focus on developing both an offensive and defensive plan; focusing on pre-emptive outreach and education of appointed and elected officials, extensive monitoring, third-party relationship building, deploying defensive tactics, and advising on earned media within key Florida markets.

Liberty Partners will deliver the stated Scope of Services contained in the RFP number 2021-01 and shall work closely with City staff in the development and ongoing implementation of programs and shall provide, at a minimum, the following services:

1) Meet with City staff and members of the Chipley City Council to assist in the development of the City's list of goals, priorities and specific projects. Identify which of these goals, priorities, and specific projects could be addressed at the State level and assist in developing written material on each request to assist the consultant in advancing the City's efforts.
2) Provide City staff and members of the Chipley City Council with any new information that may impact, and actively seek funding opportunities to enhance the City's State legislative program and provide options as to legislative strategy, when necessary.
3) Monitor current State legislation and the State budget process and report to the City, both orally and in writing, any legislative events that may directly or indirectly impact the City.
4) Provide the City with regular reports and updates on all legislative and budgetary issues that may impact the City.
5) Advocate the Florida Legislature in support of the City's goals, priorities and projects.

6) At the conclusion of the session, prepare a final report, including the final status of the City's priorities and a summary of the impact of major legislative changes to the City of Chipley.
7) Advocate positions before the State Legislature, its committees, and agencies that are beneficial to the City as well as oppose harmful measures.
8) Identify and pursue grant funding opportunities to promote the City's priorities.

The general timeline for these services includes:

A. Strategy development, grassroots activities and in-district meetings.

- Provide strategic planning to formulate successful legislative and regulatory goals and strategies including identifying or drafting legislation that could impact the City.
- Identify potential bill sponsors, co-sponsors, assisting with drafting proposed legislation, amendments and if needed, state appropriation proviso language.
- Develop and coordinate efficient online communications and provide monthly updates leading up to the legislative session and weekly updates during the legislative or as needed.
- Work to ensure the City's message is heard clearly and yields positive results.
- Focus on bringing together stakeholders to develop solid public policy.
- Begin meetings with members of the Legislature to discuss the City's goals and objectives for the 2027 Legislative Session.
- Schedule meetings with any potential candidates running for open House and Senate seats to educate them on the City's goals and objectives.

B. Interim committee meetings for the 2027 Legislative Session: Begin weekly calls and updates.

- Finalize draft legislation and secure House and Senate bill and appropriations sponsors.
- Work with bill sponsors and appropriation project request (APR) and local funding initiative request (LFIR) sponsors to draft and file appropriations requests.
- Monitor interim committee meetings and all legislation; continue weekly calls and updates.
- Work with bill sponsors to finalize proposed legislation, amendments, budget funding requests and if needed, state appropriation proviso language.
- Prepare white papers and talking points on substantive issues.
- Provide public testimony before state and local governmental entities, public hearings and legislative committees to persuade legislators to support public policy that will benefit the City.
- Develop and coordinate efficient online communications and provide weekly updates during the legislative session or as needed.
- Work to ensure that the City's message is heard clearly and yields positive results.
- Focus on bringing together stakeholders to develop and support solid public policy.

- Monitor proposed legislation, amendments or state appropriations.
- Analyze and report the potential impact of proposed legislation, proposed regulatory changes and state agency appropriations and develop specific policy positions in accordance with the City's goals and objectives.

C. 2027 Legislative Session: Continue to monitor all legislation and committee meetings and continue weekly calls and updates.

- Advocate for or against proposed legislation, amendments or state appropriations.
- Coordinate a legislative visit to the Capitol for City advocates including parents, students and staff, if needed.
- Analyze and report the impact of legislation, proposed regulatory changes and state agency appropriations and develop specific policy positions in accordance with the City's goals and objectives.
- Provide public testimony when necessary and appropriate, before state and local governmental entities, public hearings and legislative committees to persuade legislators to support public policy that will benefit the City.
- Continue to develop and coordinate efficient online communication and provide weekly updates during the legislative session.
- Work closely with Executive and Legislative Branch leadership to secure funding and successful passage of priority legislation for the City.
- Work with the Governor's office to advocate on behalf of the City's priorities through approval or veto of key budget items and legislation.

Attachment B

SCOPE OF SERVICES – GRANTS CONSULTING

Recognizing the unique needs of the City of Chipley as it relates to funding opportunities, Liberty Partners would offer the following scope of services related to grant research and grant writing. These services will be coupled with appropriations fulfill the City's overall priorities for infrastructure, water, sewer, recreation or other funding projects to meet the Council's future economic development goals.

A. Grant Strategy, Research and Prioritization:

- Meet with the City's staff and Council to assist in the development of a list of priorities and specific project funding requests (grants) for programs and priorities.
- Identify which of these priorities and specific project funding requests should be addressed at the federal or state level and assist in developing written material on each request detailing the project scope, budgetary impact and the funding request amount sought after by the City and, as appropriate, enlist support from third parties.
- These services will be included in the monthly retainer for services outlined in Attachment A.

B. Grant Writing:

- Assist the City's staff and coordinate monthly with other consultants in drafting and submitting grant applications.
- City staff will provide the contractor with all pertinent information for the firm to draft grant applications, sign off on final grant applications before submission and designate the firm as the point of contact for each grant application as appropriate.
- The City will maintain the role of awardee for all grant applications and adhere to any requirements as such.
- These services will be included in the monthly retainer for services outlined in Attachment A unless otherwise agreed upon by both parties.

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Chipley Christmas Festival - Chipley Christmas Village

MEETING DATE	PREPARED BY
Tuesday, October 13, 2026	Patrice Tanner, City Administrator

SUMMARY

The Chipley Christmas Festival would like to transform the green area around the train depot into a Christmas village featuring approximately 12 small historical buildings each representing a piece of Chipley's past. Local businesses, organizations families, and community members would have the opportunity to pick which historical building they would like to sponsor. Sponsorships would help fund the construction, maintenance, lighting, storage, and continued expansion of the village.

The historical buildings would primarily be positioned around the outer perimeter of the green with the center open.

RECOMMENDATION

Discussion.

ATTACHMENTS

1. Proposal
2. Village Photo

Proposal for the Chipley Christmas Village

Pick Your Historical Building to Sponsor

A Celebration of Our History, Our Community & Christmas

September 25, 2026

To: City of Chipley
Re: Proposed Chipley Christmas Village, Annual Use of the Green & 2026 Preview

Dear City Officials,

On behalf of the **Chipley Christmas Festival**, we would like to present a vision that we believe could grow into a meaningful annual Christmas tradition for our community: the **Chipley Christmas Village "Pick Your Historical Building to Sponsor."**

Our vision is to transform the Green surrounding the historic train depot into a Christmas village that celebrates not only the Christmas season, but also the rich history and character of Chipley.

The village would feature approximately **12 small historical buildings**, each representing a piece of Chipley's past. These could include the **Old First National Bank, City Hall, Fire Station, Post Office, School, Jail**, and other businesses and landmarks from Chipley's history, including buildings that have since been demolished.

Local businesses, organizations, families, and community members would have the opportunity to **"Pick Your Historical Building to Sponsor."** Sponsorships would help fund the construction, maintenance, lighting, storage, and continued expansion of the village.

The historical buildings would primarily be positioned around the outer perimeter of the Green, where access to power is available, while preserving the open center of the property. The existing historic buildings, train depot, gazebo, walkways, and overall character of the Green would remain an important part of the village.

The completed vision could include **Santa photos in the gazebo, a Christmas music and entertainment stage, a children's zone with inflatables and activities, a miniature Chipley water tower, Christmas trees, thousands of Christmas lights, a hot cocoa stand, and a small retail building offering bubbles, light-up toys, gifts, and other children's items.**

A decorated white picket fence and Christmas Village entrance would welcome families into the Green and introduce the theme:

CHIPLEY CHRISTMAS VILLAGE
Pick Your Historical Building to Sponsor
A Celebration of Our History

2026 – A Preview of What's to Come

Because our **2026 Chipley Christmas Festival application has already been approved**, we respectfully ask the city to allow us to **add a smaller preview version of the Chipley Christmas Village to our existing approved event application.**

Rather than attempting to complete the entire village this year, we would introduce several elements during the 2026 festival to give the city, potential sponsors, residents, and visitors an opportunity to see the vision firsthand.

This preview would also give our organization the necessary time to secure sponsorships, construct the historical buildings properly, develop storage and installation plans, coordinate electrical needs, and work alongside the city to prepare for a larger launch in 2027.

2027 – A Month of Christmas in Chipley

Beginning in **December 2027**, our goal is to open the **Chipley Christmas Village for the entire month of December**, giving families the opportunity to visit and enjoy the display throughout the Christmas season.

The Village would remain illuminated and available for families to walk through, take photographs, enjoy the historical displays, and experience Christmas in downtown Chipley throughout December.

In addition, we vision hosting **special Christmas Village evenings each Friday in December**, featuring activities such as local vendors, Santa photos, hot cocoa, children's activities, entertainment, music, and other family-friendly Christmas experiences.

This would create multiple opportunities throughout December for residents and visitors to return to downtown Chipley rather than limiting the Christmas experience to a single evening.

Our traditional **Chipley Christmas Festival would absolutely continue each year** as our signature annual Christmas event. The Christmas Village would not replace the festival. Instead, beginning in 2027, it would allow us to expand what we already do into **an entire month of Christmas celebration** for our community.

The annual festival could serve as one of the highlights of the Christmas season, while the Village continues to welcome families before and after the main festival.

A Village That Grows with Chipley

One of the most exciting aspects of this project is that it does not have to be completed all at once.

The Village can **grow year after year.**

Historical buildings could be added as additional sponsors participate. Decorations could become more elaborate. New activities and historical displays could be incorporated. Sponsors could return each year to decorate or enhance their sponsored building.

Each structure could also include historical information, photographs, and stories about the original Chipley building it represents, allowing the Village to become both a Christmas attraction and a celebration of our community's history.

Our hope is that children who visit the Village today will someday bring their own children back to see it.

Request for Annual Use of the Green

We respectfully ask the city to consider allowing the Green to become the annual home of Chipley **Christmas Village during the month of December**, with our organization coordinating the Village displays and Christmas decorations in this area.

This concept could allow the community, businesses, organizations, and sponsors to take an active role in creating and maintaining the Christmas experience while building upon it each year.

Our goal is to create something that cannot simply be found in another town.

We want visitors to immediately know:

This is Chipley.

A Christmas village inspired by our historic buildings, our railroad heritage, our community, and the generations of people who helped build this town.

We envision families walking through a glowing miniature version of historic Chipley, learning about buildings that once stood here, taking pictures with Santa, enjoying hot cocoa, listening to Christmas music, supporting local vendors, and making memories together.

Our Proposed Timeline

2026 — Preview the Vision
Introduce a smaller version during our already-approved Chipley Christmas Festival and begin recruiting sponsors.

2027 — Launch the Village
Open the Chipley Christmas Village for the **entire month of December**, with special events planned each Friday.

2028 & Beyond — Build the Tradition
Continue adding historical buildings, sponsors, displays, entertainment, and Christmas experiences while preserving the historical character of the Green.

We respectfully ask the City to consider allowing us to begin this vision with a smaller preview during the **2026 Chipley Christmas Festival** and to work with us toward establishing the **Chipley Christmas Village as an annual month of December tradition beginning in 2027.**

We appreciate the City's consideration and its continued support of events that bring our residents, businesses, organizations, and families together.

Together, we believe we can create a Christmas tradition that celebrates where Chipley has been while creating something special for the generations who will call Chipley home in the future.

CHIPLEY CHRISTMAS VILLAGE
Pick Your Historical Building to Sponsor
A Celebration of Our History, Our Community & Christmas

Sincerely,

Chipley Christmas Festival Board
Chipley, Florida

Enclosure: Concept Rendering Proposed Chipley Christmas Village


CHIPLEY
KID'S ZONE
CHIPLEY LIVE
THE OLD FIRST NATIONAL BANK
FIRE STATION
POST OFFICE
DOCTORS OFFICE
BARBER SHOP
GENERAL STORE
DEPOT STORE
FARM & FEED SUPPLY
BUBBLES & MORE
Toys • Light Up Fun • Gifts • Local Vendors
Chipley
CHRISTMAS VILLAGE
PICK YOUR HISTORICAL BUILDING
TO SPONSOR
HOT COCOA
Warm Hearts • Merry Memories
Hot Cocoa
• Coffee
• Cookies
Special Treats

CITY OF CHIPLEY

MEMO

To: City Council

From: Patrice Tanner, City Administrator

Date: October 13, 2026

Re: RFQ No. 2026-01 – Engineering Design, Planning, Preliminary Engineering, CEI Services – Continuing Contract

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SUMMARY:

The City advertised for Engineering Design, Planning, Preliminary Engineering, CEI Services – Continuing Contract. We received fifteen (15) submittals which were scored by SERCAP, Inc. Mrs. Mary Gavin will be present to review the overall process of evaluations of the firms.

RECOMMENDATION:

Recommendation is that the City Council approve award of RFQ No. 2026-01 – Engineering Design, Planning, Preliminary Engineering, CEI Services – Continuing Contract to the following firms:

Water and Wastewater Infrastructure: LJA Engineering, Inc., Ardurra Group, Inc., and Mott MacDonald Florida, LLC.

Roadway and Drainage Infrastructure: David H. Melvin, Inc., Volkert, Inc., and Fisher Arnold.

Construction Engineering and Inspection (CEI): North Florida Professionals, Anchor CEI, and Alday-Howell Engineering, Inc.

This will be subject to negotiations per CCNA for fair and reasonable compensation. Once this has been established, we will work with each firm to prepare contracts and bring them back to the City Council for approval.

CITY OF CHIPLEY, FLORIDA
REQUEST FOR QUALIFICATIONS FOR ENGINEERING DESIGN,
PLANNING, PRELIMINARY ENGINEERING
RFQ NO. 2026-01

The City of Chipley, herein referred to as the "City", is seeking sealed proposals from interested and qualified consultant firms in the State of Florida with experience in Engineering Design, Planning, Preliminary Engineering, as well as Construction and Engineering Inspection Services on a Continuing Contract basis. It is the intent of the city to select and negotiate an agreement with a firm or firms to perform general engineering services required by the city for various projects. The selected firm(s) shall serve as the City of Chipley's Planning, Preliminary Engineering, Design Engineer and/or Construction and Engineering Inspection Services (CEI) consultant for projects as they are assigned as well as projects identified in the City's Capital Improvement Plan including State Revolving Fund (SRF) Facilities Plan, FDEP SRF OSG funding, United States Department of Agriculture (USDA), Rural Development, Resilient Florida Funding, and Rural Infrastructure funds.

All questions must be submitted in writing to Mrs. Patrice Tanner, City Administrator, and may be emailed to ptanner@cityofchipley.com. A complete copy of the RFQ may be downloaded at www.cityofchipley.com. All RFQ's will be ranked on an individual and equal basis.

The City desires a firm that has proven ability and is capable of designing and administering construction contracts; inspecting construction work and activities; ensuring completion of construction as required by, City of Chipley, Federal, and State standards, plans and specifications; meeting permitting and other applicable agency requirements; invoicing timely and accurately; and handling all FDOT EEO, Wages, DBE and OJT filing, interviewing and other requirements in a timely and responsible manner.

To be considered, the Firm must submit an original and three (3) copies of the RFQ in a sealed envelope or package, clearly marked with the Firm's or individual's name and address, and the words "RFQ No. 2026-01 ENGINEERING SERVICES". RFQ's will be received by either hand delivery to the City of Chipley City Clerk located at 1442 Jackson Avenue, Chipley, Florida or by regular mail to City of Chipley, Attention: City Clerk, Post Office Box 1007, Chipley, Florida 32428 by the closing date.

RFQ Deadline: July 1, 2026, at 2:00 p.m., local time.

Late submittals received after the aforementioned deadline date, either by mail or otherwise, will not be considered and will be returned unopened. The time of receipt will be determined by the time received by the City of Chipley City Clerk. It is the sole responsibility of the firm for assuring that the RFQ is received by the City Clerk by the designated date and time. No faxed, electronic or oral RFQ will be accepted.
Award will be made to the best responsive Firm(s), but the City reserves the right to reject any or all RFQ's. The City of Chipley reserves the right to reject the RFQ of a firm who has previously failed to perform properly or complete on time contracts of a similar nature, or the RFQ of a firm who, in the sole opinion and discretion of the City of Chipley is not in a position to perform the contract.

SPECIAL NOTE:
The City requires a business license to be purchased for the privilege of engaging in any business within the city limits. Please contact the Finance Office for requirements and a fee schedule.

EQUAL OPPORTUNITY EMPLOYER/HANDICAP ACCESSIBLE/FAIR HOUSING JURISDICTION

Advertised: June 3, 2026 and June 10, 2026

City of Chipley
Engineering Reference and Evaluation Score Table

Engineering Firm	Reference Scores	Proposal Scores	Total Evaluation Score	Percentage of 500 Points	Firms Engineering Service Specialty	Local Presence
LJA	100, 100, 100	95, 100	495	99%	Roadway, Water, Wastewater, Stormwater, CEI, Funding	4
Ardurra	100, 96, 99	97, 97	489	98%	Water, Wastewater, Stormwater, Electrical/SCADA, CEI, Funding	5
DHM Melvin Engineering	100, 100, 95	97, 97	489	98%	Roadway, Water, Wastewater, Stormwater, Structural, CEI, Funding	5
Volkert	97, 100, 93	100, 99	489	98%	Roadway, Bridge, Stormwater, Utilities, CEI, Environmental, Funding	5
Fisher Arnold	100, 82, 95	88, 92	457	91%	Roadway, Water, Wastewater, Stormwater, Structural, Survey, CEI	5
Mott MacDonald	75, 66, 100	93, 85	419	84%	Water, Wastewater, Stormwater, Environmental, CEI	5
North FL Professionals	93, 100, 0	98, 99	390	78%	Roadway, Stormwater, CEI	5
Anchor CEI	98, 86, 99	98, 98	381	76%	Water, Wastewater, Stormwater, Roadway, Funding, CEI	4
Alday Howell	98, 98, 0	86, 75	357	71%	Roadway, Stormwater, CEI	5

Three Notch Group	99, 79, 0	93, 82	353	71%	Water, Wastewater, Stormwater, CEI	4
Inovia	90, 88, 0	83, 91	352	70%	Roadway, Stormwater, Utilities, CEI, Funding	4
Panhandle Engineering	100, 95, 0	78, 77	350	70%	Water, Wastewater, Stormwater, Roadway, CEI	5
Metric	95, 24, 0	81, 88	288	58%	Roadway, Traffic, Stormwater, CEI	5
Gude Management	48, 67, 0	84, 88	287	57%	Roadway, Traffic, Stormwater, CEI, Planning, Grants	5
Neel Shaffer	0, 0, 0	76, 76	152	30%	Roadway, Stormwater, CEI	5

Engineering firms are listed in ranking order.

References were evaluated based on the top three responses. Supporting documentation is attached, including the non-responses. All engineering references were given adequate notice to complete the form, with follow-up phone calls and emails.

Alday-Howell Engineering

AHE is a Marianna-based firm with more than 20 years of municipal engineering experience across Northwest Florida. Their proposal emphasizes roadway, water, wastewater, stormwater, CEI, planning, environmental, and grant support services. AHE highlights FDOT pre-qualifications, strong local responsiveness (25 minutes from Chipley), and extensive experience with LAP, SCOP, SCRAP, SRF, USDA, CDBG, and Resilient Florida programs. Their team includes seasoned FDOT and municipal project managers with deep regional knowledge.

Anchor Consulting Engineering & Inspection

Anchor is a woman-owned, Panama City-based engineering and CEI firm with strong municipal experience and FDOT prequalification. Their proposal emphasizes planning, design, permitting, grant strategy, grant administration, CEI, and construction management. Anchor highlights past work with Chipley on SRF wastewater rehabilitation, water system upgrades, and CDBG applications. The firm stresses responsiveness, practical solutions, and comprehensive project delivery from funding through closeout.

Ardurra

Ardurra is an ENR Top 50 national engineering firm with a large Florida presence and strong rural-utility expertise. Their proposal emphasizes water/wastewater, stormwater, roadway, electrical/SCADA, resiliency, emergency power hardening, SRF/OSG funding, and CEI services. Ardurra highlights a 50-year history supporting small utilities, a 25-person Panhandle water/wastewater team, and extensive experience delivering SRF-funded projects. Their leadership team brings deep experience in treatment plants, pump stations, I/I studies and electrical resiliency.

David H. Melvin (DHM)

DHM is a long-established Northwest Florida engineering firm with 37+ years of rural municipal experience. Their proposal emphasizes civil, structural, roadway, stormwater, water/wastewater, disaster recovery, planning, grant writing, and CEI services. DHM highlights extensive experience with FEMA, SRF, USDA, CDBG, FDOT SCOP/SCRAP/CIGP, Resilient Florida, and other funding programs. The firm stresses strong local knowledge, long-term relationships with rural governments, and a proven track record delivering federally and state-funded projects.

Fisher Arnold

Fisher Arnold offers a broad multidisciplinary team with strong roadway, drainage, utility, structural, environmental, surveying, and CEI capabilities. Their Chipley office is located less than five minutes from City Hall, provides immediate local responsiveness. The firm highlights 40 years of municipal engineering experience and partnerships with SSMC, PECS, and Anevay for surveying, CEI, and geotechnical services. Their proposal emphasizes comprehensive in-house services, long-term Chipley familiarity, and extensive FDOT roadway design and stormwater expertise.

Gude Management Group (GMG)

GMG is a Chipley-based engineering, planning, CEI, and program management firm with 80 staff and extensive FDOT District 3 experience. Their proposal emphasizes roadway, traffic, stormwater, CEI, transit planning, grants management, environmental services, and corridor studies. GMG highlights a fully staffed Chipley office, FDOT prequalification in 10 work types, and a team of former FDOT District 3 leaders with decades of regional experience. The firm stresses strong QA/QC, risk mitigation, and proven performance on more than 30 continuing services contracts.

Inovia Consulting Group

Inovia is a Marianna-based civil engineering firm with 25 years of North Florida experience and strong roadway, stormwater, utility, planning, permitting, and CEI capabilities. Their proposal emphasizes senior-level involvement, FDOT prequalification, and recent success securing more than $12.5M in grant funding for rural communities. Inovia highlights experience with SRF, USDA, CDBG, NWFWMD, legislative appropriations, and FDOT programs. Their proximity (22 miles from Chipley) supports rapid response and hands-on project management.

LJA Engineering

LJA presents a strong multidisciplinary team with deep municipal experience in roadway, stormwater, water, and wastewater engineering. Their proposal emphasizes constructability, funding readiness, and CEI capability. LJA highlights a history of delivering rural infrastructure projects and maintaining responsive communication. Their Chipley area presence strengthens availability and rapid mobilization.

Metric Engineering

Metric offers a strong local presence through its Chipley office and more than 50 years of statewide transportation and civil engineering experience. Their proposal emphasizes roadway, drainage, multimodal, planning, PD&E, CEI, environmental, and utility design capabilities. Metric highlights direct Chipley project experience, including Pine Avenue sidewalks and resurfacing/safety improvements along SR 10 and SR 273. The team

includes local leadership, a dedicated project manager based in Chipley, and integrated grant-support partners (FFE and MCL) to assist with SRF, USDA, Resilient Florida, and other funding programs.

Mott MacDonald

Mott MacDonald presents a highly experienced, Chipley-based team with a long history serving the City of Chipley since 2004. Their proposal focuses on deep municipal infrastructure knowledge, including recent Chipley projects such as the 5th Street Drainage, Peach Street Pump Station, Brickyard Road Gravity Line, and effluent disposal improvements. The firm offers multidisciplinary capabilities backed by a global engineering organization, with strong QA/QC leadership and proven performance on continuing services contracts. Their Chipley office provides immediate local access and continuity of staff familiar with City standards, permitting, and funding pathways.

Neel-Schaffer

Neel-Schaffer provides a multidisciplinary team with a permanent Chipley office and more than 700 employees across the Southeast. Their proposal emphasizes turnkey planning, engineering design, CEI, surveying, environmental, and grant support services. The firm highlights strong local responsiveness, deep Panhandle regulatory knowledge, and extensive experience with SRF, USDA, Resilient Florida, and rural infrastructure programs. Their Chipley-based project manager ensures immediate availability, supported by in-house CEI staff and Mehta Engineering for supplemental inspection capacity.

North Florida Professional Services (NFPS)

NFPS is a full-service engineering, surveying, planning, and grant administration firm with strong rural-community experience and more than 2,000 completed projects across North Florida. Their proposal emphasizes roadway, water/wastewater, stormwater, structural, and CEI capabilities, supported by in-house surveying and a grants team that has secured over $110M in funding. NFPS highlights a 44-mile proximity to Chipley, a 55% availability commitment from the proposed project manager, and extensive FDOT pre-qualifications. The firm stresses responsiveness, attendance at council meetings, and no-charge informal support for rural communities.

Panhandle Engineering

Panhandle Engineering is a Lynn Haven-based full-service civil engineering firm with 36 years of experience and strong regional ties. Their proposal emphasizes roadway, stormwater, water/wastewater, utilities, CEI, environmental, permitting, and grant support. The firm highlights extensive FDOT pre-qualifications, a large multidisciplinary staff, and a strong track record securing legislative appropriations and state funding. Panhandle stresses long-term municipal partnerships and deep familiarity with Northwest Florida infrastructure.

Three Notch Group

Three Notch Group is a multidisciplinary civil, environmental, geotechnical, and CEI firm with nearly 80 years of experience. Their proposal emphasizes transportation, utilities, environmental services, geotechnical investigations, materials testing, and construction-phase support. The firm partners with Columbia Engineering for stormwater design. Three Notch highlights strong regional presence, FDOT experience, and comprehensive in-house capabilities spanning planning through construction.

Volkert

Volkert is a 100-year-old, nationally recognized engineering firm with a long-standing Chipley office and extensive FDOT and municipal experience. Their proposal highlights full-service capabilities including roadway, bridge, stormwater, utilities, environmental, CEI, surveying, geotechnical, and grant support. Volkert emphasizes its large multidisciplinary staff, strong quality control processes, and decades of successful continuing services contracts across Northwest Florida. The proposed project manager and principal-in-charge bring more than 50 years of combined experience delivering municipal infrastructure projects.

SERCAP, INC.

Hope F. Cupit, CPA
President & CEO

Keith Ashby
Board Chair

347 Campbell Avenue, SW | Roanoke, Virginia 24016 540
345-1184 (P) | 540 342-2932 (F) | www.sercap.org

Memorandum

To: Procurement File – City of Chipley
From: Melissa Cruz, SERCAP Technical Assistance Provider
Date: 8/31/2026
Subject: Scoring Committee Composition and Certification – Engineering Services

Purpose of Memorandum

This memorandum documents the composition and responsibilities of the Scoring Committee convened to evaluate proposals submitted for the City of Chipley's Engineering Services Contract. It also provides the required justification for the committee structure and includes the signed certification statements from all reviewers.

I further certify that I have reviewed the procurement file for the City of Chipley's Engineering Services Solicitation and confirm that:

- All proposals were initially reviewed and discussed collectively by the Scoring Committee to ensure consistent understanding of the published criteria.
- Each reviewer independently evaluated their assigned proposals, contacted references listed by each proposer, and completed a signed individual score sheet based solely on the approved scoring criteria.
- No reviewer had a real or apparent conflict of interest with any proposer.
- Review of the proposals was conducted consistent with Florida Statute §287.055 – Consultants' Competitive Negotiation Act, which requires procurement decisions to involve more than one individual to ensure transparency, fairness, and avoidance of sole-person selection authority.
- All scoring documentation, certifications, and reference verification notes have been retained in the official procurement file.

Please note that SERCAP cannot recommend an engineering firm and is only providing evaluation results based on the submission requirements and proposals submitted.

Sincerely,

Melissa Cruz
Melissa Cruz (Aug 31, 2026 17:49:31 EDT)

Melissa Cruz
Technical Assistance Provider SERCAP

SERCAP is an Equal Opportunity Provider, Employer, and Lender.

Southeast Rural Community Assistance Project, Inc.

CITY OF CHIPLEY

Engineering Services – Design, Planning, Preliminary Engineering
RFQ No. 2026-01

Scope of Services

The purpose of this Request for Qualifications will be for various road construction and other City projects. The projects may include roadway construction, structural engineering, water/wastewater, development and redevelopment, design tasks, engineering assessments, disaster recovery efforts and other services, as required.

The City of Chipley is seeking to retain the services of a consultant firm with experience in Engineering Design, Planning, Preliminary Engineering, as well as Construction and Engineering Inspection Services on a Continuing Contract basis.

Consultant Firms must demonstrate expertise in the following areas as applicable to the submittal:

- Preparation or interpretation of bid documents, drawing, and specifications
- Knowledge of FDOT standards, plans and specifications
- Coordination of the design and bidding processes
- Knowledge of applicable State and Federal Laws and regulations Permitting requirements and other applicable agency requirements Timely and accurate reporting and/or approval of invoicing
- Knowledge of FDOT, FAA, CDBG, USDA, DEO and Other Program requirements
- Asphalt mix designs
- Concrete mix designs
- Storm water design, calculations, and analysis
- Asphalt and concrete placement Traffic Signals and lighting
- Program management Planning Environmental

Services to be performed may include, but not be limited to: prepare design drawings and specifications, prepare reports and studies, conduct planning activities, prepare and submit weekly reports of consultants' activities and time, verify and ensure that design packages, reports and records are submitted on schedule and are accurate, attend design and construction meetings and coordinate with county, prepare meeting minutes, coordinate with utilities for design and construction, coordinate with property owners for right of way design, review and approve submittals and shop drawings, verify and approve As-Built drawings, verify quantities, and other activities as needed to complete the engineering or as directed by the City Administrator or as needed to complete the various projects.

Company/Firm shall be FDOT pre-qualified as applicable to perform the services required under this contract and shall meet all requirements of the City.

The City of Chipley encourages small, minority and disadvantaged business enterprises to respond to this solicitation. Consultants are further encouraged to utilize sub consultants from one of these enterprises.

Southeast Rural Community Assistance Project, Inc.

Engineering Firm Name: Alday-Howell

Proposal Requirements	Attached
Cover Sheet – 1 page	Yes – 2 pgs
Executive Summary – 3 pages	No
Firm qualifications and capabilities – 5 pages	Yes – 3 pgs
Qualifications, resumes, certifications, and licenses of proposed professional personnel – 8 pages	yes
Client references for similar projects (# of Letters of Reference) – 1 page	yes
Experience on similar projects – 5 pages	Yes – 2 pgs
Evidence of registration and insurance - 2 pages Certificate of Insurance should include minimum: • Professional Liability Insurance - $250,000 CSL per occurrence • General Liability – CSL $1,000,000 per occurrence • Business Auto Liability – CSL $200,000 per occurrence • Workers' Compensation - $100,000 each accident / $100,000 each employee / $500,000 policy limit for disease	Yes
Affidavits and acknowledgements as provided in RFQ (pages 13 – 26)	Yes

Comments: Page numbers are not as asked. Cover sheet and executive summary could be interchanged. There's no title.

Southeast Rural Community Assistance Project, Inc.

Scoring Committee
RFQ Score Form

Engineering Firm Name: Alday-Howell

Committee Member: Rachel Howard

	Evaluation Criteria	Max Points	Points Awarded	Comments
1	Company / Firm Qualifications and Experience	20	15	Qualifications listed include transportation, water/wastewater, stormwater, funding coordination. They are missing an executive summary
2	Abilities to Provide Required Scope of Service	20	15	Staff close by in Marianna. Individual availability not listed. Some third party staff listed.
3	Client References	20	14	
4	Engineering Experience on Similar Projects	20	19	Mostly roadway experience under employees but form experience includes water and wastewater projects. Local, recent projects and similar community sizes listed.
5	Overall Presentation	20	12	Dividers nor table of contents provided so harder to follow. Pages not provided according to proposal requirements.
	Total Points:	100	75	

Rachel Howard (Aug 28, 2026 12:36:57 EDT)

Committee Member Signature

08/28/2026

Date

Southeast Rural Community Assistance Project, Inc.

Engineering Firm Name: Alday-Howell Engineering

Proposal Requirements	Attached
Cover Sheet – 1 page	Yes
Executive Summary – 3 pages	no
Firm qualifications and capabilities – 5 pages	Yes (3)
Qualifications, resumes, certifications, and licenses of proposed professional personnel – 8 pages	Yes
Client references for similar projects (# of Letters of Reference) – 1 page	Yes
Experience on similar projects – 5 pages	Yes (2)
Evidence of registration and insurance - 2 pages Certificate of Insurance should include minimum: • Professional Liability Insurance - $250,000 CSL per occurrence • General Liability – CSL $1,000,000 per occurrence • Business Auto Liability – CSL $200,000 per occurrence • Workers' Compensation - $100,000 each accident / $100,000 each employee / $500,000 policy limit for disease	Yes
Affidavits and acknowledgements as provided in RFQ (pages 13 – 26)	Yes

Comments: Office located in Marianna (less than a half hour away) / no letters of reference but did contact 4 of the references

Southeast Rural Community Assistance Project, Inc.

Scoring Committee
RFQ Score Form

Engineering Firm Name: Alday-Howell Engineering, Inc.

Committee Member: Melissa Cruz

	Evaluation Criteria	Max Points	Points Awarded	Comments
1	Company / Firm Qualifications and Experience	20	17	No executive summary
2	Abilities to Provide Required Scope of Service	20	18	Didn't see any notation on FAA or DEO knowledge
3	Client References	20	14	2 responses
4	Engineering Experience on Similar Projects	20	19	
5	Overall Presentation	20	18	
	Total Points:	100	86	

Melissa Cruz

Committee Member Signature

8/26/26

Date

Southeast Rural Community Assistance Project, Inc.

Engineering Firm Name:
Anchor Consulting Engineering and Inspection, Inc.

Proposal Requirements	Attached
Cover Sheet – 1 page	yes
Executive Summary – 3 pages	yes
Firm qualifications and capabilities – 5 pages	yes
Qualifications, resumes, certifications, and licenses of proposed professional personnel – 8 pages	yes
Client references for similar projects (# of Letters of Reference) – 1 page	yes
Experience on similar projects – 5 pages	yes
Evidence of registration and insurance - 2 pages Certificate of Insurance should include minimum: • Professional Liability Insurance - $250,000 CSL per occurrence • General Liability – CSL $1,000,000 per occurrence • Business Auto Liability – CSL $200,000 per occurrence • Workers' Compensation - $100,000 each accident / $100,000 each employee / $500,000 policy limit for disease	Yes / didn't provide copy of COI
Affidavits and acknowledgements as provided in RFQ (pages 13 – 26)	yes

Comments: DBE Certified / SBA Women Owned Small Business / no letters of reference - contacted 3 references / located in Panama City – 1 hour / have worked with Chipley on various projects in the past

Southeast Rural Community Assistance Project, Inc.

Scoring Committee
RFQ Score Form

Engineering Firm Name: Anchor Consulting Engineering and Inspection, Inc.

Committee Member: Melissa Cruz

	Evaluation Criteria	Max Points	Points Awarded	Comments
1	Company / Firm Qualifications and Experience	20	20	
2	Abilities to Provide Required Scope of Service	20	20	
3	Client References	20	18	One of the references had experience with just roadway
4	Engineering Experience on Similar Projects	20	20	
5	Overall Presentation	20	20	
	Total Points:	100	98	

Melissa Cruz

Committee Member Signature

8/26/2026

Date

Southeast Rural Community Assistance Project, Inc.

Engineering Firm Name:

Proposal Requirements	Attached
Cover Sheet – 1 page	Yes
Executive Summary – 3 pages	Yes
Firm qualifications and capabilities – 5 pages	Yes
Qualifications, resumes, certifications, and licenses of proposed professional personnel – 8 pages	Yes
Client references for similar projects (# of Letters of Reference) – 1 page	Yes
Experience on similar projects – 5 pages	Yes
Evidence of registration and insurance - 2 pages Certificate of Insurance should include minimum: • Professional Liability Insurance - $250,000 CSL per occurrence • General Liability – CSL $1,000,000 per occurrence • Business Auto Liability – CSL $200,000 per occurrence • Workers' Compensation - $100,000 each accident / $100,000 each employee / $500,000 policy limit for disease	Yes/ didn't provide copy
Affidavits and acknowledgements as provided in RFQ (pages 13 – 26)	Yes

Comments: _____

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Southeast Rural Community Assistance Project, Inc.

Scoring Committee
RFQ Score Form

Engineering Firm Name: Anchor CEI

Committee Member: Jordan Woodall

	Evaluation Criteria	Max Points	Points Awarded	Comments
1	Company / Firm Qualifications and Experience	20	20	
2	Abilities to Provide Required Scope of Service	20	20	
3	Client References	20	18	One of the references had experience with just roadway
4	Engineering Experience on Similar Projects	20	20	
5	Overall Presentation	20	20	
	Total Points:	100	98	

Jordan Woodall

Committee Member Signature

8/24/26

Date

Southeast Rural Community Assistance Project, Inc.

Engineering Firm Name:
Ardurra

Proposal Requirements	Attached
Cover Sheet – 1 page	yes
Executive Summary – 3 pages	yes
Firm qualifications and capabilities – 5 pages	yes
Qualifications, resumes, certifications, and licenses of proposed professional personnel – 8 pages	yes
Client references for similar projects (# of Letters of Reference) – 1 page	yes
Experience on similar projects – 5 pages	yes
Evidence of registration and insurance - 2 pages Certificate of Insurance should include minimum: • Professional Liability Insurance - $250,000 CSL per occurrence • General Liability – CSL $1,000,000 per occurrence • Business Auto Liability – CSL $200,000 per occurrence • Workers' Compensation - $100,000 each accident / $100,000 each employee / $500,000 policy limit for disease	yes
Affidavits and acknowledgements as provided in RFQ (pages 13 – 26)	yes (see comments)

Comments: over 25 professionals in the Panama City / Fort Walton Beach area / missing Anti-Kickback Affidavit; Disclosure of Lobbying Activities

Southeast Rural Community Assistance Project, Inc.

Scoring Committee
RFQ Score Form

Engineering Firm Name: Ardurra

Committee Member: Melissa Cruz

	Evaluation Criteria	Max Points	Points Awarded	Comments
1	Company / Firm Qualifications and Experience	20	20	
2	Abilities to Provide Required Scope of Service	20	19	No mention of FAA / DEO
3	Client References	20	19	2 out of the 3 references only mentioned water/wastewater projects
4	Engineering Experience on Similar Projects	20	20	
5	Overall Presentation	20	19	Missing 2 affidavits
	Total Points:	100	97	

Melissa Cruz

Committee Member Signature

8/28/26

Date

Engineering Firm Name: Ardurra

Proposal Requirements	Attached
Cover Sheet – 1 page	Yes
Executive Summary – 3 pages	Yes
Firm qualifications and capabilities – 5 pages	Yes
Qualifications, resumes, certifications, and licenses of proposed professional personnel – 8 pages	Yes
Client references for similar projects (# of Letters of Reference) – 1 page	Yes
Experience on similar projects – 5 pages	Yes
Evidence of registration and insurance - 2 pages Certificate of Insurance should include minimum: • Professional Liability Insurance - $250,000 CSL per occurrence • General Liability – CSL $1,000,000 per occurrence • Business Auto Liability – CSL $200,000 per occurrence • Workers' Compensation - $100,000 each accident / $100,000 each employee / $500,000 policy limit for disease	Yes
Affidavits and acknowledgements as provided in RFQ (pages 13 – 26)	Yes

Comments: _____

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Scoring Committee
RFQ Score Form

Engineering Firm Name: Ardurra

Committee Member: Rachel Tyler

	Evaluation Criteria	Max Points	Points Awarded	Comments
1	Company / Firm Qualifications and Experience	20	20	
2	Abilities to Provide Required Scope of Service	20	19	
3	Client References	20	19	
4	Engineering Experience on Similar Projects	20	19	
5	Overall Presentation	20	20	
	Total Points:	100	97	

Rachel Tyler (Aug 12, 2026 11:27:13 EDT)

Committee Member Signature

08/12/2026

Date

Southeast Rural Community Assistance Project, Inc.

Engineering Firm Name:
DHM Melvin Engineering

Proposal Requirements	Attached
Cover Sheet – 1 page	yes
Executive Summary – 3 pages	yes
Firm qualifications and capabilities – 5 pages	yes
Qualifications, resumes, certifications, and licenses of proposed professional personnel – 8 pages	yes
Client references for similar projects (# of Letters of Reference) – 1 page	yes
Experience on similar projects – 5 pages	yes
Evidence of registration and insurance - 2 pages Certificate of Insurance should include minimum: • Professional Liability Insurance - $250,000 CSL per occurrence • General Liability – CSL $1,000,000 per occurrence • Business Auto Liability – CSL $200,000 per occurrence • Workers' Compensation - $100,000 each accident / $100,000 each employee / $500,000 policy limit for disease	yes
Affidavits and acknowledgements as provided in RFQ (pages 13 – 26)	yes

Comments: offices in Marianna and Tallahassee

Southeast Rural Community Assistance Project, Inc.

Scoring Committee
RFQ Score Form

Engineering Firm Name: DHM Melvin Engineering

Committee Member: Melissa Cruz

	Evaluation Criteria	Max Points	Points Awarded	Comments
1	Company / Firm Qualifications and Experience	20	20	
2	Abilities to Provide Required Scope of Service	20	20	
3	Client References	20	19	One of the references mentioned DHM only worked on water/wastewater.
4	Engineering Experience on Similar Projects	20	19	
5	Overall Presentation	20	19	
	Total Points:	100	97	

Melissa Cruz

Committee Member Signature

8/26/2026

Date

Southeast Rural Community Assistance Project, Inc.

Engineering Firm Name: Melvin Engineering

Proposal Requirements	Attached
Cover Sheet – 1 page	Yes
Executive Summary – 3 pages	Yes
Firm qualifications and capabilities – 5 pages	Yes
Qualifications, resumes, certifications, and licenses of proposed professional personnel – 8 pages	Yes – 9 pgs
Client references for similar projects (# of Letters of Reference) – 1 page	Yes
Experience on similar projects – 5 pages	Yes
Evidence of registration and insurance - 2 pages Certificate of Insurance should include minimum: • Professional Liability Insurance - $250,000 CSL per occurrence • General Liability – CSL $1,000,000 per occurrence • Business Auto Liability – CSL $200,000 per occurrence • Workers' Compensation - $100,000 each accident / $100,000 each employee / $500,000 policy limit for disease	Yes
Affidavits and acknowledgements as provided in RFQ (pages 13 – 26)	Yes

Comments: _____

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Southeast Rural Community Assistance Project, Inc.

Scoring Committee
RFQ Score Form

Engineering Firm Name: Melvin Engineering

Committee Member: Rachel Howard

	Evaluation Criteria	Max Points	Points Awarded	Comments
1	Company / Firm Qualifications and Experience	20	19	Diverse experience in different areas including stormwater, water/wastewater, and roadways.
2	Abilities to Provide Required Scope of Service	20	19	Staff are located in Marianna, and expected project schedules were provided.
3	Client References	20	19	
4	Engineering Experience on Similar Projects	20	20	Provided examples were mostly in similar size to the City of Chipley.
5	Overall Presentation	20	20	Requested format was followed and easy to read.
	Total Points:	100	97	

Rachel Howard (Aug 28, 2026 10:48:59 EDT)

Committee Member Signature

08/28/2026

Date

Southeast Rural Community Assistance Project, Inc.

Engineering Firm Name:
Fisher Arnold

Proposal Requirements	Attached
Cover Sheet – 1 page	yes
Executive Summary – 3 pages	no
Firm qualifications and capabilities – 5 pages	no
Qualifications, resumes, certifications, and licenses of proposed professional personnel – 8 pages	no
Client references for similar projects (# of Letters of Reference) – 1 page	yes
Experience on similar projects – 5 pages	yes
Evidence of registration and insurance - 2 pages Certificate of Insurance should include minimum: • Professional Liability Insurance - $250,000 CSL per occurrence • General Liability – CSL $1,000,000 per occurrence • Business Auto Liability – CSL $200,000 per occurrence • Workers' Compensation - $100,000 each accident / $100,000 each employee / $500,000 policy limit for disease	yes
Affidavits and acknowledgements as provided in RFQ (pages 13 – 26)	yes

Comments: Located in Chipley & Tallahassee / References do not reflect similar projects / No resumes just shows project experience for personnel (licenses were attached); majority of project experience was roadway; Planning Director worked with Chipley in establishing a Redevelopment Master Plan

Southeast Rural Community Assistance Project, Inc.

Scoring Committee
RFQ Score Form

Engineering Firm Name: Fisher Arnold

Committee Member: Melissa Cruz

	Evaluation Criteria	Max Points	Points Awarded	Comments
1	Company / Firm Qualifications and Experience	20	18	6 sub consultants / roadway work / Florida & Tennessee
2	Abilities to Provide Required Scope of Service	20	18	
3	Client References	20	18	References attached don't reflect scope of services / one of them gave high praise for roadway construction and structural engineering
4	Engineering Experience on Similar Projects	20	17	
5	Overall Presentation	20	17	
	Total Points:	100	88	

Melissa Cruz

Committee Member Signature

8/26/2026

Date

Southeast Rural Community Assistance Project, Inc.

Engineering Firm Name:

Proposal Requirements	Attached
Cover Sheet – 1 page	yes
Executive Summary – 3 pages	yes
Firm qualifications and capabilities – 5 pages	Yes but I cant really tell where one starts and finishes to ay if it meets this
Qualifications, resumes, certifications, and licenses of proposed professional personnel – 8 pages	Yes/ 9 pages
Client references for similar projects (# of Letters of Reference) – 1 page	yes
Experience on similar projects – 5 pages	yes
Evidence of registration and insurance - 2 pages Certificate of Insurance should include minimum: • Professional Liability Insurance - $250,000 CSL per occurrence • General Liability – CSL $1,000,000 per occurrence • Business Auto Liability – CSL $200,000 per occurrence • Workers' Compensation - $100,000 each accident / $100,000 each employee / $500,000 policy limit for disease	yes
Affidavits and acknowledgements as provided in RFQ (pages 13 – 26)	Yes

Comments: _____

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Southeast Rural Community Assistance Project, Inc.

Scoring Committee
RFQ Score Form

Engineering Firm Name: Fisher Arnold

Committee Member: Jordan Woodall

	Evaluation Criteria	Max Points	Points Awarded	Comments
1	Company / Firm Qualifications and Experience	20	20	
2	Abilities to Provide Required Scope of Service	20	18	Mostly Road
3	Client References	20	18	
4	Engineering Experience on Similar Projects	20	18	Mostly FDOT
5	Overall Presentation	20	18	I couldn't tell what section was what.
	Total Points:	100	92	

Jordan Woodall

Committee Member Signature

8/26/26

Date

Southeast Rural Community Assistance Project, Inc.

Engineering Firm Name:
Gude Management Consulting

Proposal Requirements	Attached
Cover Sheet – 1 page	yes
Executive Summary – 3 pages	yes
Firm qualifications and capabilities – 5 pages	yes
Qualifications, resumes, certifications, and licenses of proposed professional personnel – 8 pages	yes
Client references for similar projects (# of Letters of Reference) – 1 page	yes
Experience on similar projects – 5 pages	yes (3 pages)
Evidence of registration and insurance - 2 pages Certificate of Insurance should include minimum: • Professional Liability Insurance - $250,000 CSL per occurrence • General Liability – CSL $1,000,000 per occurrence • Business Auto Liability – CSL $200,000 per occurrence • Workers' Compensation - $100,000 each accident / $100,000 each employee / $500,000 policy limit for disease	yes / COI shows insured domiciled in GA
Affidavits and acknowledgements as provided in RFQ (pages 13 – 26)	yes (see comments)

Comments: Georgia based firm with office in Chipley / Sworn statement wasn't checked off / Anti-Kickback Affidavit and Non-Collusive Affidavit – State of Georgia

Southeast Rural Community Assistance Project, Inc.

Scoring Committee
RFQ Score Form

Engineering Firm Name: Gude Management Consulting

Committee Member: Melissa Cruz

	Evaluation Criteria	Max Points	Points Awarded	Comments
1	Company / Firm Qualifications and Experience	20	19	3 sub-consultants / Domiciled in GA
2	Abilities to Provide Required Scope of Service	20	19	
3	Client References	20	8	References provided were transportation related. / Two of the references replied ‘n/a’ for the types of projects listed in the Scope of Services.
4	Engineering Experience on Similar Projects	20	18	
5	Overall Presentation	20	20	
	Total Points:	100	84	

Melissa Cruz

Committee Member Signature

8/26/2026

Date

Southeast Rural Community Assistance Project, Inc.

Engineering Firm Name: GUDE

Proposal Requirements	Attached
Cover Sheet – 1 page	yes
Executive Summary – 3 pages	yes
Firm qualifications and capabilities – 5 pages	Yes but only 3 pages
Qualifications, resumes, certifications, and licenses of proposed professional personnel – 8 pages	Yes but only 7 pages
Client references for similar projects (# of Letters of Reference) – 1 page	yes
Experience on similar projects – 5 pages	Yes but only 3 pages
Evidence of registration and insurance - 2 pages Certificate of Insurance should include minimum: • Professional Liability Insurance - $250,000 CSL per occurrence • General Liability – CSL $1,000,000 per occurrence • Business Auto Liability – CSL $200,000 per occurrence • Workers' Compensation - $100,000 each accident / $100,000 each employee / $500,000 policy limit for disease	yes
Affidavits and acknowledgements as provided in RFQ (pages 13 – 26)	yes

Comments: _____

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Southeast Rural Community Assistance Project, Inc.

Scoring Committee
RFQ Score Form

Engineering Firm Name: GUDE

Committee Member: Rachel Tyler

	Evaluation Criteria	Max Points	Points Awarded	Comments
1	Company / Firm Qualifications and Experience	20	20	
2	Abilities to Provide Required Scope of Service	20	20	
3	Client References	20	8	References provided were transportation related. / Two of the references replied 'n/a' for the types of projects listed in the Scope of Services. PER MELISSA CRUZ
4	Engineering Experience on Similar Projects	20	20	
5	Overall Presentation	20	20	They have a local office in Chipley!
	Total Points:	100	88	

Rachel Tyler (Aug 26, 2026 09:11:17 EDT)

Committee Member Signature

08/26/2026

Date

Southeast Rural Community Assistance Project, Inc.

Engineering Firm Name: Inovia

Proposal Requirements	Attached
Cover Sheet – 1 page	Yes
Executive Summary – 3 pages	Yes – 2 pgs
Firm qualifications and capabilities – 5 pages	Yes
Qualifications, resumes, certifications, and licenses of proposed professional personnel – 8 pages	Yes
Client references for similar projects (# of Letters of Reference) – 1 page	Yes
Experience on similar projects – 5 pages	Yes
Evidence of registration and insurance - 2 pages Certificate of Insurance should include minimum: • Professional Liability Insurance - $250,000 CSL per occurrence • General Liability – CSL $1,000,000 per occurrence • Business Auto Liability – CSL $200,000 per occurrence • Workers' Compensation - $100,000 each accident / $100,000 each employee / $500,000 policy limit for disease	Yes
Affidavits and acknowledgements as provided in RFQ (pages 13 – 26)	Yes

Comments: _____

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Southeast Rural Community Assistance Project, Inc.

Scoring Committee
RFQ Score Form

Engineering Firm Name: Inovia

Committee Member: Rachel Howard

	Evaluation Criteria	Max Points	Points Awarded	Comments
1	Company / Firm Qualifications and Experience	20	18	Mention of Roadways, Stormwater, and utility. Diversity of direct staff.
2	Abilities to Provide Required Scope of Service	20	15	Mostly mention design of projects under staff. No availability listed for staff.
3	Client References	20	13	
4	Engineering Experience on Similar Projects	20	17	Mainly larger communities but good diversity of project activity
5	Overall Presentation	20	20	Presentation was easy to follow and sufficient
	Total Points:	100	83	

Rachel Howard (Aug 28, 2026 11:54:35 EDT)

Committee Member Signature

08/28/2026

Date

Southeast Rural Community Assistance Project, Inc.

Engineering Firm Name:
Inovia Consulting Group

Proposal Requirements	Attached
Cover Sheet – 1 page	yes
Executive Summary – 3 pages	yes
Firm qualifications and capabilities – 5 pages	Yes
Qualifications, resumes, certifications, and licenses of proposed professional personnel – 8 pages	yes
Client references for similar projects (# of Letters of Reference) – 1 page	yes
Experience on similar projects – 5 pages	yes
Evidence of registration and insurance - 2 pages Certificate of Insurance should include minimum: • Professional Liability Insurance - $250,000 CSL per occurrence • General Liability – CSL $1,000,000 per occurrence • Business Auto Liability – CSL $200,000 per occurrence • Workers' Compensation - $100,000 each accident / $100,000 each employee / $500,000 policy limit for disease	Yes
Affidavits and acknowledgements as provided in RFQ (pages 13 – 26)	Yes (see comments)

Comments: Office in Marianna / Did not sign the document confirming the understanding of the conditions set on RFQ.

Southeast Rural Community Assistance Project, Inc.

Scoring Committee
RFQ Score Form

Engineering Firm Name: Inovia Consulting Group

Committee Member: Melissa Cruz

	Evaluation Criteria	Max Points	Points Awarded	Comments
1	Company / Firm Qualifications and Experience	20	20	25+ years' experience in N. Florida / FDOT qualified
2	Abilities to Provide Required Scope of Service	20	19	
3	Client References	20	13	Received 2 references
4	Engineering Experience on Similar Projects	20	19	
5	Overall Presentation	20	20	
	Total Points:	100	91	

Melissa Cruz

Committee Member Signature

8/26/2026

Date

Southeast Rural Community Assistance Project, Inc.

Engineering Firm Name:
LJA Engineering

Proposal Requirements	Attached
Cover Sheet – 1 page	yes
Executive Summary – 3 pages	no
Firm qualifications and capabilities – 5 pages	Yes
Qualifications, resumes, certifications, and licenses of proposed professional personnel – 8 pages	yes
Client references for similar projects (# of Letters of Reference) – 1 page	yes
Experience on similar projects – 5 pages	yes
Evidence of registration and insurance - 2 pages Certificate of Insurance should include minimum: • Professional Liability Insurance - $250,000 CSL per occurrence • General Liability – CSL $1,000,000 per occurrence • Business Auto Liability – CSL $200,000 per occurrence • Workers' Compensation - $100,000 each accident / $100,000 each employee / $500,000 policy limit for disease	Yes
Affidavits and acknowledgements as provided in RFQ (pages 13 – 26)	Yes

Comments: Office in Tallahassee / there is a letter of introduction of 2 pages, perhaps considered the executive summary but at the # of required pages

Southeast Rural Community Assistance Project, Inc.

Scoring Committee
RFQ Score Form

Engineering Firm Name: LJA Engineering

Committee Member: Melissa Cruz

	Evaluation Criteria	Max Points	Points Awarded	Comments
1	Company / Firm Qualifications and Experience	20	18	Company founded in 1972 / There is a letter of introduction of 2 pages, perhaps considered the executive summary but at the # of required pages / Areas of expertise: Public Works / Transportation / land development / Energy / Surveying
2	Abilities to Provide Required Scope of Service	20	19	Core capabilities: water/wastewater / stormwater mngmt / roadway / structural engineering / surveying / CEI
3	Client References	20	20	Jordan Woodall requested
4	Engineering Experience on Similar Projects	20	18	Didn't see roadway construction, disaster recovery in the similar projects they presented. Strong water/wastewater & stormwater
5	Overall Presentation	20	20	
	Total Points:	100	95	

Melissa Cruz

Committee Member Signature

8/28/26

Date

Southeast Rural Community Assistance Project, Inc.

Engineering Firm Name:

Proposal Requirements	Attached
Cover Sheet – 1 page	Yes
Executive Summary – 3 pages	Yes
Firm qualifications and capabilities – 5 pages	Yes
Qualifications, resumes, certifications, and licenses of proposed professional personnel – 8 pages	Yes
Client references for similar projects (# of Letters of Reference) – 1 page	Yes
Experience on similar projects – 5 pages	Yes
Evidence of registration and insurance - 2 pages Certificate of Insurance should include minimum: • Professional Liability Insurance - $250,000 CSL per occurrence Y • General Liability – CSL $1,000,000 per occurrence Y • Business Auto Liability – CSL $200,000 per occurrence Y • Workers' Compensation - $100,000 each accident / $100,000 each employee / $500,000 policy limit for disease Y	Yes
Affidavits and acknowledgements as provided in RFQ (pages 13 – 26)	Yes

Comments: LJA meets all of the fore mentioned requirements.

Southeast Rural Community Assistance Project, Inc.

Scoring Committee
RFQ Score Form

Engineering Firm Name: LJA

Committee Member: Jordan Woodall

	Evaluation Criteria	Max Points	Points Awarded	Comments
1	Company / Firm Qualifications and Experience	20	20	LJA seems to fit all of the requirements
2	Abilities to Provide Required Scope of Service	20	20	
3	Client References	20	20	
4	Engineering Experience on Similar Projects	20	20	
5	Overall Presentation	20	20	Was easy to read and followed the amount of pages that were asked for
	Total Points:	100	100	

Jordan Woodall

Committee Member Signature

8/24/26

Date

Southeast Rural Community Assistance Project, Inc.

Engineering Firm Name: Metric

Proposal Requirements	Attached
Cover Sheet – 1 page	Yes
Executive Summary – 3 pages	Yes
Firm qualifications and capabilities – 5 pages	Yes- 4 pages
Qualifications, resumes, certifications, and licenses of proposed professional personnel – 8 pages	Yes
Client references for similar projects (# of Letters of Reference) – 1 page	Yes
Experience on similar projects – 5 pages	Yes
Evidence of registration and insurance - 2 pages Certificate of Insurance should include minimum: • Professional Liability Insurance - $250,000 CSL per occurrence • General Liability – CSL $1,000,000 per occurrence • Business Auto Liability – CSL $200,000 per occurrence • Workers' Compensation - $100,000 each accident / $100,000 each employee / $500,000 policy limit for disease	Yes
Affidavits and acknowledgements as provided in RFQ (pages 13 – 26)	Yes

Comments: Metric seems to work with larger projects such as those in Miami-Dade, Brevard and Lake County.

Southeast Rural Community Assistance Project, Inc.

Scoring Committee
RFQ Score Form

Engineering Firm Name: Metric

Committee Member: Rachel Tyler

	Evaluation Criteria	Max Points	Points Awarded	Comments
1	Company / Firm Qualifications and Experience	20	20	
2	Abilities to Provide Required Scope of Service	20	15	
3	Client References	20	13	
4	Engineering Experience on Similar Projects	20	15	
5	Overall Presentation	20	18	
	Total Points:	100	81	

Rachel Tyler (Aug 12, 2026 14:37:38 EDT)

Committee Member Signature

08/12/2026

Date

Southeast Rural Community Assistance Project, Inc.

Engineering Firm Name:
Metric

Proposal Requirements	Attached
Cover Sheet – 1 page	yes
Executive Summary – 3 pages	yes
Firm qualifications and capabilities – 5 pages	Yes (4 pages)
Qualifications, resumes, certifications, and licenses of proposed professional personnel – 8 pages	yes
Client references for similar projects (# of Letters of Reference) – 1 page	yes
Experience on similar projects – 5 pages	yes
Evidence of registration and insurance - 2 pages Certificate of Insurance should include minimum: • Professional Liability Insurance - $250,000 CSL per occurrence • General Liability – CSL $1,000,000 per occurrence • Business Auto Liability – CSL $200,000 per occurrence • Workers' Compensation - $100,000 each accident / $100,000 each employee / $500,000 policy limit for disease	Yes
Affidavits and acknowledgements as provided in RFQ (pages 13 – 26)	Yes

Comments: Office in Chipley

Southeast Rural Community Assistance Project, Inc.

Scoring Committee
RFQ Score Form

Engineering Firm Name: Metric

Committee Member: Melissa Cruz

	Evaluation Criteria	Max Points	Points Awarded	Comments
1	Company / Firm Qualifications and Experience	20	20	50 years experience
2	Abilities to Provide Required Scope of Service	20	18	No FAA and DEO
3	Client References	20	13	Rachel Tyler requested
4	Engineering Experience on Similar Projects	20	18	
5	Overall Presentation	20	19	
	Total Points:	100	88	

Melissa Cruz

Committee Member Signature

8/26/26

Date

Southeast Rural Community Assistance Project, Inc.

Engineering Firm Name:
Mott MacDonald

Proposal Requirements	Attached
Cover Sheet – 1 page	yes
Executive Summary – 3 pages	yes
Firm qualifications and capabilities – 5 pages	Yes
Qualifications, resumes, certifications, and licenses of proposed professional personnel – 8 pages	yes
Client references for similar projects (# of Letters of Reference) – 1 page	yes
Experience on similar projects – 5 pages	yes
Evidence of registration and insurance - 2 pages Certificate of Insurance should include minimum: • Professional Liability Insurance - $250,000 CSL per occurrence • General Liability – CSL $1,000,000 per occurrence • Business Auto Liability – CSL $200,000 per occurrence • Workers' Compensation - $100,000 each accident / $100,000 each employee / $500,000 policy limit for disease	no copy of COI
Affidavits and acknowledgements as provided in RFQ (pages 13 – 26)	Yes

Comments: Office in Chipley / copies of licenses were attached but no Cert of Insurance (Contents page shows Insurance is on page 23, although wasn't attached)

Southeast Rural Community Assistance Project, Inc.

Scoring Committee
RFQ Score Form

Engineering Firm Name: Mott MacDonald

Committee Member: Melissa Cruz

	Evaluation Criteria	Max Points	Points Awarded	Comments
1	Company / Firm Qualifications and Experience	20	19	50+ years in business
2	Abilities to Provide Required Scope of Service	20	19	Didn't find disaster recovery in their proposal
3	Client References	20	16	RH requested
4	Engineering Experience on Similar Projects	20	20	
5	Overall Presentation	20	19	Certificate of Insurance missing
	Total Points:	100	93	

Melissa Cruz

Committee Member Signature

8/28/26

Date

Southeast Rural Community Assistance Project, Inc.

Engineering Firm Name: Mott MacDonald

Proposal Requirements	Attached
Cover Sheet – 1 page	yes
Executive Summary – 3 pages	yes
Firm qualifications and capabilities – 5 pages	yes
Qualifications, resumes, certifications, and licenses of proposed professional personnel – 8 pages	yes
Client references for similar projects (# of Letters of Reference) – 1 page	yes
Experience on similar projects – 5 pages	yes
Evidence of registration and insurance - 2 pages Certificate of Insurance should include minimum: • Professional Liability Insurance - $250,000 CSL per occurrence • General Liability – CSL $1,000,000 per occurrence • Business Auto Liability – CSL $200,000 per occurrence • Workers' Compensation - $100,000 each accident / $100,000 each employee / $500,000 policy limit for disease	Yes but no COI included
Affidavits and acknowledgements as provided in RFQ (pages 13 – 26)	Yes

Comments: Cover sheet is not a traditionally formatted cover sheet

Southeast Rural Community Assistance Project, Inc.

Scoring Committee
RFQ Score Form

Engineering Firm Name: Mott MacDonald

Committee Member: Rachel Howard

	Evaluation Criteria	Max Points	Points Awarded	Comments
1	Company / Firm Qualifications and Experience	20	18	Experience listed includes Chipley currently with a variety of activities. Other experience listed is with slightly larger communities.
2	Abilities to Provide Required Scope of Service	20	16	Local Chipley staff however staff availability not explicitly listed
3	Client References	20	16	
4	Engineering Experience on Similar Projects	20	16	Large portion of similar detailed project activity is larger communities, but Chipley is listed. No dates for specific projects under communities with current continuing agreements.
5	Overall Presentation	20	19	Easy to read and follow. COI not provided.
	Total Points:	100	85	

Rachel Howard (Aug 28, 2026 10:35:56 EDT)

Committee Member Signature

08/28/2026

Date

Southeast Rural Community Assistance Project, Inc.

Engineering Firm Name:
Neel Schaffer

Proposal Requirements	Attached
Cover Sheet – 1 page	yes
Executive Summary – 3 pages	yes
Firm qualifications and capabilities – 5 pages	yes
Qualifications, resumes, certifications, and licenses of proposed professional personnel – 8 pages	yes
Client references for similar projects (# of Letters of Reference) – 1 page	yes
Experience on similar projects – 5 pages	yes
Evidence of registration and insurance - 2 pages Certificate of Insurance should include minimum: • Professional Liability Insurance - $250,000 CSL per occurrence • General Liability – CSL $1,000,000 per occurrence • Business Auto Liability – CSL $200,000 per occurrence • Workers' Compensation - $100,000 each accident / $100,000 each employee / $500,000 policy limit for disease	yes
Affidavits and acknowledgements as provided in RFQ (pages 13 – 26)	yes

Comments: Office in Chipley /

Southeast Rural Community Assistance Project, Inc.

Scoring Committee
RFQ Score Form

Engineering Firm Name: Neel Schaffer

Committee Member: Melissa Cruz

	Evaluation Criteria	Max Points	Points Awarded	Comments
1	Company / Firm Qualifications and Experience	20	19	Founded in 1983
2	Abilities to Provide Required Scope of Service	20	18	
3	Client References	20	0	JW requested
4	Engineering Experience on Similar Projects	20	19	CEI / storm water / roadway / water / roadway *didn't find disaster recovery
5	Overall Presentation	20	20	
	Total Points:	100	76	

Melissa Cruz

Committee Member Signature

8/26/26

Date

Southeast Rural Community Assistance Project, Inc.

Engineering Firm Name:

Proposal Requirements	Attached
Cover Sheet – 1 page	yes
Executive Summary – 3 pages	yes
Firm qualifications and capabilities – 5 pages	yes
Qualifications, resumes, certifications, and licenses of proposed professional personnel – 8 pages	yes
Client references for similar projects (# of Letters of Reference) – 1 page	yes
Experience on similar projects – 5 pages	yes
Evidence of registration and insurance - 2 pages Certificate of Insurance should include minimum: • Professional Liability Insurance - $250,000 CSL per occurrence • General Liability – CSL $1,000,000 per occurrence • Business Auto Liability – CSL $200,000 per occurrence • Workers' Compensation - $100,000 each accident / $100,000 each employee / $500,000 policy limit for disease	yes
Affidavits and acknowledgements as provided in RFQ (pages 13 – 26)	yes

Comments: _____

_____

Southeast Rural Community Assistance Project, Inc.

Scoring Committee
RFQ Score Form

Engineering Firm Name: Neel Shaffer

Committee Member: Jordan Woodall

	Evaluation Criteria	Max Points	Points Awarded	Comments
1	Company / Firm Qualifications and Experience	20	20	
2	Abilities to Provide Required Scope of Service	20	18	Stormwater and Roads look very covered. The other requirements not so much.
3	Client References	20	0	References were invalid. The one who replied said they did not want to answer.
4	Engineering Experience on Similar Projects	20	18	The projects listed are only SW and roads but the continuing projects matrix shows they do more.
5	Overall Presentation	20	20	
	Total Points:	100	76	

Jordan Woodall

Committee Member Signature

8/25/26

Date

Engineering Firm Name: North Florida Professional Services

Proposal Requirements	Attached
Cover Sheet – 1 page	yes
Executive Summary – 3 pages	yes
Firm qualifications and capabilities – 5 pages	yes
Qualifications, resumes, certifications, and licenses of proposed professional personnel – 8 pages	yes
Client references for similar projects (# of Letters of Reference) – 1 page	yes
Experience on similar projects – 5 pages	yes
Evidence of registration and insurance - 2 pages Certificate of Insurance should include minimum: • Professional Liability Insurance - $250,000 CSL per occurrence • General Liability – CSL $1,000,000 per occurrence • Business Auto Liability – CSL $200,000 per occurrence • Workers' Compensation - $100,000 each accident / $100,000 each employee / $500,000 policy limit for disease	yes
Affidavits and acknowledgements as provided in RFQ (pages 13 – 26)	yes

Comments: Lots of similar projects listed. Strong application.

Scoring Committee
RFQ Score Form

Engineering Firm Name: **North Florida Professional Services**

Committee Member: Rachel Tyler

	Evaluation Criteria	Max Points	Points Awarded	Comments
1	Company / Firm Qualifications and Experience	20	20	
2	Abilities to Provide Required Scope of Service	20	20	
3	Client References	20	19	93 and 100. No more were received after repeated attempts.
4	Engineering Experience on Similar Projects	20	20	
5	Overall Presentation	20	20	
	Total Points:	100	98	

Rachel Tyler (Aug 25, 2026 13:56:15 EDT)

Committee Member Signature

08/25/2026

Date

Southeast Rural Community Assistance Project, Inc.

Engineering Firm Name:
North Florida Professional Services Inc.

Proposal Requirements	Attached
Cover Sheet – 1 page	yes
Executive Summary – 3 pages	yes
Firm qualifications and capabilities – 5 pages	yes
Qualifications, resumes, certifications, and licenses of proposed professional personnel – 8 pages	yes
Client references for similar projects (# of Letters of Reference) – 1 page	yes
Experience on similar projects – 5 pages	yes
Evidence of registration and insurance - 2 pages Certificate of Insurance should include minimum: • Professional Liability Insurance - $250,000 CSL per occurrence • General Liability – CSL $1,000,000 per occurrence • Business Auto Liability – CSL $200,000 per occurrence • Workers' Compensation - $100,000 each accident / $100,000 each employee / $500,000 policy limit for disease	yes
Affidavits and acknowledgements as provided in RFQ (pages 13 – 26)	yes

Comments: Offices in Lake City, Jacksonville, Panama City, Tallahassee

Southeast Rural Community Assistance Project, Inc.

Scoring Committee
RFQ Score Form

Engineering Firm Name: North Florida Professional Services

Committee Member: Melissa Cruz

	Evaluation Criteria	Max Points	Points Awarded	Comments
1	Company / Firm Qualifications and Experience	20	20	Firm rebranded in 2010 as NFPS. Numerous CEI relationships
2	Abilities to Provide Required Scope of Service	20	20	Experience in all facets of scope of services
3	Client References	20	19	RT requested
4	Engineering Experience on Similar Projects	20	20	
5	Overall Presentation	20	20	Excellent
	Total Points:	100	99	

Melissa Cruz

Committee Member Signature

8/26/26

Date

Southeast Rural Community Assistance Project, Inc.

Engineering Firm Name: Panhandle Engineering

Proposal Requirements	Attached
Cover Sheet – 1 page	Yes – 2 pgs
Executive Summary – 3 pages	No
Firm qualifications and capabilities – 5 pages	Yes – 3 pgs
Qualifications, resumes, certifications, and licenses of proposed professional personnel – 8 pages	Yes – 7 pgs
Client references for similar projects (# of Letters of Reference) – 1 page	No
Experience on similar projects – 5 pages	Yes – 10 pgs
Evidence of registration and insurance - 2 pages Certificate of Insurance should include minimum: • Professional Liability Insurance - $250,000 CSL per occurrence • General Liability – CSL $1,000,000 per occurrence • Business Auto Liability – CSL $200,000 per occurrence • Workers' Compensation - $100,000 each accident / $100,000 each employee / $500,000 policy limit for disease	No – COI was blank
Affidavits and acknowledgements as provided in RFQ (pages 13 – 26)	Yes

Comments: _____

_____

Southeast Rural Community Assistance Project, Inc.

Scoring Committee
RFQ Score Form

Engineering Firm Name: Panhandle Engineering

Committee Member: Rachel Howard

	Evaluation Criteria	Max Points	Points Awarded	Comments
1	Company / Firm Qualifications and Experience	20	17	Strengths appear to be water/wastewater with some stormwater and roadways.
2	Abilities to Provide Required Scope of Service	20	18	Staff are located in Lynn Haven. Diversity of staff but smaller firm.
3	Client References	20	13	
4	Engineering Experience on Similar Projects	20	18	Most work was performed on larger communities.
5	Overall Presentation	20	12	Requested format not followed well and the presentation wasn't organized clearly.
	Total Points:	100	78	

Rachel Howard (Aug 28, 2026 12:25:20 EDT)

Committee Member Signature

08/28/2026

Date

Southeast Rural Community Assistance Project, Inc.

Engineering Firm Name:

Proposal Requirements	Attached
Cover Sheet – 1 page	yes
Executive Summary – 3 pages	yes
Firm qualifications and capabilities – 5 pages	yes
Qualifications, resumes, certifications, and licenses of proposed professional personnel – 8 pages	yes
Client references for similar projects (# of Letters of Reference) – 1 page	no
Experience on similar projects – 5 pages	Longer than 5 pages
Evidence of registration and insurance - 2 pages Certificate of Insurance should include minimum: • Professional Liability Insurance - $250,000 CSL per occurrence • General Liability – CSL $1,000,000 per occurrence • Business Auto Liability – CSL $200,000 per occurrence • Workers' Compensation - $100,000 each accident / $100,000 each employee / $500,000 policy limit for disease	Incomplete, Just professional Liability
Affidavits and acknowledgements as provided in RFQ (pages 13 – 26)	yes

Comments: _____

_____

Southeast Rural Community Assistance Project, Inc.

Scoring Committee
RFQ Score Form

Engineering Firm Name: Panhandle Engineering

Committee Member: Jordan Woodall

	Evaluation Criteria	Max Points	Points Awarded	Comments
1	Company / Firm Qualifications and Experience	20	20	
2	Abilities to Provide Required Scope of Service	20	20	
3	Client References	20	13	
4	Engineering Experience on Similar Projects	20	20	
5	Overall Presentation	20	17	They are missing items that are in the presentation section.
	Total Points:	100	77	

Jordan Woodall

Committee Member Signature

8/25/26

Date

Engineering Firm Name: Three Notch Group

Proposal Requirements	Attached
Cover Sheet – 1 page	Yes
Executive Summary – 3 pages	Yes
Firm qualifications and capabilities – 5 pages	Yes
Qualifications, resumes, certifications, and licenses of proposed professional personnel – 8 pages	Yes- 7 pages
Client references for similar projects (# of Letters of Reference) – 1 page	Yes
Experience on similar projects – 5 pages	Yes
Evidence of registration and insurance - 2 pages Certificate of Insurance should include minimum: • Professional Liability Insurance - $250,000 CSL per occurrence • General Liability – CSL $1,000,000 per occurrence • Business Auto Liability – CSL $200,000 per occurrence • Workers' Compensation - $100,000 each accident / $100,000 each employee / $500,000 policy limit for disease	Yes
Affidavits and acknowledgements as provided in RFQ (pages 13 – 26)	Yes

Comments: _____

_____

Scoring Committee
RFQ Score Form

Engineering Firm Name: Three Notch Group

Committee Member: Rachel Tyler

	Evaluation Criteria	Max Points	Points Awarded	Comments
1	Company / Firm Qualifications and Experience	20	20	
2	Abilities to Provide Required Scope of Service	20	20	
3	Client References	20	13	**Two references were received out of 4 contacts messaged
4	Engineering Experience on Similar Projects	20	20	
5	Overall Presentation	20	20	
	Total Points:	100	93	

Rachel Tyler (Aug 24, 2026 11:56:56 EDT)

Committee Member Signature

08/24/2026

Date

**** Please note: only 2 references were received out of a total of 4 contacts reached out to. One person responded saying they do not fill out such forms. A fourth contact never replied after several emails sent.**

Southeast Rural Community Assistance Project, Inc.

Engineering Firm Name: Three Notch Group

Proposal Requirements	Attached
Cover Sheet – 1 page	Yes
Executive Summary – 3 pages	Yes
Firm qualifications and capabilities – 5 pages	Yes
Qualifications, resumes, certifications, and licenses of proposed professional personnel – 8 pages	Yes – 7 pgs
Client references for similar projects (# of Letters of Reference) – 1 page	yes
Experience on similar projects – 5 pages	Yes
Evidence of registration and insurance - 2 pages Certificate of Insurance should include minimum: • Professional Liability Insurance - $250,000 CSL per occurrence • General Liability – CSL $1,000,000 per occurrence • Business Auto Liability – CSL $200,000 per occurrence • Workers' Compensation - $100,000 each accident / $100,000 each employee / $500,000 policy limit for disease	Yes
Affidavits and acknowledgements as provided in RFQ (pages 13 – 26)	Yes

Comments: _____

_____

Southeast Rural Community Assistance Project, Inc.

Scoring Committee
RFQ Score Form

Engineering Firm Name: Three Notch Group

Committee Member: Rachel Howard

	Evaluation Criteria	Max Points	Points Awarded	Comments
1	Company / Firm Qualifications and Experience	20	17	They contract with another firm for stormwater.
2	Abilities to Provide Required Scope of Service	20	18	Some staff are located in Chipley. General availability listed as open immediately for work.
3	Client References	20	13	
4	Engineering Experience on Similar Projects	20	15	Diverse work experience, but appears heavier on roadways. Does contract with another firm for stormwater. A lot of work performed in AL but with similar communities.
5	Overall Presentation	20	19	Presentation fairly easy to follow. Experience seems fairly diverse.
	Total Points:	100	82	

Rachel Howard (Aug 28, 2026 12:21:53 EDT)

Committee Member Signature

08/28/2026

Date

Engineering Firm Name: VOLKERT

Proposal Requirements	Attached
Cover Sheet – 1 page	YES
Executive Summary – 3 pages	YES BUT ONLY 2 PAGES
Firm qualifications and capabilities – 5 pages	YES
Qualifications, resumes, certifications, and licenses of proposed professional personnel – 8 pages	YES
Client references for similar projects (# of Letters of Reference) – 1 page	YES
Experience on similar projects – 5 pages	YES
Evidence of registration and insurance - 2 pages Certificate of Insurance should include minimum: • Professional Liability Insurance - $250,000 CSL per occurrence • General Liability – CSL $1,000,000 per occurrence • Business Auto Liability – CSL $200,000 per occurrence • Workers' Compensation - $100,000 each accident / $100,000 each employee / $500,000 policy limit for disease	YES
Affidavits and acknowledgements as provided in RFQ (pages 13 – 26)	YES

Comments: very strong application

Scoring Committee
RFQ Score Form

Engineering Firm Name: VOLKERT

Committee Member: RACHEL TYLER

	Evaluation Criteria	Max Points	Points Awarded	Comments
1	Company / Firm Qualifications and Experience	20	20	
2	Abilities to Provide Required Scope of Service	20	20	
3	Client References	20	19	Scores were 93, 97 and 100
4	Engineering Experience on Similar Projects	20	20	
5	Overall Presentation	20	20	
	Total Points:	100	100	

Rachel Tyler (Aug 24, 2026 14:58:18 EDT)

Committee Member Signature

08/24/2026

Date

Southeast Rural Community Assistance Project, Inc.

Engineering Firm Name:

Proposal Requirements	Attached
Cover Sheet – 1 page	yes
Executive Summary – 3 pages	yes
Firm qualifications and capabilities – 5 pages	yes
Qualifications, resumes, certifications, and licenses of proposed professional personnel – 8 pages	yes
Client references for similar projects (# of Letters of Reference) – 1 page	yes
Experience on similar projects – 5 pages	yes
Evidence of registration and insurance - 2 pages Certificate of Insurance should include minimum: • Professional Liability Insurance - $250,000 CSL per occurrence • General Liability – CSL $1,000,000 per occurrence • Business Auto Liability – CSL $200,000 per occurrence • Workers' Compensation - $100,000 each accident / $100,000 each employee / $500,000 policy limit for disease	yes
Affidavits and acknowledgements as provided in RFQ (pages 13 – 26)	yes

Comments: _____

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Southeast Rural Community Assistance Project, Inc.

Scoring Committee
RFQ Score Form

Engineering Firm Name: Volkert

Committee Member: Jordan Woodall

	Evaluation Criteria	Max Points	Points Awarded	Comments
1	Company / Firm Qualifications and Experience	20	20	
2	Abilities to Provide Required Scope of Service	20	20	
3	Client References	20	19	
4	Engineering Experience on Similar Projects	20	20	
5	Overall Presentation	20	20	
	Total Points:	100	99	

Jordan Woodall

Committee Member Signature

8/25/26

Date

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Property Offer – 1209 Campbellton Avenue

MEETING DATE	PREPARED BY
Tuesday, October 13, 2026	Patrice Tanner, City Administrator

SUMMARY

Mr. Jeremy Wellman has expressed interest in acquiring the property located at 1209 Campbellton Avenue. The property was a code enforcement case and was acquired by the City on May 27, 2026. The property is currently not in compliance with City code requirements. The total attorney fees accrued to date are $9,383.62.

If the City elects to sell the property to a private party, a resolution authorizing the sale will be required and must be advertised prior to adoption.

RECOMMENDATION

Discussion.

ATTACHMENTS

1. Letter
2. Certificate of Title
3. Attorney Fees
4. City Code – Sale of Municipal Real Property

Good Evening Mr. Russell, Mrs. Cain, Ms. McCall, Mr. Blount, and Ms. Andrews,

My name is Jeremy and I hope to acquire the property listed at 1209 Campbellton Ave in Chipley. I was excited to hear that in addition to a monetary bid I had the opportunity to make a case for why I should be the new owner of this property.

I relocated to Florida in 2011 and came to love the state, living in Marianna for several years before career opportunities and marriage goals necessitated a relocation to Saint Petersburg, where we lived and were building a home. Unfortunately, my recent divorce has forced me to reset many of my life's goals and expectations. Easily the greatest failure of life (so far), I hope to return to an area where I have friends and family for support. It's my desire to remain in Florida for both personal and professional reasons.

This is where you can help me. This will not be a vacation home or flip for me, but my primary residence. While I've learned that life's unpredictability prevents me from promising to never sell it, my goal is to build a home base that I own outright – something I've desired for most of my life and was on the verge of achieving before my separation.

I own a small media agency, travel for work, and I am a talented builder. My friends and co-workers call me MacGyver, sometimes because they're impressed and sometimes as an insult, but always endearingly. I certainly have the talent and skill to make this a nice home, and I believe I'd be a great addition to your town as well.

I cannot bid much for the property, needing to ensure I have ample funds for its renovation, but if your goals for the property and residents of your town align with what I offer, I'd ask you to grant me the purchase of this lot and small, dilapidated home so we can both be one step closer to our goals.

You'd also make my friends in the area ecstatic! They've been trying to get me back since I left.
If not, I understand that you have a city to run and money is an important resource. There also may be a more deserving candidate than me! In either case, I appreciate your time and consideration.

Sincerely,

Jeremy Wellman

Inst: 202667004520 Date: 06/15/2026 Time: 8
Page 1 of 2 B: 1373 P: 971, Lora C. Bell,
Clerk of Court Washington, County, By: CC
Deputy Clerk Doc Stamp-Deed: 0.70

IN THE CIRCUIT COURT OF THE FOURTEENTH JUDICIAL CIRCUIT
IN AND FOR WASHINGTON COUNTY, FLORIDA

CITY OF CHIPLEY, a Florida municipal corporation,

Plaintiff,

v

Case No. 2023-CA-47

ESTATE OF DENNIE GILMORE a/k/a DENNIE GILMORE, deceased, and ALL HEIRS, BENEFICIARIES, DEVISEES, LEGATEES, SPOUSES AND CREDITORS OF THE ESTATE OF DENNIE GILMORE a/k/a DENNIE GILMORE, deceased,

Defendants.

_____/

CERTIFICATE OF TITLE

The undersigned Clerk of Court certifies that she executed and filed a Certificate of Sale in this action on MAY, 27th, 2026, for the following described real properties in Washington County, Florida:

COMMENCING AT THE NORTHEAST CORNER OF LOT 15 IN BLOCK A IN HAGERMAN ADDITION TO THE TOWN OF CHIPLEY, FLORIDA BEING IN SECTION 33, TOWNSHIP 5 NORTH, RANGE 13 WEST, ACCORDING TO THE PUBLIC RECORDS OF WASHINGTON COUNTY, FLORIDA; THENCE WEST 193 FEET; THENCE SOUTH 215 FEET SOUTH; THENCE EAST 193 FEET; THENCE NORTH 215 FEET TO THE POINT OF BEGINNING

LESS AND EXCEPT:

A LOT OR PARCEL OF LAND LOCATED IN CHIPLEY, WASHINGTON COUNTY FLORIDA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE POINT WHERE THE CENTERLINE OF 6TH STREET (FLORIDA HIGHWAY #77) INTERSECTS THE CENTERLINE OF CAMPBELLTON AVENUE AND RUN THENCE N 89°41'E, ALONG THE CENTERLINE OF CAMPBELLTON AVENUE A DISTANCE OF

1567.63 FEET; THENCE RUN S 00°19'E A DISTANCE OF 20.0 FEET TO THE SOUTH SIDE OF CAMPBELLTON AVENUE AND THE POINT OF BEGINNING; THENCE RUN N 89°41'E A DISTANCE OF 80.0 FEET TO AN EXISTING IRON PIPE SAID POINT BEING 4.87 FEET WEST OF THE NE CORNER OF LOT 15, BLOCK "A", HAGERMAN ADDITION TO THE TOWN OF CHIPLEY, FLORIDA); THENCE RUN S 01° 16'E A DISTANCE OF 100.0 FEET; THENCE RUN S 89°41'W A DISTANCE OF 80.0 FEET; THENCE RUN N 01°16'W A DISTANCE OF 100.0 FEET TO THE POINT OF BEGINNING. BEING A PART OF LOT OF 15, BLOCK "A", OF HAGERMAN'S ADDITION, BEING IN SECTION 33, TOWNSHIP 5 NORTH, RANGE 13 WEST, WASHINGTON COUNTY, FLORIDA

located at 1209 Campbellton Avenue, Chipley, Florida (tax parcel numbered 00-2710-0000, and no objection to the sale having been filed within the time allowed for filing objections, the property sold to City of Chipley, at 1442 Jackson Ave, Chipley, FL 32428.

WITNESS my hand and seal of this Court on this the 15th day of June, 2026.

LORA C. BELL
CLERK OF THE CIRCUIT COURT
WASHINGTON COUNTY, FLORIDA

J Stephens
DEPUTY CLERK

Blankenship Jordan, P.A.
Matter Transactions Report
04/16/2021 - 07/27/2026

Client: City of Chipley
Client ID: 17-0002
Matter: 1209 Campbellton Ave (Gilmore)
Matter File #: 17-0002-29

Invoices

Date	Due Date	Invoice #	Amount	Paid	Balance
07/02/2026	08/01/2026	4392	$105.70	$105.70	$0.00
06/02/2026	07/02/2026	4371	$387.50	$387.50	$0.00
05/03/2026	06/02/2026	4349	$2,383.50	$2,383.50	$0.00
04/25/2026	05/25/2026	4290	$645.00	$645.00	$0.00
03/04/2026	04/03/2026	4250	$135.00	$135.00	$0.00
02/10/2026	03/10/2026	4209	$157.50	$157.50	$0.00
02/04/2026	03/06/2026	4185	$150.00	$150.00	$0.00
01/03/2026	02/03/2026	4064	$90.00	$90.00	$0.00
10/02/2025	11/01/2025	3963	$555.00	$555.00	$0.00
09/09/2025	10/09/2025	3918	$150.78	$150.78	$0.00
08/06/2025	09/05/2025	3906	$37.50	$37.50	$0.00
07/03/2025	08/02/2025	3850	$25.00	$25.00	$0.00
05/06/2025	06/05/2025	3763	$95.00	$95.00	$0.00
04/09/2025	05/09/2025	3717	$224.27	$224.27	$0.00
02/12/2025	03/14/2025	3634	$122.50	$122.50	$0.00
01/08/2025	02/07/2025	3571	$125.00	$125.00	$0.00
11/12/2024	12/12/2024	3527	$500.00	$500.00	$0.00
08/06/2024	09/05/2024	3390	$50.00	$50.00	$0.00
07/08/2024	08/07/2024	3356	$212.50	$212.50	$0.00
02/12/2024	03/13/2024	3191	$218.44	$218.44	$0.00
01/13/2024	02/12/2024	3167	$112.50	$112.50	$0.00

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10/03/2023	11/02/2023	3048	$45.00	$45.00	$0.00
09/12/2023	10/12/2023	2998	$11.25	$11.25	$0.00
08/03/2023	09/02/2023	2967	$11.25	$11.25	$0.00
07/07/2023	08/06/2023	2921	$120.00	$120.00	$0.00
06/05/2023	07/05/2023	2885	$408.90	$408.90	$0.00
05/04/2023	06/03/2023	2848	$1,524.53	$1,524.53	$0.00
04/19/2023	05/19/2023	2821	$11.25	$11.25	$0.00
03/04/2023	04/03/2023	2761	$105.00	$105.00	$0.00
01/06/2023	02/05/2023	2695	$358.75	$358.75	$0.00
05/14/2021	06/13/2021	2192	$305.00	$305.00	$0.00
Total			**$9,383.62**	**$9,383.62**	**$0.00**

Transactions

Date	Type	Method	Bank Name	Memo	Ref #	Amount
06/03/2021	Deposit	Check	PSB - Operating	Pmt for Invoice# 2193,2194,2192,2196,21	87234	$305.00
03/20/2023	Deposit	Check	PSB - Operating	Pmt for Invoice# 2788,2747,2726,2724,27	90856	$358.75
04/03/2023	Deposit	Check	PSB - Operating	Pmt for Invoice# 2771,2769,2768,2767,27	90890	$105.00
05/08/2023	Deposit	Check	PSB - Operating	Pmt for Invoice# 2845,2827,2826,2825,28	91100	$11.25
05/25/2023	Deposit	Certified Check	PSB - Operating	Pmt for Invoice# 2874,2855,2854,2853,28	91227	$1,524.53
07/07/2023	Deposit	Check	PSB - Operating	Pmt for Invoice# 2893,2892,2891,2890,28	91498	$408.90
07/27/2023	Deposit	Check	PSB - Operating	Pmt for Invoice# 2950,2931,2930,2929,29	91624	$120.00
08/21/2023	Deposit	Check	PSB - Operating	Pmt for Invoice# 2978,2977,2975,2974,29	91749	$11.25
10/16/2023	Deposit	Check	PSB - Operating	Pmt for Invoice# 3037,3018,3017,3015,30		$11.25
10/31/2023	Deposit	Check	PSB - Operating	Pmt for Invoice# 3079,3064,3063,3061,30	92033	$45.00
02/12/2024	Deposit	Check	PSB - Operating	Pmt for Invoice# 3176,3174,3173,3172,31	92542	$112.50
02/27/2024	Deposit	Check	PSB - Operating	Pmt for Invoice# 3216,3198,3196,3195,31	92629	$218.44
07/16/2024	Deposit	Check	PSB - Operating	Pmt for Invoice# 3362,3360,3359,3358,33	93428	$212.50
08/29/2024	Deposit	Check	PSB - Operating	Pmt for Invoice# 3424,3422,3420,3398,33	93689	$50.00

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12/09/2024	Deposit	Check	PSB - Operating	Pmt for Invoice# 3528,3527,3524,3522,35	94174	$500.00
02/03/2025	Deposit	Check	PSB - Operating	Pmt for Invoice# 3600,3593,3591,3588,35	94415	$125.00
03/03/2025	Deposit	Check	PSB - Operating	Pmt for Invoice# 3642,3634,3632,3627,36	94573	$122.50
05/09/2025	Deposit	Check	PSB - Operating	Pmt for Invoice# 3736,3732,3728,3725,37	94901	$224.27
05/27/2025	Deposit	Check	PSB - Operating	Pmt for Invoice# 3791,3789,3785,3782,37	95057	$95.00
07/28/2025	Deposit	Check	PSB - Operating	Pmt for Invoice# 3867,3856,3853,3851,38	95385	$25.00
08/25/2025	Deposit	Check	PSB - Operating	Pmt for Invoice# 3906,3903,3899,3897,38	95502	$37.50
10/10/2025	Deposit	Check	PSB - Operating	Pmt for Invoice# 3942,3941,3937,3936,39	95694	$150.78
10/27/2025	Deposit	Check	PSB - Operating	Pmt for Invoice# 3976,3975,3974,3971,39	95776	$555.00
01/19/2026	Deposit	Check	PSB - Operating	Pmt for Invoice# 4093,4087,4082,4081,40	9616	$90.00
02/14/2026	Deposit	Check	PSB - Operating	Pmt for Invoice# 4195,4192,4190,4185,41	96281	$150.00
02/22/2026	Deposit	Check	PSB - Operating	Pmt for Invoice# 4220,4217,4216,4215,42	96325	$157.50
03/17/2026	Deposit	Check	PSB - Operating	Pmt for Invoice# 4261,4259,4255,4251,42		$135.00
05/12/2026	Deposit	Check	PSB - Operating	Pmt for Invoice# 4313,4308,4304,4294,42	96766	$645.00
05/18/2026	Deposit	Check	PSB - Operating	Pmt for Invoice# 4351,4349,4348,4344,43	96819	$2,383.50
06/22/2026	Deposit	Check	PSB - Operating	Pmt for Invoice# 4371,4368,4367,4362,43	97035	$387.50
07/27/2026	Deposit	Check	PSB - Operating	Pmt for Invoice# 4398,4397,4392,4389,43	97187	$105.70
Total						**$9,383.62**

Outstanding Balance: $0.00

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Filter	Value
Matter Owner	All
Client-Matter	City of Chipley-1209 Campbellton Ave (Gilmore)
Active Matters Only	True
Consolidate Client Matter List	False

ARTICLE V. SALE OF MUNICIPAL REAL PROPERTY

Sec. 2-129. Sale of municipal real property.

Subject to the following provisions, the city is hereby empowered to sell and dispose of any lands, improvements, public buildings, recreational parks and other lands now owned or hereafter acquired by the city, and in the deed of conveyance, may place such conditions, limitations and restrictions on the use of such property by the purchasers (or the purchasers' successors in interest to the title to the property) as, to the city council, shall seem proper. Nothing herein shall operate in any way to prohibit the city council from imposing in any such grant such covenants, restrictions or provisions as it may deem to be in the public interest, provided only that the same are not inconsistent with the provisions of the state constitution or applicable statutory or local law. The right of the city to sell, exchange, lease, or convey real property under the methods and procedures provided in this article shall not be limited, restricted or abridged on account of the method, source or means by which such property was acquired, the source from which funds were obtained to acquire such property, the use to which this property has been devoted or is presently devoted, or whether such property is used and operated in a governmental or proprietary capacity.

(Code 1987, § 2-39; Ord. No. 948, § 2, 1-9-2018)

Sec. 2-130. Sale or conveyance of real property to public or nonprofit entity.

The city is hereby authorized and empowered to enter into contracts with and to sell, alienate, exchange, give, grant or convey to the United States of America or any of its departments or agencies, the state or any of its counties, districts, subdivisions or agencies, or to any public body, or to any nonprofit entity any real property now owned by the city or hereafter acquired, to be used by such public body or agency for a public purpose, under the following conditions:

(1) For the purposes of this section, the term "nonprofit entity" shall mean a nonprofit charitable organization, no part of the net earnings of which inures or may lawfully inure to the benefit of any private shareholder or individual, and that has been held to be tax-exempt under the provisions of Section 501 of the Internal Revenue Code of 1954, and that has as its principal mission:

   a. Public health and welfare;

   b. Education;

   c. Environmental restoration and conservation;

d. Providing of housing for the indigent or homeless; or

e. Relief of human suffering and poverty.

(2) The city council shall first adopt a resolution determining and declaring its intention to sell, alienate, give, exchange, grant, or convey real property to a designated public body or nonprofit entity, and such resolution shall particularly describe the lands, property, improvements or places intended to be conveyed or improved, the purchase price to be paid, if any, the public purpose for which such land or such property will be used by the grantee, and other details of the sale, and designate a day not less than 30 days after the adoption of such resolution on which a public hearing will be had before the city council upon such proposal.

(3) If any real property intended to be sold, alienated, given away, granted or conveyed to any other public body or nonprofit entity is encumbered by any bonds or obligations for which such property or the revenue derived therefrom is specially pledged, provision must be made in the proposal and plan to simultaneously discharge and pay the obligations for payment of which such lands or revenues derived therefrom are specially pledged.

(4) Such resolution shall be published in full in two issues of a newspaper of general circulation published in the city, with the first publication not less than ten days before such public hearing and the second publication one week after the first publication, and both publications prior to the public hearing.

(5) At the time designated for a public hearing, the terms of the proposal and the use of the property shall be explained to the public and opportunity given for citizens and taxpayers to be heard upon such proposal.

(6) At such meeting, or any designated adjourned meeting, the city council shall pass another resolution either confirming or repealing the resolution previously adopted or confirming the previous resolution with amendments or additions. If the previous resolution is confirmed in its original form, or with amendments or additions, such confirming resolution shall direct the proper city officials to execute and deliver deed of conveyance under the terms and conditions set out in the resolution as confirmed.

(Code 1987, § 2-40; Ord. No. 948, § 2, 1-9-2018)

Sec. 2-131. Sale or conveyance of real property to private party.

The city is hereby authorized and empowered to sell any municipal lands and improvements thereon, title to which is vested in the city, to any private person, firm or corporation (other than to a public body or nonprofit entity, as defined above) under the following conditions, to-wit:

(1) *Resolution declaring property not needed for public use; terms of sale.* The city council shall adopt a resolution at a regular meeting of the city council particularly describing

the land by metes and bounds, reference to a recorded plat or government survey, its location by street number, if there is any, and a description of all improvements located upon the land, and shall declare how said land has been used since same has belonged to the city, why it is desirable to sell same, and that the city does declare and determine that it is for the best interests of the city that such lands and facilities be sold. The resolution declaring that such lands be sold shall state whether the sale shall be made for cash or terms.

(2) *Sales of small parcels.* Sales of small parcels may be, but are not required to be, effected under this subsection:

a. The city may effect a private sale of a parcel of real property pursuant to this subsection when it finds:

1. Either that a parcel is of insufficient size and shape to be issued a building permit for any productive improvements or development to be constructed on the surplus property; or that the value of the parcel is $10,000.00 or less (as determined by a real estate appraiser, the county property appraiser or the city real estate officer).

2. Due to the size, shape, location and value of the parcel, the parcel is of use only to one or more adjacent property owners.

3. The property is located in an industrial zoning classification and promotes economic development.

b. The city may, after sending notice of its intended action by certified mail to each owner of adjacent property (as that ownership is reflected on the most current county real property tax assessment roll), effect a sale and conveyance of the parcel at private sale without receiving bids or publishing further notice or otherwise pursuant to this subsection. If, however, within 15 working days after the sending of such mailed notice, two or more owners of adjacent property notify the city of such owners' desire to purchase the parcel, the city shall accept sealed bids for the parcel from such responding adjacent property owners and shall either convey such parcel to the highest bidder or may reject all offers and thereafter dispose of the property otherwise pursuant to this section.

(3) *Sale without competitive bidding.* Subject to the provisions of this subsection, the city may alternatively, when in the public interest as determined by the city council, adopt its resolution to sell without competitive bidding to a private party making a written offer to purchase lands, but the city may reject any and all offers at any time. An offer shall be accompanied by cashier's checks or certified checks payable to the city in an amount equal to at least ten percent of the offer as an initial payment in the event the sale is consummated. In no event shall the sale be for less than 90 percent of the greater of the value of the property as determined by the city council or the value of the property on the current county ad valorem tax assessment roll.

a. *Notice; offers.* Within seven days after the adoption of the resolution providing for sale without competitive bidding (after the receipt of such an offer), notice of the offer and of the city's resolution of intent to take action on the offer shall be published by the city in a newspaper of general circulation one time at least ten business days prior to the city council's action on the offer.

b. *Protests.* During the period intervening between the adoption of the resolution for sale without competitive bidding and the date of sale, taxpayers and registered electors of the city may protest or object to the sale, or propose other public uses for the said property, and the city council may rescind its former action and repeal the resolution declaring the property should be sold, if it deems same expedient and proper.

c. *Resolution accepting offer and authorizing conveyance.* At any regular meeting held at least ten business days after publication of the resolution as provided above, the city council may adopt a resolution accepting the offer and authorizing the execution of a deed of conveyance, provided that if such property is encumbered by any bonds or obligations for which such property or the revenue derived therefrom is specially pledged, the purchase price must be sufficient to pay and discharge such bonds or obligations according to the terms thereof.

(4) *Sale by competitive bidding procedure.* Sales of real property initiated by the city may also be conducted in such fashion as determined by city council including, without limitation, a public auction or a sealed bid procedure, in one or more of the following manners:

a. *Sealed bid procedure.* If the city council determines to use a sealed bid procedure, the city shall publish a notice once a week for at least two weeks in a newspaper of general circulation published in the county. The notice shall call for written bids for the purchase of the property so advertised to be sold. In the case of a sale, the bid of the highest bidder complying with the terms and conditions set forth in such notice shall be accepted, unless the city council rejects all bids because they are too low or because the city council determines that the property should be sold pursuant to a different provision of this section. The city may require a deposit to be made, in such form or in such amount as the city council determines, with each bid submitted. If the bid is approved by city council, the successful bidder will be notified of the award, and a contract for sale and purchase will be executed.

b. *Public auction procedure.* If the city council determines to use a public auction procedure, the city shall schedule the auction, which shall be held at the city hall (or such other appropriate public place) at a specified time and date. The city shall publish a notice of the auction once a week for at least two weeks in a newspaper of general circulation published in the county. The notice shall

announce the sale, subject to any reserve price (to be set by the city council in its sole discretion) or without reserve, for the property so advertised to be sold. The bid of the highest bidder at auction complying with all terms and conditions set forth in such notice shall be accepted, unless the highest bid does not meet any set reserve, or because the city council determines prior to the auction that the property should be sold pursuant to a different provision of this section.

c. *Closing costs.* Under either the sealed bid or the public auction procedure, the successful bidder shall pay all closing costs including documentary stamps, title insurance, recording fees, and the cost of the publication of the notice. The city will furnish title insurance at the purchaser's expense. Failure of the successful bidder to close the sale within 20 calendar days after the receipt of the notice of award shall be just cause for the rescission of the award (and termination of any contract entered into) and the forfeiture of any deposit to the city, which forfeiture shall be considered not as a penalty but as liquidated damages.

(5) *Authorization to pay auction fee or commission.* The city is hereby authorized to retain the services of an auctioneer or to pay a fee or a real estate commission to any registered real estate auctioneer broker licensed to do business in the state. Such fee or real estate commission shall only be paid, however, on the consummation of such sale or lease, and the fee or commission paid shall in each instance be determined by the city council based upon what it believes to be a fair and equitable commission for the service to be rendered.

(Code 1987, § 2-41; Ord. No. 948, § 2, 1-9-2018; Ord. No. 959, § 2, 2-11-2020)

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Article 3 - Sexual Offenders and Predators - Discussion

MEETING DATE	PREPARED BY
Tuesday, October 13, 2026	Patrice Tanner, City Administrator

SUMMARY

Article 3 - Sexual Offenders and Predators updates.

RECOMMENDATION

Discussion.

ATTACHMENTS

1. Summary
2. Redline

ARTICLE III. SEXUAL OFFENDERS AND SEXUAL PREDATORS[1]

Sec. 24-76. Findings and intent.

(a) Repeat sexual offenders, sexual offenders who use physical violence and sexual offenders who prey on children are sexual predators and present an extreme threat to the public safety of the City of Chipley. Sexual offenders are likely to use physical violence to repeat these offenses, are prone to repeat their offenses, and most sexual offenders commit many offenses, have many more victims than are ever reported, and are prosecuted for only a fraction of the crimes such sexual offenders commit. This makes the cost of sexual offender victimization to society at large, while incalculable, clearly exorbitant and severe.

(b) The City Council of the City of Chipley finds that a residency restriction distance of 2,500 feet from locations where children regularly congregate is warranted given the elevated risk posed by sexual offenders and sexual predators, is necessary to provide a heightened level of protection to the City's children and community, and exceeds the minimum 1,000-foot residency restriction established by the State of Florida under F.S. § 775.215. The City Council further finds that the 2,500-foot distance is reasonably related to this heightened protective purpose given the propensity of sexual offenders and sexual predators to repeat their offenses, the particular vulnerability of children at the protected locations identified in this article, and the concentration and proximity of such protected locations within the City, and that a distance greater than the state minimum is necessary to meaningfully reduce the frequency of contact and opportunity for such persons to reoffend against children within the City. The City Council finds that this restriction is a reasonable, nonpunitive, and civil regulatory measure intended to protect public safety and is not intended to impose additional punishment on any person.

(c) It is the intent of this article to promote, protect and improve the health, safety and welfare of the city's citizens by creating buffer areas around locations where children regularly congregate, where certain sexual offenders and sexual predators are prohibited from establishing a temporary or a permanent residence and prohibited from being present.

(d) The City Council further finds that some sexual offenders and sexual predators who do not reside within the City or Washington County nevertheless establish and operate businesses within the City, including businesses located in or near areas where children regularly congregate, and that such businesses may afford these persons regular, unsupervised access to and contact with children and other members of the public. The City Council finds that requiring such persons to register their businesses with the City, and to disclose their status as registered sexual offenders or sexual predators to the public, serves the City's compelling interest in protecting children and promoting public safety by enabling parents, customers, and the community to make informed decisions and to take appropriate precautions.

(e) The City Council further finds that a disclosure requirement is effective only if the required notice is presented in a manner that is conspicuous, legible, and reasonably likely to be seen and understood by the public. Accordingly, the City Council finds that prescribing specific format requirements, including minimum sign dimensions, minimum font sizes, requirements as to color, contrast, and placement, and uniform disclosure language, is necessary to ensure that the disclosures required by this article are meaningful, that they are applied uniformly and objectively to all persons subject to this article, and that the requirements are

[1]State law reference(s)—The Florida Sexual Predators Act, F.S. § 775.21.

narrowly tailored to accomplish the City's child-protection and public-safety objectives without being vague or leaving compliance to subjective interpretation.

(Code 1987, § 12-61; Ord. No. 920, § 2, 2-12-2013)

Sec. 24-77. Definitions.

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

Bus stop means any location designated by the Washington County School District, or any public or private school, for the pickup or drop off of any minor child.

Protected location means any school, designated school bus stop, day care center, park, playground, recreation center, sports field, sports facility, public ballfield, library, skating park, swimming pool open to the public, community center, place of worship, or arcade located within the City. The term also includes any other place where children regularly congregate that has been formally designated as a protected location by resolution of the City Council and published on the City's official website or otherwise made publicly available. The City shall maintain and publish on its official website a current list of all protected locations.

Child safety zone means a protected location, together with the area extending 300 feet from the protected location measured in a manner similar to the measurement of the residency restriction area provided in section 24-78. The term "child safety zone" includes any and all buildings, land, parking areas, or other improvements located on the same parcel on which each protected location is located, but does not include any public street, and also does not include any public sidewalk which is located on the outside boundary of a child safety zone.

Permanent residence means a place where the person abides, lodges, or resides for three or more consecutive days that is the person's home or other place where the person primarily lives. For purposes of calculating a permanent residence, the first day that a person abides, lodges, or resides at a place is excluded and each subsequent day is counted. A day includes any part of a calendar day.

Temporary residence means a place where the person abides, lodges, or resides, including, but not limited to, vacation, business, or personal travel destinations in or out of this state, for three or more days in the aggregate during any calendar year that is not the person's permanent or transient residence. For a person whose permanent residence is not in this state, the term also includes a place where the person is employed, practices a vocation, or is enrolled as a student for any period of time in this state. The term includes an "in-state travel residence," which means a temporary residence in this state established by a person who already has an existing permanent, temporary, or transient residence in this state. For purposes of calculating a temporary residence, the first day that a person abides, lodges, or resides at a place is excluded and each subsequent day is counted. A day includes any part of a calendar day.

Transient residence means a place within the corporate limits of the City where the person lives, remains, or is located for the purpose of abiding, lodging, or residing for three or more days in the aggregate during a calendar year that is not the person's permanent or temporary residence. The term includes, but is not limited to, a place where the person sleeps or seeks shelter and a location that has no specific street address. For purposes of calculating a transient residence, the first day that a person lives, remains, or is located within the City for the purpose of abiding, lodging, or residing is excluded and each subsequent day is counted. A day includes any part of a calendar day.

Sexual offender means any person who has been convicted of, or who has had adjudication withheld for, or who has been adjudicated delinquent for, a violation of any of the following Florida Statutes, or any similar offense committed in another jurisdiction, regardless of whether adjudication was withheld: F.S. § 393.135(2); 394.4593(2); 787.01 (where the victim is a minor); 787.02 (where the victim is a minor); 787.025(2)(c) (where the victim is a minor); 787.06(3)(b), (d), (f), (g), or (5); 794.011 (excluding s. 794.011(10)); 794.05; 800.04; 810.145(8);

825.1025; 827.071; 847.0133; 847.0135 (excluding s. 847.0135(6)); 847.0137; 847.0138; 847.0145; 895.03 (where the court makes a written finding that the racketeering activity involved at least one sexual offense listed herein or at least one offense listed herein with sexual intent or motive); 916.1075(2); 985.701(1); or any attempt or conspiracy to commit any of the foregoing offenses. Sexual offender shall also include any person who is required to register as a sexual offender in the State of Florida pursuant to F.S. § 943.0435, 944.606, 944.607, or 985.4815, regardless of the nature of the underlying conviction or the jurisdiction in which such conviction occurred, including but not limited to convictions entered by courts of another state, the federal government, or a military tribunal. Notwithstanding the foregoing, the term "sexual offender" shall not include any person who has been removed from the requirement to register as a sexual offender or sexual predator pursuant to a court order entered under F.S. § 943.04354.

Sexual predator means any person designated as a sexual predator pursuant to F.S. § 775.21.

(Code 1987, § 12-62; Ord. No. 920, § 2, 2-12-2013)

Sec. 24-78. Sexual offender and sexual predator residence prohibition; penalties; exceptions.

(a) It is unlawful for any sexual offender or sexual predator, as defined in this article, to establish a permanent residence, temporary residence, or transient residence within 2,500 feet of any protected location. For purposes of a transient residence, it is unlawful for such person to live, remain, or be located, for the purpose of abiding, lodging, or residing, at any specific place or location within 2,500 feet of any such location.

(b) For purposes of determining the minimum distance separation, the requirement shall be measured by following a straight line from the outer property line of the permanent residence or temporary residence to the nearest outer property line of a protected location, consistent with the measurement methodology set forth in F.S. 775.215. For a transient residence, the distance shall be measured by following a straight line from the actual physical location where the person lives, remains, or is located for the purpose of abiding, lodging, or residing to the nearest outer property line of a protected location.

(c) Penalties. Any person who violates this section shall be guilty of a misdemeanor of the second degree, punishable as provided in F.S. 775.082 or 775.083. Each day a violation continues, and each day that a residence is established or maintained in violation of this section, shall constitute a separate offense. The penalties imposed under this section are independent of and in addition to any penalties that may be imposed under applicable state law, including the graduated penalty provisions of F.S. 775.215.

(d) Exceptions. A person residing within 2,500 feet of any protected location does not commit a violation of this section if any of the following apply:

(1) The person established the permanent residence, temporary residence, or transient residence and reported and registered the residence pursuant to F.S. § 775.21, 943.0435 944.606, 944.607, or 985.4815 prior to adoption of the ordinance from which this article is derived, and such residence has been continuously maintained since that time without interruption.

(2)

(3) The person is a minor and is not required to register as a sexual offender or sexual predator under applicable state or federal law.

(4) The protected location within 2,500 feet of the person's permanent residence, temporary residence, or transient residence was established, opened, or designated after such person reported and registered the residence pursuant to F.S. § 775.21, 943.0435, 944.606, 944.607, or 985.4815, provided that such residence has been continuously maintained since that time without interruption.

(5) The person has been removed from the requirement to register as a sexual offender or sexual predator pursuant to a court order entered under F.S. § 943.04354, and such order has not been rescinded or otherwise invalidated.

(6) The person had established and was lawfully maintaining a specific permanent residence, temporary residence, or transient residence within the City prior to the date of the conviction or adjudication that caused the person to become a sexual offender or sexual predator, where such conviction or adjudication occurred on or after the effective date of the ordinance from which this article is derived, provided that the residence was established before the person was subject to the residency restrictions of this article and has been continuously maintained since that time without interruption. This exemption applies only to the specific residence established prior to the date of the conviction or adjudication and does not authorize the person to establish or maintain any other residence within the City. If the person vacates or otherwise ceases to continuously maintain that specific residence, the exemption is permanently lost, and the person shall not thereafter establish or maintain any residence within 2,500 feet of any protected location.

(Code 1987, § 12-63; Ord. No. 920, § 2, 2-12-2013)

Sec. 24-79. Sexual offender and sexual predator child safety zone prohibition; notice; enforcement.

(a) It is unlawful for any sexual offender or sexual predator, as defined in this article, to be present in a child safety zone.

(b) Penalties. Any person who violates this section shall be guilty of a misdemeanor of the second degree, punishable as provided in F.S. 775.082 or 775.083. Each day a violation continues shall constitute a separate offense. The penalties imposed under this section are independent of and in addition to any penalties that may be imposed under applicable state law.

(c) Exceptions. The provisions of this section shall not apply:

(1) To any person entering into a facility in a child safety zone for the sole purpose of voting in any municipal, state or federal election or referendum, provided that the person leaves the facility immediately after voting.

(2) To the extent that compliance with this section would directly and affirmatively violate a specific written condition of a sentence, or order of probation or order or parole imposed upon a sexual offender or sexual predator by a court of competent jurisdiction.

(3)

If the sexual offender or sexual predator is a minor.

(d) Notice. The Washington County Sheriff or the Sheriff's designee shall make reasonable efforts to provide prompt, actual written notice of the enactment of this section (which notice shall contain a copy of this article) to all persons who are listed on the sexual offender or sexual predator registry as of the effective date of the ordinance from which this section is derived, as well as those persons who are added to the sexual offender or sexual predator registry thereafter, which persons' addresses (as shown on the registry) are within the city. Such notice requirement may be satisfied by the mailing of such notice by registered or certified mail, return receipt requested, to the last known address of such person as listed on the registry or as otherwise known to the Washington County Sheriff, or by hand delivery, or by electronic transmission to a verified address or account of such person. The failure of any person to receive such actual written notice shall not be a defense to a violation of this section.

(e) Enforcement procedures.

(1) If a police officer reasonably believes that a sexual offender or sexual predator is in a child safety zone in violation of this section, the officer shall require the suspected sexual offender or sexual predator to provide the person's name, address, and telephone number. If it is established that the individual is a sexual offender or sexual predator, then the officer shall issue a written warning that the person is in violation of this section and require the person to leave the child safety zone. A written warning, once issued, shall remain in effect permanently. If the person refuses to leave or is later found to be in the same or any other child safety zone, the penalties set forth in subsection (b) of this section shall apply.

(2) If a police officer acquires information sufficient to support a reasonable belief that a particular sexual offender or sexual predator has been in a child safety zone, the officer shall issue a written warning to the person that the person is in violation of this section and that the person is prohibited from entering any child safety zone. The warning shall specify the child safety zone which the person entered and the date of the person's presence in the child safety zone, and shall be issued to the person in the manner provided for notice under subsection (d) of this section. If the person is later found to be present or to have been present in the same or any other child safety zone, the penalties set forth in subsection (b) of this section shall apply.

(3) Whenever a police officer issues a warning or a citation pursuant to this subsection (e), the officer shall mail a copy of the warning or citation by certified mail within five (5) business days to the sexual offender's or sexual predator's parole or probation officer (if any), provided that failure of the officer to comply with this subsection (e)(3) shall not be a defense to a violation of this section.

(Code 1987, § 12-64; Ord. No. 920, § 2, 2-12-2013)

Sec. 24-80. Property owners prohibited from renting real property to certain sexual offenders and sexual predators; penalties.

(a) It is unlawful to let or rent any place, structure, or part thereof, trailer or other conveyance with knowledge or reason to know that it will be used as a permanent residence, temporary residence, or transient residence by any person prohibited from establishing such residence pursuant to section 24-78 if such place, structure, or part thereof, trailer or other conveyance is located within 2,500 feet of any protected location.

(b) A property owner's knowing failure to comply with the provisions of this section shall constitute a misdeameanor of the second degree, punishable as provided in F.S. 775.082 or 775.083, and shall subject the property owner to the code enforcement provisions and procedures as provided in this Code, including the provisions that allow the city to seek relief as otherwise provided by law.

(Code 1987, § 12-65; Ord. No. 920, § 2, 2-12-2013)

Sec. 24-81. Sexual offenders and sexual predators operating businesses within the city; registration and public disclosure required; penalties.

(a) Registration required. It is unlawful for any sexual offender or sexual predator, as defined in this article, to own, operate, manage, conduct, or otherwise establish or maintain a business, trade, profession, or commercial enterprise of any kind within the City, whether or not such person resides within the City or Washington County, unless such person first registers with the City Clerk. Such registration shall be completed prior to commencing operation of the business or, for any business already in operation as of the effective date of the ordinance from which this section is derived, within thirty (30) days after such effective date. The registration shall include the person's full legal name, residential address, the name and physical address of the business, a description of the nature of the business, the statutory basis for the person's designation as a sexual offender or sexual predator, and such other information as the City Clerk may reasonably require. The person shall update the registration within

ten (10) days of any change in the information provided. The City shall maintain and publish on its official website a current list of all businesses registered under this section.

(b) Public disclosure required. Any person subject to subsection (a) shall disclose his or her status as a registered sexual offender or sexual predator as follows, and each disclosure shall clearly and legibly state, in the English language: "The owner/operator of this business is a registered sexual offender or sexual predator under Florida law." (1) Physical premises. The person shall conspicuously and continuously post a printed sign at or immediately adjacent to each public entrance of the physical structure from which the business operates. The sign shall be not less than eight and one-half (8½) inches by eleven (11) inches in size, printed on a white background in black lettering, with the required statement set in bold, sans-serif type of not less than one (1) inch (72 point) in height, and shall be posted at a height of between four (4) and six (6) feet above the floor or ground so as to be plainly visible and legible to persons entering the premises. (2) Advertising and promotional materials. In all advertising and promotional materials for the business, whether printed, broadcast, electronic, or online, the required statement shall appear in a font that is no smaller than the largest font used elsewhere in the material and, for printed materials, in type of not less than twelve (12) point; for broadcast or audio advertising, the statement shall be clearly spoken at a volume and cadence substantially equal to the remainder of the advertisement. (3) Websites and electronic platforms. On all websites, social media accounts, and other electronic platforms used to advertise, promote, or conduct the business, the required statement shall be displayed conspicuously on the home page or primary profile page in a font no smaller than the largest font used for text on that page and in a color that contrasts clearly with its background. All disclosures required by this subsection shall be maintained in a form and size prescribed by the City, and the City may by resolution prescribe a standard sign and disclosure format, which, if adopted, shall control.

(c) Penalties. Any person who violates this section shall be guilty of a misdemeanor of the second degree, punishable as provided in F.S. § 775.082 or 775.083. Each day a violation continues, and each day a business is operated or maintained in violation of this section, shall constitute a separate offense. The penalties imposed under this section are independent of and in addition to any other penalties that may be imposed under applicable state law and to the civil enforcement remedies provided in this article.

(Code 1987, § 12-66; Ord. No. 920, § 2, 2-12-2013)

Sec. 24-82. Civil enforcement; severability; conflicts.

(a) Civil enforcement. In addition to the criminal penalties provided in this article, the City may seek civil enforcement of this article, including injunctive relief, through a court of competent jurisdiction. In any such action, the City shall be entitled to recover its reasonable attorney's fees and costs from a person found to be in violation of this article. The chief of police or the chief's designee is designated as the primary authority responsible for enforcing the provisions of this article within the City.

(b) Severability. If any section, sentence, clause, or phrase of this article is held to be invalid or unconstitutional by any court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this article.

(c) Conflicts. To the extent that any provision of this article establishes requirements more restrictive than those set forth in the Washington County Code of Ordinances or under applicable state law, including F.S. § 775.215, the more restrictive provisions of this article shall control within the City. Nothing in this article shall be construed to limit or restrict the authority of law enforcement to enforce applicable state law, including F.S. § 775.21, 775.215, 943.0435, 944.607, and 985.4815.

The redline changes to Chapter 24, Article III of the City of Chipley's Code of Ordinances introduce significant updates to definitions, residency and presence prohibitions, enforcement mechanisms, business operation requirements, and legal penalties.

Sec. 24-76: Legislative Findings and Intent

- **Residency Restriction Justification:** Adds formal findings justifying the 2,500-foot buffer around child-concentrated areas (exceeding the state 1,000-foot minimum under F.S. § 775.215) as a nonpunitive, civil regulatory measure to protect children.
- **Business Operation Findings:** Establishes legislative rationale requiring registered offenders operating local businesses to register with the city and provide public disclosures.
- **Signage Standards Justification:** Outlines findings justifying specific format, size, placement, and legibility standards for required business disclosure signs.

Sec. 24-77: Definitions

- **Protected Location:** Introduces a comprehensive defined term replacing individual facility listings. It includes schools, school bus stops, daycares, parks, playgrounds, recreation centers, sports fields/facilities, public ballfields, libraries, skating parks, public pools, community centers, places of worship, arcades, and other city-designated locations.
- **Bus Stop:** Defined as any location designated by the Washington County School District or any public or private school for pickup or drop-off.
- **Residence Classifications:**
  - **Permanent Residence:** Shortened the threshold from 14 consecutive days to 3 or more consecutive days, adding specific day-calculation rules.
  - **Temporary Residence:** Updated to include 3 or more aggregate days in a calendar year, 4 or more days in a month, or in-state travel residences.
  - **Transient Residence:** Added as a new definition covering stays of 3 or more aggregate days per calendar year without a permanent/temporary address, including locations without a specific street address.
- **Sexual Offender:** Expanded from specific statutory references to encompass any person required to register under Florida statutes (F.S. §§ 943.0435, 944.606, 944.607, 985.4815), federal law, military tribunals, or other state jurisdictions. Explicitly excludes individuals relieved of registration duties via court order under F.S. § 943.04354 (Romeo & Juliet Offenders).

Sec. 24-78: Residence Prohibitions, Penalties, and Exceptions

- **Expanded Prohibitions:** Applies residency restrictions to all defined sexual offenders and sexual predators (removing the previous limitation tied only to victims under 16) and extends restrictions to transient residences.
- **Measurement Methodology:** Specifies straight-line measurement between outer property lines for permanent/temporary residences and from the actual physical location for

transient residences.

- **Penalties:** Reclassifies violations from general municipal fines to a second-degree misdemeanor under F.S. § 775.082 or 775.083, with each day constituting a separate offense.
- **Exceptions:**
  - Requires grandfathered residences to be continuously maintained without interruption.
  - Adds exemptions for individuals court-removed from registration requirements.
  - Adds a narrow grandfathering provision for pre-existing lawful residences established prior to a conviction occurring after the ordinance's effective date, which is permanently forfeited if vacated.

Sec. 24-79: Child Safety Zone Prohibition and Enforcement

- **Scope & Penalties:** Expands presence prohibitions in child safety zones to all defined sexual offenders/predators and reclassifies violations as second-degree misdemeanors.
- **Notice Responsibilities:** Transfers responsibility for issuing enactment notices from the Chief of Police to the Washington County Sheriff (or designee) and allows notice via electronic transmission.
- **Enforcement Procedures:** Clarifies that written warnings issued by officers remain in effect permanently across all child safety zones.

Sec. 24-80: Property Owner Prohibitions

- **Expanded Scope:** Prohibits renting real property for transient residences (in addition to permanent and temporary residences) within 2,500 feet of protected locations.
- **Penalties:** Reclassifies a property owner's knowing violation as a second-degree misdemeanor, alongside code enforcement and civil remedies.

Sec. 24-81: Business Registration and Public Disclosure (New Section)

- **Registration:** Mandates that sexual offenders or sexual predators owning, operating, or managing a business in Chipley register with the City Clerk prior to commencing operations (or within 30 days for existing businesses) and update info within 10 days of changes.
- **Public Signage Requirements:** Requires a physical disclosure sign (8.5" x 11", white background, black bold 1-inch/72pt sans-serif font) at each public entrance posted at a height of 4 to 6 feet.
- **Advertising & Online Disclosures:** Requires disclosure statements on all promotional materials, broadcasts, websites, and social media platforms.
- **Penalties:** Violations constitute a second-degree misdemeanor, with each day of non-compliance counted as a separate offense.

Sec. 24-82: Civil Enforcement, Severability, and Conflicts (New Section)

- **Civil Remedies:** Authorizes the City to seek injunctive relief and recover attorney's fees

and costs in court. Designated the Chief of Police as the primary enforcement authority.

- **Conflict Rules:** Establishes that the City's more restrictive regulations supersede county regulations or state minimums.

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