



**CITY OF CALLAWAY, FLORIDA**  
**CITY HALL**

6601 East Highway 22, Callaway, FL 32404  
Phone 850-871-6000 • FAX 850-871-2444  
www.cityofcallaway.com

**Mayor**  
Thomas W. Abbott

**Commissioners**  
Melba Covey  
Pam Henderson  
Bob Pelletier  
Ralph L. Hollister

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**PUBLIC NOTICE**

**REGULAR MEETING**

by the City of Callaway Board of Commissioners  
on Tuesday, July 28, 2015 – 6:00 P.M.  
at the Callaway Arts & Conference Center  
500 Callaway Park Way  
Callaway, FL 32404

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**AGENDA**

**CALL TO ORDER**

**INVOCATION**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**MAYOR'S INSTRUCTIONS –**

- Call for Additions / Deletions, and any items to be pulled from Consent Agenda for discussion. Remind everyone, elected officials and citizens, to speak directly into microphones.

**PRESENTATIONS / PROCLAMATIONS**

- Certification of Appreciation – 20 Years of Service – Mr. Ronald J. Puckett
- Employee of the Month for June – Dave Kuban
- Callaway Youth Baseball – Presentation
- Code Enforcement Board – Chairman Joseph Volpi
- Bay County Sheriff's Office – Lt. Michael Branning
- Fire Department - Presentation

**PUBLIC PARTICIPATION**

- Citizens must complete a Public Participation form prior to the meeting and submit it to the City Clerk to be called and recognized at the podium.
- Speakers must come to the podium to be heard.
- Public Participation will be heard at the beginning of the meeting only.
- Comments are limited to three (3) minutes.

**APPROVAL OF MINUTES**

- Commission Workshop Meeting – June 16, 2015
- Commission Special Meeting - June 20, 2015
- Commission Special Meeting – July 9, 2015

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**Fire Department**  
P: 850-871-2753  
F: 850-871-5564

**Leisure Services**  
P: 850-874-0031  
F: 850-874-9977

**Planning / Code Enforcement**  
P: 850-871-4672  
F: 850-871-2404

**Public Works**  
P: 850-871-1033  
F: 850-871-2416

**Arts & Conference Center**  
P: 850-874-0035  
F: 850-874-0706

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## CONSENT AGENDA

- ITEM #1 Budget Transfer – Leisure Services Department
- ITEM #2 Budget Transfer – Street Department
- ITEM #3 Budget Transfer – Solid Waste Department
- ITEM #4 Budget Transfer – Sewer Department
- ITEM #5 Budget Transfer – General Government
- ITEM #6 Budget Transfers – Fire Department
- ITEM #7 Budget Transfer – Fleet Maintenance Department
- ITEM #8 Budget Transfer – Planning Department
- ITEM #9 Request Approval of the 2015 Asphalt/Paving Bid Selection
- ITEM #10 Financial Update

## OLD BUSINESS

- ITEM #11 Audit Engagement Letter – Warren Averett – City Manager Fuller
- ITEM #12 Amending the Salary & Wage Schedule – City Manager Fuller

## REGULAR AGENDA

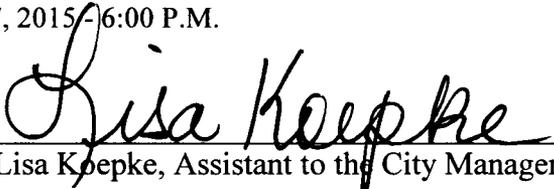
- ITEM #13 Resolution 15-19 – Adopt the Updated Bay County Local Mitigation Strategy
- ITEM #14 Certify Maximum Millage Rate – City Manager Fuller
- ITEM #15 Ordinance No. 960 - First Reading - Amend Code of Ordinances: Restricting Pools, Trampolines, etc in Front Yards – City Manager Fuller
- ITEM #16 Resolution 15-20 – Establishing a Title VI/Nondiscrimination Policy – City Manager Fuller
- ITEM #17 Labor /Employment Legal Services – Commissioner Pelletier
- ITEM #18 Establish a Policy for Residential Water Leaks and Breaks – Commissioner Covey

## COMMISSION COMMENTS

## ANNOUNCEMENTS

All meetings will be held at the Callaway Arts & Conference Center, 500 Callaway Park Way, Callaway, FL unless otherwise noted.

- Commission Workshop Meeting – Monday, August 24, 2015 - 6:00 P.M.
- Commission Regular Meeting – Tuesday, August 25, 2015 - 6:00 P.M.
- Budget Workshop Meeting – Wednesday, August 26, 2015 – 6:00 P.M.
- Code Enforcement Board Meeting – Thursday, August 27, 2015 - 6:00 P.M.

  
Lisa Koepke, Assistant to the City Manager

Providing public input is important. It can be accomplished by calling, emailing, making an appointment with your Commissioner, or speaking at a public meeting. Public Participation will be at the beginning of the meeting and is limited to three (3) minutes.

**Public Participation for the Regular Commission Agenda items will be held at the Workshop Meeting on the day prior to the Regular Commission Meeting.** Comments are limited to three (3) minutes at the Workshop Meeting and for Public Participation at the beginning of the Regular Commission Meeting.

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If a person decides to appeal any decision made by the City Commission with respect to any matter considered at the meeting, if an appeal is available, such person will need a record of the proceeding and such person may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based. Any person requiring a special accommodation at this meeting because of a disability or physical impairment should contact Callaway's City Clerk, at 6601 E. Highway 22, Callaway, FL 32404; or by phone at (850) 871-6000 at least five calendar days prior to the meeting.

If you are hearing or speech impaired, and you possess TDD equipment, you may contact the City Clerk using the Florida Dual Party Relay System, which can be reached at 1-800-955-8770 (Voice) or 1-800-955-7661 (TDD).

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# Employee of the Month

June 2015

Presented to

David Kuban

*Thank you, David for your attention to detail, your positive attitude and your ongoing dedication to our City, Citizens and Staff.*

*Thomas D. Webb*  
Mayor

*W. J. [Signature]*  
City Manager

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Good morning Mr. Fuller, I would like to nominate Dave Kuban for Employee of the Month. Dave was promoted to Water Distribution Foreman. He's been instrumental in overseeing the Water Meter install project. He has taken the Department and its crew and pushed them to a higher level of integrity and professionalism. He promotes stewardship and expects his crew to follow in his vision. He is a key player in making the City of Callaway productive, efficient and exceptional. Dave is always on time and is ready to take on any challenge that's given to him. I consider Mr. Dave Kuban a model employee.

Sincerely

*Oscar Martinez*  
Utilities Superintendent  
Public Works  
City of Callaway  
Office: 850-871-1033  
Fax: 850 871-2416  
[www.cityofcallaway.com](http://www.cityofcallaway.com)  
"To Exceed Expectations in the Delivery of Public Services"

**CALLAWAY BOARD OF COMMISSIONERS WORKSHOP MEETING  
JUNE 16, 2015  
TIME: 6:00 P.M.**

The Workshop Meeting of the City of Callaway Board of Commissioners was called to order by Mayor Abbott at 6:00 P.M. Commissioner Henderson did the Invocation and Commissioner Covey led the Pledge of Allegiance.

ROLL CALL: Commissioner Covey, Commissioner Henderson, Commissioner Pelletier, Commissioner Hollister and Mayor Abbott

ALSO PRESENT: City Manager Fuller, Leisure Services Director Legare, Chief Joyner, Interim Public Works Director Martinez, Finance Director Waldrip, Zoning & Code Enforcement Officer Frye, Assistant to the City Manager Koepke and City Clerk Hirth

Mayor Abbott asked City Manager Fuller to start the Workshop discussion.

**AGENDA**

**ITEM #1 FY16 BUDGET - REVIEW OF GENERAL FUND AND CAPITAL ITEMS**

City Manager Fuller stated it was his thoughts that we get out a proposed FY16 budget for discussion on the goals of the Commission for FY16. He displayed a presentation for the Commission at this time. He said the purpose of the early budget meeting was to receive guidance from the Commission on their priorities. He explained there was a slight decrease in property taxes and that the CRA funding continued to be flat. He said they will need to make decisions on the City's health insurance with regard to percentages they will cover. He also mentioned the need for a Staff Assistant in the Code Enforcement Office, proposed a cost of living raise for employees, and explained there would not be an increase in water for FY16 but there would be a raise in sewer cost. CM Fuller stated that we are hoping the installation of the new meters will equal to more efficiency in tracking gallons used. He said they would like to request that all meters be installed during the FY16 budget year. He also mentioned the history on number of employees for 2005 was 74 employees, 2010 there were 79 employees and 2015 we had 75 employees. Commissioner Covey stated there were employees out on Family Medical Leave for 1 year and other out for long period of time on Worker's Compensation. She stated this was not fair to the City and asked that the HR Director meeting with the Labor Department to determine what light duties could be used in these instances. She said we need to develop light duty for the employees in these type situations. She said the Personnel Manual says something different about letting employees be out for that period of time. Commissioner Pelletier asked why we used a labor attorney from Tallahassee. He stated we needed to go out for bids for a local labor attorney. CM Fuller continued with his presentation by stating that

utility accounts have increased and that the City's service area had increased by approximately 3 1/2 miles. Commissioner Pelletier asked if the increase in the meters could be irrigation meters. Finance Director Waldrip said they had a total meter account which did not differentiate between the type meters. Commissioner Covey asked if the 3 1/2 miles was the area that was recently annexed into the City which was undeveloped and CM Fuller said yes. CM Fuller discussed the ratio of employees to citizens for surrounding cities as well as Callaway. Commissioner Covey stated we can't compare Callaway to the ones he mentioned. CM Fuller discussed the goals for the City for FY16 and said one goal was to increase the quality of services to the citizens. He said part of his focus is on the employees since we have a high turnover. He stated another goal is the Evaluation and Appraisal Report (EAR) that has to be completed during FY16. Commissioner Covey stated employees needed to multitask more. CM Fuller said we are currently operating at 1 employee per 182 citizens. He stated other cities have average of 4 mils while we are at 2.5 mils. Mayor Abbott asked what was the purpose of the presentation and was CM Fuller saying the City is operating fairly lean currently. He asked if he wanted to know how they want to move forward in FY16. He asked if the budget presented was based on 2.25 mils and CM Fuller stated it was. FD Waldrip stated the revenue figures were not in yet but she believed that the taxes went up. Mayor Abbott asked if there is money left at the end of FY15 did these funds go into Reserves and CM Fuller stated that was correct. He also said the biggest increase was in vehicles since we have so many that are in really bad shape. Commissioner Pelletier said he wanted to see a budget message in the budget. Commissioner Covey asked why the budget template changed. She said it was too little to read and confusing. CM Fuller stated he did not intend to create an issue regarding this change and they would change it back to the old format. Commissioner Pelletier asked why there was a 5% increase in operations when at the end of this fiscal year we will be putting \$700,000+ back into Reserves. FD Waldrip stated capital increases were most of the reason plus Public Works had a lot of vacancies throughout the year which meant that some services such as paving could not be accomplished. Commissioner Covey asked where we were on bank reconciliations and CM Fuller stated we were through December, 2014 which was where we were at last week's meeting. Commissioner Covey said this was important and we still have 6 months to do. She also spoke about the \$700 in gas that was used in Code Enforcement and said it was not very much. Mayor Abbott stated he needed more time to review the initial budget. He said they should look at the big picture and set some goals. Commissioner Covey said she was tired of reaching into citizens' pockets for more money and that employees were given a raise last year. CM Fuller stated the employees did receive a raise but because of the increase in their health insurance they took home less money. CM Fuller asked the Board what their goals were. Mayor Abbott said the overall cost of operational expenses would be going up due to the cost of doing business. Commissioner Covey said the City's revenue increased this year not just expenditures. CM Fuller asked if he could speak about the capital expenditures in the budget.

He said the Planning/Code Enforcement area is asking for a Staff Assistant and to replace the Ford Ranger truck. He spoke about the Comprehensive Plan needing to be done and Mayor Abbott stated that WFRPC would do this for this City at a very good cost. Commissioner Covey asked why there was a salary study in the planned budget and stated she did not care if we kept up with other cities. She said they did not need a salary study. CM Fuller stated we are training people and they are leaving the City to go to other cities that pay better. CM Fuller said the Fire Department is requesting an additional Firefighter and 2 vehicles. Mayor Abbott asked what would be the advantage of increasing the number of Firefighters. Chief Joyner stated hopefully the ISO rating would go down and this would affect citizens' by lowering their home insurance. He said the additional Firefighter would give them 5 Firefighters for each shift because currently they are short 1 FF on one of the shifts. Commissioner Pelletier asked to see the facts on these requests. Commissioner Covey said she had no problem adding a Firefighter. CM Fuller said they also need two trucks - the Chief's truck and the utility truck are both worn out. Commissioner Pelletier said he had no problem adding the additional Firefighter. CM Fuller next discussed the Street Department under Public Works. He stated they wanted to add a Maintenance Worker position due to there not being enough people in that department. Commissioner Covey inquired about the 2 meter readers and since we will be putting in more new meters wouldn't that decrease the meter readers to 1 position and CM Fuller stated that was correct. He also said they needed a new Street Sweeper and Commissioner Covey asked why. He said the one they have is for sweeping parking lots, not city streets and this is something we need for the NPDES certification. Mayor Abbott said this would beautify the City by keeping trash from the drainage system and off the streets. Interim Public Works Director Martinez reiterated that the current sweeper was too little for the job. CM Fuller stated Public Works also needs some trucks replaced. IPWD Martinez said they need the street sweeper and the hot patch trailer but could wait on the backhoe until next year. During the equipment discussion there was a total of \$225,000 cut from the PW budget. IPWD Martinez said they had to have a new Vac Truck which cost \$300,000. He said this charge would be split between water and sewer at \$150,000 each. Other equipment was discussed with the Board. Commissioner Covey said there were a lot of personnel budget changes without the Board seeing a job description for them. CM Fuller stated they were dividing the duties up per the Auditor. Commissioner Covey asked where HR was. Mayor Abbott stated they cannot put people places where there's no job description. CM Fuller stated this was a proposal on where he wanted employees placed. Commissioner Covey said this would affect the organizational chart which would have to come before the Board for approval. CM Fuller stated he was aware of this. Commissioner Henderson questioned the additional \$16,000 on the IT in addition to the \$1900/month. CM Fuller explained this was for the private cloud and licenses monthly charges. Commissioner Covey asked why we cannot get Springbrook to come here to talk with the Board. CM Fuller said he had asked them and would do so again. FD Waldrip asked if a

teleconference would be OK and Commissioner Covey stated it would be. Commissioner Covey asked if they could have more time in the future to review the projected budget and CM Fuller asked how long they would like to have. It was decided that 5 days not counting the weekend would be sufficient. Commissioner Pelletier said their next meeting would be on July 14th so they should receive them by July 8th. Commissioner Covey said if the information is not available then she didn't mind cancelling the meeting.

#### PUBLIC PARTICIPATION

Brigid Johnson, 7509 Melody Lane, Callaway, FL, said she knew raising the ad valorem was on the table months ago. She said she did not want the millage rate to go up. Mrs. Johnson also stated that someone from within the City applied for the Public Works Director's position and CM Fuller should have looked at the employee who was qualified.

Bill Brown, 6023 Howard Road, Callaway, FL, said he could not understand the budget. He asked if they knew how much we will have left over at the end of this year and if that went to the budget. He also asked what was a salary study.

Ron Fairbanks, 732 Mark Drive, Callaway, FL, asked why taxes were down and why were we asking for a 2% increase. He also asked if the bond could be paid down and Commissioner Covey stated that it could not. Mayor Abbott stated next year they can deal with the bond by re-financing it.

Commissioner Covey asked that for all employees she be given their start date and salary and what their current salary rate is. CM Fuller stated he would get that for her.

There being no further business, the meeting was adjourned at 8:17 P.M.

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Sandra B. Hirth, City Clerk

**CALLAWAY BOARD OF COMMISSIONERS SPECIAL MEETING  
JUNE 20, 2015  
TIME: 1:00 P.M.**

The Workshop Meeting of the City of Callaway Board of Commissioners was called to order by Mayor Abbott at 1:00 P.M. Commissioner Pelletier did the Invocation and Commissioner Hollister led the Pledge of Allegiance.

ROLL CALL: Commissioner Covey, Commissioner Henderson, Commissioner Pelletier, Commissioner Hollister and Mayor Abbott

ALSO PRESENT: City Manager Fuller, Leisure Services Director Legare and City Clerk Hirth

Mayor Abbott stated they would allow the first 5 minutes for the applicant to tell the Board about themselves. They would then proceed with interviewing each applicant by alternating one question each until 20 minutes had expired. At that time they allowed the applicant to ask the Board any questions they may have with regard to the position, the City, etc. He stated that at the end of interviewing, the Board would rank the applicants in the order they would like to see them hired with first being the best applicant and fifth being the last. After the ranking, they would have made a selection by the applicant with the smallest number - i.e. if 5 people thought Mr. Brown was the best then Mr. Brown would have 5 points and would be the applicant to be hired as no other applicant could have that low of a number.

**AGENDA**

**ITEM #1 INTERVIEW APPLICANTS FOR CITY CLERK POSITION**

Mark Olshefski was the first applicant interviewed. He discussed his qualifications and experience for the City Clerk position. Commissioner Hollister asked what experience he had with regard to Human Resources (HR) and Mr. Olshefski stated he had a MS in HR and had updated his training as necessary. He stated communication was a key skill that was necessary. Commissioner Pelletier asked what top 3 skills helped him to function as City Clerk and Mr. Olshefski said communication. Mayor Abbott asked what focus would he have for the first 30 days of employment. He stated he would introduce himself, meet with staff to learn their skills and talk with the elected officials to see what their expectations were. Commissioner Henderson asked how he would balance the requests of 5 elected officials with 5 different issues. He said he would try to understand their priorities, use his management skills, use communication, investigate the issues and get to know them and their requirements. Commissioner Covey asked what did he know about the City of Callaway and what were his expectations. Mr. Olshefski said he looked up Callaway and reviewed as much information as he could, he would use his communication skills to the benefit of others with focus on the Commission and keep them informed. Commissioner Hollister asked if he had Master Municipal Clerk certification and was he a Notary. Mr. Olshefski said he did not have either but

would begin immediately to pursue them. Commissioner Pelletier stated that the City Clerk is a stand-alone position and what if he made a mistake, how would he resolve it. Mr. Olshefski said he would let them know immediately and determine how to resolve the mistake. Mayor Abbott said with regard to the job description, what aspect was he most prepared for and least prepared for. Mr. Olshefski said his strength would be customer service, records management, report writing and computer skills and his weakness would be the certifications he needed to attain. Commissioner Henderson said she knew his references would say something good about him but what if she asked someone who did not like him for a comment - what would they say. He stated they would say he did not take care of something to their liking and that he works too long. Commissioner Covey asked what provides him motivation to excel in his job. He stated he wanted to please the Board and that he had internal motivation to get the job done correctly the first time. Commissioner Hollister said in records management, was he familiar with the Cloud. Mr. Olshefski said he was not familiar with it but that his first priority was to be aware of protecting the data. Commissioner Pelletier asked what motivated him to apply for this position. He stated there is an economic downturn, his evaluation skills and interpersonal skills as well as the advancement of his career and to stay in Florida. He continued by saying he wanted to advance personally and professionally. Mayor Abbott asked what job in his past most challenged him. Mr. Olshefski said when he was assigned in Turkey to protect a 4-star General. He said he had to get cooperation and coordination from the local government, which he did. Commissioner Henderson stated the Board has evening meetings and sometimes on the weekends, did he have a problem with that. Mr. Olshefski said he did not. Mayor Abbott stated at that time that he had 5 minutes to ask any questions or give them any information he felt was necessary. Mr. Olshefski said he was good with details and how to re-invent jobs regarding employers' changing needs. He said he feels they need to work as a team. He thanked the Board for allowing him to be there and that they had provided him with a lot of information. He said he believed he could be the best candidate for this position and hoped they would be working together in the future.

**Corina Nall** was the next applicant. Mayor Abbott explained how the interview would proceed. Ms. Nall thanked the Board for interviewing her. She stated she was born in Ireland and raised in England. She explained her work experience and education. She said she was experienced, knowledgeable and qualified for the position. Commissioner Hollister asked her to go into detail regarding her HR experience. Ms Nall said she had been an HR manager at school where she supervised 12 members' workloads, training development, etc. Commissioner Pelletier asked what were her top 3 skills. She stated it would be her attention to detail, work ethic, being a good communicator, assistance to others, she had mastered the craft and had 13 years of experience attending meetings and taking minutes. Mayor Abbott asked her, with as much specificity as she could, what was she most prepared for and the least prepared for with regard

to the position. She said prioritizing tasks, layout format and familiarizing herself with the issues are her strengths but she would be least prepared regarding finding out what format you like to use. Commissioner Henderson asked how she would balance the requests of 5 elected officials with 5 different issues. She said she obviously would determine what the tasks were, any deadlines that needed to be dealt with and then prioritize the items. Commissioner Covey asked what were her expectations from the job and the City. She stated she knew the job and wanted to get involved in the community. Commissioner Hollister asked if she had Master Municipal Clerk certification and was he a Notary. Ms. Nall stated she would get the certification and presently was not a Notary Public. Commissioner Pelletier asked what she would do if she made a mistake. She said she would own up to it, find out how she made the mistake and rectify it so she would not do it again. Mayor Abbott asked what aspect did she think she was most prepared and least prepared for. She said she was most prepared for taking the minutes and had 25 years of experience working with high level individuals and was least prepared about not being a Notary. Commissioner Henderson stated her references would say complimentary things about her but what is something negative that a previous co-worker would say about her. Ms. Nall said they would say she wasn't comfortable speaking in public. Commissioner Covey asked what was a great achievement she had done and why should they hire her. She said she is getting her Master's degree which was attained through hard work to get her where she is and her work ethic. She said it was a big change from overseas to here but she has 25 years of experience and had 13 years of supervision and had HR manager experience. She said she is dedicated to her job and an asset to her team. Commissioner Hollister asked if she had records management experience. She stated she is familiar with the Department of Education's requirements with regard to records. She stated records management of everything at school was vital. Commissioner Pelletier asked what motivated her to apply for this position. She stated the scope of the job and the pay. She said her current job did not utilize her skills. Mayor Abbott asked what job in her past presented the greatest challenge. She stated that she had not had that many jobs but when schools merged then the positions merged also which was a challenge. She said there was an undercurrent of unrest and unhappiness. Commissioner Henderson said the Commission had meetings at night and sometimes on a weekend and asked if that would be a problem. Ms. Nall said it would not be a problem. Commissioner Covey asked if she had any questions and she asked if she worked only for the Board. She was told that was correct. She asked if the decision would be made today and how soon did they want the person to begin in the position. Mayor Abbott explained the determination of who would be offered the job would be decided at the end of all interviews today and since their current City Clerk would be retiring in early July, they would like the new Clerk to begin as soon as possible.

Janice Peters was our next applicant. Mayor Abbott explained how the interview would be conducted. Ms. Peters said she appreciated the opportunity to interview for the position. She said she is currently working as City Clerk for the City of Brooksville. She said she had a lot of training and is currently a Certified Municipal Clerk and will have the Master Municipal Clerk soon. Commissioner Hollister asked what experience she had in HR. Ms. Peters stated she had very little HR experience. Commissioner Pelletier asked what her top 3 skills were to be a City Clerk. She stated multitasking, listening to discern what's being said and attention to detail. Mayor Abbott asked, with as much specificity as she could, what was she most prepared for and the least prepared for with regard to the position. She said getting to know each elected official, the concerns they have and ways to fix them plus the records retention schedule. Commissioner Henderson asked how she would balance the requests of 5 elected officials with 5 different issues. She stated that would be easy to do with multitasking, using the Outlook calendar and prioritizing. Commissioner Covey asked what she expected from the job and what knowledge did she have about Callaway. She said she looked on the internet and learned quite a bit and that she had respect for the position and getting the job done. Commissioner Hollister as if she had the MMC certification and if she was a Notary. She stated she would be receiving the MMC very soon and was a Notary Public already. Commissioner Pelletier asked if she made a mistake what would she do. She said she had missed a deadline to advertise and ordinance and she owned up to it and corrected it. Mayor Abbott asked her to specifically with the City of Callaway as City Clerk, what was she most qualified for and the least qualified for. Ms. Peters said she is very comfortable with minutes and records and that she had always worked for the City Manager not a Board. Mayor Abbott asked her to please clarify and she stated currently she works for the City Manager not the Board of Commissioners. Commissioner Henderson stated her references would say complimentary things about her but what is something negative that a previous co-worker would say about her. She said they would say she takes things too seriously and was task oriented plus her work ethic garners that. Commissioner Covey said the City Clerk has oversight of 3 employees, had she ever supervised employees. Ms. Peters said she advocates training specifically as the City Clerk and that she seeks out training. She stated she somewhat has HR experience such as passing out applications, giving insurance information, etc. Commissioner Hollister asked if she was familiar with the Cloud and records retention experience. She said she was not familiar with the Cloud but knew a lot about records retention. Commissioner Pelletier asked what motivated her to apply for this City Clerk position. She stated she had family in Louisiana and wanted to be closer to them. Mayor Abbott asked what job presented the most challenge to her. She said the City Clerk position because she did not know anything about resolutions, ordinances, etc. but now has a lot of office experience. Commissioner Henderson said the Commission meetings in the evenings and sometimes on the weekend. She asked if that would be a problem. Ms. Peters said that would not be a problem. Commissioner Covey asked what experience she had in

designing a website and Ms. Peters said she had uploaded information to it for meetings. Commissioner Henderson asked how she handles her professional skills and knowledge. Ms. Peters said to continue her classes for the FACC and IICC certifications taught by FSU. She said she would like to know that the City had those funds to keep her going to those classes and if not she would continue it herself. Commissioner Cover stated the current City Clerk works with the budget and did she have experience in developing a budget. She said she did not have that experience because the City Manager handled that. Commissioner Covey also asked why they should offer this job to her. She stated because of her experience, work ethic and if she's out for a conference she makes sure everything is done prior to leaving. She said she had standard operating procedures so anyone that needed something could refer to them if she was not there. Mayor Abbott asked if she had any questions for the Board. Ms. Peters asked if the position was salaried and was told it is. She also asked if the position oversaw others and was told they do. She wanted to know when they wanted the person to start the job and was told as soon as possible since the current City Clerk will be leaving the first week of July. She stated she would have to give at least a two week notice. She asked what they thought the starting salary would be and was told that had not been discussed yet. Mayor Abbott said they will make a selection after all applicants were interviewed today and she was welcome to wait if she had the time. Commissioner Covey stated she had spoken with IIMC asking about the requirements. She said she was told to get the CMC the applicant would have to do 100 hours in management, elections, HR, financial management and to get the MMC the applicant would need 110 hours which would include advanced training on what she outlined to get the certification and they must be an active member following the receipt of the certifications.

Jennifer "Sue" Olson was the next applicant. Mayor Abbott explained how the interview would proceed. Ms. Olson stated she had lived in LaGrange all of her life, she has two children, and loves the beach. She said she had worked for the City of LaGrange for 20 years and is currently the Executive Assistant to the Department Heads. She stated she had experience in all departments, meetings, risk management claims, utility processing, and loved city government. She said customer service was very important to her and that the customer was always right. Commissioner Hollister asked if she had experience in HR. Ms. Olson said she had worked in HR prior to working at the City. She said she currently does not directly work in HR but backs them up when necessary. Commissioner Pelletier asked her what top 3 skills were needed to be a City Clerk. She said financial knowledge and that the previous City Clerk and she worked closely. She said good relationships with the elected officials was necessary and a good working knowledge of the City were necessary. Mayor Abbott said with as much specificity as she could, what was she most prepared for and the least prepared for with regard to the position. She said feeling around to see what they expected of her, learning about the departments and the City were very important. Commissioner Henderson asked how she would balance the requests

of 5 elected officials with 5 different issues. She stated she would need to prioritize and then work with each elected official. Commissioner Covey asked what was her expectation for this job. Ms. Olson said to continue learning and growing and that she enjoyed a challenge. Commissioner Hollister asked if she had MMC certification and if she was a Notary. She stated she was currently a Notary but would have to apply herself to getting the MMC certification which she would start immediately. Commissioner Pelletier asked what she would do if she made a mistake. She stated she would find out how it was made and correct it. Mayor Abbott asked what aspect of the City Clerk position was she most prepared for and least prepared for. Ms. Olson said she was most prepared to have a good relationship with the Commission and least prepared for financial issues but said she would be willing to learn what was necessary for the position. Commissioner Henderson stated her references would say complimentary things about her but what is something negative that a previous co-worker would say about her. She stated a co-worker may say she takes too much vacation but said she has an excellent working relationship with everyone. Commissioner Covey asked her what were her short and long term goals and what was her most important achievement. Ms. Olson said her short term goal was to re-locate and her long term goal was to work another 10-15 years. She said her most important achievement was that she went into her current job and over the years had reached out to all departments to give her assistance and she felt customer service was her top priority. Commissioner Hollister asked her what sort of records management experience did she have and she stated she was aware of the retention time, currently the City Manager took the minutes at their meetings but she maintained the Minutes Books, handled the Ordinances, sent information to MCCi to be codified, handled all record requests and risk management requirements as well as legal requirements. Mayor Abbott asked her to clarify did she handle the issue of electronic files also and she stated they had a code book and she maintained handling the Ordinances to put them electronically into MCCi. Commissioner Pelletier asked what motivated her to apply for this position. She stated she wanted to be close to the beach and this area was where she wanted to be. Mayor Abbott asked her what job presented the most challenge to her. She stated risk management because it is a challenge but she enjoys trying to help people to understand that because a City is involved that it did not mean it was the City's fault. Commissioner Henderson stated we have meetings at night and sometimes on the weekend, would that be a problem for her and she stated it would not be an issue. Commissioner Covey stated the population of LaGrange is approximately 30,000. She stated Ms. Olson did not have a lot of experience taking minutes or working with a formal agenda. She said the minutes were not very detailed. She continued by saying the previous City Clerk takes the minutes and then transcribes and updates them. She also did not have experience with regard to electronic records. She asked Ms. Olson did she think she would have a problem taking minutes. Ms. Olson said she currently takes minutes for the Planning Board and has them ready within the next day or 2. Commissioner Henderson asked her how she would

continue to develop her professional skills and knowledge. Ms. Olson said she would listen and watch others when she could to ascertain how they handle issues and she would research the areas that she needed to learn. Commissioner Covey asked Ms. Olson why they should offer her the job. Ms. Olson said she hoped that she got the position but would understand if she did not because they have to do what is best for the City. She stated she is willing and open to learning what she needs to do for this position. Mayor Abbott explained the process and said they will make a decision today.

**Yvette Lareaux** was the next applicant interviewed. Mayor Abbott explained the interview process they would be following. Ms. Lareaux stated she had lived in Florida since she was a child. She said she found the position of Financial Aid Counselor at Gulf Coast State College. She stated that she must follow State and Federal regulations in this position. She said her attention to detail is what was needed when dealing with the public. Commissioner Hollister asked if she had experience in HR. Ms. Lareaux said she took care of conflict management and served as a mediator as well as in charge of hiring for her department. Commissioner Pelletier asked her what top 3 skills were needed to be a City Clerk. She stated attention to detail, being comfortable with the rules and regulations and being comfortable with speaking to people. Mayor Abbott asked Ms. Lareaux if she got the position, what would be the focus of her first 30 days. She said she would check on the City Clerk certification and she would get familiar with the position. Commissioner Henderson asked how she would balance the requests of 5 elected officials with 5 different issues. She stated she would have open communication with everyone involved. Commissioner Covey asked what were her expectations of the job and the City. Ms. Lareaux said she enjoyed living in the city where there was little to no crime. She said she would work on any issue a citizen had, attain her MMC certification and this position would give her more access to help people than she currently had. Commissioner Hollister asked if she had MMC or was a Notary. She stated she is a Notary but would have to attain the MMC certification. Commissioner Pelletier asked if she made a mistake what would she do. She stated it would not be a problem and that she would rectify it. Mayor Abbott asked what she would be the most and least prepared for in this position. She stated she would pick it up quickly and that she would be a "jill of all trades". She said she works effectively while dealing with many things at one time. Commissioner Henderson stated her references would say complimentary things about her but what is something negative that a previous co-worker would say about her. Ms. Lareaux said her supervisor would say she focuses too much on issues and would work to get her attitude changed. Commissioner Covey asked what motivated her in her job. She stated she felt she had done a good job where she currently works by keeping good records, etc. and wanted to do something different. Commissioner Hollister asked if she had any records management knowledge. She stated she takes care of financial aid files and keeps them secure. She said she handles file maintenance with her files and is proficient in

technology. Commissioner Pelletier asked her what motivated her to apply for this position. She said she didn't dream she would apply but saw the requirements and felt she would like it. Mayor Abbott asked her what current or previous job presented the most challenge. She stated working at the community college. She said her applicants did not realize things take time and that it is a challenge to get them to understand this. Commissioner Henderson stated our meetings are in the evenings and sometimes on the weekend. Would she had a problem with this. Ms. Lareaux stated she would not. Commissioner Covey asked her to tell them why they should hire her. She said it would be a challenge and that she is intelligent and pick things up quickly. Commissioner Henderson asked how she would go about developing proficient skills and knowledge of the position. She stated she would do webinars, seminars and complete the MMC certification. Commissioner Covey stated there seemed to be a weakness in taking minutes and transcribing them. Was she familiar with the Dragon software and she stated she was completely comfortable with it and used it in her classes. Commissioner Covey asked her what her short term and long term goals were. Ms. Lareaux stated her short term goal was to get this position and her long term goal was to be certified as MMC and get her MS degree. At this point Mayor Abbott stated she could ask the Board any questions she may have. Ms. Lareaux asked how many people she would be working with and Mayor Abbott stated 5 elected officials, 4 employees and others as things came up. She asked how much training would she receive. He stated as much as can be budgeted. She asked what were the work hours. Mayor Abbott said the regular hours are 8 to 5 but she would be expected to be at City functions, meetings, etc. She asked if she could continue classes for her MS degree. Commissioner Henderson she could as long as they did not affect her position and work hours. Mayor Abbott said the City Clerk will notify everyone of the results of the interviews.

## **ITEM #2      SELECTION OF CITY CLERK**

Mayor Abbott asked everyone to rank the applicants, print and sign their names on the ballot then give them to City Clerk Hirth to add up the scores. He said with the ranking that #1 would be their first choice and then on down and that the person with the smallest/least score would be who the next Clerk will be. Commissioner Covey stated she did not understand this type voting and that everything she had ever dealt with that the highest number would be the best.

After City Clerk Hirth and City Manager Fuller each counted all of the ballots, Jennifer "Sue" Olson had the smallest score therefore she was selected as City Clerk.

**Commissioner Hollister moved to approve Jennifer "Sue" Olson as the City Clerk and to offer her \$50,000 with a starting date as soon as possible. Commissioner Henderson seconded the motion.**

**Roll call**

**Commissioner Covey - nay**

**Commissioner Henderson - aye**

**Commissioner Pelletier - aye**

**Commissioner Hollister - aye**

**Mayor Abbott - aye**

**Motion passed.**

The Board instructed City Clerk Hirth to contact Ms. Olson to let her know the outcome of the interview process, negotiate the salary to be \$50,000 and to find out when she could start work.

There being no further business, Commissioner Henderson moved to adjourn the meeting at 3:51 P.M.

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Sandra B. Hirth, City Clerk

**CALLAWAY BOARD OF COMMISSIONERS SPECIAL MEETING**

**July 9, 2015**

**TIME: 6:00 P.M.**

The Special Meeting of the City of Callaway Board of Commissioners was called to order by Mayor Pro Tempore Henderson at 6:00 P.M. Shelley McKinney gave the Invocation and Commissioner Henderson led the Pledge of Allegiance.

ROLL CALL: Commissioner Covey, Commissioner Pelletier, Commissioner Hollister, Mayor Pro Tempore Henderson

ABSENT: Mayor Abbott

ALSO PRESENT: City Manager Fuller, Leisure Services Director Legare, Assistant to the City Manager Koepke, Records Clerk Hopkins

**Mayor's Instructions**

Mayor Pro Tempore Henderson asked if anyone would like to make a motion to add on two Items.

**Commissioner Covey motioned to approve the add-on Item #3 Lance St. / Pridgen St. Storm water Improvements.**

**Four Ayes  
Mayor Abbott absent**

**Commissioner Hollister motioned to approve the add-on Item #4 Audit Engagement Letter - Warren Averett.**

**The motion died for lack of a second.**

**AGENDA**

**ITEM #1 DISCUSSION ON INTERVIEW SCHEDULE**

Commissioner Pelletier requested this Item for discussion and Mayor Pro Tempore Henderson agreed. The discussion began with setting a date for the ten applicants and who would be responsible for the City Clerk duties. City Manager Fuller stated for a temporary time, he could cover some of the City Clerk duties such as signing invoices, timesheets, ordinances, etc. He also assured the Commission that staff will do whatever needs doing with regards to the minutes and agendas. He also noted that the agendas and agenda backup were already a group effort between City Manager Fuller, Assistant to the City Manager Koepke, and Records Clerk Hopkins.

Dolly Andrew - 1504 Collins Street, Callaway, FL

Ms. Andrews stated that she was concerned with the dates that were discussed, that there would be a concern considering that most applicants would have to give a two week notice. Commissioner Covey stated that was common courtesy for most.

**Commissioner Pelletier motioned to set July 18, 2015 at 10:30 A.M. central time to conduct the City Clerk interviews, with a back up date of July 25, 2015 at 10:30A.M. central time.**

**Four ayes**

**Mayor Abbott absent**

## **ITEM #2      HIRING PROCEDURES**

Commissioner Pelletier began the discussion of hiring procedures stating that he would like to see the City Clerk position filled by someone with more experience, so that it would not cost the City for training. The Commission discussed the differences between presentation and qualifications, and how the Commission would do the scoring system for interviews.

Brigid Johnson - 7509 Melody Lane, Callaway, FL

She stated that she was present for the last interviews, and that she has a lot of experience in the hiring process. She stated that the City Clerk is someone who is behind the scenes, so you should pick the person with the best qualifications not with the best personality. It should also be understood that the Clerk would have to be able to work with the citizens.

Bill Brown - 6023 Howard Road, Callaway, FL

Mr. Brown stated his concerns about the new Public Works Director. He also said that if a person has less experience then they should have less pay for the position.

Jean Champeaux - 621 S. Berthe Avenue, Callaway, FL

Ms. Champeaux started with her concerns with the hiring process, that she did not agree with the way the Commission was stating their opinions about each interviewer. She stated that she did not hear anything about the qualifications and that she felt as if they were mostly concerned with the personality and presentation.

Shelley McKinney - 1424 East Park Road, Callaway, FL

Ms. McKinney said she doesn't think it is too late to change the way we do the hiring. She also stated her concerns with presentation verses the interview. She said that it should not be a presentation it should only involve questions coming from the Commission, and if they cannot answer the questions then they should not be qualified for the job. Ms. McKinney was concerned with making sure there is a background screening done.

Dolly Andrew - 5104 Collins Street, Callaway, FL

She says she agrees with everything everyone has said. She provided a sheet to the Commission that states her opinion of how the hiring of the City Clerk should be done. She also explained that there are types of software that will help in the hiring process as well.

Commissioner Pelletier asked for City Manager Fuller about background screening. He wanted to know if we have a contractor that does this for us. City Manager Fuller stated that our HR Department contacts the Bay County Sherriff's Department for all background and criminal history, and also a drug screen is done on each employee hired for the City.

After the discussion of the hiring procedures the Commission decided to further discuss the way it should be done at a later date. The Commission agreed to focus on the hiring of the City Clerk, at this time and at the next Commission meeting the hiring process can be analyzed.

**ITEM #3 ADD-ON                      LANCE ST. / PRIDGEN ST. STORMWATER IMPROVEMENTS**

City Manager Fuller gave a brief summary on the background of this project noting that Royal American was the lowest responsive bidder. A reduced cost of the project was negotiated to fit within budget and the contract will be awarded to Royal American for a cost of \$604,547.75, and it is 100% funded by the NFWFMD. He also added that the City has a recommendation letter from Preble-Rish, our consulting engineering company.

**Commissioner Hollister moved to approve the Construction agreement for the Storm water Improvement project with Royal American in the amount of \$604,547.75 and Commissioner Pelletier seconded the motion.**

**Four Ayes  
Mayor Abbott absent**

There being no further business, Commissioner Hollister made a motion to adjourn the meeting, Commissioner Covey seconded the motion. Meeting adjourned at 7:05 P.M.

\_\_\_\_\_  
Amanda Hopkins, Records Clerk

**City of Callaway Board of Commissioners  
Agenda Item Summary**

July 28, 2015

Budget Transfer – Leisure Services Department

**1. PLACED ON AGENDA BY:**

J. Michael Fuller, City Manager

**2. AGENDA:**

- |                |                                     |
|----------------|-------------------------------------|
| PRESENTATION   | <input type="checkbox"/>            |
| PUBLIC HEARING | <input type="checkbox"/>            |
| CONSENT        | <input checked="" type="checkbox"/> |
| OLD BUSINESS   | <input type="checkbox"/>            |
| REGULAR        | <input type="checkbox"/>            |

**3. IS THIS ITEM BUDGETED (IF APPLICABLE)?:** YES  NO

**4. BACKGROUND: (WHY, WHAT, WHO, WHERE, WHEN, HOW, & IDENTIFY ALL ATTACHMENTS)**

The Leisure Services Department is in need of several budget transfers. Due to an increase in uniforms, trash disposal fees, advertising and new hire expenses, funds will need to be transferred to cover the additional costs. Much needed repairs to the Old One Room School House will also be completed. The transfer will come out of Machinery & Equipment, which is under budget this year.

**ATTACHMENT:**

- Budget Transfer Request

**5. REQUESTED MOTION/ACTION:**

Staff recommends Commission approval of the budget transfer for Cleaning & Laundry, R&M Building & Grounds, and Other Current Charges.



# BUDGET TRANSFER REQUEST

FY 15

Department Leisure Services

AMOUNTS MUST BE IN WHOLE DOLLARS

Account #	Account Description	CURRENT Budget Amt	Requested Increase	Requested Decrease	REVISED Budget Amt	Explanation for Request
01-572-303-41	Cleaning & Laundry	\$ 2,000.00	\$ 1,640.00		\$ 3,640.00	Increase in uniform & services.
01-572-303-41	Other Contractual Service	\$ 69,700.00		\$ 7,000.00	\$ 62,700.00	Increase in trash disposal fees, advertising and new hire expenses.
01-572-304-60	R & M Buildings & Grnds	\$ 67,000.00	\$ 8,724.00		\$ 75,724.00	Much needed repairs & painting of the Old One Room School House approx. \$7,000 and other needed building maintenance.
01-572-304-90	Other Current Charges	\$ 6,700.00	\$ 3,000.00		\$ 9,700.00	Increase in trash disposal fees, advertising and new hire expenses.
01-572-806-40	Machinery & Equipment	\$ 80,596.00		\$ 6,364.00	\$ 74,232.00	Equipment purchased under budget.
<b>Column TOTALS</b>		<b>\$ 225,996.00</b>	<b>\$ 13,364.00</b>	<b>\$ 13,364.00</b>	<b>\$ 225,996.00</b>	Total Increases MUST equal Total Decreases

## APPROVALS

Department Head \_\_\_\_\_ Date: 7-10-15

City Manager [Signature] Date: 7/10/15

Finance \_\_\_\_\_ Date: \_\_\_\_\_

Systema Created by: \_\_\_\_\_ Date: \_\_\_\_\_

**City of Callaway Board of Commissioners  
Agenda Item Summary**

July 28, 2015

Budget Transfer – Street Department

**1. PLACED ON AGENDA BY:**  
J. Michael Fuller, City Manager

**2. AGENDA:**  
PRESENTATION   
PUBLIC HEARING   
CONSENT   
OLD BUSINESS   
REGULAR

**3. IS THIS ITEM BUDGETED (IF APPLICABLE)?:** YES  NO

**4. BACKGROUND: (WHY, WHAT, WHO, WHERE, WHEN, HOW, & IDENTIFY ALL ATTACHMENTS)**

Public Works is requesting a budget transfer from Engineering Services to Other Current Charges and Road Materials & Supplies to R&M Machinery & Equipment. These accounts have negative balances and there will be future billing for these line items.

**ATTACHMENT:**

- Public Works memo
- General Ledger budget status
- Budget transfer request

**5. REQUESTED MOTION/ACTION:**

Staff recommends Commission approval of the budget transfer for Other Current Charges and R&M Machinery & Equipment.



## CITY OF CALLAWAY, FLORIDA

CITY HALL

6601 East Highway 22, Callaway, FL 32404

Phone 850-871-6000 • FAX 850-871-2444

www.cityofcallaway.com

**Mayor**

Thomas W. Abbott

**Commissioners**

Melba Covey  
Pam Henderson  
Bob Pelletier  
Ralph L. Hollister

### MEMORANDUM

DATE: July 8, 2015

TO: J. Michael Fuller,  
City Manager

FROM: Oscar J. Martinez,  
Interim Public Works Director

RE: Request for Budget Transfer

I request approval for a budget transfer from Engineering Services (01-541-303-10) to Other Current Charges (01-541-304-91) in the amount of \$2,500 and Road Material & Supplies (01-541-305-30) to R&M Machinery & Equipment (01-541-304-61) in the amount of \$3,000. According to Purchasing, Other Current Charges and R&M Machinery & Equipment have a negative balance and there will be future billing for these line items.

Thank you.

OJM/ttd

Attachment

cc: Beverly Waldrip

Fire Department  
Center  
P: 850-871-2753  
F: 850-871-5564

Leisure Services  
P: 850-874-0031  
F: 850-874-9977

Planning / Code Enforcement  
P: 850-871-4672  
F: 850-871-2404

Public Works  
P: 850-871-1033  
F: 850-871-2416

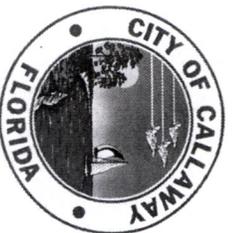
Arts & Conference  
P: 850-874-0035  
F: 850-874-0706

***"This institution is an equal opportunity provider, and employer."***

# General Ledger

## Budget Status

User: dixont  
 Printed: 7/8/2015 - 7:27 AM  
 Period: 1 to 10, 2015



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 01	General Fund							
Dept 01-541	Street Department							
E01	Personnel Services							
01-541-101-20	Regular Salaries	376,847.00	255,653.53	255,653.53	121,193.47	0.00	121,193.47	32.16
01-541-101-35	Cell Phone Allowance	1,200.00	600.00	600.00	600.00	0.00	600.00	50.00
01-541-101-40	Overtime	3,150.00	470.31	470.31	2,679.69	0.00	2,679.69	85.07
01-541-101-50	Special Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-541-101-60	Sale of Annual Leave	1,288.00	1,287.60	1,287.60	0.40	0.00	0.40	0.03
01-541-101-99	CA - Streets - Personal Svcs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-541-102-10	FICA Taxes	23,745.00	14,971.24	14,971.24	8,773.76	0.00	8,773.76	36.95
01-541-102-11	Medicare Taxes	5,553.00	3,501.27	3,501.27	2,051.73	0.00	2,051.73	36.95
01-541-102-20	Retirement Contrib	28,247.00	19,450.43	19,450.43	8,796.57	0.00	8,796.57	31.14
01-541-102-30	Group Insurance	59,828.00	32,732.08	32,732.08	27,095.92	0.00	27,095.92	45.29
01-541-102-40	Worker's Compensation	24,234.00	13,085.71	13,085.71	11,148.29	0.00	11,148.29	46.00
01-541-102-50	Unemployment Compensation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E01 Sub Totals:	524,092.00	341,752.17	341,752.17	182,339.83	0.00	182,339.83	34.79
E02	Operating Expenses							
01-541-303-10	Engineering Services	5,250.00	0.00	0.00	5,250.00	0.00	5,250.00	100.00
01-541-303-11	Legal Fees (City Atty)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-541-303-40	Cleaning & Laundry	3,575.00	3,235.20	3,235.20	339.80	0.00	339.80	9.50
01-541-303-41	Other Contractual Service	23,000.00	5,469.28	5,469.28	17,530.72	0.00	5,240.16	22.78
01-541-303-99	CA - Streets - Operating Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-541-304-00	Travel & Per Diem	210.00	0.00	0.00	210.00	0.00	210.00	100.00
01-541-304-20	Transportation/Postage	210.00	0.00	0.00	210.00	0.00	210.00	100.00
01-541-304-30	Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-541-304-31	Street Lighting	134,400.00	95,491.65	95,491.65	38,908.35	0.00	38,908.35	28.95
01-541-304-40	Rentals & Leases	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-541-304-50	Insurance	14,872.00	9,914.64	9,914.64	4,957.36	0.00	4,957.36	33.33
01-541-304-60	R & M Buildings & Grds	840.00	664.11	664.11	175.89	0.00	175.89	20.94
01-541-304-61	R & M - Machinery & Equipment	26,500.00	12,662.52	12,662.52	13,837.48	0.00	450.81	3.00
01-541-304-62	R & M Vehicles	12,600.00	938.24	938.24	11,661.76	0.00	9,004.41	71.46
01-541-304-65	R & M - IT Equipment	1,043.00	565.36	565.36	477.64	0.00	318.55	30.54
01-541-304-70	Printing & Binding	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-541-304-90	Other Current Charges	5,300.00	5,321.41	5,321.41	-21.41	0.00	-150.37	0.00
01-541-305-10	Office Supplies & Small Equip	630.00	605.84	605.84	24.16	0.00	24.16	3.83

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-541-305-20	Operating Supplies	8,756.00	3,016.06	3,016.06	5,739.94	2,674.25	3,065.69	35.01
01-541-305-21	Fuel & Lubricants	24,900.00	17,490.13	17,490.13	7,409.87	0.00	7,409.87	29.76
01-541-305-22	Uniforms	975.00	557.40	557.40	417.60	105.00	312.60	32.06
01-541-305-30	Road Materials & Supplies	172,928.00	9,294.86	9,294.86	163,633.14	6,209.44	157,423.70	91.03
01-541-305-40	Books, Publications, & Dues	1,025.00	380.26	380.26	644.74	0.00	644.74	62.90
01-541-305-50	Education	1,420.00	565.00	565.00	855.00	0.00	855.00	60.21
E02 Sub Totals:		438,434.00	166,171.96	166,171.96	272,262.04	38,512.94	233,749.10	53.31
E03	Capital Outlay							
01-541-606-10	Paving	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-541-606-20	Buildings	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-541-606-30	Improvements O/T Buildings	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-541-606-40	Machinery & Equipment	173,335.00	139,579.73	139,579.73	33,755.27	39,897.00	-6,141.73	0.00
01-541-606-41	Office Machinery & Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-541-606-50	Drainage Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-541-606-65	Construction In Progress	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E03 Sub Totals:		173,335.00	139,579.73	139,579.73	33,755.27	39,897.00	-6,141.73	0.00
Expense Sub Totals:		1,135,861.00	647,503.86	647,503.86	488,357.14	78,409.94	409,947.20	36.09
Dept 541 Sub Totals:		1,135,861.00	647,503.86	647,503.86	488,357.14	78,409.94	409,947.20	36.09
Fund Revenue Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund Expense Sub Totals:		1,135,861.00	647,503.86	647,503.86	488,357.14	78,409.94	409,947.20	36.09
Fund 01 Sub Totals:		1,135,861.00	647,503.86	647,503.86	488,357.14	78,409.94	409,947.20	36.09
Revenue Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expense Totals:		1,135,861.00	647,503.86	647,503.86	488,357.14	78,409.94	409,947.20	36.09
Report Totals:		1,135,861.00	647,503.86	647,503.86	488,357.14	78,409.94	409,947.20	36.09

13,0007



# BUDGET TRANSFER REQUEST

Department Public Works - Street - 41

AMOUNTS MUST BE IN WHOLE DOLLARS

Account #	Account Description	CURRENT Budget Amt	Requested Increase	Requested Decrease	REVISED Budget Amt	Explanation for Request
01-541-303-10	Engineering Services	\$5,250		\$2,500	\$2,750	Engineering services cost less than budgeted.
01-541-304-90	Other Current Charges	\$5,300	\$2,500		\$7,800	Account under budgeted for amount of charges required.
01-541-305-30	Road Materials & Supplies	\$172,928		\$3,000	\$169,928	Street paving anticipated cost is less than budgeted.
01-541-304-61	R&M Machinery & Equipment	\$26,500	\$3,000		\$29,500	Blanket purchase orders are more than budgeted.
		\$209,978	\$5,500	\$5,500	\$209,978	

**APPROVALS**

Department Head \_\_\_\_\_ Date: 7/8/2015

City Manager *[Signature]* \_\_\_\_\_ Date: 7/24/2015

Finance \_\_\_\_\_ Date: \_\_\_\_\_

Specimen Obtained by \_\_\_\_\_ Date: \_\_\_\_\_

**City of Callaway Board of Commissioners  
Agenda Item Summary**

July 28, 2015

Budget Transfer – Solid Waste Department

<p><b>1. PLACED ON AGENDA BY:</b> J. Michael Fuller, City Manager</p>	<p><b>2. AGENDA:</b>  PRESENTATION <input type="checkbox"/>  PUBLIC HEARING <input type="checkbox"/>  CONSENT <input checked="" type="checkbox"/>  OLD BUSINESS <input type="checkbox"/>  REGULAR <input type="checkbox"/></p>
---	--

**3. IS THIS ITEM BUDGETED (IF APPLICABLE)?:** Yes  No

**4. BACKGROUND: (WHY, WHAT, WHO, WHERE, WHEN, HOW, & IDENTIFY ALL ATTACHMENTS)**

Request approval for a budget transfer from Tipping Fees to Other Contractual in the amount of \$10,000.

ATTACHMENT:

- Public Works memo
- General Ledger budget status
- Budget transfer request form

**5. REQUESTED MOTION/ACTION:**  
Staff recommends Commission approval of the budget transfer for Other Contractual.



**CITY OF CALLAWAY, FLORIDA**  
CITY HALL  
6601 East Highway 22, Callaway, FL 32404  
Phone 850-871-6000 • FAX 850-871-2444  
www.cityofcallaway.com

**Mayor**  
Thomas W. Abbott

**Commissioners**  
Melba Covey  
Pam Henderson  
Bob Pelletier  
Ralph L. Hollister

## MEMORANDUM

DATE: July 2, 2015

TO: J. Michael Fuller,  
City Manager

FROM: Oscar J. Martinez,  
Interim Public Works Director *OJM 7-1-15*

RE: Request for Budget Transfer

I request approval for a budget transfer from Tipping Fees (43-534-304-91) to Other Contractual (43-534-303-41) in the amount of \$10,000. According to Purchasing, Other Contractual has a negative balance and there will be future billing for this line item.

Thank you.

OJM/ttd

Attachment

cc: Beverly Waldrip

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**Fire Department  
Center**  
P: 850-871-2753  
F: 850-871-5564

**Leisure Services**  
P: 850-874-0031  
F: 850-874-9977

**Planning / Code Enforcement**  
P: 850-871-4672  
F: 850-871-2404

**Public Works**  
P: 850-871-1033  
F: 850-871-2416

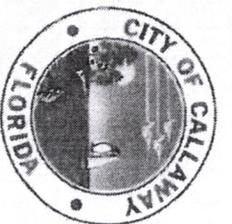
**Arts & Conference**  
P: 850-874-0035  
F: 850-874-0706

*"This institution is an equal opportunity provider, and employer."*

# General Ledger

## Budget Status

User: dixon1  
 Printed: 7/8/2015 - 10:15 AM  
 Period: 1 to 10, 2015



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 43	Solid Waste Fund							
Dept 43-534	Solid Waste							
E01	Personnel Services							
43-534-101-20	Regular Salaries	155,223.00	110,628.82	110,628.82	44,594.18	0.00	44,594.18	28.73
43-534-101-35	Cell Phone Allowance	0.00	250.00	250.00	-250.00	0.00	-250.00	0.00
43-534-101-39	CA - Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43-534-101-40	Overtime	525.00	115.09	115.09	409.91	0.00	409.91	78.08
43-534-101-50	Special Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43-534-101-60	Sale of Annual Leave	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43-534-101-99	CA - Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43-534-102-10	FICA Taxes	9,656.00	6,461.55	6,461.55	3,194.45	0.00	3,194.45	33.08
43-534-102-11	Medicare Taxes	2,258.00	1,511.14	1,511.14	746.86	0.00	746.86	33.08
43-534-102-20	Retirement Contrib	11,489.00	8,670.45	8,670.45	2,818.55	0.00	2,818.55	24.53
43-534-102-30	Group Insurance	20,973.00	19,478.88	19,478.88	1,494.12	0.00	1,494.12	7.12
43-534-102-40	Worker's Compensation	4,199.00	2,532.13	2,532.13	1,666.87	0.00	1,666.87	39.70
43-534-102-50	Unemployment Compensation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E02	F01 Sub Totals:	204,323.00	149,648.06	149,648.06	54,674.94	0.00	54,674.94	26.76
43-534-303-11	Operating Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43-534-303-20	Legal Fees - City Atty.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43-534-303-40	Auditing Fees	2,250.00	1,410.80	1,410.80	839.20	0.00	839.20	37.30
43-534-303-41	Cleaning & Laundry	72,306.00	65,102.14	65,102.14	7,203.86	15,556.65	-8,352.79	0.00
43-534-303-45	Debt Collection Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43-534-303-46	Bad Debts	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	100.00
43-534-303-49	CA - Operating Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43-534-304-00	Travel & Per Diem	105.00	0.00	0.00	105.00	0.00	105.00	100.00
43-534-304-10	Communications/Telephone	525.00	0.00	0.00	525.00	0.00	525.00	100.00
43-534-304-20	Transportation/Postage	6,500.00	5,612.39	5,612.39	887.61	0.00	887.61	13.66
43-534-304-30	Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43-534-304-40	Rentals & Leases	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43-534-304-50	Insurance	7,515.00	5,010.00	5,010.00	2,505.00	0.00	2,505.00	33.33
43-534-304-60	R & M Buildings & Grounds	525.00	0.00	0.00	525.00	0.00	525.00	100.00
43-534-304-61	R & M - Machinery & Equipment	5,250.00	1,201.13	1,201.13	4,048.87	2,832.55	1,216.32	23.17
43-534-304-62	R & M Vehicles	15,750.00	11,852.99	11,852.99	3,897.01	4,945.75	-1,048.74	0.00
43-534-304-65	R & M - IT Equipment	1,138.00	819.45	819.45	318.55	159.09	159.46	14.01

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
43-534-304-70	Printing & Binding	4,200.00	1,845.61	1,845.61	2,354.39	549.20	1,805.19	42.98
43-534-304-90	Other Current Charges	8,800.00	587.67	587.67	8,212.33	0.00	8,212.33	93.32
43-534-304-91	Tipping Fees	68,770.00	26,376.81	26,376.81	42,393.19	4,822.09	37,571.10	54.63
43-534-305-10	Office Supplies & Small Equip	105.00	10.50	10.50	94.50	0.00	94.50	90.00
43-534-305-20	Operating Supplies	2,655.00	261.41	261.41	2,393.59	0.00	2,393.59	90.15
43-534-305-21	Fuel & Lubricants	23,000.00	17,009.40	17,009.40	5,990.60	0.00	5,990.60	26.05
43-534-305-22	Uniforms	755.00	415.00	415.00	320.00	0.00	320.00	43.54
43-534-305-40	Books, Publications, & Dues	300.00	35.00	35.00	265.00	0.00	265.00	88.33
43-534-305-50	Education	405.00	0.00	0.00	405.00	0.00	405.00	100.00
E03 Sub Totals:		223,834.00	137,550.30	137,550.30	86,283.70	28,865.33	57,418.37	25.65
E03	Capital Outlay							
43-534-303-10	Engineering Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43-534-606-20	Buildings	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43-534-606-30	Improvements O T Buildings	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43-534-606-40	Mach & Equipment	177,200.00	6,984.18	6,984.18	170,215.82	150,027.00	20,188.82	11.39
43-534-606-41	Office Mach & Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E04 Sub Totals:		177,200.00	6,984.18	6,984.18	170,215.82	150,027.00	20,188.82	11.39
E04	Principal Debt Svc							
43-534-707-10	Principal Pmts on Debt	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43-534-707-30	Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E08 Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
E08	Non-Operating Expense							
43-534-707-20	Interest Pmts on Debt	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E09 Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
E09	Depreciation							
43-534-305-90	Depreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E09 Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expense Sub Totals:		605,357.00	294,182.54	294,182.54	311,174.46	178,892.33	132,282.13	21.85
Dept 534 Sub Totals:		605,357.00	294,182.54	294,182.54	311,174.46	178,892.33	132,282.13	21.85
Fund Revenue Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund Expense Sub Totals:		605,357.00	294,182.54	294,182.54	311,174.46	178,892.33	132,282.13	21.85
Fund 43 Sub Totals:		605,357.00	294,182.54	294,182.54	311,174.46	178,892.33	132,282.13	21.85



# BUDGET TRANSFER REQUEST

Department Public Works - Solid Waste - 43

AMOUNTS MUST BE IN WHOLE DOLLARS

Account #	Account Description	CURRENT Budget Amt	Requested Increase	Requested Decrease	REVISED Budget Amt	Explanation for Request
43-534-304-91	Tippling Fees	\$68,770		\$10,000	\$58,770	Some tipping fees paid out of Other Contractual for reimbursement to contractor
43-534-303-41	Other Contractual	\$72,306	\$10,000		\$82,306	Some tipping fees paid out of Other Contractual for reimbursement to contractor
<b>Column TOTALS</b>		\$141,076	\$10,000	\$10,000	\$141,076	Total Increases MUST equal Total Decreases

### APPROVALS

Department Head \_\_\_\_\_ Date: 5/27/2015

City Manager *[Signature]* \_\_\_\_\_ Date: 7/14/2015

Finance \_\_\_\_\_ Date: \_\_\_\_\_

*Synopsis Provided by:* \_\_\_\_\_

**City of Callaway Board of Commissioners  
Agenda Item Summary**

July 28, 2015

Budget Transfer – Sewer Department

<p><b>1. PLACED ON AGENDA BY:</b> J. Michael Fuller, City Manager</p>	<p><b>2. AGENDA:</b></p> <p>PRESENTATION <input type="checkbox"/></p> <p>PUBLIC HEARING <input type="checkbox"/></p> <p>CONSENT <input checked="" type="checkbox"/></p> <p>OLD BUSINESS <input type="checkbox"/></p> <p>REGULAR <input type="checkbox"/></p>
---	--

**3. IS THIS ITEM BUDGETED (IF APPLICABLE)?:** YES  NO

**4. BACKGROUND: (WHY, WHAT, WHO, WHERE, WHEN, HOW, & IDENTIFY ALL ATTACHMENTS)**

Request approval for a budget transfer from R&M Collections to R&M Lift Stations in the amount of \$10,000.

ATTACHMENT:

- Public Works memo
- General Ledger budget status
- Budget transfer request form

**5. REQUESTED MOTION/ACTION:**  
Staff recommends Commission approval of the budget transfer for R&M Lift Stations.



# CITY OF CALLAWAY, FLORIDA

CITY HALL

6601 East Highway 22, Callaway, FL 32404  
Phone 850-871-6000 • FAX 850-871-2444  
www.cityofcallaway.com

**Mayor**  
Thomas W. Abbott

**Commissioners**  
Melba Covey  
Pam Henderson  
Bob Pelletier  
Ralph L. Hollister

## MEMORANDUM

DATE: July 2, 2015

TO: J. Michael Fuller,  
City Manager

FROM: Oscar J. Martinez,  
Interim Public Works Director *OJ 7-2-15*

RE: Request for Budget Transfer

I request approval for a budget transfer from R&M Collections (42-535-304-63) to R&M Lift Stations (42-535-304-64). As of this period in the fiscal budget fewer repairs and maintenance have been required with the collection system and more funds are required for repairs and maintenance in lift stations.

Thank you.

OJM/ttd

Attachment

cc: Beverly Waldrip

Fire Department  
Center  
P: 850-871-2753  
F: 850-871-5564

Leisure Services  
P: 850-874-0031  
F: 850-874-9977

Planning / Code Enforcement  
P: 850-871-4672  
F: 850-871-2404

Public Works  
P: 850-871-1033  
F: 850-871-2416

Arts & Conference  
P: 850-874-0035  
F: 850-874-0706

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# General Ledger

## Budget Status

User: dixon1  
 Printed: 7/2/2015 - 9:54 AM  
 Period: 1 to 10, 2015



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 42	Sewer Fund							
Dept 42-535	Sewer							
E01	Personnel Services							
42-535-101-20	Regular Salaries	391,781.00	286,796.65	286,796.65	104,984.35	0.00	104,984.35	26.80
42-535-101-35	Cell Phone Allowance	600.00	750.00	750.00	-150.00	0.00	-150.00	0.00
42-535-101-39	CA - Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42-535-101-40	Overtime	14,700.00	11,400.43	11,400.43	3,299.57	0.00	3,299.57	22.45
42-535-101-45	Comp Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42-535-101-50	Special Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42-535-101-60	Sale of Annual Leave	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42-535-102-10	FICA Taxes	26,442.00	16,995.58	16,995.58	9,446.42	0.00	9,446.42	35.73
42-535-102-11	Medicare Taxes	6,184.00	3,974.68	3,974.68	2,209.32	0.00	2,209.32	35.73
42-535-102-20	Retirement Contrib	32,280.00	23,534.43	23,534.43	8,745.57	0.00	8,745.57	27.09
42-535-102-30	Group Insurance	84,948.00	47,406.90	47,406.90	37,541.10	0.00	37,541.10	44.19
42-535-102-40	Worker's Compensation	14,116.00	7,769.73	7,769.73	6,346.27	0.00	6,346.27	44.96
42-535-102-50	Unemployment Compensation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E01 Sub Totals:	571,051.00	398,628.40	398,628.40	172,422.60	0.00	172,422.60	30.19
E02	Operating Expenses							
42-535-303-10	Engineering Services	26,250.00	18,250.64	18,250.64	7,999.36	10,389.36	-2,390.00	0.00
42-535-303-11	Legal Fees - City Atty.	5,250.00	3,325.15	3,325.15	1,924.85	0.00	1,924.85	36.66
42-535-303-20	Auditing Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42-535-303-40	Cleaning & Laundry	4,375.00	2,002.40	2,002.40	2,372.60	0.00	2,372.60	54.23
42-535-303-41	Other Contractual Service	22,762.00	16,716.05	16,716.05	6,045.95	1,725.00	4,320.95	18.98
42-535-303-43	Cost of Treatment	2,449,000.00	1,007,861.97	1,007,861.97	1,441,138.03	0.00	1,441,138.03	58.85
42-535-303-45	Debt Collection Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42-535-303-46	Bad Debts	2,700.00	0.00	0.00	2,700.00	0.00	2,700.00	100.00
42-535-303-49	CA - Operating Exp	39,378.00	0.00	0.00	39,378.00	0.00	39,378.00	100.00
42-535-304-00	Travel & Per Diem	1,050.00	25.03	25.03	1,024.97	0.00	1,024.97	97.62
42-535-304-01	Travel & Per Diem (Fin & UB)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42-535-304-10	Communications/Telephone	9,000.00	5,299.62	5,299.62	3,700.38	0.00	3,700.38	41.12
42-535-304-20	Transportation/Postage	7,600.00	6,095.67	6,095.67	1,504.33	51.00	1,453.33	19.12
42-535-304-30	Utilities	64,890.00	47,096.42	47,096.42	17,793.58	0.00	17,793.58	27.42
42-535-304-31	Utilities - Sandy Creek	12,330.00	4,181.70	4,181.70	8,148.30	0.00	8,148.30	66.09
42-535-304-40	Rentals & Leases	1,895.00	468.56	468.56	1,426.44	0.00	1,426.44	75.27
42-535-304-50	Insurance	14,192.00	9,461.36	9,461.36	4,730.64	0.00	4,730.64	33.33

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
42-535-304-60	R & M Buildings & Grounds	7,350.00	999.64	999.64	6,350.36	423.38	5,926.98	80.64
42-535-304-61	R & M - Machinery & Equipment	31,500.00	6,087.26	6,087.26	25,412.74	4,050.99	21,361.75	67.82
42-535-304-62	R & M Vehicles	22,050.00	12,041.17	12,041.17	10,008.83	2,814.15	7,194.68	32.63
42-535-304-63	R & M Collection System	63,000.00	9,187.50	9,187.50	53,812.50	0.00	53,812.50	85.42
42-535-304-64	R & M Lift Stations	26,250.00	18,384.67	18,384.67	7,865.33	5,952.50	1,912.83	7.29
42-535-304-65	R & M - IT Equipment	4,429.00	3,350.98	3,350.98	1,078.02	359.09	718.93	16.23
42-535-304-66	R & M Collection Sys-Sandy Cr	29,400.00	14,658.63	14,658.63	14,741.37	1,822.47	12,918.90	43.94
42-535-304-70	Printing & Binding	4,410.00	2,007.35	2,007.35	2,402.65	585.89	1,816.76	41.20
42-535-304-90	Other Current Charges	12,125.00	2,450.67	2,450.67	9,674.33	24.00	9,650.33	79.59
42-535-305-10	Office Supplies & Small Equip	3,675.00	2,535.14	2,535.14	1,139.86	385.91	753.95	20.52
42-535-305-20	Operating Supplies	10,507.00	6,288.19	6,288.19	4,218.81	655.85	3,562.96	33.91
42-535-305-21	Fuel & Lubricants	22,000.00	11,873.94	11,873.94	10,126.06	0.00	10,126.06	46.03
42-535-305-22	Uniforms	1,080.00	1,037.38	1,037.38	42.62	0.00	42.62	3.95
42-535-305-30	Road Materials & Supplies	4,200.00	0.00	0.00	4,200.00	0.00	4,200.00	100.00
42-535-305-40	Books, Publications, & Dues	2,100.00	120.31	120.31	1,979.69	0.00	1,979.69	94.27
42-535-305-50	Education	1,740.00	725.00	725.00	1,015.00	0.00	1,015.00	58.33
42-535-305-51	Education (Fin & UB)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E02 Sub Totals:		2,906,488.00	1,212,532.40	1,212,532.40	1,693,955.60	29,239.59	1,664,716.01	57.28
E03	Capital Outlay							
42-535-606-10	Land Improvement	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42-535-606-11	Engineering Svc - Sandy Creek	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42-535-606-20	Buildings	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42-535-606-29	Imprvmts o/t Bldgs -Sandy Crk	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42-535-606-30	Improvements O/T Buildings	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42-535-606-31	Lift Station Upgrades	135,100.00	40,270.00	40,270.00	114,830.00	114,774.00	56.00	0.04
42-535-606-40	Mach & Equipment	10,950.00	10,022.96	10,022.96	927.04	3,749.00	-2,821.96	0.00
42-535-606-41	Mach & Equip - Sandy Creek	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42-535-606-60	Utility Expansions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42-535-606-61	Utility Expansion -Sandy Creek	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E03 Sub Totals:		166,050.00	50,292.96	50,292.96	115,757.04	118,523.00	-2,765.96	0.00
E04	Principal Debt Svc							
42-535-707-10	Principal Prnt on Debt	299,816.00	0.00	0.00	299,816.00	0.00	299,816.00	100.00
E04 Sub Totals:		299,816.00	0.00	0.00	299,816.00	0.00	299,816.00	100.00
E06	Other Use							
42-535-590-90	Loss on Disposition of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42-535-590-95	Unrealized Loss on Investmt	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E06 Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
E08	Non-Operating Expense							
42-535-305-91	Amortization of Bond Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42-535-707-20	Interest Pmts on Debt	499,724.00	15,494.55	15,494.55	484,229.45	0.00	484,229.45	96.90

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E:09	E:08 Sub Totals:	499,724.00	15,494.55	15,494.55	484,229.45	0.00	484,229.45	96.90
	Depreciation							
42-535-305-90	Depreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E09 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	4,443,129.00	1,676,948.31	1,676,948.31	2,766,180.69	147,762.59	2,618,418.10	58.93
	Dept 535 Sub Totals:	4,443,129.00	1,676,948.31	1,676,948.31	2,766,180.69	147,762.59		
	Fund Revenue Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Fund Expense Sub Totals:	4,443,129.00	1,676,948.31	1,676,948.31	2,766,180.69	147,762.59	2,618,418.10	58.93
	Fund 42 Sub Totals:	4,443,129.00	1,676,948.31	1,676,948.31	2,766,180.69	147,762.59		
	Revenue Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Totals:	4,443,129.00	1,676,948.31	1,676,948.31	2,766,180.69	147,762.59	2,618,418.10	58.93
	Report Totals:	4,443,129.00	1,676,948.31	1,676,948.31	2,766,180.69	147,762.59		



**City of Callaway Board of Commissioners  
Agenda Item Summary**

July 28, 2015

Budget Transfer – General Government

**1. PLACED ON AGENDA BY:**  
J. Michael Fuller, City Manager

**2. AGENDA:**  
PRESENTATION   
PUBLIC HEARING   
CONSENT   
OLD BUSINESS   
REGULAR

**3. IS THIS ITEM BUDGETED (IF APPLICABLE)?:** Yes  No

**4. BACKGROUND: (WHY, WHAT, WHO, WHERE, WHEN, HOW, & IDENTIFY ALL ATTACHMENTS)**

Request approval for a budget transfer from R&M Building & Grounds in the amount of \$1,985 and from R&M Machinery & Equipment in the amount of \$1,000 to Other Contractual to cover updating all Municode information. Balance in Other Contractual is ear marked for other services through the end of the fiscal year.

**ATTACHMENT:**

- General Ledger budget status
- Budget transfer request form

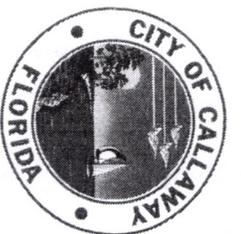
**5. REQUESTED MOTION/ACTION:**

Staff recommends Commission approval of the budget transfer for Other Contractual.

# General Ledger

## Budget Status

User: koepke1  
 Printed: 7/8/2015 - 10:23 AM  
 Period: 1, 2015



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 01	General Fund							
Dept 01-519	Gen Govt/Administration							
E01	Personnel Services							
01-519-101-20	Regular Salaries	142,674.00	6,302.82	6,302.82	136,371.18	0.00	136,371.18	95.58
01-519-101-35	Cell Phone Allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-519-101-40	Overtime	1,575.00	341.52	341.52	1,233.48	0.00	1,233.48	78.32
01-519-101-45	Comp Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-519-101-50	Special Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-519-101-55	Severance Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-519-101-60	Sale of Annual Leave	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-519-101-99	CA - Gen Govt - Personal Svc	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-519-102-10	FICA Taxes	8,943.00	361.22	361.22	8,581.78	0.00	8,581.78	95.96
01-519-102-11	Medicare Taxes	2,092.00	84.47	84.47	2,007.53	0.00	2,007.53	95.96
01-519-102-20	Retirement Contrib	10,631.00	676.89	676.89	9,954.11	0.00	9,954.11	93.63
01-519-102-30	Group Insurance	26,217.00	1,290.65	1,290.65	24,926.35	0.00	24,926.35	95.08
01-519-102-40	Worker's Compensation	349.00	18.37	18.37	330.63	0.00	330.63	94.74
	E01 Sub Totals:	192,481.00	9,075.94	9,075.94	183,405.06	0.00	183,405.06	95.28
E02	Operating Expenses							
01-519-303-20	Accounting Auditing	61,350.00	22,500.00	22,500.00	38,850.00	0.00	38,850.00	63.33
01-519-303-41	Other Contractual Services	31,070.00	11,328.65	11,328.65	19,741.35	4,376.87	15,364.48	49.45
01-519-303-46	Bad Debts	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
01-519-303-99	CA - Gen Govt - Operating Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-519-304-00	Travel & Per Diem	500.00	0.00	0.00	500.00	0.00	500.00	100.00
01-519-304-10	Communications/Telephone	9,000.00	1,058.50	1,058.50	7,941.50	0.00	7,941.50	88.24
01-519-304-20	Transportation/Postage	1,000.00	36.18	36.18	963.82	0.00	963.82	96.38
01-519-304-30	Utilities	15,350.00	1,210.66	1,210.66	14,139.34	0.00	14,139.34	92.11
01-519-304-40	Rentals & Leases	5,000.00	517.74	517.74	4,482.26	0.00	4,482.26	89.65
01-519-304-50	Insurance	8,096.00	674.67	674.67	7,421.33	0.00	7,421.33	91.67
01-519-304-60	R & M Buildings & Grds	2,000.00	15.00	15.00	1,985.00	0.00	1,985.00	99.25
01-519-304-61	R & M - Machinery & Equipment	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
01-519-304-65	R & M - IT Equipment	27,462.00	1,145.00	1,145.00	26,317.00	0.00	26,317.00	95.83
01-519-304-70	Printing & Binding	1,000.00	0.00	0.00	1,000.00	38.82	961.18	96.12
01-519-304-80	Promotional Activities	4,000.00	36.00	36.00	3,964.00	0.00	3,964.00	99.10
01-519-304-90	Other Current Charges	8,550.00	1,801.97	1,801.97	6,748.03	0.00	6,748.03	78.92
01-519-305-10	Office Supplies & Small Equip	9,600.00	152.10	152.10	9,447.90	0.00	9,447.90	98.42



**City of Callaway Board of Commissioners  
Agenda Item Summary**

July 28, 2015

Budget Transfers – Fire Department

**1. PLACED ON AGENDA BY:**  
J. Michael Fuller, City Manager

**2. AGENDA:**

PRESENTATION	<input type="checkbox"/>
PUBLIC HEARING	<input type="checkbox"/>
CONSENT	<input checked="" type="checkbox"/>
OLD BUSINESS	<input type="checkbox"/>
REGULAR	<input type="checkbox"/>

**3. IS THIS ITEM BUDGETED (IF APPLICABLE)?:** Yes  No

**4. BACKGROUND: (WHY, WHAT, WHO, WHERE, WHEN, HOW, & IDENTIFY ALL ATTACHMENTS)**

This item has two (2) budget transfer requests from the Fire Department. They are as follows:

- 1) The first transfer request pertains to a radio that was accidentally damaged. Chief Joyner filed an insurance claim with Florida League of Cities who awarded the City \$925. The request is to transfer these funds from "Insurance Proceeds" to "Other Current Charges" so that a refurbished portable radio can be purchased.
  
- 2) The second transfer request is equipment that is needed this year. On June 23, 2015, the Commission approved a budget transfer of \$5,300 for Callaway to match the required contribution to purchase new radios through a FEMA grant awarded to the municipalities and county fire departments. The transferred amount covered the city match requirement, but a gas fan and Vetter rescue air bag system (with extra bag) is also needed this year. An additional budget transfer request is from "Rentals and Leases" to "Capital Machinery and Equipment".

**ATTACHMENT:**

- Budget transfer requests

**5. REQUESTED MOTION/ACTION:**

Staff recommends Commission approval of the budget transfer for Other Current Charges and Capital Machinery and Equipment.





**City of Callaway Board of Commissioners  
Agenda Item Summary**

July 28, 2015

Budget Transfer – Fleet Maintenance Department

**1. PLACED ON AGENDA BY:**  
J. Michael Fuller, City Manager

**2. AGENDA:**  
PRESENTATION   
PUBLIC HEARING   
CONSENT   
OLD BUSINESS   
REGULAR

**3. IS THIS ITEM BUDGETED (IF APPLICABLE)?:** Yes  No

**4. BACKGROUND: (WHY, WHAT, WHO, WHERE, WHEN, HOW, & IDENTIFY ALL ATTACHMENTS)**

R&M Machinery and Equipment has a negative balance and there will be future billing for this line item.

**ATTACHMENT:**

- Memo to City Manager
- General ledger budget status
- Budget Transfer request

**5. REQUESTED MOTION/ACTION:**

Staff recommends Commission approval of the budget transfer for R&M Machinery and Equipment.



## CITY OF CALLAWAY, FLORIDA

CITY HALL

6601 East Highway 22, Callaway, FL 32404  
Phone 850-871-6000 • FAX 850-871-2444  
www.cityofcallaway.com

**Mayor**  
Thomas W. Abbott

**Commissioners**  
Melba Covey  
Pam Henderson  
Bob Pelletier  
Ralph L. Hollister

### MEMORANDUM

DATE: July 17, 2015  
TO: J. Michael Fuller,  
City Manager  
FROM: Trevor Noble <sup>TN.</sup>  
Public Works Director  
RE: Request for Budget Transfer

I request approval for a budget transfer from Fuel & Lubricants (01-549-305-21) and Operating Supplies (01-549-305-20) to R&M Machinery & Equipment (01-549-304-61) in the amount of \$1,500. According to Purchasing, R&M Machinery & Equipment has a negative balance and there will be future billing for this line item.

Thank you.

TN/ttd

Attachment

cc: Beverly Waldrip

---

Fire Department  
Center  
P: 850-871-2753  
F: 850-871-5564

Leisure Services  
P: 850-874-0031  
F: 850-874-9977

Planning / Code Enforcement  
P: 850-871-4672  
F: 850-871-2404

Public Works  
P: 850-871-1033  
F: 850-871-2416

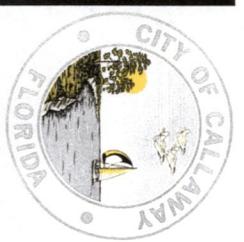
Arts & Conference  
P: 850-874-0035  
F: 850-874-0706

***"This institution is an equal opportunity provider, and employer."***

# General Ledger

## Budget Status

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 inited: 7/16/2015 - 1:08 PM  
 riod: 1 to 10, 2015



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Availab
ind 01	General Fund							
11	Maintenance Shop							
11	Personnel Services							
-549-101-20	Regular Salaries	123,215.00	96,687.19	96,687.19	26,527.81	0.00	26,527.81	21.5
-549-101-40	Overtime	735.00	0.00	0.00	735.00	0.00	735.00	100.0
-549-101-50	Special Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.0
-549-101-60	Sale of Annual Leave	0.00	0.00	0.00	0.00	0.00	0.00	0.0
-549-101-99	CA - Maint Shop - Personal Svc	0.00	0.00	0.00	0.00	0.00	0.00	0.0
-549-102-10	FICA Taxes	7,685.00	5,510.41	5,510.41	2,174.59	0.00	2,174.59	28.2
-549-102-11	Medicare Taxes	1,797.00	1,288.59	1,288.59	508.41	0.00	508.41	28.2
-549-102-20	Retirement Contrib	9,135.00	7,311.89	7,311.89	1,823.11	0.00	1,823.11	19.5
-549-102-30	Group Insurance	17,801.00	14,833.70	14,833.70	2,967.30	0.00	2,967.30	16.8
-549-102-40	Worker's Compensation	3,104.00	2,035.38	2,035.38	1,068.62	0.00	1,068.62	34.2
	<b>E01 Sub Totals:</b>	<b>163,472.00</b>	<b>127,667.16</b>	<b>127,667.16</b>	<b>35,804.84</b>	<b>0.00</b>	<b>35,804.84</b>	<b>21.5</b>
12	Operating Expenses							
-549-303-40	Cleaning & Laundry	2,345.00	1,695.18	1,695.18	649.82	0.00	649.82	27.7
-549-303-41	Other Contractual Services	690.00	656.50	656.50	33.50	0.00	33.50	4.8
-549-303-99	CA - Maint Shop -Operating Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.0
-549-304-10	Communications/Telephone	3,800.00	3,003.72	3,003.72	796.28	0.00	796.28	20.5
-549-304-30	Utilities	7,200.00	4,738.50	4,738.50	2,461.50	0.00	2,461.50	34.1
-549-304-50	Insurance	5,350.00	4,153.94	4,153.94	1,196.06	0.00	1,196.06	22.2
-549-304-60	R & M Buildings & Grds	315.00	0.00	0.00	315.00	0.00	315.00	100.0
-549-304-61	R & M - Machinery & Equipment	6,300.00	5,716.65	5,716.65	583.35	1,405.88	-822.53	0.0
-549-304-62	R & M Vehicles	1,260.00	197.87	197.87	1,062.13	650.00	412.13	32.2
-549-304-65	R & M - IT Equipment	913.00	753.18	753.18	159.82	0.00	159.82	17.2
-549-304-90	Other Current Charges	1,050.00	52.97	52.97	997.03	0.00	997.03	94.5
-549-305-10	Office Supplies & Small Equip	210.00	159.96	159.96	50.04	0.00	50.04	23.8
-549-305-20	Operating Supplies	3,455.00	713.07	713.07	2,741.93	800.00	1,941.93	56.2
-549-305-21	Fuel & Lubricants	4,000.00	2,356.00	2,356.00	1,644.00	0.00	1,644.00	41.1
-549-305-22	Uniforms	420.00	75.00	75.00	345.00	0.00	345.00	82.1
-549-305-40	Books, Publications, & Dues	525.00	529.00	529.00	-4.00	0.00	-4.00	0.0
	<b>E02 Sub Totals:</b>	<b>37,833.00</b>	<b>24,801.54</b>	<b>24,801.54</b>	<b>13,031.46</b>	<b>2,855.88</b>	<b>10,175.58</b>	<b>26.5</b>
13	Capital Outlay							
-549-606-40	Machinery & Equipment	7,200.00	7,654.18	7,654.18	-454.18	0.00	-454.18	0.0



# BUDGET TRANSFER REQUEST

Department Public Works - Fleet Maintenance - 49

AMOUNTS MUST BE IN WHOLE DOLLARS

Account #	Account Description	CURRENT Budget Amt	Requested Increase	Requested Decrease	REVISED Budget Amt	Explanation for Request
01-549-305-21	Fuel & Lubricants	\$4,000		\$500	\$3,500	Less fuel & lubricants needed in making repairs.
01-549-305-20	Operating Supplies	\$3,455		\$1,000	\$2,455	Fewer operating supplies needed.
01-549-304-61	R&M Machinery & Equipment	\$6,300	\$1,500		\$7,800	Blanket purchase orders are more than budgeted.
		\$13,755	\$1,500	\$1,500	\$13,755	

### APPROVALS

Department Head

*[Signature]*

Date: 7/17/2015

City Manager

*[Signature]*

Date: 7/24/2015

Finance

System Updated by

\_\_\_\_\_

Date: \_\_\_\_\_

**City of Callaway Board of Commissioners  
Agenda Item Summary**

July 28, 2015

Budget Transfer – Planning Department

**1. PLACED ON AGENDA BY:**  
J. Michael Fuller, City Manager

**2. AGENDA:**

PRESENTATION	<input type="checkbox"/>
PUBLIC HEARING	<input type="checkbox"/>
CONSENT	<input checked="" type="checkbox"/>
OLD BUSINESS	<input type="checkbox"/>
REGULAR	<input type="checkbox"/>

**3. IS THIS ITEM BUDGETED (IF APPLICABLE)?:** Yes  No

**4. BACKGROUND:** (WHY, WHAT, WHO, WHERE, WHEN, HOW, & IDENTIFY ALL ATTACHMENTS)

The Planning Department is requesting a budget transfer from “Animal Control” to “Other Contractual Services”, “R&M Vehicles,” “R&M IT Equipment,” and “Other Current Charges.” Animal Control quarterly service charges have been less than anticipated, allowing the funds to be applied to other charges for IT/computer repair and maintenance.

**ATTACHMENT:**

- General Ledger budget status
- Budget transfer request

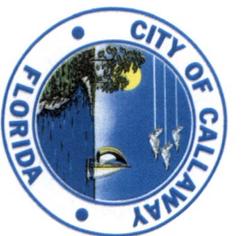
**5. REQUESTED MOTION/ACTION:**

Staff recommends Commission approval of the budget transfer for R&M IT and Equipment.

# General Ledger

## Budget Status

User: bwaldrup  
 Printed: 7/22/2015 - 1:14 PM  
 Period: 1 to 15, 2015



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 01	General Fund							
Dept 01-515	Planning							
E01	Personnel Services							
01-515-101-20	Regular Salaries	75,501.00	49,187.58	49,187.58	26,313.42	0.00	26,313.42	34.85
01-515-101-35	Cell Phone Allowance	1,200.00	750.00	750.00	450.00	0.00	450.00	37.50
01-515-101-40	Overtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-515-101-50	Special Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-515-101-60	Sale of Annual Leave	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-515-102-10	FICA Taxes	4,681.00	2,761.11	2,761.11	1,919.89	0.00	1,919.89	41.01
01-515-102-11	Medicare Taxes	1,095.00	645.75	645.75	449.25	0.00	449.25	41.03
01-515-102-20	Retirement Contrib	5,564.00	3,302.59	3,302.59	2,261.41	0.00	2,261.41	40.64
01-515-102-30	Group Insurance	12,584.00	7,928.25	7,928.25	4,655.75	0.00	4,655.75	37.00
01-515-102-40	Worker's Compensation	1,624.00	828.61	828.61	795.39	0.00	795.39	48.98
	<b>E01 Sub Totals:</b>	<b>102,249.00</b>	<b>65,403.89</b>	<b>65,403.89</b>	<b>36,845.11</b>	<b>0.00</b>	<b>36,845.11</b>	<b>36.03</b>
E02	Operating Expenses							
01-515-303-11	City Attorney Fees	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
01-515-303-41	Other Contractual Services	2,500.00	1,988.32	1,988.32	511.68	1,250.00	-738.32	0.00
01-515-303-42	Animal Control	129,306.00	39,117.55	39,117.55	90,188.45	0.00	90,188.45	69.75
01-515-304-00	Travel & Per Diem	250.00	18.00	18.00	232.00	0.00	232.00	92.80
01-515-304-20	Transportation/Postage	200.00	122.34	122.34	77.66	0.00	77.66	38.83
01-515-304-50	Insurance	3,020.00	2,013.36	2,013.36	1,006.64	0.00	1,006.64	33.33
01-515-304-60	R & M Buildings & Grds	500.00	0.00	0.00	500.00	0.00	500.00	100.00
01-515-304-61	R & M - Machinery & Equipment	1,200.00	725.35	725.35	474.65	118.78	355.87	29.66
01-515-304-62	R & M Vehicles	800.00	388.84	388.84	411.16	420.00	-8.84	0.00
01-515-304-65	R & M - IT Equipment	1,000.00	1,368.18	1,368.18	-368.18	0.00	-368.18	0.00
01-515-304-70	Printing & Binding	300.00	197.81	197.81	102.19	0.00	102.19	34.06
01-515-304-90	Other Current Charges	4,000.00	6,466.86	6,466.86	-2,466.86	30.00	-2,496.86	0.00
01-515-305-10	Office Supplies & Small Equip	2,500.00	590.00	590.00	1,910.00	7.49	1,902.51	76.10
01-515-305-20	Operating Supplies	100.00	0.00	0.00	100.00	0.00	100.00	100.00
01-515-305-21	Fuel & Lubricants	700.00	243.86	243.86	456.14	0.00	456.14	65.16
01-515-305-22	Uniforms	100.00	0.00	0.00	100.00	0.00	100.00	100.00
01-515-305-40	Books, Publications, & Dues	500.00	475.11	475.11	24.89	0.00	24.89	4.98
01-515-305-50	Education	500.00	0.00	0.00	500.00	150.00	350.00	70.00
	<b>E02 Sub Totals:</b>	<b>148,476.00</b>	<b>53,715.58</b>	<b>53,715.58</b>	<b>94,760.42</b>	<b>1,976.27</b>	<b>92,784.15</b>	<b>62.49</b>



# BUDGET TRANSFER REQUEST

AMOUNTS IN WHOLE DOLLARS

Department Planning & Code Enforcement

Account #	Account Description	CURRENT Budget Amt	Requested Increase	Requested Decrease	REVISED Budget Amt	Explanation for Request
01-515-303-41	Other Contractual Services	\$ 2,500.00	\$ 1,250.00		\$ 3,750.00	Pebble Rish PO for sketch & legal description of Primrose/Comet
01-515-304-62	R&M Vehicles	800.00	200.00		1,000.00	To cover over-budget amount & remainder of FY
01-515-304-65	R & M IT Equipment	1,000.00	800.00		1,800.00	To cover over-budget amount & increased IT services for remainder of FY
01-515-304-90	Other Current Charges	4,000.00	4,700.00		8,700.00	Over-budget due to advertising costs
01515-303-42	Animal Control	129,306.00		6,950.00	122,356.00	Reduce budget to cover other line items; charges for 1st 2 quarters are under budget.
Totals			6,950.00	6,950.00		

**APPROVALS**

Department Head

*[Signature]*

Date: 7-22-15

City Manager

*[Signature]*

Date: 7/24/2015

Commission

*[Signature]*

Date: \_\_\_\_\_

Finance

*[Signature]*

Date: \_\_\_\_\_

**City of Callaway Board of Commissioners  
Agenda Item Summary**

July 28, 2015

Request Approval of the 2015 Asphalt/Paving Bid Selection

<p><b>1. PLACED ON AGENDA BY:</b> J. Michael Fuller, City Manager</p>	<p><b>2. AGENDA:</b></p> <p>PRESENTATION <input type="checkbox"/></p> <p>PUBLIC HEARING <input type="checkbox"/></p> <p>CONSENT <input checked="" type="checkbox"/></p> <p>OLD BUSINESS <input type="checkbox"/></p> <p>REGULAR <input type="checkbox"/></p>
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**3. IS THIS ITEM BUDGETED (IF APPLICABLE)?:** YES  NO

**4. BACKGROUND: (WHY, WHAT, WHO, WHERE, WHEN, HOW, & IDENTIFY ALL ATTACHMENTS)**

At the Regular Meeting on May 19, 2015, the Commission approved the 2015 Paving List and approved the request to advertise. Two bids were received. Public Works Director Noble recommends C.W. Roberts, Inc. as the lowest, most responsible bidder at \$100.00 per ton.

**ATTACHMENT:**

- Public Works memo
- 2015 Paving List
- Bidder packages
- Bid amounts

**5. REQUESTED MOTION/ACTION:**

Staff recommends Commission approval of C.W. Roberts, Inc. as the lowest and most responsible bidder in the amount of \$100.00 per ton.



**CITY OF CALLAWAY, FLORIDA**  
**CITY HALL**

6601 East Highway 22, Callaway, FL 32404  
Phone 850-871-6000 • FAX 850-871-2444  
www.cityofcallaway.com

**Mayor**  
Thomas W. Abbott

**Commissioners**  
Melba Covey  
Pam Henderson  
Bob Pelletier  
Ralph L. Hollister

**MEMORANDUM**

**DATE:** July 21, 2015

**TO:** J. Michael Fuller,  
City Manager

**FROM:** Trevor Noble,  
Public Works Director

**RE:** Asphalt/Paving Contract 2015 Bid Recommendation

Public Works received two bids for the Asphalt Contract Project for 2015. Please see the attached spreadsheet. Staff recommends C.W. Roberts, Inc. as the lowest and most responsible bidder. The budget will allow for paving of approximately the first six roads on the paving list, also on the attached spreadsheet.

Thank you.

TN/ttd

---

**Fire Department  
Center**  
P: 850-871-2753  
F: 850-871-5564

**Leisure Services**  
P: 850-874-0031  
F: 850-874-9977

**Planning / Code Enforcement**  
P: 850-871-4672  
F: 850-871-2404

**Public Works**  
P: 850-871-1033  
F: 850-871-2416

**Arts & Conference**  
P: 850-874-0035  
F: 850-874-0706

***“This institution is an equal opportunity provider, and employer.”***

## CITY OF CALLAWAY PAVING LIST SUMMARY FOR FY '15

#	Location	Square Yds	Tons	Unit Cost	Price
1	Bryan Way (N. Kimbrel to dead end) 2 Manholes	1,435	195		
2	Kelly Ct. (N. Kimbrel to dead end) 2 Manholes	1,435	195		
3	S. Burkett Dr. (off Lakewood) 4 Manholes	1,836	202		
4	Kevin Circle (Burkett to dead end) 1 Manhole	1,342	148		
5	Roche Ct. (N. Kimbrel to dead end) 1 Manhole	1,748	193		
6	Michelle Circle (off Kimbrel) 2 Manholes	1,748	193		
7					
8					
9					
10					
11					
<b>TOTAL</b>		<b>9,544</b>	<b>1126</b>		<b>\$0.00</b>



### BID PACKAGE RECEIPT

Please complete the information below if you are picking up a bid package from the City of Callaway. This information will allow us to contact you should there be a change or if additional information is to be provided in the bid request.

Thank you.

**Package Received:** Asphalt Contract Bid CY 2015

**Date Received:** JULY 20, 2015

**Name:** ROBERTS AND ROBERTS, INC.

**Address:** 1741 N. SHERMAN AVENUE  
PANAMA CITY, FL 32405

**Phone Number:** 850 - 215 - 8001

**Fax Number:** 850 - 215 - 1108

**Email Address:** Wes@rarinc.com

The City of Callaway will accept sealed bids on asphalt. Bids must be submitted to the City Clerk's office before **10:00 a.m. on July 21, 2015**. Bids will be opened immediately following. Bids will be considered for award at the regularly scheduled City Commission Meeting at 6:00 p.m. on Tuesday, **July 28, 2015**. This bid form must be used and returned to the City Clerk in a sealed envelope clearly marked "BID- ASPHALT."

All bids shall include the material, transportation, labor, and equipment as necessary to supply, haul, tack, lay, and compact a super-pave fine mix asphalt. All asphalt shall meet the current FDOT specifications for a super-pave fine mix asphalt to provide an asphalt overlay for the City of Callaway streets, to include manhole risers, as identified in our current paving plan.

### SPECIFICATIONS FOR ASPHALT

- \*1. **SP-9.5 Type Asphalt:** Florida Department of Transportation (FDOT) specifications for fine mix. Price quoted constructed on base prepared by others. Materials and workmanship must have **one year warranty**.

Price per ton:	Less than 100 tons:	\$ <u>120.00</u>
	100-250 tons:	\$ <u>120.00</u>
	Over 250 tons:	\$ <u>120.00</u>

- \*3. **SP-12.5 Type Asphalt:** FDOT specifications for fine mix. Price quoted constructed on base prepared by others. Materials and workmanship must have **one year warranty**.

Price per ton:	Less than 100 tons:	\$ <u>120.00</u>
	100-250 tons:	\$ <u>120.00</u>
	Over 250 tons:	\$ <u>120.00</u>

4. **Sand Asphalt Hot Mix:** F.O.B. Asphalt Plant.

Price per ton:	\$ <u>120.00</u>
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5. **Type II:** FDOT specifications. Price quoted F.O.B. plant.

Price per ton:	\$ <u>NB</u>
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6. **S1 Asphalt Concrete Surface Course:** FDOT specifications. Price quoted F.O.B. plant.

**\*Asphalt must be laid within a 14 day notice from the City. An average of all tonnage prices (asphalt on base prepared by others) will be used for bid comparison and bid award.**

- Price per ton: \$ NB
7. **Cold Mix:** Price quoted F.O.B. plant.  
 Price per ton: \$ NB
8. **Driveways, Overlay**  
 Price per square yard \$ 50.00
9. **Driveways – Remove existing concrete material and repave with asphalt.**  
 Price per square yard \$ 60.00
10. **Manhole Risers** \$ 600.00
11. **Streets – Remove existing asphalt, and sub-base material. Install new sub-base and base asphalt. Six inches of sub-base (dolomite or sand/clay) and four inches of base asphalt.**  
 Price per square yard \$ 60.00

**\*Asphalt must be laid within a 14 day notice from the City. An average of all tonnage prices (asphalt on base prepared by others) will be used for bid comparison and bid award.**

**\*All asphalt delivered on a specific P.O. # will be considered as one project even though several locations may be required. These locations will normally be grouped together within a one half-mile radius.**

**Bid Submitted By:**

ROBERTS AND ROBERTS, INC	Company
1741 N. SHERMAN AVENUE	Address
PANAMA CITY, FL 32405	City, State, ZIP
WES@RAFINC.COM	Email
850-215-8001	Phone
850-215-1108	Fax

**\*Asphalt must be laid within a 14 day notice from the City. An average of all tonnage prices (asphalt on base prepared by others) will be used for bid comparison and bid award.**



### BID PACKAGE RECEIPT

Please complete the information below if you are picking up a bid package from the City of Callaway. This information will allow us to contact you should there be a change or if additional information is to be provided in the bid request.

Thank you.

**Package Received:** Asphalt Contract Bid CY 2015

**Date Received:** July 17, 2015

**Name:** CW Roberts Contracting, Inc.

**Address:** 1603 Bay Avenue  
Panama City, Florida 32405

**Phone Number:** 850-769-6640

**Fax Number:** 850-769-7775

**Email Address:** wbarfield@cwrcontracting.com

The City of Callaway will accept sealed bids on asphalt. Bids must be submitted to the City Clerk's office before **10:00 a.m. on July 21, 2015**. Bids will be opened immediately following. Bids will be considered for award at the regularly scheduled City Commission Meeting at 6:00 p.m. on Tuesday, **July 28, 2015**. This bid form must be used and returned to the City Clerk in a sealed envelope clearly marked "BID- ASPHALT."

All bids shall include the material, transportation, labor, and equipment as necessary to supply, haul, tack, lay, and compact a super-pave fine mix asphalt. All asphalt shall meet the current FDOT specifications for a super-pave fine mix asphalt to provide an asphalt overlay for the City of Callaway streets, to include manhole risers, as identified in our current paving plan.

### SPECIFICATIONS FOR ASPHALT

- \*1. **SP-9.5 Type Asphalt:** Florida Department of Transportation (FDOT) specifications for fine mix. Price quoted constructed on base prepared by others. Materials and workmanship must have **one year warranty**.

Price per ton:	Less than 100 tons:	<u>\$ 108.50</u>
	100-250 tons:	<u>\$ 107.50</u>
	Over 250 tons:	<u>\$ 100.00</u>

- \*3. **SP-12.5 Type Asphalt:** FDOT specifications for fine mix. Price quoted constructed on base prepared by others. Materials and workmanship must have **one year warranty**.

Price per ton:	Less than 100 tons:	<u>\$ 104.50</u>
	100-250 tons:	<u>\$ 103.50</u>
	Over 250 tons:	<u>\$ 96.00</u>

4. **Sand Asphalt Hot Mix:** F.O.B. Asphalt Plant.

Price per ton:	<u>\$ 73.00</u>
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5. **Type II:** FDOT specifications. Price quoted F.O.E. plant.

Price per ton:	<u>\$ 66.00</u>
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6. **S1 Asphalt Concrete Surface Course:** FDOT specifications. Price quoted F.O.B. plant.

\*Asphalt must be laid within a 14 day notice from the City. An average of all tonnage prices (asphalt on base prepared by others) will be used for bid comparison and bid award.

- Price per ton: \$ 64.00
7. **Cold Mix:** Price quoted F.O.B. plant.  
Price per ton: \$ N/A
8. **Driveways, Overlay**  
Price per square yard \$ 36.00
9. **Driveways – Remove existing concrete material and repave with asphalt.**  
Price per square yard \$ 63.00
10. **Manhole Risers** \$ 760.00
11. **Streets – Remove existing asphalt, and sub-base material. Install new sub-base and base asphalt. Six inches of sub-base (dolomite or sand/clay) and four inches of base asphalt.**  
Price per square yard \$ 76.00

\*Asphalt must be laid within a 14 day notice from the City. An average of all tonnage prices (asphalt on base prepared by others) will be used for bid comparison and bid award.

**\*All asphalt delivered on a specific P.O. # will be considered as one project even though several locations may be required. These locations will normally be grouped together within a one half-mile radius.**

**Bid Submitted By:**

CW Roberts Contracting, Inc.

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**Company**

1603 Bay Avenue

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**Address**

Panama City, Florida 32405

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**City, State, ZIP**

wbarfield@cwrcontracting.com

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**Email**

850-769-6640

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**Phone**

850-769-7775

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**Fax**

**\*Asphalt must be laid within a 14 day notice from the City. An average of all tonnage prices (asphalt on base prepared by others) will be used for bid comparison and bid award.**

**CITY OF CALLAWAY  
ASPHALT PROJECT 2015**

<b>CONTRACTOR</b>	<b>BID AMOUNT</b>
CW Roberts	\$100.00 per ton
Roberts and Roberts, Inc.	\$120.00 per ton

**ROADS ONE THROUGH SIX**

Bryan Way  
Kelly Ct.  
S. Burkett Dr.  
Kevin Cir.  
Roche Ct.  
Michelle Cir.

**City of Callaway Board of Commissioners  
Agenda Item Summary**

July 28, 2015

Financial Update

**1. PLACED ON AGENDA BY:**  
J. Michael Fuller, City Manager

**2. AGENDA:**

PRESENTATION	<input type="checkbox"/>
PUBLIC HEARING	<input type="checkbox"/>
CONSENT	<input checked="" type="checkbox"/>
OLD BUSINESS	<input type="checkbox"/>
REGULAR	<input type="checkbox"/>

**3. IS THIS ITEM BUDGETED (IF APPLICABLE)?:** Yes  No   
N/A

**4. BACKGROUND: (WHY, WHAT, WHO, WHERE, WHEN, HOW, & IDENTIFY ALL ATTACHMENTS)**  
Please see the attached Budget-in-Brief financial statement as of June 30, 2015

**ATTACHMENT:**

- Budget-in-brief

**5. REQUESTED MOTION/ACTION:**  
For review only. No action required.



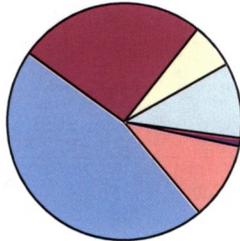
# CITY OF CALLAWAY

## Fiscal Year 2015

### BUDGET-IN-BRIEF as of June 30, 2015

75% of Year Elapsed

#### YTD-Citywide Expense Allocation



- Operating 45.9%
- Personnel Svc 25.8%
- Non-Operating 6.2%
- Transfers 10.3%
- Principal Debt Pmts 1.2%
- Capital 10.6%

#### General Fund Revenues

Revenues	Budget	Year-to-Date	%
Ad valorem Taxes	1,002,236	1,018,485	101.6%
Other Taxes	1,807,323	1,418,019	78.5%
Permits, Fees, & Licenses	1,228,300	737,568	60.0%
Grants & Shared Revenue	1,851,113	1,279,959	69.1%
Service Charges	149,203	121,916	81.7%
Judgements, Fines, & Forfeits	2,600	3,352	128.9%
Interest & Other Earnings	3,915	1,797	45.9%
Rents & Royalties	51,600	33,447	64.8%
Sales of Fixed Assets	7,177	31,879	444.2%
Contributions & Donations	3,700	2,335	63.1%
Miscellaneous Revenue	10,245	3,268	31.9%
<b>Total Revenues</b>	<b>\$ 6,117,412</b>	<b>\$ 4,652,025</b>	<b>76.0%</b>

#### General Fund Expenditures

Expenditures	Budget	Year-to-Date	%
Executive (Commission)	54,190	38,405	70.9%
City Manager	229,960	160,041	69.6%
Finance	157,828	108,809	68.9%
Legal	85,000	74,494	87.6%
Planning & Code Enforcement	271,514	131,158	48.3%
Elections	-	-	0.0%
General Government	395,759	277,744	70.2%
Law Enforcement	1,412,989	1,059,633	75.0%
Fire Department	995,818	662,509	66.5%
Streets	1,135,861	662,391	58.3%
Maintenance Shop	208,505	147,304	70.6%
Leisure Services	791,099	532,093	67.3%
Transfers	904,221	322,365	35.7%
<b>Total Expenditures</b>	<b>\$ 6,642,744</b>	<b>\$ 4,176,946</b>	<b>62.9%</b>

#### General Fund Increase/Decrease to Fund Balance

	Budget	Year-to-Date
Incr / (Decr) to Fund Balance	(525,332)	475,079

#### Community Redevelopment Fund

	Budget	Year-to-Date	%
Revenues & Trfrs In	25,770	26,754	103.8%
Expenditures	116,118	4,966	4.3%
<b>Incr / (Decr) to Fund Balance</b>	<b>(90,348)</b>	<b>21,788</b>	

#### Debt Service Fund

	Budget	Year-to-Date	%
Transfers In	89,757	89,757	100.0%
Debt Service Pmts.	89,757	-	0.0%
<b>Incr / (Decr) to Fund Balance</b>	<b>-</b>	<b>89,757</b>	

(Debt Service payment paid annually on 9/1)

#### Capital Projects Fund

	Budget	Year-to-Date	%
Revenues & Trfrs In	1,119,638	44,668	0.0%
Expenditures	1,021,126	106,687	0.0%
<b>Incr / (Decr) to Fund Balance</b>	<b>98,512</b>	<b>(62,019)</b>	

#### Water Fund

	Budget	Year-to-Date	%
Revenues & Trfrs In	3,331,150	2,247,173	67.5%
Expenses & Trfrs Out	4,584,401	2,089,953	45.6%
<b>Incr / (Decr) to Net Assets</b>	<b>(1,253,251)</b>	<b>157,220</b>	

(includes bond debt payments, \$488k 2007 Bond payment due 7/31)

#### Sewer Fund

	Budget	Year-to-Date	%
Revenues & Trfrs In	4,455,870	3,418,861	76.7%
Expenses & Trfrs Out	4,678,724	2,785,463	59.5%
<b>Incr / (Decr) to Net Assets</b>	<b>(222,854)</b>	<b>633,398</b>	

(includes bond debt payments, \$463k 2007 Bond payment due 7/31)

#### Solid Waste Fund

	Budget	Year-to-Date	%
Revenues	584,640	432,809	74.0%
Expenses & Trfrs Out	733,353	382,638	52.2%
<b>Incr / (Decr) to Net Assets</b>	<b>(148,713)</b>	<b>50,171</b>	

#### Citywide Increase/Decrease to Fund Balance / Net Assets

	Budget	Year-to-Date
Incr / (Decr) to Fund Balance/Net Assets	(2,141,986)	1,365,394

**City of Callaway Board of Commissioners  
Agenda Item Summary**

July 28, 2015

Audit Engagement Letter – Warren Averett

**1. PLACED ON AGENDA BY:**  
J. Michael Fuller, City Manager

**2. AGENDA:**  
PRESENTATION   
PUBLIC HEARING   
CONSENT   
OLD BUSINESS   
REGULAR

**3. IS THIS ITEM BUDGETED (IF APPLICABLE)?:** YES  NO

**4. BACKGROUND: (WHY, WHAT, WHO, WHERE, WHEN, HOW, & IDENTIFY ALL ATTACHMENTS)**

This item was tabled from the agenda for the regular meeting in June to allow for additional time to review the proposed task order/engagement letter. The prior year engagement letter from Warren Averett has been included as an attachment.

In 2013, the City of Callaway selected Warren Averett (WA) to provide auditing services for a three (3) year period. More specifically, Warren Averett was contracted to audit the fiscal years ending September 30, 2013, 2014 and 2015. The City is now approaching the ending of fiscal year 2015 and will require the services of Warren Averett. Attached, please find the audit engagement letter from their firm for the fiscal year ending September 30, 2015. Warren Averett estimates their fees will be \$47,740 (\$53,045 if a Federal Single Audit is required) to audit fiscal year 2015.

**ATTACHMENT:**

- 2014 Engagement Letter from Warren Averett
- 2015 Engagement Letter from Warren Averett

**5. REQUESTED MOTION/ACTION:**

It is recommended that the City Commission authorize the City Manager to execute the engagement letter with Warren Averett for the audit of the fiscal year ending September 30, 2015.

TERMS OF ENGAGEMENT  
JULY 1, 2014

1. **ENGAGEMENT:** Warren Averett, LLC is pleased to confirm our understanding of the services we are to provide for the City of Callaway, Florida (the "Client") and any of its affiliated entities. This agreement confirms our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

2. **SERVICES PROVIDED:** We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of the Client as of and for the year ended September 30, 2014. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Client's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Client's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Budgetary Comparison Schedules

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and for which our auditors' report will not provide an opinion or any assurance.

1. Introductory and Statistical Sections

3. **AUDIT OBJECTIVES:** The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and will include tests of the accounting records of the client and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the Client's financial statements. Our report will be addressed to the Honorable Mayor and City Commissioners of the City of Callaway, Florida. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement. We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by Government Auditing Standards. The report on

the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Client is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in Government Auditing Standards may not satisfy the relevant legal, regulatory, or contractual requirements.

4. **MANAGEMENT RESPONSIBILITIES:** Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. As part of the audit, we will assist with preparation of your financial statements and related notes. You are responsible for making all management decisions and performing all management functions relating to the financial statements and related notes and for accepting full responsibility for such decisions. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you are required to designate an individual with suitable skill, knowledge, or experience to oversee any nonaudit services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Client and the respective changes in financial position and cash flows, where applicable, in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for ensuring that management and financial information is reliable and properly recorded. Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report. You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to present the supplementary information with the audited financial statements OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and

recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

5. **AUDIT PROCEDURES – GENERAL:** An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of law or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

6. **AUDIT PROCEDURES – INTERNAL CONTROL:** Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

7. **AUDIT PROCEDURES – COMPLIANCE:** As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Client's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

8. **NON ATTEST SERVICES:** As part of the audit, we will assist with preparation of the Client's financial statements and related notes. The Client is responsible for making all management decisions and performing all management functions relating to the financial statements and related notes and for accepting full responsibility for such decisions. The Client will be required to acknowledge in a written representation letter our assistance with preparation of the financial statements and that the Client has reviewed and approved the financial statements and related notes prior to their issuance and has accepted responsibility for them.

Further, the Client is required to designate an individual with suitable skill, knowledge, or experience to oversee any nonaudit services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them.

9. **ENGAGEMENT ADMINISTRATION AND OTHER:** We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Client; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Warren Averett, LLC and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to a federal or state agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Warren Averett, LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by appropriate agencies. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately November 3, 2014, and to issue our reports no later than March 15, 2015. Angela D. Balent, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2013 peer review accompanies this letter.

10. **DETECTION:** This engagement will not include any procedures designed to detect theft or illegal acts that are immaterial to the financial statements, and the Client agrees that we will have no responsibility to do so.

11. **FEES:** We estimate our fees for the fiscal year ending September 31, 2014, will be \$46,350 (\$51,500 if a Federal Single Audit is required). The fees for services may include a premium for service resulting from other factors deemed relevant, including, but not necessarily limited to, the difficulty of the issues and the time limitations imposed. Other requested services will generally be billed at our standard rates in effect at the time the services are performed.

Per the Client's request, this contract may be extended for an additional one (1) year period. Fees for the Subsequent one (1) year period will be negotiated at that time. See Attachment I for estimated fees for the subsequent year.

12. **BILLING:** Invoices are due upon receipt. In the event that payment is not received within 30 days of the due date, the Client will be assessed interest charges of one percent per month on the unpaid balance. We reserve the right to suspend or terminate our work due to

nonpayment. In the event that our work is suspended or terminated as a result of nonpayment, the Client agrees that we will not be responsible for the Client's failure to meet government and other filing deadlines, or for penalties or interest that may be assessed against the Client resulting from the Client's failure to meet such deadlines.

13. **EMPLOYMENT:** In the event you desire to employ a current employee of Warren Averett, LLC or a previous employee of Warren Averett, LLC whose termination date is within 6 months of the date services were provided to you by us, you agree to consult with us concerning such employment. In addition, if you employ such employee, you agree Warren Averett, LLC has the option to receive a reasonable placement fee from you, in an amount determined by us not exceeding 25% of employee's annual compensation at the time of termination.

14. **LEGAL FEES:** In addition to the fees for services described in this agreement, the Client agrees to pay legal fees incurred in connection with any suit to recover fees due from you on this engagement, legal fees incurred by Warren Averett, LLC in responding to any third-party request for production and/or subpoenas related to your records and our work done for you in connection with an engagement thereon.

15. **LIABILITY:** Warren Averett, LLC's maximum liability to the Client for any reason shall be limited to the fees paid by the Client for the services or work product giving rise to the liability except and to the extent finally determined to have resulted from our willful misconduct. Without limiting the foregoing, Warren Averett, LLC's liability under this agreement is limited to the actual and direct damages incurred by the Client arising out of or related to Warren Averett, LLC's performance hereunder. In no event shall Warren Averett, LLC be liable for any incidental, consequential, special, indirect, punitive or third-party damages or claims, including, without limitation, lost profits or revenue, lost savings, lost productivity, loss of data, loss of use of equipment and loss from interruption of business, regardless of whether the form of action is based upon breach of warranty, breach of contract, negligence, strict liability in tort or any other legal theory even if Warren Averett, LLC has been advised about the possibility of such damages.

16. **INDEMNITY:** The Client agrees to release, defend, indemnify and hold Warren Averett, LLC and its members, managers, officers and employees and the respective heirs, executors, personal representatives, successors, and assigns of each of them harmless from any and all claims which arise from knowing misrepresentations to Warren Averett, LLC by the Client, or intentional withholding or concealment of information from Warren Averett, LLC by the Client.

17. **DISPUTE RESOLUTION:** By signing this agreement, you agree that any controversies, issues, disputes or claims ("Disputes") asserted or brought by or on behalf of you shall be RESOLVED EXCLUSIVELY BY BINDING ARBITRATION administered by the American Arbitration Association (the "AAA") in accordance with the Commercial Arbitration Rules of the AAA then in effect; provided, that, by written notice delivered to you prior to or after the initiation of any arbitration claim, Warren Averett, LLC as the defendant in a Dispute may elect (a) that the Dispute shall be resolved pursuant to litigation in an Agreed Court (as defined below) and/or (b) submitted to nonbinding mediation prior to the commencement or continuation of an arbitration claim or lawsuit. If any Dispute is not arbitrated for any reason, (i) any litigation, proceedings or other legal actions related to a Dispute shall be instituted in the courts in the state of the service provider, or if it has jurisdiction, a Federal court in Birmingham, Alabama (the "Agreed Courts") and (ii) the parties, for themselves and their successors and assigns, hereby WAIVE TRIAL BY JURY OF ANY DISPUTE. Each party to this Agreement irrevocably submits to the exclusive jurisdiction of the Agreed Courts in connection with any such litigation, action or proceeding. Each party to this Agreement irrevocably waives, to the fullest extent permitted by applicable law, any defense or objection it may now or hereafter have to the laying of venue of any proceeding brought in Agreed Courts, and any claim that any proceeding brought in any such court has been brought in an inconvenient forum. If you recover less than that which may be offered by Warren Averett, LLC or its representatives prior to, or during the course of, any such arbitration, litigation, mediation or other settlement negotiation, then you agree to reimburse Warren Averett, LLC for any legal fees or costs incurred in the defense by Warren Averett, LLC relating to the resolution of the Dispute, discontinuance, and/or abandonment of the Dispute presented by you within 90 days subsequent to the issuance of any arbitration award or final judgment, the effective date of any mediation/settlement agreement, or the date of abandonment of the Dispute by you as perceived by Warren Averett, LLC. The parties acknowledge that (x) they have read and understood the provisions of this agreement regarding arbitration and (y) performance of this agreement will be in interstate commerce as that term is used in the Federal Arbitration Act, 9 U.S.C. § 1 et seq., and

the parties contemplate substantial interstate activity in the performance of this Agreement including, without limitation, interstate travel, the use of interstate phone lines, the use of the U. S. mail services and other interstate courier services.

18. **INVALIDATION:** In the event that any portion of this agreement is deemed invalid or unenforceable, said finding shall not operate to invalidate the remainder of this agreement.

19. **DISCLOSURE:** From time to time, we may disclose your information to a service bureau that assists us in providing data processing services. We have secured agreements with these service bureaus to maintain the confidentiality of your information. Warren Averett, LLC will remain responsible for the work provided by any of these service bureaus.

20. **TERM:** This agreement shall survive the termination of the Client's engagement of Warren Averett, LLC.

21. **AMENDMENT:** The terms and conditions of this agreement (i) apply exclusively to the services specifically set forth in the "Services Provided" section herein (the "Current Specified Services") and do not apply to any other services specifically addressed in a separate Terms of Engagement entered into between Warren Averett, LLC and the Client. This agreement replaces and amends all previous Terms of Engagement entered into between Warren Averett, LLC and the Client for the services specifically set forth in the "Services Provided" section herein (the "Current Specified Services"). This agreement does not impose upon Warren Averett, LLC any additional obligations or responsibilities with respect to any other Terms of Engagement entered into between Warren Averett, LLC and the Client.

WARREN AVERETT, LLC

Angela D. Balent, CPA

July 1, 2014  
Date

**CLIENT SIGNATURE:** If the foregoing is in accordance with the Client's understanding, please sign the copy of this letter in the space provided and return it to us.

Acknowledged:

[Signature] INTERIM CITY MANAGER

July 2, 2014  
Date

TERMS OF ENGAGEMENT  
MAY 15, 2015

1. **ENGAGEMENT:** Warren Averett, LLC is pleased to confirm our understanding of the services we are to provide for the City of Callaway, Florida (the "Client") and any of its affiliated entities. This agreement confirms our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.
2. **SERVICES PROVIDED:** We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of the Client as of and for the year ended September 30, 2015. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Client's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Client's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Budgetary Comparison Schedules

Supplementary Information other than RSI also accompanies the City of Callaway, Florida's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1. Introductory and Statistical Sections

3. **AUDIT OBJECTIVES:** The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—
  - Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
  - Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provision of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

The reports on internal control and compliance will each include a statement that the report is intended solely for the information and use of management, the body or individuals charged with governance, others within the entity, specific legislative or regulatory bodies, federal awarding agencies, and if applicable, pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; the single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133 and Chapter 10.550 (as applicable), and will include tests of the accounting records of the client, a determination of major program(s) in accordance with OMB Circular A-133 and Chapter 10.550 (as applicable), and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the Client's financial statements. Our report will be addressed to the Honorable Mayor and City Commissioners of the City of Callaway, Florida. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement. We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by Government Auditing Standards. The report on the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Client is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in Government Auditing Standards may not satisfy the relevant legal, regulatory, or contractual requirements.

**4. MANAGEMENT RESPONSIBILITIES:** Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards in accordance with the requirements of OMB Circular A-133 and Chapter 10.550 (as applicable). As part of the audit, we will assist with preparation of your financial statements, schedule of expenditures of federal awards, and related notes. You are responsible for making all management decisions and performing all management functions relating to the financial statements, schedule of expenditures of federal awards, and related notes and for accepting full responsibility for such decisions. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you are required to designate an individual with suitable skill, knowledge, or experience to oversee any nonaudit services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Client and the respective changes in financial position and cash flows, where applicable, in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for ensuring that management and financial information is reliable and properly recorded. Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report. You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. Additionally, as required by OMB Circular A-133 and Chapter 10.550 (as applicable), it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review at the start of fieldwork. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to present the supplementary information with the audited financial statements OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

**5. AUDIT PROCEDURES – GENERAL:** An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of law or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

**6. AUDIT PROCEDURES – INTERNAL CONTROL:** Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133 and Chapter 10.550 (as applicable), we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133 and Chapter 10.550 (as applicable).

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*, and OMB Circular A-133 and Chapter 10.550 (as applicable).

**7. AUDIT PROCEDURES – COMPLIANCE:** As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Client's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 and Chapter 10.550 (as applicable) requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance Supplement* and Chapter 10.550 (as applicable) for the types of compliance requirements that could have a direct and material effect on each of the City of Callaway, Florida's major programs. The purpose of these procedures will be to express an opinion on the City of Callaway, Florida's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133 and Chapter 10.550 (as applicable).

**8. NON ATTEST SERVICES:** As part of the audit, we will assist with preparation of the Client's financial statements and related notes. The Client is responsible for making all management decisions and performing all management functions relating to the financial statements and related notes and for accepting full responsibility for such decisions. The Client will be required to acknowledge in a written representation letter our assistance with preparation of the financial statements and that the Client has reviewed and approved the financial statements and related notes prior to their issuance and has accepted responsibility for them. Further, the Client is required to designate an individual with suitable skill, knowledge, or experience to oversee any nonaudit services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them.

**9. ENGAGEMENT ADMINISTRATION AND OTHER:** We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed

to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Client; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Warren Averett, LLC and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to a federal or state agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Warren Averett, LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by appropriate agencies. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin interim audit procedures approximately June 2015, begin year-end audit procedures approximately November 2015, and issue our reports no later than March 31, 2016. Angela D. Balent, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2013 peer review accompanies this letter.

10. **DETECTION:** This engagement will not include any procedures designed to detect theft or illegal acts that are immaterial to the financial statements, and the Client agrees that we will have no responsibility to do so.

11. **FEES:** We estimate our fees for the fiscal year ending September 31, 2015 will be \$47,740 (\$53,045 if a Federal Single Audit is required). The fees for services may include a premium for service resulting from other factors deemed relevant, including, but not necessarily limited to, the difficulty of the issues and the time limitations imposed. Other requested services will generally be billed at our standard rates in effect at the time the services are performed.

Per the Client's request, fees for subsequent years will be negotiated at extension. Per the City of Callaway's request, this contract may be terminated at any time.

12. **BILLING:** Invoices are due upon receipt. In the event that payment is not received within 30 days of the due date, the Client will be assessed interest charges of one percent per month on the unpaid balance. We reserve the right to suspend or terminate our work due to nonpayment. In the event that our work is suspended or terminated as a result of nonpayment, the Client agrees that we will not be responsible for the Client's failure to meet government and other filing deadlines, or for penalties or interest that may be assessed against the Client resulting from the Client's failure to meet such deadlines.

13. **EMPLOYMENT:** In the event you desire to employ a current employee of Warren Averett, LLC or a previous employee of Warren Averett, LLC whose termination date is within 6 months of the date services were provided to you by us, you agree to consult with us concerning

such employment. In addition, if you employ such employee, you agree Warren Averett, LLC has the option to receive a reasonable placement fee from you, in an amount determined by us not exceeding 25% of employee's annual compensation at the time of termination.

14. **LEGAL FEES:** In addition to the fees for services described in this agreement, the Client agrees to pay legal fees incurred in connection with any suit to recover fees due from you on this engagement, legal fees incurred by Warren Averett, LLC in responding to any third-party request for production and/or subpoenas related to your records and our work done for you in connection with an engagement thereon.

15. **LIABILITY:** Warren Averett, LLC's maximum liability to the Client for any reason shall be limited to the fees paid by the Client for the services or work product giving rise to the liability except and to the extent finally determined to have resulted from our willful misconduct. Without limiting the foregoing, Warren Averett, LLC's liability under this agreement is limited to the actual and direct damages incurred by the Client arising out of or related to Warren Averett, LLC's performance hereunder. In no event shall Warren Averett, LLC be liable for any incidental, consequential, special, indirect, punitive or third-party damages or claims, including, without limitation, lost profits or revenue, lost savings, lost productivity, loss of data, loss of use of equipment and loss from interruption of business, regardless of whether the form of action is based upon breach of warranty, breach of contract, negligence, strict liability in tort or any other legal theory even if Warren Averett, LLC has been advised about the possibility of such damages.

16. **INDEMNITY:** The Client agrees to release, defend, indemnify and hold Warren Averett, LLC and its members, managers, officers and employees and the respective heirs, executors, personal representatives, successors, and assigns of each of them harmless from any and all claims which arise from knowing misrepresentations to Warren Averett, LLC by the Client, or intentional withholding or concealment of information from Warren Averett, LLC by the Client.

17. **DISPUTE RESOLUTION:** By signing this agreement, you agree that any controversies, issues, disputes or claims ("Disputes") asserted or brought by or on behalf of you shall be RESOLVED EXCLUSIVELY BY BINDING ARBITRATION administered by the American Arbitration Association (the "AAA") in accordance with the Commercial Arbitration Rules of the AAA then in effect; provided, that, by written notice delivered to you prior to or after the initiation of any arbitration claim, Warren Averett, LLC as the defendant in a Dispute may elect (a) that the Dispute shall be resolved pursuant to litigation in an Agreed Court (as defined below) and/or (b) submitted to nonbinding mediation prior to the commencement or continuation of an arbitration claim or lawsuit. If any Dispute is not arbitrated for any reason, (i) any litigation, proceedings or other legal actions related to a Dispute shall be instituted in the courts in the state of the service provider, or if it has jurisdiction, a Federal court in Birmingham, Alabama (the "Agreed Courts") and (ii) the parties, for themselves and their successors and assigns, hereby WAIVE TRIAL BY JURY OF ANY DISPUTE. Each party to this Agreement irrevocably submits to the exclusive jurisdiction of the Agreed Courts in connection with any such litigation, action or proceeding. Each party to this Agreement irrevocably waives, to the fullest extent permitted by applicable law, any defense or objection it may now or hereafter have to the laying of venue of any proceeding brought in Agreed Courts, and any claim that any proceeding brought in any such court has been brought in an inconvenient forum. If you recover less than that which may be offered by Warren Averett, LLC or its representatives prior to, or during the course of, any such arbitration, litigation, mediation or other settlement negotiation, then you agree to reimburse Warren Averett, LLC for any legal fees or costs incurred in the defense by Warren Averett, LLC relating to the resolution of the Dispute, discontinuance, and/or abandonment of the Dispute presented by you within 90 days subsequent to the issuance of any arbitration award or final judgment, the effective date of any mediation/settlement agreement, or the date of abandonment of the Dispute by you as perceived by Warren Averett, LLC. The parties acknowledge that (x) they have read and understood the provisions of this agreement regarding arbitration and (y) performance of this agreement will be in interstate commerce as that term is used in the Federal Arbitration Act, 9 U.S.C. § 1 et seq., and the parties contemplate substantial interstate activity in the performance of this Agreement including, without limitation, interstate travel, the use of interstate phone lines, the use of the U. S. mail services and other interstate courier services.

18. **INVALIDATION:** In the event that any portion of this agreement is deemed invalid or unenforceable, said finding shall not operate to invalidate the remainder of this agreement.

19. **DISCLOSURE:** From time to time, we may disclose your information to a service bureau that assists us in providing data processing services. We have secured agreements with these



## City of Callaway Board of Commissioners Agenda Item Summary

July 28, 2015

Amending the Salary & Wage Schedule

<p><b>1. PLACED ON AGENDA BY:</b> J. Michael Fuller, City Manager</p>	<p><b>2. AGENDA:</b></p> <p>PRESENTATION <input type="checkbox"/></p> <p>PUBLIC HEARING <input type="checkbox"/></p> <p>CONSENT <input type="checkbox"/></p> <p>OLD BUSINESS <input checked="" type="checkbox"/></p> <p>REGULAR <input type="checkbox"/></p>
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**3. IS THIS ITEM BUDGETED (IF APPLICABLE)?:** YES  NO   
N/A

**4. BACKGROUND: (WHY, WHAT, WHO, WHERE, WHEN, HOW, & IDENTIFY ALL ATTACHMENTS)**

This item was tabled at the last regular meeting in June. The City Manager recommends the following adjustments to the Salary & Wage Schedule:

- 1) **Fire Personnel Pay Ranges.** Adjusting the annual/hourly pay ranges for the Fire Department, thus correcting any overlap and moving the Fire Chief from the non-emergency personnel grades to the fire personnel grades for consistency.
- 2) **Establishing Positions in Finance & Utilities.** The proposed changes will establish new titles, duties, and functions of several existing positions within the Finance, Government/Admin, and Utilities divisions.

For a complete explanation of the proposed changes to the Salary & Wage Schedule, please refer to the attached memo from the City Manger.

ATTACHMENT:

- Memo from City Manager

**5. REQUESTED MOTION/ACTION:**

Staff recommends the City Commission approve changing the Salary & Wage Schedule to 1) adjust the pay ranges of the Fire Department Personnel and 2) rename certain positions in the Finance, Government/Admin, and Utilities.



**CITY OF CALLAWAY, FLORIDA**  
CITY HALL  
6601 East Highway 22, Callaway, FL 32404  
Phone 850-871-6000 • FAX 850-871-2444  
www.cityofcallaway.com

Mayor  
Thomas W. Abbott

Commissioners  
Melba Covey  
Pamn Henderson  
Bob Pelletier  
Ralph L. Hollister

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**MEMORANDUM**

DATE: July 24, 2015

TO: Mayor Thomas Abbott  
Commissioner Melba Covey  
Commissioner Pamn Henderson  
Commissioner Bob Pelletier  
Commissioner Ralph Hollister

FROM: J. Michael Fuller, City Manager *JMF*

RE: Amending the Salary & Wage Schedule

The City has a very functional organizational structure, and job positions and classifications. I believe with some adjustments, staff can better perform in their jobs and provide the citizens with better service. Supervision and direction of all departments, divisions, and positions in the city lie within the powers and duties of the City Manager; however, the City's Personnel Manual provides that the City Commission approve a salary and wage schedule. Sec. 6.01 of the Personnel Manual states, "In an effort to recruit and retain quality personnel, the City should routinely review, revise, and recommend a wage schedule that will ensure the City's competitiveness in the job market. The Salary & Wage Schedule should be approved by the City Commission."

I am recommending changes to the City's Salary & Wage Schedule ("schedule") in order to provide fair and structured wages to fire department personnel, and to add new positions that will allow us to a) improve customer service, b) improve workflow, and c) implement safeguards/checks noted by the City's independent auditors. The schedule with proposed changes in ~~strike-through~~/underline is attached as **Exhibit "A"**. In addition to the schedule, I am recommending some minor adjustments to the organization chart to place all financial responsibilities in the Finance Department. Currently, three (3) of these responsibilities including payroll, cash receipts and purchasing are under the supervision and direction of the City Clerk's Office. The revised organizational chart, as proposed, is attached as **Exhibit "B"**.

The two (2) primary changes I am proposing to the schedule are as follows:

- 1) **Fire Personnel Pay Ranges.** In September 2014, the City raised the minimum salary/wage range for the Pay Grade 09, Fire Fighter to \$10.25/hr or \$28,052/yr. This placed the minimum range for Fire Fighter (09) above the minimum range for Driver/Engineer (10). Attached is **Exhibit "C"** showing the new annual/hourly

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Fire Department Center P: 850-871-2753 F: 850-871-5564	Leisure Services P: 850-874-0031 F: 850-874-9977	Planning / Code Enforcement P: 850-871-4672 F: 850-871-2404	Public Works P: 850-871-1033 F: 850-871-2416	Arts & Conference P: 850-874-0035 F: 850-874-0706
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ranges for the Fire Department, thus correcting the overlap in salaries between grades. In addition, the Fire Chief will be moved from the non-emergency personnel grades to the fire personnel grades for consistency.

- 2) **Establishing Positions in Finance & Utilities.** The proposed changes will establish new titles, duties, and functions by replacing several existing positions within the Finance, Government / Admin, and Utilities divisions. Specifically, the changes are as follows:
- a) changing the Purchasing Clerk to a Purchasing Specialist,
  - b) changing the Assistant to the Finance Director to an Accounting Specialist,
  - c) changing the Staff Assistant (PW / Utilities) to Utility Services Representative, (the Staff Assistant position will remain on the schedule because other departments use same position), and
  - d) changing the Customer Service Representative II to a Customer Service Supervisor.

Please see **Exhibit "D"** for complete jobs descriptions.

Other changes to the schedule consist of a number of minor updates and "house-keeping" items. This includes adding a note stating the City Clerk, like the City Manager, will have salary amount set by the Commission. The Public Works Department no longer uses the Street Sweeper Operator job title so it will be removed from the schedule. The Assistant Human Resource Director job title will be changed to HR/Risk Management Specialist to better define the function of the position.

The proposed amendments to the Salary & Wage Schedule and the lesser changes to the organizational chart will allow better functioning of departments, divisions, and positions within the city. The recommendations I have outlined above will provide fair and structured wages to fire department personnel. The renaming and changes of job descriptions in Finance, Government / Admin, and Utilities divisions will help us to improve customer service, streamline workflow, and implement the safeguards recommended by the City's independent auditors.

I appreciate your consideration.

Enclosures:

- Exhibit A – Salary /Wage Schedule
- Exhibit B – Organization Chart
- Exhibit C – Fire Department Notes
- Exhibit D – Job Descriptions

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Fire Department Center	Leisure Services	Planning / Code Enforcement	Public Works	Arts & Conference
P: 850-871-2753 F: 850-871-5564	P: 850-874-0031 F: 850-874-9977	P: 850-871-4672 F: 850-871-2404	P: 850-871-1033 F: 850-871-2416	P: 850-874-0035 F: 850-874-0706

PAY GRAD E	POSITION	ANNUAL RANGE/Based on 2080 Hours			HOURLY RANGE		
		Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum

01	DO NOT USE	\$13,874	\$18,730	\$28,586	\$6.67	\$9.00	\$13.74
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02	DO NOT USE	\$14,845	\$20,041	\$30,237	\$7.14	\$9.64	\$14.54
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03	DO NOT USE	\$15,884	\$21,444	\$32,003	\$7.64	\$10.31	\$15.39
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04	Maintenance Worker I, Street	\$16,996	\$22,945	\$33,893	\$8.17	\$11.03	\$16.29
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05	Maintenance Worker II, Street	\$18,186	\$24,551	\$35,916	\$8.74	\$11.80	\$17.27
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06	Equipment Operator I, Street	\$19,459	\$26,270	\$38,080	\$9.36	\$12.63	\$18.31
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07	Customer Service Representative	\$20,821	\$28,109	\$40,396	\$10.01	\$13.51	\$19.42
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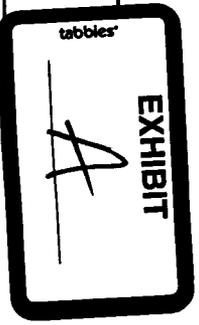
08	Administrative Assistant	\$22,279	\$30,077	\$42,874	\$10.71	\$14.46	\$20.61
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09	Customer Service Representative-II	\$23,839	\$32,182	\$45,526	\$11.46	\$15.47	\$21.89
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09	Grounds Specialist						
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	Mechanic II						
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	Utilities Specialist						
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**CLASSIFICATION AND PAY PLAN**

10	<b>Assistant Planner</b> Code Enforcement Officer <b>Customer Service Supervisor</b> Foreman, Collections Foreman, Leisure Services Foreman, Lift Station Foreman, Sewer Evaluation Foreman, Street Foreman, Solid Waste Lead Mechanic Stormwater Specialist	\$25,507	\$34,435	\$48,362	\$12.26	\$16.56	\$23.25
11	Zoning/Code Enforcement Officer	\$27,293	\$36,845	\$51,398	\$13.12	\$17.71	\$24.71
12	Supervisor, Maintenance	\$29,203	\$39,424	\$54,645	\$14.04	\$18.95	\$26.27
13	No positions in this grade at this time	\$31,247	\$42,184	\$58,120	\$15.02	\$20.28	\$27.94
14	<b>Assistant to the Finance Director</b> <b>Accounting Specialist</b>	\$33,425	\$45,137	\$61,823	\$16.07	\$21.70	\$29.72
15	Assistant to the City Manager <b>Senior Planner</b>	\$35,776	\$48,297	\$65,819	\$17.20	\$23.22	\$31.64
16	No positions in this grade at this time	\$38,280	\$51,678	\$70,076	\$18.40	\$24.85	\$33.69

PAY GRAD E	POSITION	ANNUAL RANGE/Based on 2080 Hours			HOURLY RANGE		
		Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum

17	<b>Assistant Human Resources Director</b> <b>HR/Risk Management Specialist</b> Public Works Superintendent Utilities Superintendent	\$40,959	\$55,295	\$74,630	\$19.69	\$26.58	\$35.88
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18	No positions in this grade at this time	\$43,827	\$59,166	\$79,506	\$21.07	\$28.45	\$38.22
19	Director, Leisure Services	\$46,895	\$63,308	\$84,722	\$22.55	\$30.44	\$40.73
20	<b>City Clerk</b> <b>Fire Chief</b> <b>No positions in the grade at this time</b>	\$50,178	\$67,740	\$90,303	\$24.12	\$32.57	\$43.41

21	Director, Finance Director, Planning Director, Public Works	\$53,690	\$72,482	\$96,273	\$25.81	\$34.85	\$46.29
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CLASSIFICATION AND PAY PLAN

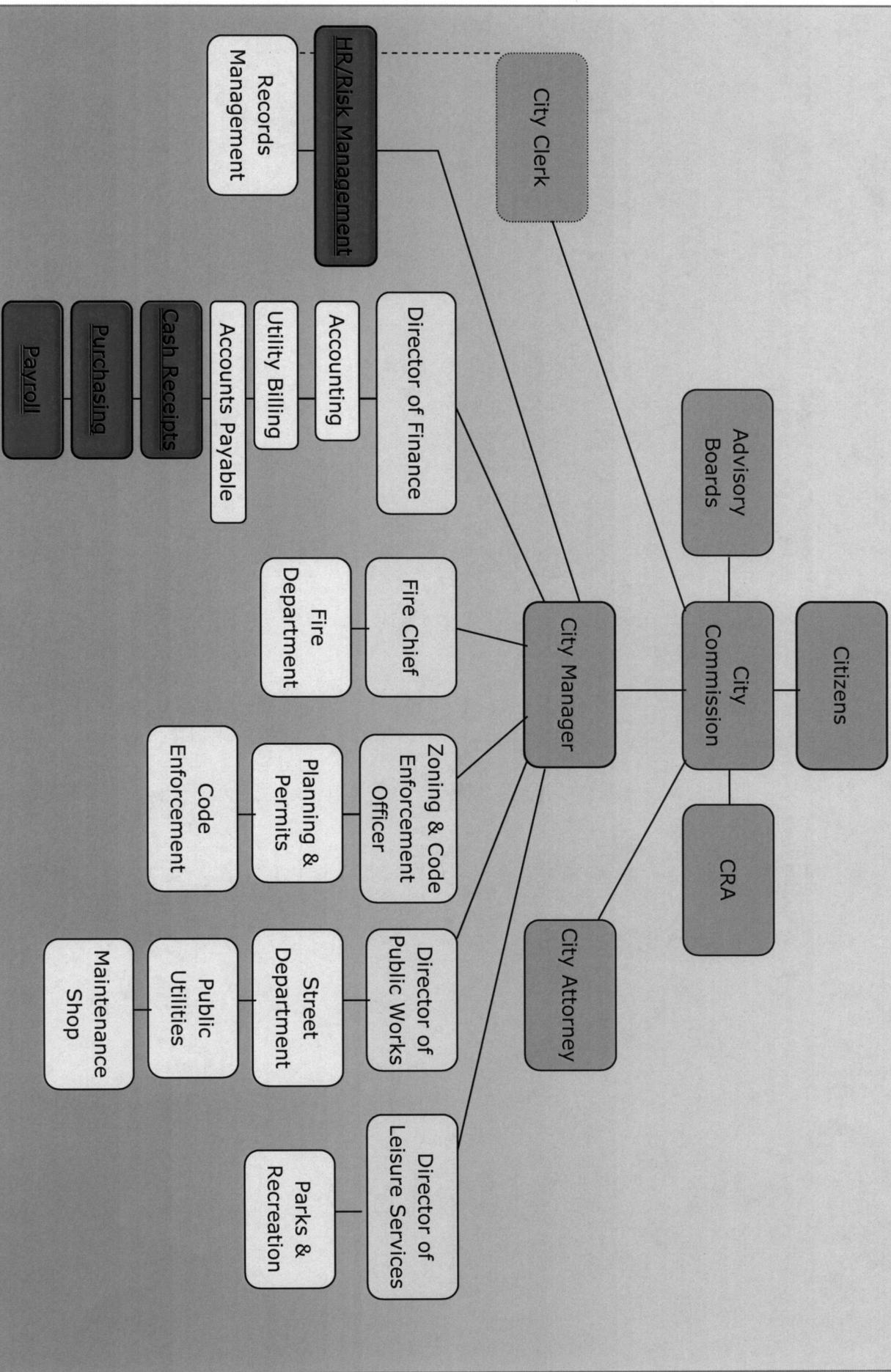
22	No positions in this grade at this time	\$55,118	\$77,556	\$98,701	\$26.50	\$37.29	\$47.45
23	No positions in this grade at this time	\$61,470	\$82,985	\$109,499	\$29.55	\$39.90	\$52.64
24	No positions in this grade at this time	\$65,773	\$88,794	\$116,814	\$31.62	\$42.69	\$56.16
25	No positions in this grade at this time	\$70,378	\$95,010	\$124,643	\$33.84	\$45.68	\$59.92

\*\* City Manager and City Clerk set by Commission

PAY GRAD	POSITION	ANNUAL RANGE/Based on 2756 Hours			HOURLY RANGE		
		Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
09	Fire Fighter	\$23,844	\$32,188	\$40,533	\$10.25	\$11.65	\$14.67
		\$28,320	\$36,926	\$45,533	\$10.28	\$13.40	\$16.52
10	Fire Driver/Engineer	\$25,502	\$34,426	\$43,351	\$9.23	\$12.46	\$15.69
		\$29,978	\$39,255	\$48,533	\$10.88	\$14.24	\$17.61
11	Fire Driver/Engineer II	\$27,298	\$36,854	\$45,409	\$9.88	\$13.34	\$16.43
13	Fire Lieutenant	\$31,249	\$42,191	\$53,132	\$11.31	\$15.27	\$19.23
		\$35,725	\$46,928	\$58,132	\$12.96	\$17.03	\$21.09
20	Fire Chief	\$54,654	\$72,478	\$90,303	\$26.28	\$34.85	\$43.41

DRAFT

# City of Callaway FY2015



tabbles  
EXHIBIT  
B

**Existing & Proposed Salary/Wage Schedule for Fire Department**

**Original Pay Range Brackets (prior to raising Grade 09 minimum to \$10,25/hr):**

	Minimum	Midpoint	Maximum
09 Firefighter	23,844	32,188	40,533
10 Engineer	25,502	34,426	43,533
13 Lieutenant	31,249	42,191	53,132
20 Fire Chief	50,178	67,740	85,303

**Pay Brackets after Firefighter Raise (Grade 09 minimum):**

	Minimum	Midpoint	Maximum
09 Firefighter	<u>28,052</u>	32,188	40,533
10 Engineer	25,502	34,426	43,533
13 Lieutenant	31,249	42,191	53,132
20 Fire Chief	50,178	67,740	85,303

**Pay Brackets after all pay grade maximums were increased \$5,000:**

	Minimum	Midpoint	Maximum
09 Firefighter	<u>28,052</u>	32,188	45,533
10 Engineer	25,502	34,426	48,533
13 Lieutenant	31,249	42,191	58,132
20 Fire Chief	50,178	67,740	90,303

**Proposed Pay Grades and Annual Range :**

	MIN	MID	MAX
09 Firefighter	28,320	36,664	45,533
10 Engineer	29,978	38,902	48,533
13 Lieutenant	35,725	46,667	58,132
20 Chief	54,654	72,216	90,303

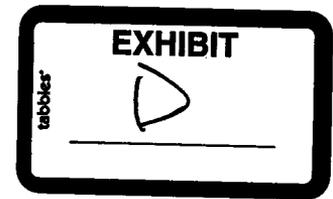
**Notes:**

- Firefighter – old firefighter starting pay 23,844 to new starting pay 28,320 a 18.77% increase
- Engineer – old engineer starting pay 25,502, diff between old firefighter pay 23,844 is 1,658 add 1,658 to new firefighter pay is 29,978. New engineer starting pay with adjustments 29,978 a 17.55% increase
- Lieutenant – old lieutenant starting pay 31,249, diff between old engineer pay 25,502 is 5,747 add 5,747 to new engineer pay is 35,725 New lieutenant starting pay with adjustments 35,725 a 14.32% increase
- Fire Chief – old chief starting pay 50,178, diff between old lieutenant pay 31,249 is 18,929 add 18,929 to new lieutenant pay is 54,654 New chief starting pay with adjustments 54,654 a 8.92% increase





## FINANCE DEPARTMENT



## PURCHASING SPECIALIST

Salary Grade: 09  
Department: Finance  
Reports To: Director of Finance  
Approved By: City Manager \_\_\_\_\_ Date: \_\_\_\_\_

### Summary:

This person is responsible for specialized work involving the purchase of assigned types of commodities in connection with the central purchasing operation of the City. Work is performed under the supervision of the Director of Finance, however, is expected to exercise considerable initiative and independent judgment and must be able to work with limited supervision. This position is responsible for processing and tracking all areas of purchasing in all departments within the City.

### Essential Duties and Responsibilities:

These are intended as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Perform and oversee all purchasing functions including, but not limited to, maintaining vendor files, worker's compensation insurance; process annual 1099 forms; interview vendors, order supplies and/or equipment as directed by authorized buyers.
- Interviews sales representatives regarding ordering of supplies; schedule and follows up on delivery dates and notify buyers of delays.
- Conducts studies and collects data on current market prices to keep informed on price trends; assists in reviewing specifications used as a basis for pricing on all commodities within an assigned field in each department.
- Assists in obtaining competitive price/bid quotations from vendors, tabulates and analyzes prices/bids to determine lowest and best price/bid; including coordination of bid advertisement, sealed bid acceptance and bid opening procedures.
- Assist all departments with preparation and advertisement of RFP/RFQs.
- Screens and prepare purchase requisitions and orders as needed, including checking for adherence to purchasing procedures detailed in the City Purchasing Manual; reviews purchasing manual to develop recommendations for necessary updates.
- Checks for proper allocation for multi-department purchasing and verifies proper account number as compared to the City budget line item for each purchase.
- Works with and trains all buyers to ensure each buyer is able to access purchasing history and acquire status of outstanding purchases.
- Processes invoices for payment by checking extensions and additions, matching and comparing with purchase orders, review monthly Purchase Card remittance and performing related work prior to the approval of invoices for payment.
- Maintain contract records, vehicle titles and registrations.
- Oversee the City's fixed asset inventory for all departments; maintain record of capital purchases and disposals.
- Performs routine clerical work and weekly inventories of supplies.

- Coordinates and processes Business Tax Receipts, Open Air Sales, and Solicitation Permits.
- Performs others duties as assigned by the Director of Finance.

**Knowledge, Skills, and Abilities:**

- Knowledge of large scale purchasing methods and procedures in an assigned commodity area and of the laws, rules, and regulations effective in governing the purchase of commodities and services for the City.
- Knowledge of the grades, qualities, supply sources and market factors of commodity categories frequently required by departments in the area of assignment.
- Knowledge of elementary bookkeeping methods in the keeping of accurate and systematic clerical tasks.
- Ability to obtain and interpret pricing trends and to apply such interpretations to procurement problems.
- Ability to establish and maintain effective working relationships with fellow employees and the general public.
- Ability to read and interpret documents and prepare written reports and correspondence.
- Computer skills in word processing, database, spreadsheets and using computer scanning equipment.

**Minimum Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- High school diploma or equivalent; Associate Degree in related field is preferred.
- Employee must have five (5) years advanced clerical experience with the ability to type 35 CWPM.
- Minimum of one (1) year purchasing experience.
- Must be bondable.

A comparable amount of training or related experience may be substituted for the minimum qualifications.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand; walk, sit; use eyes, hands and fingers to handle or feel objects, tools or controls; reach with hands and arms; climb or balance, stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift up to 50 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment:**

While performing the duties of this job, the employee occasionally works near moving mechanical parts. The noise level in the work environment is usually moderate.



## FINANCE DEPARTMENT

### ACCOUNTING SPECIALIST

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Salary Grade: 14  
Department: Finance  
Reports To: Director of Finance  
Approved By: City Manager \_\_\_\_\_ Date: \_\_\_\_\_

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#### **Summary:**

This is a technical position in the Finance Department. This position involves professional work performing detailed accounting operations within the finance and utility billing operations. Work is performed under the direction of the Finance Director, however, is expected to exercise considerable initiative and independent judgment and must be able to work with limited supervision. The employee is responsible for preparing invoices, bills, journal entries, gathering supporting documentation and tracking revenues/expenditures.

#### **Essential Duties and Responsibilities:**

The duties listed below are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Perform utility billing accounting functions including, but not limited to, prepare utility bills and review for exceptions prior to mailings; provide notice to customers of rate and other account changes; approve and post utility account adjustments and maintain files related to utility billing accounting process.
- Review, post and reconcile daily cash receipt batches to bank deposits.
- Review, reconcile and transfer utility deposits and process deposit refunds.
- Review, record, and post delinquent accounts; routinely remit delinquent accounts to collections and acts as liaison between Credit/Collection Agency and Utility Billing Department.
- Review, approve and maintain senior citizen discount applications.
- Assist with utility billing policy manual updates.
- Trouble-shoot utility software problems, review for updates and processing improvements.
- Performs a variety of accounting tasks involved in maintaining financial records and processing related data such as invoicing, state reports and other documents; monitoring and reconciling accounts with financial statements.
- Analyze financial information and data in order to prepare financial reports and memos reflecting various information and data for use by management.
- Obtain and secure supporting documentation and approvals for processing of payment or invoicing as required; enter payables, balance and post invoice batches and maintain accounts payable records; performs calculations to determine appropriate processing schedules and amounts, and makes modifications as required.
- Perform due diligence in order to locate payees of returned refund checks and report remaining checks to State of Florida annually.

- Maintain petty cash.
- Serves as back-up to Customer Service Representatives and Finance, as needed.
- Perform other related duties as directed by the Director of Finance or City Manager.

**Knowledge, Skills, and Abilities:**

- Knowledge of customer application procedures, collections and consumer billing.
- Knowledge of modern office practices, machines, and equipment, especially as they apply to procedures within a public utility office.
- Knowledge of accepted principles of supervision, employee relations and public relations.
- Knowledge of the laws, rules, and regulations relating to financial and public records as related to utility billing.
- Ability to assign and review the work of subordinates and provide proper instruction.
- Ability to analyze workflow procedures and recommend needed improvements.
- Ability to participate in office activities in various sections to assure uninterrupted flow of workload.
- Ability to understand and implement oral and written instructions, gather information and reports, keep office records.
- Ability to make mathematical calculations with reasonable speed and accuracy.
- Ability to establish and maintain effective working relations with fellow employees, City officials, and the general public.

**Minimum Qualifications:**

- Associates Degree in Accounting or related field. A Bachelor's Degree is preferred.
- Minimum of five years experience in accounting functions. Governmental experience is preferred.
- Proficient typing/computer skills at minimum of 45 cwpm.
- Good organizational skills and ability to prioritize.
- Must be bondable.

A comparable amount of training, education or experience may be substituted for certain minimum qualification requirements.

**Physical Demands:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential function of the job.

Work is performed in an office or conference room setting. Work requires some exertion such as crouching, bending, stooping and reaching; and lifting of light to moderately heavy items. Work requires average physical agility and dexterity.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate.



## PUBLIC WORKS

### UTILITY SERVICES SPECIALIST

Salary Grade: 09  
Department: Public Works Department  
Division: Street  
Reports To: Public Works Director  
Approved By: City Manager \_\_\_\_\_ Date: \_\_\_\_\_

#### **Summary:**

This position is responsible for clerical support to the Public Works Department and entering all water meter data into system. The projects/tasks are highly varied, complex and demand significant attention to detail and accuracy. Employee must have strong organizational, documentation and customer service skills. This position is a highly exposed position as the first line of contact for all visitors to the Public Works Department. This position works under the supervision of the Public Works Director, however, is expected to exercise considerable initiative and independent judgment and must be able to work with limited supervision.

#### **Essential Duties and Responsibilities:**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for all aspects of meter reading and meter data entry including but not limited to: exporting and importing data into computer systems; trouble shooting software; coordinating meter technicians to ensure meters are read in a timely manner; proofing all collected data and maintain all associated reports, and relay information to the Utility Billing Department in a timely matter.
- Assists Public Works staff with typing forms, letters and other correspondences. Help with coordinating department work flow as directed by supervisors.
- First responder to multi-line phone system; answers inquiries from the staff and public; performs two-way radio communication with other city departments.
- Receives and distributes information between Public Works Department employees and other city personnel; receives complaints and forwards to appropriate personnel.
- Transmits orders and instructions from supervisors/management to other personnel.
- Initiates, tracks, and maintains records on all Sunshine State One Call locate requests.
- Prepare and maintains all Public Works records, reports, worker orders, files, office supply inventory and closes daily service request as directed.
- Collects money and maintains a daily cash log/register.
- Performs other duties as required.

#### **Skills and Abilities:**

- Knowledge in business English, spelling, punctuation, and simple math.
- Knowledge of modern office practices and procedures.
- Knowledge of the responsibilities and nature of staff assistant work.
- Knowledge of personnel policies, department rules, regulations, procedures, and functions and ability to apply these to complex work problems and situations.

- Proficiency in the use of standard office machines, computers, and communications equipment.
- Possess excellent communications skills in working with the public, city management, and other city employees.
- Ability to deal with non-routine matters independently.
- Ability to keep records and reference files.
- Ability to operate two-way radio.

**Minimum Qualifications:**

- High school diploma or equivalent; Associate Degree in related field is preferred
- Must have three (3) years experience in responsible clerical/receptionist positions.
- Ability to type 35 CWPM.

A comparable amount of training or experience may be substituted for the minimum qualifications.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee frequently works with various office equipment; the employee is regularly required to stand, walk, use hands or fingers to feel objects, tools or controls, reach with hands and arms, and taste or smell. The employee regularly required to sit, stoop, kneel, crouch or crawl and talk or hear.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually minimal.



## FINANCE DEPARTMENT

### CUSTOMER SERVICE SUPERVISOR

---

Salary Grade: 10  
Department: Finance  
Reports To: Director of Finance  
Approved By: City Manager \_\_\_\_\_ Date: \_\_\_\_\_

---

#### **Summary:**

This is a technical supervisory position for front office, day-to-day activities under the supervision of the Director of Finance, however, is expected to exercise considerable initiative and independent judgment and must be able to work with limited supervision. This position oversees all functions related to customer service within the Utility Billing Division and supervises two Customer Service Representatives.

#### **Essential Duties and Responsibilities:**

The duties listed below are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Perform and oversee all utility billing functions including, but not limited to, processing connect, disconnect, and utility service work orders; calculate adjustments; process disconnects for non-payment; assist customers in person, via telephone or email with concerns/questions.
- Assist Director of Finance with installing annual upgrades of billing software and confirms successful compatibility.
- Resolves customer complaints or inquiries.
- Supervises front office day-to-day activities under the direct supervision of the Director of Finance.
- Serves as backup to utility billing functions to the Accounting Specialist.
- Perform other related duties as directed by the Director of Finance or City Manager.

#### **Knowledge, Skills, and Abilities:**

- Knowledge of customer application procedures, collections and consumer billing.
- Knowledge of modern office practices, machines, and equipment, especially as they apply to procedures within a public utility office.
- Knowledge of accepted principles of supervision, employee relations and public relations.
- Knowledge of the laws, rules, and regulations relating to financial and public records as related to utility billing.
- Ability to assign and review the work of subordinates and provide proper instruction.
- Ability to analyze workflow procedures and recommend needed improvements.
- Ability to participate in office activities in various sections to assure uninterrupted flow of workload.
- Ability to understand and implement oral and written instructions, gather information and reports, keep office records.
- Ability to make mathematical calculations with reasonable speed and accuracy.

- Ability to establish and maintain effective working relations with fellow employees, City officials, and the general public.

**Minimum Qualifications:**

- High school diploma or equivalent; Associates Degree in Accounting or related field preferred.
- Minimum of five years experience in accounting functions, two of which should be at supervisory level. Governmental experience is preferred.
- Proficient typing/computer skills at minimum of 45 cwpm.
- Good organizational skills and ability to prioritize.
- Must be bondable.

A comparable amount of training, education or experience may be substituted for certain minimum qualification requirements.

**Physical Demands:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential function of the job.

Work is performed in an office or conference room setting. Work requires some exertion such as crouching, bending, stooping and reaching; and lifting of light to moderately heavy items. Work requires average physical agility and dexterity.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

**City of Callaway Board of Commissioners  
Agenda Item Summary**

July 28, 2015

Resolution 15-19 - Adopt the Updated Bay County Local Mitigation Strategy

**1. PLACED ON AGENDA BY:**  
J. Michael Fuller, City Manager

**2. AGENDA:**  
PRESENTATION   
PUBLIC HEARING   
CONSENT   
OLD BUSINESS   
REGULAR

**3. IS THIS ITEM BUDGETED (IF APPLICABLE)?:** YES  NO   
N/A

**4. BACKGROUND: (WHY, WHAT, WHO, WHERE, WHEN, HOW, & IDENTIFY ALL ATTACHMENTS)**

The City of Callaway is subject to a variety of natural hazards which have health and safety, economic, and environmental impacts. Historical data has demonstrated that Bay County and its municipalities can be affected by flooding, winds associated with tropical storms/hurricanes, tornados, sinkholes, and wildfires. Recognizing the potential impacts of these hazards, the county and municipalities have updated the Local Mitigation Strategy (LMS) as a guide to mitigating these impacts, and in turn, protect the health and welfare of the City of Callaway and other local communities. As a multi-jurisdictional hazard mitigation study, the Bay County LMS has been completed through the coordinated effort of several local governmental entities including unincorporated Bay County, Callaway, Lynn Haven, Mexico Beach, Panama City, Panama City Beach, Parker, and Springfield. Last updated in 2009, an LMS Team has again updated the LMS in 2015 using new data to reassess the vulnerabilities of the facilities and communities in Bay County. The LMS Team then worked to set goals and develop the projects, proposals, and programs that would address those vulnerabilities.

The City of Callaway participates in the Community Rating System (CRS) Program which allows citizens with flood insurance to receive a discount on their premiums. As part of the CRS, the City is required to have an adopted local mitigation strategy or plan. The Bay County LMS fulfills this requirement and avails the City a variety of grant programs, disaster assistance, and other mitigation funding opportunities.

**ATTACHMENT:**

- Draft Resolution 15-19
- Exhibit "A" - Inserts from the LMS

**5. REQUESTED MOTION/ACTION:**

Staff recommends the City Commission approve Resolution 15-19 adopting the updated Bay County Local Mitigation Strategy.

RESOLUTION 15-19

A RESOLUTION OF THE CITY OF CALLAWAY, FLORIDA TO ADOPT THE UPDATED BAY COUNTY LOCAL MITIGATION STRATEGY; REPEALING ALL RESOLUTIONS IN CONFLICT HERewith; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Callaway (the "City") is vulnerable to the human and economic cost of natural, technological and societal disasters; and

WHEREAS, the City recognizes the importance of reducing or eliminating those vulnerabilities for the overall good and welfare of the community; and

WHEREAS, the City is a participant in the Federal Emergency Management Agency ("FEMA"), National Flood Insurance Program's ("NFIP") Community Rating System ("CRS"); and

WHEREAS, the CRS requires participating communities to adopt a local LMS consistent with FEMA and NFIP requirements; and

WHEREAS, the City has been an active participant in the LMS Committee and the 2015 update to the Bay County LMS; and

WHEREAS, representatives and staff of the City have identified, justified, and prioritized a number of proposed projects and programs needed to mitigate the vulnerabilities of Callaway to impacts of future disasters; and

WHEREAS, the proposed projects and programs have been incorporated into the updated edition of the Bay County LMS that has been prepared and issued for consideration and implementation by the City of Callaway.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF CALLAWAY, FLORIDA, THAT:

SECTION 1. APPROVAL. The 2015 Bay County Local Mitigation Strategy, attached hereto as Exhibit "A", is hereby adopted, and includes

SECTION 2. IMPLEMENTATION. The City Commission authorizes the City Manager or his/her designee to implement the provisions of the resolution, including:

- a) The agency personnel of the City of Callaway are requested and instructed to pursue available funding opportunities for the implementation of the proposals designated therein.

- b) The City of Callaway will, upon receipt of such funding or other necessary resources, seek to implement the proposals contained in its section of the strategy.
- c) The City of Callaway will continue to participate in the updating and expansion of the Bay County Local Mitigation Strategy Plan in the years ahead.
- d) The City of Callaway will further seek to encourage the business industries and community groups operating within and/or for the benefit of the City of Callaway to also participate in the updating and expansion of the Bay County Local Mitigation Strategy Plan in the years ahead.

SECTION 3. EFFECTIVE DATE. This resolution shall become effective upon adoption.

SECTION 4. REPEAL. All resolutions or parts of resolutions in conflict herewith are repealed to the extent of such conflict.

PASSED AND ADOPTED at the regular meeting of the Callaway City Commission this \_\_\_\_\_ day of July, 2015.

CITY OF CALLAWAY

\_\_\_\_\_  
Thomas W. Abbott, Mayor

ATTEST:

\_\_\_\_\_  
City Clerk



# Local Mitigation Strategy

2015

Bay County, Callaway, Lynn Haven, Mexico Beach, Panama City,  
Panama City Beach, Parker, and Springfield



# Table of Contents

Executive Summary.....	7
Introduction .....	8
Plan Adoption.....	9
1 Planning Process .....	10
1.1 Planning Area and Participation .....	11
1.2 Coordination .....	11
1.3 Formal Actions by the LMS Team .....	11
1.4 Local Partner Involvement.....	12
1.5 Neighboring Community and Regional Partner Involvement.....	13
1.6 Public Involvement.....	13
1.7 Updating the Plan .....	13
1.7.1 Meeting Summaries.....	13
2 Risk Assessment .....	15
2.1 Bay County Profile.....	16
2.1.1 Historic Overview.....	16
2.1.2 Today.....	16
2.1.3 Business Environment and Infrastructure .....	17
2.1.4 Natural Resources and Geography .....	18
2.1.5 Topography .....	18
2.1.6 Geology .....	18
2.1.7 Water Source .....	18
2.1.8 Demographics .....	19
2.1.9 Economic Base .....	21
2.2 Asset Inventory .....	26
2.2.1 Agricultural Inventory .....	26
2.2.2 Building Inventory.....	27
2.2.3 Critical Facilities .....	27
2.2.4 Historic Places .....	30
2.3 Hazard Profile and Vulnerability .....	30
2.3.1 Hazard Identification.....	31

2.3.2	Determining a System of Hazard Identification .....	33
2.3.3	Maximum Extent of Each Hazard .....	35
2.3.4	Critical Facilities in Hazard Area .....	35
2.3.5	Hurricanes and Tropical Storms Projected High Winds .....	36
2.3.6	Tornadoes .....	44
2.3.7	Flooding.....	49
2.3.8	Wildfire.....	62
2.3.9	Sinkholes .....	69
2.3.10	Future Land Uses.....	73
3	Floodplain Management 2015 and Repetitive Loss Areas.....	74
3.1	Bay County, unincorporated .....	74
3.1.1	Floodplain characteristics .....	74
3.1.2	Floodplain management .....	74
3.1.3	Community Rating System (CRS) participation.....	75
3.1.4	Repetitive Loss (RL) Properties .....	77
3.1.5	Repetitive Loss Areas .....	78
3.1.6	Past Outreach & Flood Mitigation Efforts.....	79
3.1.7	Future Flood Mitigation Efforts .....	81
3.2	Callaway, City of.....	81
3.2.1	Floodplain characteristics .....	81
3.2.2	Floodplain management .....	82
3.2.3	CRS participation.....	82
3.2.4	Repetitive Loss Properties.....	82
3.2.5	Repetitive Loss Areas .....	83
3.2.6	Past Outreach & Flood Mitigation Efforts.....	83
3.2.7	Future Flood Mitigation Efforts .....	83
3.3	Lynn Haven, City of .....	84
3.3.1	Floodplain characteristics .....	84
3.3.2	Floodplain management .....	84
3.3.3	CRS participation.....	84
3.3.4	Repetitive Loss Properties.....	85
3.3.5	Repetitive Loss Areas .....	85

3.3.6	Past Outreach & Flood Mitigation Efforts.....	86
3.3.7	Current and Future Flood Mitigation Efforts .....	87
3.4	Mexico Beach, City of.....	87
3.4.1	Floodplain characteristics .....	87
3.4.2	Floodplain management .....	88
3.4.3	CRS participation.....	88
3.4.4	Repetitive Loss Properties.....	88
3.4.5	Repetitive Loss Areas .....	89
3.4.6	Past Outreach & Flood Mitigation Efforts.....	89
3.4.7	Future Flood Mitigation Efforts .....	89
3.5	Panama City, City of .....	89
3.5.1	Floodplain characteristics .....	89
3.5.2	Floodplain management .....	90
3.5.3	CRS participation.....	90
3.5.4	Repetitive Loss Properties.....	91
3.5.5	Repetitive Loss Areas .....	91
3.5.6	Past Outreach & Flood Mitigation Efforts.....	93
3.5.7	Future Flood Mitigation Efforts .....	94
3.6	Panama City Beach, City of .....	94
3.6.1	Floodplain characteristics .....	94
3.6.2	Floodplain management .....	95
3.6.3	CRS participation.....	95
3.6.4	Repetitive Loss Properties.....	95
3.6.5	Repetitive Loss Areas .....	96
3.6.6	Past Outreach & Flood Mitigation Efforts.....	96
3.6.7	Future Flood Mitigation Efforts .....	96
3.7	Parker, City of.....	97
3.7.1	Floodplain characteristics .....	97
3.7.2	Floodplain management .....	97
3.7.3	CRS participation.....	97
3.7.4	Repetitive Loss Properties.....	97
3.7.5	Past Outreach & Flood Mitigation Efforts.....	98

3.7.6	Future Flood Mitigation Efforts .....	98
3.8	Springfield, City of.....	98
3.8.1	Floodplain characteristics .....	98
3.8.2	Floodplain management .....	98
3.8.3	CRS participation.....	99
3.8.4	Repetitive Loss Properties.....	99
3.8.5	Repetitive Loss Areas .....	99
3.8.6	Past Outreach & Flood Mitigation Efforts.....	99
3.8.7	Future Flood Mitigation Efforts .....	99
4	The Bay County 2015 Local Mitigation Strategy .....	101
4.1	Goals & Objectives .....	102
Goal 1.	.....	102
Goal 2.	.....	102
Goal 3.	.....	102
Goal 4.	.....	103
Goal 5.	.....	103
Goal 6.	.....	103
4.1.1	Changes to the goals and objectives for the 2015 updated plan .....	103
4.2	Prioritization of Projects .....	104
4.2.1	Changes to the prioritization methodology for 2015 .....	105
4.3	Bay County 2015 Mitigation Projects List(s) .....	105
4.3.1	Part A. Overall Combined List, not including all local flood mitigation projects .....	106
4.3.2	Part B. Local Flood Mitigation Projects by Community.....	109
4.3.3	Completed projects since the 2010 plan approval .....	114
4.3.4	Deleted projects.....	115
4.3.5	Deferred projects .....	115
5	Plan Maintenance, Evaluation, and Update Procedures .....	116
5.1	Updating the Mitigation Strategy .....	116
5.2	Procedures and Criteria for Monitoring and Evaluation.....	117
5.3	Incorporation of LMS Goals into Existing Plans and Documents .....	117

Figure 1 Population of Bay County 1920-2010 .....	19
Figure 2 Bay County Population Pyramid .....	20
Figure 3 Bay County, Employment by Industry, Q2 2014 .....	25
Figure 4 Market Share of Agricultural Industry .....	27
Figure 5 Critical Facilities in Bay County .....	29
Figure 6 Measure of Risk.....	34
Figure 7 Map of Wildfire Risk Index.....	66
Figure 8 U.S. Geological Survey Sinkhole Risk Zones .....	71
Figure 9 Reported Possible Sinkholes .....	72
Table 1 Bay County, Employment by Industry, Q2 2014 .....	23
Table 2 Major Public and Private Sector Employers .....	24
Table 3 Major Industries, Bay County, 2014.....	25
Table 4 Bay County, Building Inventory by Occupancy Type, 2014.....	27
Table 5 Bay County, Historical Sites on the National Register of Historic Places .....	30
Table 6 Bay County, Disaster Declarations .....	32
Table 7 Maximum Level of Risk Associated with Each Hazard .....	35
Table 8 Historical Hurricane and Tropical Storm Occurrences, 1996-2014.....	39
Table 9 Summary of Maximum Wind Gust, By Jurisdiction.....	43
Table 10 Summary of Building Damage .....	44
Table 11 Summary of Economic Losses .....	44
Table 12 Summary of Shelter Needs.....	44
Table 13 Fujita Scale Rankings .....	46
Table 14 Historical Tornado Occurrences, 1978-2014.....	47
Table 15 Historical Flood Occurrences, 2009 – 2014.....	51
Table 16 Bay Unincorporated, Flood Vulnerability, 100 Year Event (1% Annual Chance) .....	53
Table 17 Bay County Unincorporated, Flood Vulnerability, 500 Year Event (0.2% Annual Chance).....	54
Table 18 Bay County Unincorporated Storm Surge Zone Vulnerability .....	54
Table 19 Callaway, Flood Vulnerability, 100 Year Event (1% Annual Chance).....	55
Table 20 Callaway Flood Vulnerability, 500 Year Event (0.2% Annual Chance) .....	55
Table 21 Callaway Storm Surge Zone Vulnerability .....	55
Table 22 Lynn Haven, Flood Vulnerability, 100 Year Event (1% Annual Chance) .....	56
Table 23 Lynn Haven, Flood Vulnerability, 500 Year Event (0.2% Annual Chance) .....	56
Table 24 Lynn Haven Storm Surge Zone Vulnerability.....	56
Table 25 Mexico Beach, Flood Vulnerability, 100 Year Event (1% Annual Chance) .....	57
Table 26 Mexico Beach, Flood Vulnerability, 500 Year Event (0.2% Annual Chance) .....	57
Table 27 Mexico Beach Storm Surge Zone Vulnerability .....	57
Table 28 Panama City, Flood Vulnerability, 100 Year Event (1% Annual Chance).....	58
Table 29 Panama City, Flood Vulnerability, 500 Year Event (0.2% Annual Chance).....	58
Table 30 Panama City Storm Surge Zone Vulnerability .....	58
Table 31 Panama City Beach, Flood Vulnerability, 100 Year Event (1% Annual Chance).....	59

Table 32 Panama City Beach, Flood Vulnerability, 500 Year Event (0.2% Annual Chance).....	59
Table 33 Panama City Beach Storm Surge Zone Vulnerability.....	60
Table 34 Parker, Flood Vulnerability, 100 Year Event (1% Annual Chance) .....	60
Table 35 Parker, Flood Vulnerability, 500 Year Event (0.2% Annual Chance) .....	61
Table 36 Parker Storm Surge Zone Vulnerability .....	61
Table 37 Springfield, Flood Vulnerability, 100 Year Event (1% Annual Chance) .....	61
Table 38 Springfield Parcels, Flood Vulnerability, 500 Year Event (0.2% Annual Chance) .....	62
Table 39 Springfield Storm Surge Zone Vulnerability .....	62
Table 40 Potential Impacts of Wildfires.....	64
Table 41 Wildfire Occurrences.....	64
Table 42 Bay County Unincorporated Structures Vulnerable to Wildfire .....	67
Table 43 Callaway Structures Vulnerable to Wildfire .....	67
Table 44 Lynn Haven Structures Vulnerable to Wildfire.....	67
Table 45 Mexico Beach Structures Vulnerable to Wildfire .....	68
Table 46 Panama City Structures Vulnerable to Wildfire .....	68
Table 47 Panama City Beach Structures Vulnerable to Wildfire.....	68
Table 48 Parker Parcels Structures Vulnerable to Wildfire .....	69
Table 49 Springfield Structures Vulnerable to Wildfire .....	69
Table 50 Area Type Explanations .....	71

## **Executive Summary**

Bay County is threatened by a variety of natural hazards which endanger the health and safety of its citizens, jeopardize its economic vitality, and imperil the quality of its environment. Historical experience has demonstrated that the County and its municipalities can be affected by flooding, winds associated with tropical storms/hurricanes, tornados, sinkholes, and wildfires. Recognizing the potential impacts of these hazards, Bay County has updated the Local Mitigation Strategy (LMS) to guide its local governments in mitigating these impacts, and in turn, protect the health and welfare of the County's communities.

Bay County's Local Mitigation Strategy identifies these natural hazards and assesses their potential impacts on each of Bay County's incorporated jurisdictions and unincorporated areas, focusing primarily on the asset inventory, existing land uses, and critical facilities. Based on these hazard identifications and risk assessments, the LMS proposes appropriate hazard mitigation projects to reduce damage or impairment to the homes, businesses, schools, and government offices.

Hazard mitigation is any sustained action taken to minimize long-term risk to people and property from natural hazards and their effects. This definition distinguishes actions that have a long-term impact from those that are more closely associated with immediate preparedness, response, and recovery activities. Hazard mitigation is the only phase of emergency management specifically intended to break the cycle of damage, reconstruction, and repeated damage. As such, the governments and communities of Bay County are encouraged to take advantage of funding made available by Hazard Mitigation Assistance (HMA) programs in both the pre- and post-disaster conditions.

As a multi-jurisdictional hazard mitigation study, the Bay County LMS has been completed through the coordinated cooperative effort of several local governmental entities including unincorporated Bay County and the municipalities of Callaway, Lynn Haven, Mexico Beach, Panama City, Panama City Beach, Parker, and Springfield. In 2015 the Local Mitigation Strategy has been updated, and the information gathered in this process has been used to reassess the vulnerabilities of the facilities and communities of Bay County relative to the potential impacts of future disasters involving those hazards. Once the specific vulnerabilities and hazard areas were identified, the LMS Team worked to set goals and develop the projects, proposals, and programs that would address those vulnerabilities.

The development and update of the Bay County LMS was the result of effort and cooperation between the County, the seven municipalities, and local citizens. This collaboration could not have been accomplished without the support of the Bay County Board of County Commissioners and the City Councils/Commissions of Panama City Beach, Panama City, Springfield, Callaway, Parker, Lynn Haven, Mexico Beach, the Florida Forest Service and the Florida Division of Emergency Management.

## **Introduction**

The Disaster Mitigation Act of 2000 (DMA 2000), signed into law by the President of the United States on October 30, 2000 (P.L. 106-390), provides the authority for the subsequent Federal Emergency Management Agency (FEMA) policy in preparing the Local Mitigation Strategy (LMS). In turn, the Florida Division of Emergency Management (FDEM) Bureau of Mitigation has provided local governments the guidance necessary to prepare hazard mitigation strategies tailored to their unique local situations. Accordingly, Bay County has prepared this updated LMS document proposing mitigation initiatives to protect critical facilities and resources as well as other public and private property, and natural resources. It is also the intent of this LMS plan to help reduce the increasing costs of disasters, to individual property owners, as well as to local, state and federal governments.

The LMS is considered a guiding or planning document. It has no regulatory authority, but clearly identifies a strategy to mitigate Bay County communities from future natural disasters. This planning process is voluntary-- communities must create/update their LMS documents and processes in order to remain eligible for various pre- and post-disaster grant program-funding opportunities. FEMA has created a detailed list of criteria that directs how the LMS plan will be created and maintained, as well as a specific list of all required data and analysis. In 2015, Bay County and the municipalities have reaffirmed the desire to remain eligible for various disaster grant programs by their commitment to the LMS update process. This document reports the results of that planning process for the current planning period.

It is the mission of the Bay County Local Mitigation Strategy team to continue to evaluate the causes of vulnerabilities to natural disasters and hazards, and implement mitigation programs that will alleviate the sources of those vulnerabilities in order to establish a disaster resistant community. The LMS is a comprehensive multi-jurisdictional plan addressing the relevant hazards of the seven incorporated jurisdictions and unincorporated Bay County. For each incorporated jurisdiction and unincorporated Bay County the risk assessment will map and quantify in detail the potential impacts from flood damage, which is the greatest hazard risk to the County, and in more generalized terms potential damage from storm winds and wildfires. Bay County and the municipalities have more information and data on flooding issues, and consequently, have provided more detail for that hazard. Winds have been categorized as a high risk to all regions of the County, and wildfires as a moderate risk. There is less historical data available on these hazards; therefore, less detail is provided on their potential impacts. Sinkholes have been included in the analysis, however they are considered to be a much lower risk.

### 3.1.7 Future Flood Mitigation Efforts

Below is the Bay County 2015-2019 Capital Improvements Project list for stormwater management.

Bay County Stormwater Improvement Fund CIP FY15-19						
	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
<b>Master Storm Drainage Plan</b>						
East Callaway Basin Study			\$200,000			
Beatty Bayou Basin Study					\$200,000	
<b>SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$400,000</b>
<b>Pipe and Major Improvement Projects</b>						
CR 2300 Box Culvert Upgrade	\$470,000					
Sherman Avenue Drainage Improvement		\$500,000				
Beachwood Blvd Drainage Improvement			\$450,000			
Industrial Drive & Redwood Avenue Outfall Improvements				\$1,200,000		
CR 390 & Carla Lane Drainage Improvement					\$500,000	
Transmitter Road Box Culvert (N. of 15th Street)						
East Thomas Drive Drainage Improvement						
State Avenue Box Culvert Replacement						
Banyon Avenue Outfall						
Upper Goose Bayou Drainage Improvement						
<b>SUBTOTAL</b>	<b>\$470,000</b>	<b>\$500,000</b>	<b>\$450,000</b>	<b>\$1,200,000</b>	<b>\$500,000</b>	<b>\$3,120,000</b>
<b>Expansion Projects</b>						
Lee Road (DEP Grant)	\$1,200,000					
Scotts Road (DEP Grant)		\$1,337,000				
Marva Road			\$80,000			
<b>SUBTOTAL</b>	<b>\$1,200,000</b>	<b>\$1,337,000</b>	<b>\$80,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,617,000</b>

## 3.2 Callaway, City of

NFIP ID# 120005 since July 16, 1980. As of January 22, 2015: 919 policies

### 3.2.1 Floodplain characteristics

The City of Callaway is bordered by the East Bay to the south and contains several bayous and tributaries including Callaway Bayou, Laird Bayou, Cook Bayou, and Boggy Creek. Threats and vulnerabilities are similar to those of the unincorporated areas of Bay County; flooding from storm surge is a significant threat to its developed and populated areas, specifically around the shores of the Callaway Bayou and East Bay. Although the community has a relatively flat topography, interior drainage issues are considered to be fairly minimal; several low areas with drainage issues include Hannover Estates whose stormwater outfalls into a county system that is less than adequate during times of heavy rains from tropical storms; Callaway Point Subdivision where segments of road become impassable by flood waters; and Plantation Point that is vulnerable to storm surge because of its location. The City is

working with the County to address these problems. In the center of the community, the Fox Lake tributary runs southeast into Callaway Bayou; during times of heavy rain, this area holds some stormwater, causing nuisance flooding in yards and streets.

### 3.2.2 Floodplain management

The City of Callaway has adopted a Floodplain Management Ordinance (revised 2009) as part of the Land Development Regulations required for all new development activity and substantial improvements. Development applicants go to the City's planning department to obtain a residential or commercial development order application. The planning department reviews the application for compliance and floodplain/flood zone determination; the public works department reviews for stormwater impact (e.g., driveway permits.) Functions of the floodplain manager are filled jointly by the city manager and the zoning and code enforcement officer. The City contracts with a building official, who also assists with floodplain management review. Sub-division proposals are reviewed by a planning board that recommends approval or denial to the City Commission.

Callaway has a higher standard of one foot of freeboard in their flood damage prevention ordinance. The ordinance provides for minimum flood proofing requirements for construction that may be located in a Special Flood Hazard Area.

### 3.2.3 CRS participation

As of May 30, 2014 the City of Callaway is a CRS Class 7, saving residents in the mapped floodplain 15% annually on their NFIP flood insurance policies. The City provides flood map and flood insurance information to inquirers. This includes sending letters and documentation to property owners, lenders, insurance agents, and real estate offices; the City also sends letters with flood risk and insurance information to citizens located in repetitive loss areas. The City meets with property owners and developers to discuss policies and regulations for floodplain protection. The public works director is the current (March 2015) CRS coordinator for Callaway.

### 3.2.4 Repetitive Loss Properties

Callaway has 18 repetitive loss properties as of November 30, 2014; none are severe repetitive loss properties. For 12 of these sites, the last flooding was during Hurricane Dennis in 2005.

The types of structures (and their numbers) on the Callaway FEMA RL list are as follows:

- Assoc-managed Condominiums 1
- Other residential 3
- Single Family 14

### 3.2.5 Repetitive Loss Areas



*Callaway Point*

1. **Callaway Point** (Benton Dr/ Forsythe Dr/Ray Glenn Cir/Rodgers Dr): Salt water flooding from Callaway Bayou/ East Bay during storms. The City has given mitigation grant information to the residents of this area for those property owners interest in elevation or acquisition.
2. **South Gay Avenue**: Flooding is from stormwater filling the Fox Lake tributary; last known flooding was during the 2004 and 2005 hurricane season.

### 3.2.6 Past Outreach & Flood Mitigation Efforts

1. A stormwater improvement project was completed in 2012 in the area of the Boat Race Road repetitive loss property, which is located in a topographic “bowl.” The project was funded through a grant; the City feels that this property will not flood again.
2. Residence at 112 North Gay Avenue: This residence is located near the Fox Lake tributary. In order to alleviate flooding at this site, a flood mitigation assistance grant was used to elevate the home approx. 4 feet above grade in 2008; the property has not experienced flooding since.
3. The City provides information to citizens, property owners, real estate, and lenders regarding flood zones and the NFIP. Recently, the City completed GIS mapping of drainage infrastructure system city wide and available in user-friendly formats.
4. The City Department of Public Works recently completed improvements the drainage system at Hannover Estates. The improvements include larger piping and new inlets to help the flow of stormwater runoff from the street to areas dedicated for retention.

### 3.2.7 Future Flood Mitigation Efforts

1. A drainage improvement project in the North Kimbrel Avenue area would help to alleviate flooding in the area, including the North Gay Avenue area. The City is seeking grant funding for this project, and expects to apply for Flood Mitigation Assistance funding in 2015 to upsize culverts and raise the roadway.
2. Funding has already been committed by the Northwest Florida Water Management District for a stormwater drainage project in the vicinity of Pridgen Street, Lance Street, and Enzor Street. The project is to address stormwater quality, but it will improvement the amount of stormwater being treated, thus alleviating some of the localized flooding problems.
3. The City is currently underway with the planning, surveying, and engineering of a project to address erosion of the spillway located along Berthe Avenue. Erosion continues to damage and compromise the

entire drainage/road structure at the spillway. Planned improvements include replacement of the existing box culvert with a new structure or bridge span. The City is currently seeking federal and state funding for the construction of the project.

### 3.3 Lynn Haven, City of

NFIP ID# 120009 since June 1, 1977. As of January 22, 2015: 1,858 policies

#### 3.3.1 Floodplain characteristics

Lynn Haven is susceptible to flooding from coastal surge in the North Bay area, as well as from stormwater run-off in interior portions of the community. On the northern edge of the city, between the Lynn Haven Bayou and Anderson Bayou, extensive AE zones (fringed with A zones) are inundated with storm surge during a tropical event; this area contains the largest number of repetitive loss properties in the community. (51 of the 68 properties on FEMA's repetitive loss list are found in this area.) Other flooding occurs as stormwater run-off ponds in various sites throughout the community.

VE zones exist at the coastal fringe of the community's northwest borders, along the North Bay.

#### 3.3.2 Floodplain management

Development applicants go to the Lynn Haven building department for a construction application. The city contracts with a building official, who doubles as the floodplain manager. This gentleman reviews all development applications and makes the flood zone determination. The City has several higher standards in their flood damage prevention ordinance, including one foot of freeboard, a prohibition on manufactured homes on private lots, and the inclusion of repetitive loss structures in their definition of substantial damage.

#### 3.3.3 CRS participation

As of May 30, 2014 the City of Lynn Haven is a CRS Class 8, saving residents in the mapped floodplain 10% annually on their NFIP flood insurance policies. Other information about the community's CRS activities is described as follows, from the City's 2014 CRS annual report:

The City of Lynn Haven regularly promotes public awareness of flood risk, as well as other natural disasters. Through the use of their website, informative articles in local newspapers, relaying specific messages in monthly water bills, and annual direct mailings to the 459 properties located in two repetitive loss areas, the CRS/Flood Awareness Team constantly strives to keep residents aware of the potential for flooding, mitigation suggestions, and the importance of flood insurance. The city also sends annual mailings to local real estate agents, insurance agents, mortgage companies to make them aware of these efforts and to encourage their participation to help keep residents aware of the threat of flooding, flood protection measures for property owners and the need for flood insurance.

The City has been a participant in updating the Bay County Local Mitigation Strategy (LMS) Plan, adopting the Bay County LMS Plan by resolution. Due to the fact that the Bay County LMS Plan has been adopted by the City, the City remains eligible for various pre- and post-disaster grant programs and

## City of Callaway Board of Commissioners Agenda Item Summary

July 28, 2015

Discuss Certification of Maximum Ad Valorem Tax/Millage Rate

**1. PLACED ON AGENDA BY:**  
J. Michael Fuller, City Manager

**2. AGENDA:**  
 PRESENTATION   
 PUBLIC HEARING   
 CONSENT   
 OLD BUSINESS   
 REGULAR

**3. IS THIS ITEM BUDGETED (IF APPLICABLE)?:** YES  NO   
N/A

**4. BACKGROUND: (WHY, WHAT, WHO, WHERE, WHEN, HOW, & IDENTIFY ALL ATTACHMENTS)**

Each year the City is required to certify the maximum millage rate with the Property Appraiser. The table below represents the FY16 Ad Valorem Tax Summary. The maximum millage rate is set as a benchmark; the Commission will have the ability to lower, but not exceed the maximum millage rate established.

Ad Valorem Tax Summary			
Estimate of Taxable Property Values provided by Bay County Property Appraiser			\$472,537,028
Estimate of Taxable Property Values provided by Bay County Property Appraiser at 95%			\$448,910,177
Increment Value dedicated to CRA			(\$2,971,425)
Adjusted Value for General Fund			\$445,938,752
		Estimated Revenues @ 95%	
At FY15 Rate:	2.2500	\$1,003,362	
Alternative Rates:			<u>Revenue Difference</u>
Current Year ROLL BACK Rate	2.2453	\$1,001,266	-\$2,096
Adjusted Roll Back based on prior year	2.8572	\$1,274,136	\$270,775
MAJORITY Vote Required - Maximum	2.9132	\$1,299,109	\$295,748
2/3 Vote Required - Maximum	3.2045	\$1,429,011	\$425,649

**ATTACHMENT:**

- Form DR-420 – Certification of Taxable Value – 2015
- Form DR-420MM-P – Maximum Millage Levy Calculation, Preliminary Disclosure
- Form DR-420TIF – Tax Increment Adjustment Worksheet

**5. REQUESTED MOTION/ACTION:**  
Request Commission approve the Maximum Millage Rate of 3.2045 with the option of lowering the final rate for FY 2016.



# CERTIFICATION OF TAXABLE VALUE

Reset Form

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DR-420  
R. 5/12  
Rule 12D-16.002  
Florida Administrative Code  
Effective 11/12

Year: 2015	County: BAY
Principal Authority: CITY OF CALLAWAY	Taxing Authority: CITY OF CALLAWAY

## SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value of real property for operating purposes	\$	458,348,625	(1)
2.	Current year taxable value of personal property for operating purposes	\$	14,188,403	(2)
3.	Current year taxable value of centrally assessed property for operating purposes	\$	0	(3)
4.	Current year gross taxable value for operating purposes <i>(Line 1 plus Line 2 plus Line 3)</i>	\$	472,537,028	(4)
5.	Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)	\$	3,670,930	(5)
6.	Current year adjusted taxable value <i>(Line 4 minus Line 5)</i>	\$	468,866,098	(6)
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	\$	468,648,139	(7)
8.	Does the taxing authority include tax increment financing areas? If yes, enter number of worksheets (DR-420TIF) attached. If none, enter 0	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Number 1 (8)
9.	Does the taxing authority levy a voted debt service millage or a millage voted for 2 years or less under s. 9(b), Article VII, State Constitution? If yes, enter the number of DR-420DEBT, <i>Certification of Voted Debt Millage</i> forms attached. If none, enter 0	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Number 0 (9)

<b>SIGN HERE</b>	<b>Property Appraiser Certification</b>	I certify the taxable values above are correct to the best of my knowledge.		
	Signature of Property Appraiser:  Electronically Certified by Property Appraiser	Date:	6/30/2015 5:05 PM	

## SECTION II : COMPLETED BY TAXING AUTHORITY

If this portion of the form is not completed in FULL your taxing authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year. If any line is not applicable, enter -0-.

10.	Prior year operating millage levy <i>(If prior year millage was adjusted then use adjusted millage from Form DR-422)</i>		2.2500	per \$1,000 (10)
11.	Prior year ad valorem proceeds <i>(Line 7 multiplied by Line 10, divided by 1,000)</i>	\$	1,054,458	(11)
12.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value <i>(Sum of either Lines 6c or Line 7a for all DR-420TIF forms)</i>	\$	8,403	(12)
13.	Adjusted prior year ad valorem proceeds <i>(Line 11 minus Line 12)</i>	\$	1,046,055	(13)
14.	Dedicated increment value, if any <i>(Sum of either Line 6b or Line 7e for all DR-420TIF forms)</i>	\$	2,971,425	(14)
15.	Adjusted current year taxable value <i>(Line 6 minus Line 14)</i>	\$	465,894,673	(15)
16.	Current year rolled-back rate <i>(Line 13 divided by Line 15, multiplied by 1,000)</i>		2.2453	per \$1000 (16)
17.	Current year proposed operating millage rate		3.2045	per \$1000 (17)
18.	Total taxes to be levied at proposed millage rate <i>(Line 17 multiplied by Line 4, divided by 1,000)</i>	\$	1,514,245	(18)

19.	TYPE of principal authority (check one)	<input type="checkbox"/> County	<input type="checkbox"/> Independent Special District	(19)
		<input checked="" type="checkbox"/> Municipality	<input type="checkbox"/> Water Management District	
20.	Applicable taxing authority (check one)	<input checked="" type="checkbox"/> Principal Authority	<input type="checkbox"/> Dependent Special District	(20)
		<input type="checkbox"/> MSTU	<input type="checkbox"/> Water Management District Basin	
21.	Is millage levied in more than one county? (check one)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	(21)

**DEPENDENT SPECIAL DISTRICTS AND MSTUs**



**STOP HERE - SIGN AND SUBMIT**

22.	Enter the total adjusted prior year ad valorem proceeds of the principal authority, all dependent special districts, and MSTUs levying a millage. <i>(The sum of Line 13 from all DR-420 forms)</i>	\$	1,046,055	(22)
23.	Current year aggregate rolled-back rate <i>(Line 22 divided by Line 15, multiplied by 1,000)</i>		2.2453 per \$1,000	(23)
24.	Current year aggregate rolled-back taxes <i>(Line 4 multiplied by Line 23, divided by 1,000)</i>	\$	1,060,987	(24)
25.	Enter total of all operating ad valorem taxes proposed to be levied by the principal taxing authority, all dependent districts, and MSTUs, if any. <i>(The sum of Line 18 from all DR-420 forms)</i>	\$	1,514,245	(25)
26.	Current year proposed aggregate millage rate <i>(Line 25 divided by Line 4, multiplied by 1,000)</i>		3.2045 per \$1,000	(26)
27.	Current year proposed rate as a percent change of rolled-back rate <i>(Line 26 divided by Line 23, minus 1, multiplied by 100)</i>		42.72 %	(27)

<b>First public budget hearing</b>	Date :	Time :	Place :
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<b>S I G N  H E R E</b>	<b>Taxing Authority Certification</b>	I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.		
	Signature of Chief Administrative Officer :		Date :	
	Title :	Contact Name and Contact Title :		
	J. MICHAEL FULLER	Beverly Waldrip, Director of Finance		
	Mailing Address :	Physical Address :		
CITY MANAGER	6601 EAST HIGHWAY 22			
City, State, Zip :	Phone Number :	Fax Number :		
CALLAWAY, FLORIDA 32404	850/215-6722	850/871-2444		



Reset Form

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# MAXIMUM MILLAGE LEVY CALCULATION PRELIMINARY DISCLOSURE

For municipal governments, counties, and special districts

DR-420MM-P  
R. 5/12  
Rule 12D-16.002  
Florida Administrative Code  
Effective 11/12

Year: <b>2015</b>		County: <b>BAY</b>	
Principal Authority : CITY OF CALLAWAY		Taxing Authority: CITY OF CALLAWAY	
1.	Is your taxing authority a municipality or independent special district that has levied ad valorem taxes for less than 5 years?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No (1)
<b>IF YES,</b> <b>STOP HERE. SIGN AND SUBMIT. You are not subject to a millage limitation.</b>			
2.	Current year rolled-back rate from Current Year Form DR-420, Line 16	2.2490	per \$1,000 (2)
3.	Prior year maximum millage rate with a majority vote from 2014 Form DR-420MM, Line 13	2.8585	per \$1,000 (3)
4.	Prior year operating millage rate from Current Year Form DR-420, Line 10	2.2500	per \$1,000 (4)
<b>If Line 4 is equal to or greater than Line 3, skip to Line 11. If less, continue to Line 5.</b>			
<b>Adjust rolled-back rate based on prior year majority-vote maximum millage rate</b>			
5.	Prior year final gross taxable value from Current Year Form DR-420, Line 7	\$	468,648,139 (5)
6.	Prior year maximum ad valorem proceeds with majority vote <i>(Line 3 multiplied by Line 5 divided by 1,000)</i>	\$	1,339,631 (6)
7.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value from Current Year Form DR-420 Line 12	\$	0 (7)
8.	Adjusted prior year ad valorem proceeds with majority vote <i>(Line 6 minus Line 7)</i>	\$	1,339,631 (8)
9.	Adjusted current year taxable value from Current Year form DR-420 Line 15	\$	468,866,098 (9)
10.	Adjusted current year rolled-back rate <i>(Line 8 divided by Line 9, multiplied by 1,000)</i>	2.8572	per \$1,000 (10)
<b>Calculate maximum millage levy</b>			
11.	Rolled-back rate to be used for maximum millage levy calculation <i>(Enter Line 10 if adjusted or else enter Line 2)</i>	2.8572	per \$1,000 (11)
12.	Adjustment for change in per capita Florida personal income <i>(See Line 12 Instructions)</i>		1.0196 (12)
13.	Majority vote maximum millage rate allowed <i>(Line 11 multiplied by Line 12)</i>	2.9132	per \$1,000 (13)
14.	Two-thirds vote maximum millage rate allowed <i>(Multiply Line 13 by 1.10)</i>	3.2045	per \$1,000 (14)
15.	Current year proposed millage rate	3.2045	per \$1,000 (15)
16.	<b>Minimum vote required to levy proposed millage:</b> (Check one)		
<input type="checkbox"/>	a. Majority vote of the governing body: Check here if Line 15 is less than or equal to Line 13. The maximum millage rate is equal to the majority vote maximum rate. <i>Enter Line 13 on Line 17.</i>		
<input checked="" type="checkbox"/>	b. Two-thirds vote of governing body: Check here if Line 15 is less than or equal to Line 14, but greater than Line 13. The maximum millage rate is equal to proposed rate. <i>Enter Line 15 on Line 17.</i>		
<input type="checkbox"/>	c. Unanimous vote of the governing body, or 3/4 vote if nine members or more: Check here if Line 15 is greater than Line 14. The maximum millage rate is equal to the proposed rate. <i>Enter Line 15 on Line 17.</i>		
<input type="checkbox"/>	d. Referendum: The maximum millage rate is equal to the proposed rate. <i>Enter Line 15 on Line 17.</i>		
17.	The selection on Line 16 allows a maximum millage rate of <i>(Enter rate indicated by choice on Line 16)</i>	3.2045	per \$1,000 (17)
18.	Current year gross taxable value from Current Year Form DR-420, Line 4	\$	472,537,028 (18)

Taxing Authority : CITY OF CALLAWAY		DR-420MM-P R. 5/12 Page 2	
19.	Current year proposed taxes (Line 15 multiplied by Line 18, divided by 1,000)	\$	1,514,245 (19)
20.	Total taxes levied at the maximum millage rate (Line 17 multiplied by Line 18, divided by 1,000)	\$	1,514,245 (20)
<b>DEPENDENT SPECIAL DISTRICTS AND MSTUs</b>			<b>STOP HERE. SIGN AND SUBMIT.</b>
21.	Enter the current year proposed taxes of all dependent special districts & MSTUs levying a millage. (The sum of all Lines 19 from each district's Form DR-420MM-P)	\$	0 (21)
22.	Total current year proposed taxes (Line 19 plus Line 21)	\$	1,514,245 (22)
<b>Total Maximum Taxes</b>			
23.	Enter the taxes at the maximum millage of all dependent special districts & MSTUs levying a millage (The sum of all Lines 20 from each district's Form DR-420MM-P)	\$	0 (23)
24.	Total taxes at maximum millage rate (Line 20 plus Line 23)	\$	1,514,245 (24)
<b>Total Maximum Versus Total Taxes Levied</b>			
25.	Are total current year proposed taxes on Line 22 equal to or less than total taxes at the maximum millage rate on Line 24? (Check one)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	(25)
<b>S I G N  H E R E</b>	<b>Taxing Authority Certification</b>	I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.	
	Signature of Chief Administrative Officer :		Date :
	Title : J. MICHAEL FULLER	Contact Name and Contact Title : Beverly Waldrip, Director of Finance	
	Mailing Address : CITY MANAGER	Physical Address : 6601 EAST HIGHWAY 22	
	City, State, Zip : CALLAWAY, FLORIDA 32404	Phone Number : 850/215-6722	Fax Number : 850/871-2444

**Complete and submit this form DR-420MM-P, Maximum Millage Levy Calculation-Preliminary Disclosure, to your property appraiser with the form DR-420, Certification of Taxable Value.**



Reset Form

Print Form

# TAX INCREMENT ADJUSTMENT WORKSHEET

Year : 2015	County : BAY
Principal Authority : CITY OF CALLAWAY	Taxing Authority : CITY OF CALLAWAY
Community Redevelopment Area : Callaway CRA	Base Year : 2006

**SECTION I : COMPLETED BY PROPERTY APPRAISER**

1.	Current year taxable value in the tax increment area	\$	186,987,934	(1)
2.	Base year taxable value in the tax increment area	\$	183,860,118	(2)
3.	Current year tax increment value <i>(Line 1 minus Line 2)</i>	\$	3,127,816	(3)
4.	Prior year Final taxable value in the tax increment area	\$	187,585,379	(4)
5.	Prior year tax increment value <i>(Line 4 minus Line 2)</i>	\$	3,725,261	(5)

<b>SIGN HERE</b>	<b>Property Appraiser Certification</b>	I certify the taxable values above are correct to the best of my knowledge.		
	Signature of Property Appraiser : Electronically Certified by Property Appraiser	Date :	6/30/2015 5:05 PM	

**SECTION II: COMPLETED BY TAXING AUTHORITY Complete EITHER line 6 or line 7 as applicable. Do NOT complete both.**

6. If the amount to be paid to the redevelopment trust fund IS BASED on a specific proportion of the tax increment value:				
6a.	Enter the proportion on which the payment is based.		95.00 %	(6a)
6b.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 6a)</i> <i>If value is zero or less than zero, then enter zero on Line 6b</i>	\$	2,971,425	(6b)
6c.	Amount of payment to redevelopment trust fund in prior year	\$	8,403	(6c)
7. If the amount to be paid to the redevelopment trust fund IS NOT BASED on a specific proportion of the tax increment value:				
7a.	Amount of payment to redevelopment trust fund in prior year	\$	0	(7a)
7b.	Prior year operating millage levy from Form DR-420, Line 10		0.0000 per \$1,000	(7b)
7c.	Taxes levied on prior year tax increment value <i>(Line 5 multiplied by Line 7b, divided by 1,000)</i>	\$	0	(7c)
7d.	Prior year payment as proportion of taxes levied on increment value <i>(Line 7a divided by Line 7c, multiplied by 100)</i>		0.00 %	(7d)
7e.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 7d)</i> <i>If value is zero or less than zero, then enter zero on Line 7e</i>	\$	0	(7e)

<b>S I G N  H E R E</b>	<b>Taxing Authority Certification</b>	I certify the calculations, millages and rates are correct to the best of my knowledge.		
	Signature of Chief Administrative Officer :			Date :
	Title : J. MICHAEL FULLER	Contact Name and Contact Title : Beverly Waldrip, Director of Finance		
	Mailing Address : CITY MANAGER	Physical Address : 6601 EAST HIGHWAY 22		
	City, State, Zip : CALLAWAY, FLORIDA 32404	Phone Number : 850/215-6722	Fax Number : 850/871-2444	

## City of Callaway Board of Commissioners Agenda Item Summary

July 28, 2015

Ordinance No. 960 – First Reading – Amend Code of Ordinances: Restricting Pools, Trampolines, etc in Front Yards

<p><b>1. PLACED ON AGENDA BY:</b> J. Michael Fuller, City Manager</p>	<p><b>2. AGENDA:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="padding: 2px;">PRESENTATION</td> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">PUBLIC HEARING</td> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">CONSENT</td> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">OLD BUSINESS</td> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">REGULAR</td> <td style="text-align: center; padding: 2px;"><input checked="" type="checkbox"/></td> </tr> </table>	PRESENTATION	<input type="checkbox"/>	PUBLIC HEARING	<input type="checkbox"/>	CONSENT	<input type="checkbox"/>	OLD BUSINESS	<input type="checkbox"/>	REGULAR	<input checked="" type="checkbox"/>
PRESENTATION	<input type="checkbox"/>										
PUBLIC HEARING	<input type="checkbox"/>										
CONSENT	<input type="checkbox"/>										
OLD BUSINESS	<input type="checkbox"/>										
REGULAR	<input checked="" type="checkbox"/>										

**3. IS THIS ITEM BUDGETED (IF APPLICABLE)?:** Yes  No   
N/A

**4. BACKGROUND: (WHY, WHAT, WHO, WHERE, WHEN, HOW, & IDENTIFY ALL ATTACHMENTS)**

In the past, City Code Enforcement has received complaints concerning residents that keep pools and trampolines in front yards within view and access of those in the public right-of-away. The City's code of ordinances does not prohibit these types of potential hazards. Ordinance No. 960, if adopted, will define trampolines and pools located in the front yard as nuisances, thereby subjecting it to the code enforcement process. The ordinance will amend Section 9.7.1., "Definitions," to include *any trampolines or swimming pools located in the front yard of a property, which are in view from the public right-of-way and not screened or secured by a fence or wall.*

This is the first reading of Ordinance No. 960.

ATTACHMENT:

- Ordinance No. 960

**5. REQUESTED MOTION/ACTION:**

Staff recommends the City Commission approve the first reading of Ordinance No. 960, defining trampolines and pools in front yards as nuisances, and authorize staff to notice the final reading/public hearing.

ORDINANCE NO. 960

AN ORDINANCE OF THE CITY OF CALLAWAY, FLORIDA, AMENDING THE DEFINITION OF "NUISANCE" WITHIN THE "NUISANCE ABATEMENT CODE", CHAPTER 9.7 CALLAWAY CODE OF ORDINANCES, TO INCLUDE TRAMPOLINES AND SWIMMING POOLS IN FRONT YARDS; PROVIDING FOR SEVERABILITY; REPEALING ORDINANCES OR PROVISIONS IN CONFLICT HEREWITH; PROVIDING FOR AN EFFECTIVE DATE.

NOW THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF CALLAWAY, FLORIDA:

Section 1. From and after the effective date of this Ordinance, Section 9.7-1, Chapter 9.7 of the City of Callaway Code of Ordinances is amended to read as follows (deleted text ~~stricken~~, new text **bold and underlined**):

**Sec. 9.7-1. - DEFINITIONS.**

As used in this chapter the following terms shall have the meanings respectively ascribed to them in this section:

*Construction debris* means any refuse generated by a contractor, subcontractor or other person or supplier during the course of repair, addition to, or construction of any building or structure whether such activity requires a building permit or not.

*Demolition debris* means any refuse generated through the cutting or trimming of trees, bushes or shrubbery for hire, or the destruction or demolition, in whole or in part, of any structure or building, or the clearing of land by any person, whether for hire or by the owner.

*Enforcement Officer* shall mean any Code Enforcement Officer or law enforcement officer of the City of Callaway.

*Garbage* shall mean any putrescible animal and vegetable wastes resulting from the handling, storage, preparation, cooking, sale or consumption of food.

*Inspector* means that officer or employee of the City designated by the City Commission.

*Litter* means any garbage; rubbish; trash; refuse; cans; bottles; boxes; containers; paper; tobacco products; tires, appliances; mechanical equipment or part; building or construction material; tool; machinery; wood; motor vehicle or motor vehicle part; vessel; aircraft; farm machinery or equipment; sludge from a waste treatment facility; water supply treatment plant, or air pollution control facility; or substance in any form resulting from domestic, industrial, commercial, mining, agricultural, or governmental operations.

*Nuisance*: The term "nuisance" shall mean any of the following:

- (1) Any accumulation of letter, refuse, construction or demolition debris, trash, junk and other abandoned materials, metals, lumber or other things.
- (2) Any excessive accumulation of untended growth of weeds, underbrush or other dead or living plant life upon an improved lot, tract or parcel of land, in the manner that such lot, tract or parcel of land shall or may become infested or inhabited with rodents, vermin or snakes, or may become a breeding place for mosquitos, or threaten or endanger the public health and welfare, or may reasonably cause disease, or adversely affect and impair the economic welfare of the adjacent property.
- (3) Any unfit or unsafe dwelling or structure.
- (4) Any weeds which exceed one foot in height upon an improved lot, tract or parcel of land, or on an undeveloped lot, tract or parcel of land within a subdivision which has had the natural vegetation cleared.
- (5) All unnecessary or unauthorized noises and annoying vibrations, including animal noises.
- (6) All disagreeable or obnoxious odors and stenches, as well as the conditions, substances or other causes that give rise to the emission or generation of such odors and stenches.
- (7) The carcasses of animals or fowl not disposed of within a reasonable time after death.
- (8) The pollution of any public well or cistern, stream, lake, canal or body of water by sewage, dead animals, creamery, industrial wastes or other substances.

- (9) Any building, structure or other place or location where any activity which is in violation of local, state or federal law is conducted, performed or maintained.
- (10) Any accumulation of stagnant water permitted or maintained or allowed to accumulate on any lot, piece of ground, or premises, including that water confined in a swimming pool, spa or hot tub.
- (11) Dense smoke, noxious fumes, gas, soot or cinders, in unreasonable quantities.
- (12) Unsheltered storage for a period of thirty (30) days or more within the corporate limits of this city (except in licensed junkyards) of old and unused stripped junk and other automobiles not in good and safe operating condition, and of any other vehicles, machinery, implements, or equipment or personal property of any kind which is no longer safely usable for the purposes for which it was manufactured, is hereby declared to be a nuisance and a danger to public health, safety and welfare.
- (13) For the purpose of this ordinance, the term nuisance shall also include any condition or use of premises or of building exteriors which is detrimental to the property of others or which causes or tends to cause substantial diminution in the value of other property in the neighborhood in which the premises are located. This includes, but is not limited to, the keeping or depositing on or the scattering over the premises of any of the following:
- a. litter, junk, trash, or construction or demolition debris; and
  - b. abandoned, discarded, unused objects or equipment such as, but not limited to, automobiles, furniture, stoves, refrigerators, freezers, cans or containers.
- (14) Any unauthorized obstructions to or interferences with the free public use of streets, rights-of-way and public thoroughfares including, but not limited to: (1) an annoyance to the public as to render the use of the street hazardous; (2) a hindrance or prevention of free and unobstructed use for travel which renders passage through the street more difficult or which increases the danger of injury to persons or property; (3) skating, skateboarding, or cycling on structures in streets, rights-of-way and public thoroughfares.
- (15) Any building, structure or other property which contains graffiti visible from a public location.
- (16) Any trampolines or swimming pools located in the front yard of a property, which are in view from the public right-of-way and not screened or secured by a fence or wall.**
- (167) Any public nuisance known at common law or in equity jurisprudence or

as provided by the Statutes of the State of Florida or ordinances of the City of Callaway.

(178) In regard to portable storage units:

- a. Any placement or the permitting of any placement of more than one portable storage unit in the front yard of a residential premises where there is a dwelling;
- b. Any placement of more than one portable storage unit on a vacant lot in a residential area;
- c. Any continuous keeping of a portable storage unit on residential premises where there is a dwelling in excess of ten days in any 60-day period. In the event of damage to a premises caused by fire, storm, flood or declared government emergency, this period may be extended upon written approval of the city manager; or
- d. Any placement or the permitting of any placement on a residential premises of a portable storage unit exceeding eight feet in width, 20 feet in length, and nine feet in height.

*Portable storage unit* shall mean any container designed for the storage of personal property which is typically rented to owners or occupants of property for their temporary use which is delivered and removed by truck. Examples of portable storage units include, but are not limited to, moving and storage containers, road and storage trailers and steel shipping containers.

*Refuse* means leavings, dregs, rubbish, trash or waste material.

*Trash* means all grass clippings, leaves, tree limbs, old furniture, mattresses, bed springs, small debris, non-putrescible solid waste, cloth, paper, cardboard, glass and other similar materials. The term "trash" shall not include anything weighing over 1,000 pounds, items over ten feet long or any debris or items generated by a contractor, or individual through construction or demolition.

*Underbrush* means any undergrowth or brush conducive to the collection of insects and rodents.

*Unfit or unsafe dwelling or structure* means any dwellings or structure or portions thereof and accessory buildings which are structurally unsafe, unstable, or unsanitary; inadequately provided with exit facilities; constitute a fire hazard; unsuitable or improper for the use or occupancy to which they are put; constitute a hazard to health or safety because of inadequate maintenance, dilapidation, obsolescence or abandonment; dangerous to life or property of the occupant thereof or of the surrounding area; unfit for human habitation if so intended or used; or otherwise in violation of the housing, building, electrical, plumbing, mechanical, sanitation and fire codes of the city and/or county.

*Weeds* mean any plants which are useless to men or injurious to crops, grasses or flowers.

Section 2. **REPEALER.**

All ordinances in conflict or parts of ordinances in conflict herewith are repealed to the extent of such conflict.

Section 3. **SEVERABILITY.**

In the event that any portion of this Ordinance shall be determined to be unconstitutional or invalid for any reason, the remaining provision shall remain in full force and effect.

Section 4. **EFFECTIVE DATE.**

This Ordinance shall take effect upon passage.

**PASSED, APPROVED AND ADOPTED** this day of \_\_\_\_\_, 2015.

CITY OF CALLAWAY, FLORIDA

\_\_\_\_\_  
Thomas W. Abbott, Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

**City of Callaway Board of Commissioners  
Agenda Item Summary**

July 28, 2015

Resolution 15-20 – Establishing a Title VI/Nondiscrimination Policy

**1. PLACED ON AGENDA BY:**

J. Michael Fuller, City Manager

**2. AGENDA:**

PRESENTATION	<input type="checkbox"/>
PUBLIC HEARING	<input type="checkbox"/>
CONSENT	<input type="checkbox"/>
OLD BUSINESS	<input type="checkbox"/>
REGULAR	<input checked="" type="checkbox"/>

**3. IS THIS ITEM BUDGETED (IF APPLICABLE)?:** Yes  No

N/A

**4. BACKGROUND: (WHY, WHAT, WHO, WHERE, WHEN, HOW, & IDENTIFY ALL ATTACHMENTS)**

As the recipient of FDOT Local Agency Program (LAP) funding, the city must adopt a formal Title VI/Nondiscrimination Policy. The City already has equal opportunity, fair housing, and other nondiscrimination policies for other City programs and function (such as personnel matters) already established. Staff recommends that a general nondiscrimination policy covering all programs is in the best interest of the City. Specifically, it would allow the City to continue participation and receive funding from the FDOT LAP.

**ATTACHMENT:**

- Resolution 15-20
- Exhibit "A" – Title VI/Nondiscrimination Policy

**5. REQUESTED MOTION/ACTION:**

Staff recommends the City Commission approve the Resolution 15-20 adopting a formal nondiscrimination policy.

## **RESOLUTION #15-20**

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF CALLAWAY, FLORIDA ADOPTING A FORMAL NONDISCRIMINATION POLICY; REPEALING ALL RESOLUTIONS IN CONFLICT HERewith AND RECITING AN EFFECTIVE DATE.

WHEREAS, the City is required to adopt a formal nondiscrimination policy to continue participation in Florida Department of Transportation's Local Agency Program; and

WHEREAS, while the City currently enforces equal employment opportunity, fair housing and other nondiscrimination policies for various City matters, it is in the best interest of the City to adopt a nondiscrimination policy covering all programs.

NOW, THEREFORE, BE IT RESOLVED THAT:

SECTION 1. The City Commission of the City of Callaway adopts the City of Callaway Title VI / Nondiscrimination Policy, attached as Exhibit A.

SECTION 2. REPEAL. All resolutions or parts of resolutions in conflict herewith are repealed to the extent of such conflict.

SECTION 3. SEVERABILITY. If any section, subsection, sentence, clause or phrase of this resolution, including Exhibit A, is for any reason held invalid or unconstitutional by the decision of any court or regulatory body of competent jurisdiction, such decision shall not affect the validity of the remaining portions hereof.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this 28<sup>th</sup> day of July, 2015, by the CALLAWAY CITY  
COMMISSION meeting in regular session.

CITY OF CALLAWAY

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Thomas Abbott, Mayor

ATTEST:

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City Clerk



## CITY OF CALLAWAY TITLE VI/NONDISCRIMINATION POLICY

### **Policy Statement:**

The City of Callaway values diversity and welcomes input from all interested parties regardless of cultural identity, background or income level. Moreover, the City believes that the best programs and services result from careful consideration of the needs of all of its communities and when those communities are involved in the transportation decision making process. Thus, the City does not tolerate discrimination in any of its programs, services or activities. Pursuant to Title VI of the Civil Rights Act of 1964 and other federal and state authorities, the City will not exclude from participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, national origin, sex, age, disability, religion, income or family status.

### **Complaint Procedures:**

The City has established a discrimination complaint procedure and will take prompt and reasonable action to investigate and eliminate discrimination when found. Any person who believes that he or she has been subjected to discrimination based upon race, color, national origin, sex, religion, age, disability, and family or income status in any of the City's programs, services or activities may file a complaint with the City's Title VI/Nondiscrimination Coordinator:

Name: Patricia Johnson

Nondiscrimination Coordinator

Address: 6601 E. Hwy. 22, Callaway, FL 32404

Email: [pjohnson@cityofcallaway.com](mailto:pjohnson@cityofcallaway.com)

Phone: 850-871-6000

Fax: 850-871-2444

Hearing Impaired: Dial 711 for Florida Relay information

If possible, the complaint should be submitted in writing and contain the identity of the complainant; the basis for the allegations (i.e., race, color, national origin, sex, religion, age, disability, or family status); and a description of the alleged discrimination with the date of occurrence. If the complaint cannot be submitted in writing, the complainant should contact the Title VI/Nondiscrimination Coordinator for assistance.

The Title VI/Nondiscrimination Coordinator will respond to the complaint within thirty (30) calendar days and will take reasonable steps to resolve the matter. Should the City be unable to satisfactorily resolve a complaint, the City will forward the complaint, along with a record of its disposition to the appropriate District of the Florida Department of Transportation (FDOT).

The City's Title VI/Nondiscrimination Coordinator has "easy access" to the City Manager and is not required to obtain management or other approval to discuss discrimination issues with the City Manager. However, should the complainant be unable or unwilling to complain to the City,

the written complaint may be submitted directly to the Florida Department of Transportation (FDOT). FDOT will serve as a clearing house, forwarding the complaint to the appropriate state or federal agency:

Florida Department of Transportation

Equal Opportunity Office

ATTN: Title VI Complaint Processing

605 Suwannee Street MS 65

Tallahassee, FL 32399

**ADA/504 Statement:**

Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990 (ADA) and related federal and state laws and regulations forbid discrimination against those who have disabilities. Furthermore, these laws require federal aid recipients and other government entities to take affirmative steps to reasonably accommodate the disabled and ensure that their needs are equitably represented in transportation programs, services and activities.

The City will make every effort to ensure that its facilities, programs, services, and activities are accessible to those with disabilities. The City will make every effort to ensure that its advisory committees, public involvement activities and all other programs, services and activities include representation by the disabled community and disability service groups.

The City encourages the public to report any facility, program, service, or activity that appears inaccessible to those who are disabled. Furthermore, the City will provide reasonable accommodation to disabled individuals who wish to participate in public involvement events or who require special assistance to access facilities, programs, services or activities. Because providing reasonable accommodation may require outside assistance, organization or resources, the City asks that requests be made at least ten (10) calendar days prior to the need for accommodation.

Questions, concerns, comments or requests for accommodation should be made to the City's ADA Officer:

Name: City Clerk

Title VI Coordinator

Address: 6601 E. Hwy. 22, Callaway, FL 32404

Email: [lkoepke@cityofcallaway.com](mailto:lkoepke@cityofcallaway.com)

Phone: 850-215-6694

Fax: 871-2444

Hearing Impaired: Dial 711 for Florida Relay information

**Public Involvement:**

In order to plan for efficient, effective, safe, equitable and reliable transportation systems, the City must have the input of its public. The City spends extensive staff and financial resources in furtherance of this goal and strongly encourages the participation of the entire community. The City holds a number of transportation meetings, workshops, and other events designed to gather public input on project planning and construction. Further, the City attends and participates in other community events to promote its services to the public. Finally the City is constantly seeking ways of measuring the effectiveness of its public involvement.

Persons wishing to request special presentations by the City; volunteer in any of its activities or offer suggestions for improvement of City public involvement may contact:

Name: City Clerk

Title VI Coordinator

Address: 6601 E. Hwy. 22, Callaway, FL 32404

Email: lkoepke@cityofcallaway.com

Phone: 850-215-6694

Fax: 871-2444

Hearing Impaired: Dial 711 for Florida Relay information

**Data Collection:**

Federal Highway Administration regulations require federal-aid recipients to collect racial, ethnic and other similar demographic data on beneficiaries of or those affected by transportation programs, services and activities. The City accomplishes this through the use of census data, American Community Survey reports, Environmental Screening Tools (EST), driver and ridership surveys, its community development department and other methods. From time to time, the City may find it necessary to request voluntary identification of certain racial, ethnic or other data from those who participate in its public involvement events. This information assists the City with improving its targeted outreach and measures of effectiveness. Self identification of personal data to the City will always be voluntary and anonymous. Moreover the City will not release or otherwise use this data in any manner inconsistent with the federal regulations.

**Assurances:**

Every three years, or commensurate with a change in City executive leadership year, the City must certify to FHWA and FDOT that its programs, services, and activities are being conducted in a nondiscriminatory manner. These certifications are termed 'assurances' and serve two important purposes. First, they document the City's commitment to nondiscrimination and equitable service to its community. Second, they serve as a legally enforceable agreement by which the City may be held liable for breach. The public may view the annual assurance on the City's website or by visiting the City's offices.

**City of Callaway Board of Commissioners  
Agenda Item Summary**

July 28, 2015

Labor/Employment Legal Services

<p><b>1. PLACED ON AGENDA BY:</b> Commissioner Bob Pelletier, Ward III</p>	<p><b>2. AGENDA:</b>                  PRESENTATION <input type="checkbox"/>                  PUBLIC HEARING <input type="checkbox"/>                  CONSENT <input checked="" type="checkbox"/>                  OLD BUSINESS <input type="checkbox"/>                  REGULAR <input type="checkbox"/></p>
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**3. IS THIS ITEM BUDGETED (IF APPLICABLE)?:** YES  NO   
N/A

**4. BACKGROUND:** (WHY, WHAT, WHO, WHERE, WHEN, HOW, & IDENTIFY ALL ATTACHMENTS)

Currently, as the need arises, the City consults with Coppins, Monroe, Adkins & Dincman in Tallahassee, FL for human resources and employment law issues. It is recommended that the City find a local attorney/firm to provide these services to cut down on travel expenses, etc.

ATTACHMENT:

**5. REQUESTED MOTION/ACTION:**

Prepare a RFP to find local attorney to provide these types of legal services.

**City of Callaway Board of Commissioners  
Agenda Item Summary**

July 28, 2015

Establish a Policy for Residential Water Leaks and Breaks

<p><b>1. PLACED ON AGENDA BY:</b> Commissioner Melba Covey, Ward I</p>	<p><b>2. AGENDA:</b></p> <p>PRESENTATION <input type="checkbox"/></p> <p>PUBLIC HEARING <input type="checkbox"/></p> <p>CONSENT <input type="checkbox"/></p> <p>OLD BUSINESS <input type="checkbox"/></p> <p>REGULAR <input checked="" type="checkbox"/></p>
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**3. IS THIS ITEM BUDGETED (IF APPLICABLE)?:** YES  NO   
N/A

**4. BACKGROUND:** (WHY, WHAT, WHO, WHERE, WHEN, HOW, & IDENTIFY ALL ATTACHMENTS)  
Discussion on establishing a policy for residential water leaks and breaks.

ATTACHMENT:

- Inserts from the Utility Billing Manual

**5. REQUESTED MOTION/ACTION:**  
Discussion and vote to have staff draft a policy for residential leaks and breaks for the Utility Billing Manual and bring back to the Commission.

Failure to make timely payment in full on or before the 25th day of the month shall result in disconnection of utility services. In the event that the 25th day of the month falls on a day in which City Hall is closed, payment must be made on the next business day to avoid disconnection.

### TAMPERING FEES

Tampering Fees will be applied to an account in the event a meter is required to be pulled due to tampering, illegal reconnection after disconnection, or for any reason. The tampering fee is in addition to the established reconnection fee. (See fee schedule.)

### PAYMENT PLAN

The City offers a "payment plan" to utility customers with excessive utility bills due to leaks or other unknown reasons. Payment plans will be available once in a twelve month period for a same customer at the same location.

In order to qualify for the payment plan option, the following conditions must be met:

1. The occupied location must have been connected to water and/or sewer services for a minimum of twelve months in the account of the same customer. A resident must be living at the location or a commercial use must be active at the location and have the proper licensing.
2. The excessive utility bill must be more than two (2) times the customer's average consumption for the last twelve months of use.
3. The account shall be reviewed to obtain the average monthly bill for the last twelve months of service, exclusive of the highest month (11 months average). The amount of the utility bill which exceeds this 11 month average shall be divided into three equal payments which shall be due by the 15th of each month.
4. The payment plan will be cancelled if payment is not received by the due date and the total amount remaining on the account becomes immediately due, in full. Services are then subject to the regular disconnection deadline.
5. No interest will be added to the monthly payments.
6. All payment plan options must be requested by the customer in writing and approved in writing by the Utility Billing Supervisor.
7. In extreme cases where the bill is excessively more than two times the customer's average consumption or in other cases of extreme hardship, the payment plan may be extended for a period not to exceed 12 months. Such extended option must be approved in writing by the **both** the Utility Billing Supervisor and the Department Head.

## SEWER BILL ADJUSTMENTS

Customers are eligible for an adjustment to the sewer portion of their bill provided that documented proof is provided to show that a water use or loss did not escape into the sewer systems. Proper documentation may include: statement of pool filling showing before and after meter readings; City employee verification of leak and/or work done to repair leak; or an invoice from a licensed professional indicating that repairs were made and describing the specific location of the leak.

The sewer adjustment for a leak which did not allow water to escape into the sewer system will be equal to the amount charged for the volume of water gallons which exceed the average of the customer's monthly consumption for six months prior to the evidenced leak.

## ADJUSTMENTS FOR METER ERRORS OR BILLING ERRORS

If a customer receives a bill which they deem to be excessive and there is no leak found in their system, they may request a test of the water meter. A replacement meter is installed when a meter is removed for testing. The removed meter will be tested in accordance with guidelines established by the American Water Works Association (AWWA). If the meter meets AWWA accuracy standards, the customer must pay the testing cost in addition to their monthly service bill along with related penalties. For this reason, meter tests must be requested in writing.

If the tested meter does not meet the accuracy standards, the customer will receive an adjustment on their most recent monthly bill which is equal to the excess amount above their average consumption for the last twelve months of service, exclusive of the highest month (11 month average). Late payment penalties will be waived for the month to which the adjustment applies.

No adjustment will be made on bills not contested within thirty (30) days from the billing date.

If a billing error is discovered which resulted from an incorrect meter reading, incorrect application of the fee schedule, or similar reason for which the customer exhibited no intentional non-compliance and it caused an overcharge or undercharge, a billing error adjustment for the current month will be immediately posted to the customer's account, with no retro-active adjustment being applied. If, however, the error resulted in an undercharge based upon a customer's intentional non-compliance, the undercharge amount billed to the customer shall be calculated for a period not exceeding 48 months or the length of time the customer's account has been active, whichever is less. For purposes of this section, intentional non-compliance shall include, among other examples, the instances in which a customer knowingly received services and was not billed for those services.

## EXCESSIVE USE ADJUSTMENT

The City offers a "once in twenty years" adjustment to utility customers with excessive utility bills due to leaks or other unknown reasons.

If this once in twenty-year adjustment is obtained or attempted to be obtained under false or fraudulent pretenses, the person obtaining or attempting to obtain the adjustment shall be prosecuted to the full extent allowable under the law.

The following criteria must be met for a once in a twenty year period utility bill adjustment for excessive use:

1. The occupied location must have been connected to water and/or sewer services for a minimum of twelve months in the name of the same customer. A resident must be living at the location or a commercial use must be active at the location and have the proper licensing.
2. The excessive utility bill must be more than three (3) times the customer's average consumption for the last twelve months of use.
3. If the utility bill is more than three times the customer's average for the last twelve months of use, the bill will be adjusted down to equal the average monthly bill for the last twelve months of service, exclusive of the highest month (11 months average).
4. The utility bill, which is adjusted by virtue of this policy, must be paid in full with no extended payment arrangements. If not paid by the following billing cycle, the amount due will be reinstated back to the actual amount before adjustment and such amount will be subject to regular collection procedures and legal remedies.
5. This adjustment will be available once in a twenty year period for a same customer at the same location.
6. If there are utility bills with excessive usage for more than one (1) month, the customer may only request relief for one such month.
7. All adjustments granted by this policy must be requested by the customer in writing and approved in writing by **both** the Utility Billing Supervisor and Department Head.

#### **DISHONORED CHECK, DRAFT OR OTHER ORDER FOR PAYMENT**

Dishonored checks, drafts, or other orders for payment must be paid by the utility customer in cash, money order, or other certified funds.

A service fee shall be imposed for the collection of each dishonored check, draft, or other order for payment. This fee is for expenses incurred in processing and collection of such dishonored instruments of payment. (See fee schedule.) However, if a utility customer comes in and pays his account in cash, money order, or other certified funds prior to the City receiving the dishonored check, the City will waive the related fees provided the utility customer has not had a returned check within the past 12 months.

Upon receipt of the first dishonored check on an account, a notice will be placed on the customer's door to notify them that failure to pay the amount of the returned check and all fees associated in cash or certified funds within two business days will result in disconnection