



BOARD CLERK SERVICES PROPOSAL

**FOR: HIGHWAY 79
CORRIDOR AUTHORITY**

City of Bonifay

301 J. Harvey Etheridge St

Bonifay, FL 32425

Phone: (850) 547-4238

Fax: (850) 547-9014

APRIL 24, 2023



I, Rickey Callahan, City Clerk for the City of Bonifay do hereby declare that this proposal in all respects, is fair and in good faith, without collusion or fraud, and that the signer of this proposal has the authority to bind the principal Proposer.

All work proposed in this document will be performed at Bonifay City Hall, 301 J. Harvey Etheridge Street in Bonifay, Florida.

Persons who are authorized to make representations for the Proposer are:

Rickey Callahan, City Clerk
301 J. Harvey Etheridge Street Bonifay, FL 32425
rickey.callahan@cityofbonifay.com
(850) 547-4238

Emily McCann, Mayor
301 J. Harvey Etheridge Street Bonifay, FL 32425
rickey.callahan@cityofbonifay.com
(850) 547-4238

Michelle Blankenship Jordan, City Attorney
1512 Hwy 90 Chipley, FL 32428
(850) 638-9689

Rickey Callahan, City Clerk

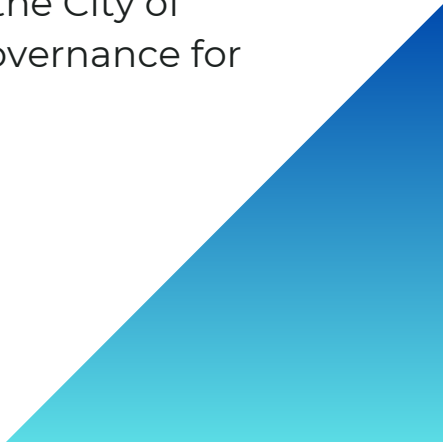


EXECUTIVE SUMMARY

The City of Bonifay, understands the Authority's needs and responsibilities. Our role as the administrative office of the City of Bonifay involves preparing and disseminating Board meeting agendas and agenda packages to Board members, other relevant consultants, and the public before each meeting. Additionally, we track and monitor all contracts and agreements entered into by the entity and notify the Board and staff of renewal and expiration dates. We ensure compliance with Florida law and the guiding policies for noticing and advertising meetings.

We routinely coordinate and communicate with Board members, consultants, vendors, employees, and agents to maintain effective governance. As the custodian of public records, we manage and process requests to inspect and copy records in accordance with Florida law. Finally, we ensure compliance with all requirements applicable to independent special districts under Florida law and communicate with Federal and State agencies (such as the Department of Economic Opportunity) on behalf of the Board where necessary.

With our expertise and attention to detail, the City of Bonifay can maintain efficient and effective governance for the Highway 79 Corridor Authority.



ABOUT OUR TEAM

RICKEY CALLAHAN **CITY CLERK**

Mr. Callahan owned and operated Merriam Callahan Insurance Agency, Inc. in Bonifay for 32 years. He also served on the Holmes County School Board for 20 years and was Chairman of the Board for many of his 20 years. Mr. Callahan was also a full-time Realtor for 13 years before coming to the City of Bonifay. In past years Mr. Callahan served as a City Councilman for the City of Bonifay for a total of 8 years.


Mr. Callahan also is designated as the Public Records Custodian by the Bonifay City Charter and is responsible to ensure the City records are retained and managed and handles all the Public Records Requests submitted for records in accordance with Florida law. He also attends all City Council Meetings, Workshops, Public Hearings, and Budget Meetings, providing packets, previous minutes, and any other materials needed. He also keeps the minutes and records of each meeting.



ABOUT OUR TEAM

SABRINA PORTER ADMINISTRATIVE ASSISTANT

Ms. Porter has been with the City of Bonifay for 26 years and her experience covers vast areas of knowledge regarding governmental operations. She has worked specifically on Meeting Agendas, Meeting Announcements, Board Communications, Recording of Meeting Minutes, and Publishing Meeting Minutes, along with all the other aspects of Meeting management as the Administrative Assistant. Ms. Porter also administers the City of Bonifay's website.





ABOUT OUR TEAM

ELOIS BRADSHAW **UTILITIES CLERK**

Ms. Elois Bradshaw has been with the City of Bonifay for 14 years, and she handles all the duties relating to water, sewer, and garbage billing. She also handles customer accounts for new service, closing out service, and impact fees. Ms. Bradshaw serves in other departments as needed when necessary.






ABOUT OUR TEAM

TRACY WALKER **BOOKKEEPER**

Ms. Tracy Walker serves as the bookkeeper for the City of Bonifay, and has been with the City for 4 months. She previously served as the City Clerk for the City of Vernon for 6 years. She reconciles all bank statements, reviews and processes accounts payable, processes payroll on a weekly basis, prepares and participates in City audits, and helps create and submit an annual budget for all departments.

Ms. Walker also assists in reviewing and suggested necessary changes to personnel policy, and assists the City Clerk in his daily duties. She is also well trained in preparing and submitting agendas and packets for council meetings, while ensuring that minutes are submitted and approved timely.



SCOPE OF SERVICES

- Prepare Board meeting agendas and agenda packages and ensure such materials are timely disseminated to Board members, other Authority consultants, and the public prior to each meeting of the Authority Board
- Attend all Board meetings and taking minutes at such meetings
- Noticing/advertising of Authority Board meetings in accordance with Florida law and the Authority's adopted policies



- Noticing/advertising of Authority Board meetings in accordance with Florida law and the Authority's adopted policies
- Coordinate and communicate with Authority Board Members and various consultants, vendors, employees, and agents retained by the Authority and the member governments
- Maintaining the Authority website

- Serve as custodian of public records to the Authority and ensure Authority records are retained and managed. Requests to inspect and copy Authority records are processed, in accordance with Florida law.
- Ensure compliance with all requirements applicable to independent special districts under Florida law, including reporting, record keeping, and public communication and outreach, and communicate with the Department of Economic Opportunity on behalf of the Authority where necessary with respect to such special district requirements



Fees for Service

➤ Monthly Fee \$1000.00

➤ Fee per Meeting \$3500.00

➤ Rates for additional services:

Position

Hourly Rate

Clerk

\$100

Staff

\$75