



# 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

## **REGULAR MEETING**

**CITY OF CALLAWAY BOARD OF COMMISSIONERS**

**TUESDAY, AUGUST 25, 2015 – 6:00 P.M.**

**CALLAWAY ARTS & CONFERENCE CENTER**

**500 CALLAWAY PARK WAY**

**CALLAWAY, FL 32404**

## **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**

- Proclamation Constitution Week – Daughters of the American Revolution
- Presentation Employee of the Month – Winnie Williams
- Presentation Bay Economic Development Alliance – Becca Hardin, Ex. Director
- Presentation Insurance – Scott Clemons, Clemons & Co.
- Presentation Code Enforcement Board – Joseph Volpi, Chairman
- Presentation Bay County Sheriff's Office – Lt. Michael Branning

### **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**

- June 22, 2015 Regular Workshop
- July 21, 2015 Budget Workshop
- July 28, 2015 Regular Meeting
- August 11, 2015 Salary & Wage Workshop

### **CONSENT AGENDA**

**Item #1** Budget Transfers

**Item #2** Financial Update – “Budget-in-Brief”

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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**PUBLIC HEARING(S)**

**Item #3** Ordinance No. 960 – Amending the Code of Ordinances Restricting Pools, Trampolines

**OLD BUSINESS**

**Item #4** Salary & Wage Schedule

**REGULAR AGENDA**

**Item #5** Bay County Sheriff Law Enforcement Service Agreement – City Manager Fuller

**Item #6** Commissioner Covey – FY2014 Audit Findings

**Item #7** Commissioner Pelletier – Fuel Reports & Usage

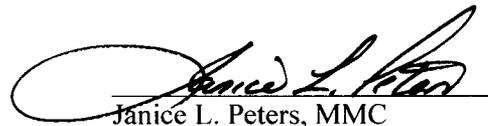
**COMMISSION COMMENTS**

**ANNOUNCEMENTS**

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

- August 26, 2015 6:00 P.M. Budget Workshop
- August 27, 2015 6:00 P.M. Code Enforcement Board Meeting
- Sept. 7, 2015 CLOSED Labor Day Holiday
- Sept. 10, 2015 5:00 P.M. 1<sup>st</sup> Budget Hearing
- Sept. 21, 2015 6:00 P.M. Commission Workshop
- Sept. 22, 2015 5:00 P.M. Final Budget Hearing
- Sept. 22, 2015 6:00 P.M. Regular Commission Meeting
- Sept. 24, 2015 6:00 P.M. Code Enforcement Board Meeting

**ADJOURNMENT**



Janice L. Peters, MMC  
City Clerk

**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.

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.

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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**CITY OF CALLAWAY  
BOARD OF COMMISSIONERS  
AGENDA ITEM SUMMARY**

DATE: AUGUST 25, 2015

ITEM: PROCLAMATION FOR CONSTITUTION WEEK

**1. PLACED ON AGENDA BY:**

Mayor Thomas Abbott

**2. AGENDA:**

PRESENTATION	<input checked="" type="checkbox"/>
PUBLIC HEARING	<input type="checkbox"/>
CONSENT	<input 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)**

Each year the President, per Public Law 915, issues a proclamation designating September 17<sup>th</sup> – 23<sup>rd</sup> as Constitution Week recognizing the anniversary of the signing of the Constitution. The Daughters of the American Revolution annually requests the City of Callaway to issue a proclamation bringing awareness to this monumental event in history.

**ATTACHMENT:**

- CITY PROCLAMATION

**5. REQUESTED MOTION/ACTION:**

Staff recommends the Commission issue the proclamation designating the week of September 17 – 23, 2015 as Constitution Week.

**City of Callaway**  
**Proclamation**

**Whereas**, September 17, 2015, marks the two hundred and twenty-eighth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

**Whereas**, it is fitting and proper to officially recognize this magnificent document and the anniversary of its creation, as well as the patriotic celebrations which will commemorate the occasion; and

**Whereas**, the anniversary of the signing of the Constitution provides an opportunity for all Americans to realize the achievements of the framers of the Constitution and the rights, privileges, and responsibilities it secured; and

**Whereas**, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17<sup>th</sup> through September 23<sup>rd</sup> as Constitution Week.

**Now, Therefore, I**, Thomas W. Abbott, Mayor of the City of Callaway, Florida, do hereby proclaim September 17-23, 2015, to be

**“Constitution Week”**

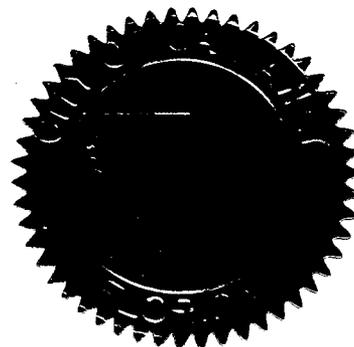
and urge all citizens, schools, churches, businesses, and civic, scientific, social and fraternal organizations to reaffirm the ideals the framers of the Constitution had in 1787.

**In Witness Whereof**, I have hereunto set my hand and caused the Official Seal of the City of Callaway, Florida to be affixed this 25<sup>th</sup> day of August, 2015.

**City of Callaway, Florida**

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

Attested: \_\_\_\_\_  
Janice L. Peters, City Clerk





# Employee of the Month

July 2015

Presented to

Winnie Williams

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

*Thomas W. Abbott*  
Mayor

*W. O. A.*  
City Manager

**CITY OF CALLAWAY  
BOARD OF COMMISSIONERS  
REGULAR WORKSHOP MINUTES  
JUNE 22, 2015 – 6:00 P.M.**

The Callaway Commission met in Workshop session with Thomas Abbott, Mayor and Commissioners Melba Covey, Pam Henderson, Bob Pelletier and Ralph Hollister. Thomas Abbott, Mayor was absent. Also present was J. Michael Fuller, City Manager; Kevin Obos, City Attorney; Sandra Hirth, City Clerk; Tim Legare, Leisure Services Director and Oscar Martinez, Interim Public Works Director.

The meeting was called to order by Mayor Abbott, followed by an invocation and the Pledge of Allegiance. He asked that everyone speak into their microphone and those with cell phones please turn them off.

**Veteran's Preference for Job Applications**

Mayor Abbott advised there was an add-on, which was for Veterans preference for job applications.

**Motion:**

Motion was made by Commissioner Henderson and seconded by Commissioner Pelletier to add the item as number 18 to the agenda. Motion carried unanimously.

Mayor Abbott advised there were several requests to speak on non-agenda items and those needed to be addressed the following night at the beginning of the regular Commission meeting. Commissioner Covey felt they should be allowed to speak. City Attorney Obos advised the Resolution states that individuals could speak at Workshop meetings after each item on the Agenda if they wish to speak about those items listed.

**CONSENT AGENDA**

**Budget Transfer – Fire Department A/C Repair**

Commissioner Covey asked how old the system is and much money had been expended on this system for repairs. Chief Joyner stated it has been there since 2009 when the Fire Department moved in and approximately \$13,000 has been spent on repairs. In response to Commissioner Pelletier's question regarding the warranty, Chief Joyner indicated the \$5,000 being requested is for the core, which was not covered by the warranty. Chief Joyner stated it is a Daikin system and the repair person indicated the money is well spent as they are very expensive to replace. Commissioner Covey felt it may be better to replace the unit. City Manager Fuller advised this was an emergency situation as there was no air conditioning in the building, indicating comparisons for replacements can be made.

**Budget Revision – Sewer Fund to Water Fund**

No discussion.

**Budget Transfer – Water Department**

No discussion.

**Budget Transfer – Street Department**

Commissioner Covey asked why this work is being contracted out when the Commission voted to buy a lift. Interim Public Works Director Martinez advised it is ordered via the state contract months ago and is due in August. Commissioner Henderson asked why the requested amount

was for \$3,000 and the estimate was for a little over \$2,000. Interim Director Martinez stated it was in case other issues arose in this area.

#### **Code Enforcement Board Application Bid Award – Veterans Park Fence Replacement**

Commissioner Henderson asked if this item has been budgeted. City Manager Fuller stated it was budgeted and they recently received bids on the item. He also indicated it would be partially funded by the CRA. Commissioner Pelletier asked which bid was accepted. City Manager Fuller advised it was awarded to the lowest bidder and will replace the old wooden fence and there may be some landscaping done as well.

#### **Audit Engagement Letter – Warren Averett**

Commissioner Covey asked for a copy of the last engagement letter for comparison. Mayor Abbott asked City Attorney Obos if he had reviewed the item, who said he does review and they are typically the same. City Manager Fuller advised he will provide a copy of the previous letter to Commissioner Covey prior to tomorrow's Commission meeting.

Citizen John Malone asked if this was for the upcoming audit, which Commissioner Henderson confirmed.

Commissioner Covey asked if we are any closer to getting the financials caught up. City Manager Fuller advised the status is the same as last week. They are caught up through December.

#### **Professional Planning Services Agreements**

Commissioner Hollister asked where Kimley Horn was located. City Manager Fuller stated they are located in Tallahassee but have offices all over the state.

#### **Financial Update**

Commissioner Pelletier asked if Springbrook had a module available for this. City Manager Fuller stated they do but the costs need to be worked out. Commissioner Pelletier expressed concern about the status of the general ledger backlog.

#### **OLD BUSINESS**

#### **Budget Revision – IT Equipment and Service – City Manager Fuller**

Commissioner Henderson expressed concern about this item that we are now paying \$3,200 per month for IT instead of the \$1,900 a month that was approved. City Manager Fuller reviewed, advising because the city had no licensing that had to be addressed. Commissioner Pelletier apologized that he had missed the second invoice in the packet that addressed the Cloud, etc. It was relayed that for the city to have purchased its own service would have been at a cost of \$50-60,000 every 4-5 years. Going this route no additional hardware will have to be purchased.

City Manager Fuller still felt this to be the best option of staying with OnSystems, Inc. Commissioner Covey agreed. Commissioner Henderson advised in the future to do an RFP and have interested vendors present to represent their products. Commission concurred.

## REGULAR AGENDA

### **Discussion on Highway 2297 Utility Line(s) – Commissioner Covey**

Commissioner Covey expressed concern for the City having to pay \$300,000 to move the lines in question and asked if there were other funding sources. It was her understanding that Mr. D'Isernia assisted in getting the funding to help his business. She thought it would be a good idea to meet with him and also to have Representative Trumbull to come help the City with funding.

City Manager Fuller advised he reached out to Water Management but they had no available funds. Commissioner Covey suggested looking for every available dollar and to exhaust every effort in finding it. Mayor Abbott urged all to work on this.

### **Amending the Salary & Wage Schedule – City Manager Fuller**

Commissioner Pelletier asked for a comparison of current salaries, what was done last year, and what is being proposed. City Manager Fuller advised this is to update pay brackets for the Firefighter positions along with the names of other positions. He stated that when the Commission last year voted to raise the pay for entry level Firefighters to \$10.25 it boosted their minimum salary range higher than the Driver/Engineer range. Fire Chief Joyner noted this proposal would boost the bracket range for the entire Fire Department, but not raise the salaries except for one Lieutenant.

Commissioner Covey requested comparisons of descriptions with salary ranges for all the positions where job titles are being changed, as well as more time to research the issue.

Commissioner Pelletier asked if the organizational chart would change. City Manager Fuller advised there would be one change. Cash receipts and purchasing would be moved from the City Clerk to the Director of Finance as these are financial in nature.

### PUBLIC PARTICIPATION

Jean Champoux, Callaway, FL agreed with Commissioner Covey that there needs to be a more in-depth study on this and the item should be tabled pending further research.

### **Assistance to Firefighters Sub-grant Agreement – City Manager Fuller**

Commissioner Covey asked what the amount of money the City would have to contribute. City Manager Fuller advised 10%, which would be \$5217.25 of the \$52,172.60. This will provide the Fire Department with a new P25 radio system to be operational in 2017.

### **Senior Citizen utility Discount – Amending Application Requirements – City Manager Fuller**

City Manager Fuller advised senior citizens receive a discount currently from the City if they provide the income information and meet the qualifications for the discount. Commissioner Covey thought some people were not reporting all funds they receive, like inheritance money. Mayor Abbott noted that while it does contribute to being customer friendly there should be accountability in order to minimize fraud. Commissioner Pelletier asked how many citizens currently receive the discount. City Manager Fuller will provide this information at tomorrow's Commission meeting. Council consensus was to continue to send the reminder cards to those receiving the discount.

### **Solid Waste Services Schedule – Holidays – City Manager Fuller**

The issue of the pickup schedule of debris on holidays was discussed. City Manager Fuller advised they now have Zone 5, west of Tyndall Parkway, where debris is picked up that had not been picked up on a holiday or for whatever other reason, such as a truck being down.

Commissioner Pelletier suggested changing the policy to read that debris scheduled to be picked up on a holiday will be retrieved the next week. Commission agreed and the City Manager will take care of it.

#### **Discussion of a Yard of the Month Program – Commissioner Henderson**

In an effort to encourage citizens to improve their property it was suggested a Yard of the Month program be considered. Citizens could be nominated and those chosen could be given a certificate at a Commission meeting with a sign for the yard for that month and recognition on the sign at City Hall. Upon further discussion it was decided the process should be simple.

#### PUBLIC PARTICIPATION

Dolly Andrew, 5104 Collins St. indicated there was a program like this 30 years ago and it didn't last long and most of the winners were people who could afford commercial assistance with their yard.

Wayne McLeod, Beulah Avenue said the Garden Club of Panama City came up with this idea years ago and suggested the Code Enforcement Board could possibly head this up. He felt this would be a good opportunity to promote the community.

Commission consensus was to explore the idea further.

#### **Park Dedication/Name of Veterans Park – City Manager Fuller**

Commissioner Covey asked if the family of Mr. Hodges had provided any funds to have it named after him. She wasn't sure of how the naming came about.

#### PUBLIC PARTICIPATION

Brigid Johnson, 7509 Melody Lane advised Mr. Hodges was killed in a plane crash while stationed at Hurlburt Field along with all who were on the plane. She indicated the family still lives in Callaway.

Multiple Commissioners, as well as Mayor Abbott, indicated they had received many calls from veterans who are opposed to the renaming of the park. City Manager Fuller pointed out that the City owns other properties and recommended possible brick pavers to commemorate Mr. Thompson at one of these sites. Mayor Abbott said he would like something done at Veterans Park and liked the brick pavers idea. A possible wall was discussed.

#### PUBLIC PARTICIPATION

George Smith, 8009 Hwy. 22 was not in favor of renaming the park, advising that over 8,000 veterans live in Callaway.

Bill Brown, 6023 Howard Road was in favor of renaming the park to Robert C. Thompson Park as he had done many things in support of Veterans.

Ken Meer, 1535 S. Kimbrell Avenue was against renaming the park.

Reeda Thompson, the wife of Robert Thompson, gave a brief history of Mr. Thompson's service and did not care if the Commission never does anything about renaming the park. She expressed displeasure at the state of the park.

## **Veterans Preference – Determination of Job Applications**

Commissioner Covey didn't feel interviews should be granted based on a person's veteran status, but on their qualifications. Mayor Abbott felt the statement "Are you claiming Veteran's Preference?" should be on the applications. City Attorney Obos advised there is a state law that says if you have a point system Veterans would get extra points. If no point system is used, Veterans should be given some special consideration throughout the hiring process. Discussion continued of the scoring of candidates.

City Manager Fuller advised the recommended statement can be added to the application.

### **PUBLIC PARTICIPATION**

Shelly McKinney, 1424 East Park Road reviewed the hiring practices of the state regarding Veteran's Preference and asked if there is a limit of how many times one can claim preference with the city. City Attorney Obos advised there is a very small reference in the statute and as long as they have their DD-214 they can claim the preference. Mayor Abbott asked for further research on the item.

Brigid Johnson, 7509 Melody Lane advised she was present at the interviews and commented on the application of the young man in question, noting he is medically retired.

George Smith, 8009 Hwy. 22 thought preference was only given in a dead heat, when you're down to two equally qualified candidates and one is claiming the preference and one is not.

### **ADJOURNMENT**

There being no further business, motion was made by Commissioner Covey and seconded by Commissioner Henderson to adjourn the meeting at 7:15 P.M. Motion carried unanimously.

\_\_\_\_\_  
Sandra B. Hirth, City Clerk

# CALLAWAY BOARD OF COMMISSIONERS WORKSHOP MEETING

July 21, 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 Hollister led the Pledge of Allegiance.

ROLL CALL: Commissioner Henderson, Commissioner Hollister, Mayor Abbott

ALSO PRESENT: City Manager Fuller, Finance Director Waldrip, Public Works Director Noble, Chief Joyner, Zoning & Code Enforcement Officer Frye, Acting Leisure Services Director Majdan, and Assistant to the City Manager Koepke

ABSENT: Commissioner Covey, Commissioner Pelletier

## AGENDA

### ITEM #1 FY16 Budget – Proposed Draft

City Manager Fuller introduce the new Public Works Director, Trevor Noble and pointing out updates that were incorporated into this second draft budget after Commission direction from the first workshop. He went on to state that the general fund would still be in the 17% parameters set by the Commission, IT is being budgeted as a separate department, new phone, internet and fax lines are being proposed, and pay increases were not shown in this draft. Mayor Abbott suggested if CM Fuller is going to proposed raises, he would like to see that reflected in the budget, while Commissioner Henderson stated she would like to see options on raises and health insurance and also suggested removing the “FY2013 Actual” column and adding a “FY2015 Actual” column would be more helpful. CM Fuller continued with a brief summary of each department, staffing needs, water meter installation and utility lines that will need to be moved at Cooks Bayou. He also explained he will be meeting with Sheriff McKeithen on the Law Enforcement budget and the County Manager concerning the county housing an ambulance at the Public Safety Building.

At the conclusion of the presentation, the Commission gave City Manager Fuller a list of concerns they wanted addressed or added to the budget:

- a) Enough funding in the Paving budget for paving and how far down the list of roads does staff propose to do for FY16 (page 28),
- b) Show the savings of hiring an Arts & Conference Manager rather than using a temporary agency and what is the annual cost for the temporary agency,
- c) Confirm the amount in the Lift Station Upgrades budget is adequate for lift station upgrades and possible funding for AWT lift station (page 45),
- d) Update on manhole replacement and have this reflected in the budget,

**CALLAWAY BOARD OF COMMISSIONERS WORKSHOP MEETING**

**July 21, 2015**

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

- e) Confirm numbers in the City Manager budget for “Travel & Per Diem” is adequate for the City Manager (page 17),
- f) In the General Fund for “Concession Rent” there is no amount shown (page 15),
- g) Questioned the “Education” for City Clerk training (page 20),
- h) Look at paying the bond off for the Public Safety Building.

**PUBLIC PARTICIPATION**

Mr. John J. Malone, 707 Plantation Circle, Callaway, FL, agreed with Commissioner Hollister with paying the bond loan off.

There being no further business Commissioner Hollister moved to adjourn the meeting at 7:50 P.M.

Lisa Koepke, Assistant to the City Manager

## CALLAWAY BOARD OF COMMISSIONERS REGULAR MEETING

July 28, 2015

TIME: 6:00 P.M.

The Regular Meeting of the City of Callaway Board of Commissioners was called to order by Mayor Abbott at 6:00 P.M. Commissioner Pelletier gave the Invocation and Commissioner Hollister led the Pledge of Allegiance.

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

ALSO PRESENT: City Manager Fuller, City Attorney Obos, Leisure Services Director Legare, Fire Chief Joyner, Public Works Director Noble, Finance Director Waldrip, Assistant to the City Manager Koepke, Records Clerk Hopkins

### MAYOR'S INSTRUCTIONS

Mayor Abbot asked if there were any additions or deletions from the Agenda. Commissioner Covey asked that Item #18 be pulled and City Manager Fuller asked that Item #12 be pulled from the Agenda.

### PRESENTATIONS/ PROCLAMATIONS

#### Certificate of Appreciation –

Mr. Ronald J. Puckett - 20 year service plaque

#### Employee of the Month for June -

The Commission presented Mr. Dave Kuban with the Employee of the Month for June.

#### Callaway Youth Baseball – Presentation

Mike Chapman 7563 Whisperwood Dr., Callaway, FL

Mr. Chapman said he is the retiring President for the Youth Baseball. He explained how and what the program involves. He presented a Youth Baseball Team framed picture to Leisure Services Director Legare. Commissioner Covey thanked him and said thank you so much for the fine work you do. Mayor Abbott thanked him as well.

#### Code Enforcement Board – Presentation

Chairman Joseph Volpi spoke about the cases for the month of June. He said there was a total of 7 cases and had the following information:

104 Herschel Ct. - The violation was corrected and the violation is in compliance at this time.

6509 Boatrace Rd. – This case has been closed.

5621 Howard Rd. – Improvements have been made and the property owners have been notified.

240 S. Berthe Ave. – Property is still not in compliance and fines are accumulated.

6404 Lance St. - Property is still not in compliance and fines are accumulated.

1117 S. Tyndall Pkwy. – The recommendation was for the property owner to come before the Board and show compliance for the tasks achieved. Mayor Abbott asked if there was a date set for when the

property owner would be back, Chairman Volpi said it has been set for the next Code Enforcement Board Meeting.

276 N. Tyndall Pkwy. - The case was in compliance and has recently been closed.

### **Bay County Sheriff's Office –**

Lieutenant Harris was present to inform the Commission of the statistics for the month of June.

Miles Patrolled -	17,969	Traffic Stops -	86
Calls for Service -	1,100	Traffic Citations -	55
Arrests Made -	59	Traffic Accidents -	48

Commissioner Covey asked how many burglaries had occurred and asked if the Commission can get that information. He said he would let Lt. Branning know and he could get that information.

### **Fire Department – Presentation**

The Callaway Fire Department gave a presentation which included a slideshow of the job responsibilities of a Fire Fighter, Engineer, and a Lieutenant. They also discussed salary and wages within their department.

### **PUBLIC PARTICIPATION**

Dolly Andrew 5104 Collins St., Callaway, FL - Ms. Andrew said she was in City Hall to have the name changed on her water meter. She said there were no other customers in the lobby at the time she came in. She stated that the lady at the first window didn't look up or acknowledge her, the lady at the second window she said did the same, and then the lady at the third window on the left asked "Can I help you?" She said later she found that her name was Winnie. She stated that she has brought this up in the past about the customer service. She wanted the Commission to know because she said we need to look into training and/ or retraining to become more professional. Mayor Abbott asked if she could please let City Manager Fuller know as soon as this happens, and if it ever happens again so it can be addressed sooner.

John J. Malone 707 Plantation Cir, Callaway, FL - Mr. Malone began with the background of his health and its status now, and then went on to say his comments about the agenda. He asked if the Commission recognized the table of organization. He said that the complaints that are being made are not being recognized. Also he gave a copy of an ordinance to City Manager Fuller. CM Fuller stated that he has copies of the ordinance if anyone would like a copy.

### **APPROVAL OF MINUTES**

**Mayor Abbott entertained a motion to approve June 16, 2015 Workshop Meeting Minutes, June 20, 2015 Special Meeting Minutes, and July 9, 2015 Special Meeting Minutes. Commissioner Henderson made a motion to approve and Commissioner Pelletier seconded the motion.**

**Roll Call Vote:**  
**Commissioner Covey – Aye**  
**Commissioner Henderson – Aye**  
**Commissioner Pelletier – Aye**  
**Commissioner Hollister – Aye**  
**Mayor Abbott – Aye**

All Ayes

**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 TRANSFER – 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**

**Commissioner Pelletier made a motion to approve the Consent Agenda Items. Commissioner Henderson seconded the motion.**

**Roll Call Vote:**  
**Commissioner Covey – Aye**  
**Commissioner Henderson – Aye**  
**Commissioner Pelletier – Aye**  
**Commissioner Hollister – Aye**  
**Mayor Abbott – Aye**

All Ayes

**OLD BUSINESS**

**ITEM #11 AUDIT ENGAGEMENT LETTER – WARREN AVERETT**

Mayor Abbot asked if there was anything to discuss about this Item. City Manager Fuller said he wanted to ask the Commission to approve the 3<sup>rd</sup> year audit engagement letter for Warren Averett of the 3 year agreement with the City.

**Commissioner Henderson made a motion to approve the 3<sup>rd</sup> year Audit Engagement Letter. Commissioner Pelletier seconded the motion.**

**Roll Call Vote:**

**Commissioner Covey – Aye  
Commissioner Henderson – Aye  
Commissioner Pelletier – Aye  
Commissioner Hollister – Aye  
Mayor Abbott – Aye**

**All Ayes**

**ITEM #12 AMENDING THE SALARY & WAGE SCHEDULE**

City Manager Fuller requested this Item to be pulled.

**REGULAR AGENDA**

**ITEM #13 RESOLUTION 15-19 – ADOPT THE UPDATED BAY COUNTY MITIGATION STRATEGY**

City Attorney Obos read Resolution 15-19 by title only.

**Commissioner Covey made a motion to approve Resolution 15-19 – Adopt the Updated Bay County Mitigation Strategy. Commissioner Henderson seconded the motion.**

**Roll Call Vote:**

**Commissioner Covey – Aye  
Commissioner Henderson – Aye  
Commissioner Pelletier – Aye  
Commissioner Hollister – Aye  
Mayor Abbott – Aye**

**All Ayes**

**ITEM #14 CERTIFY MAXIMUM MILLAGE RATE**

Mayor Abbott started the discussion with setting the dates for the Budget Hearings, after discussion with the Commission and City Manager Fuller the dates will be:

1<sup>st</sup> Budget Hearing - September 10, 2015 @ 6:00 P.M.

2<sup>nd</sup> Budget Hearing - September 22, 2015 @ 6:00 P.M.

Commissioner Pelletier requested that they do the vote separate.

**Commissioner Henderson moved to approve the Maximum Millage Rate of 3.2045 and Commissioner Covey seconded the motion.**

**Roll Call Vote:**

**Commissioner Covey – Aye**

**Commissioner Henderson – Aye**

**Commissioner Pelletier – Nay**

**Commissioner Hollister – Aye**

**Mayor Abbott – Aye**

**Mayor Abbott entertained the motion to set the Hearing dates for 1<sup>st</sup> Budget Hearing September 10, 2015 at 6:00 P.M. and the 2<sup>nd</sup> Budget Hearing September 22, 2015 at 6:00P.M. Commissioner Hollister made a motion to approve, and Commissioner Henderson seconded the motion.**

**Roll Call Vote:**

**Commissioner Covey – Aye**

**Commissioner Henderson – Aye**

**Commissioner Pelletier – Aye**

**Commissioner Hollister – Aye**

**Mayor Abbott – Aye**

**All Ayes**

**ITEM #15 ORDINANCE No. 960 – FIRST READING – AMEND CODE OF ORDINANCES: RESTRICTING POOLS, TRAMPOLINES, ETC. IN FRONT YARDS**

City Attorney Obos read Ordinance No. 960 – First Reading – Amend Code of Ordinances: Restricting Pools, Trampolines, Etc. in front yards by title only.

**Commissioner Pelletier made a motion to approve Ordinance No. 960 – First Reading – Amend Code of Ordinances: Restricting Pools, Trampolines, etc. in front yards, and Commissioner Covey seconded the motion.**

**Roll Call Vote:**

**Commissioner Covey – Aye  
Commissioner Henderson – Aye  
Commissioner Pelletier – Aye  
Commissioner Hollister – Aye  
Mayor Abbott – Aye**

**All Ayes**

**ITEM #16 RESOLUTION 15-20 – ESTABLISHING A TITLE VI NONDISCRIMINATION POLICY**

City Attorney Obos read Resolution 15-20 by title only.

**Mayor Abbott entertained the motion. Commissioner Henderson made a motion to approve Resolution 15-20 – Establishing a Title VI Nondiscrimination Policy and Commissioner Covey seconded the motion.**

**Roll Call Vote:**

**Commissioner Covey – Aye  
Commissioner Henderson – Aye  
Commissioner Pelletier – Aye  
Commissioner Hollister – Aye  
Mayor Abbott – Aye**

**All Ayes**

**ITEM #17 LABOR/EMPLOYMENT LEGAL SERVICES**

Commissioner Pelletier said after discussing this last night, and after briefly discussing this over the past year he did not think that it was cost effective to use an attorney in Tallahassee when we already have one.

**Commissioner Pelletier made a motion to obtain the services of City Attorney Obos' law firm to represent the City on all HR Management. Commissioner Covey seconded the motion.**

**Roll Call Vote:**

**Commissioner Covey – Aye  
Commissioner Henderson – Aye  
Commissioner Pelletier – Aye**

**Commissioner Hollister – Aye**  
**Mayor Abbott – Aye**

All Ayes

**ITEM #18 ESTABLISH A POLICY FOR RESIDENTIAL WATER LEAKS AND BREAKS**

Commissioner Covey requested this Item to be pulled.

**COMMISSION COMMENTS**

Commissioner Pelletier - said a couple of months ago he did some work for CM Fuller about doing the time clocks for the entire City. CM Fuller said we would like to do this; ideally everything as far as payroll would be loaded into Springbrook automatically. CM Fuller also stated that we had a discussion about updating Springbrook at last night's Workshop Meeting. CM Fuller said we would be getting with Springbrook to identify the costs. Commissioner Pelletier asked CM Fuller if Springbrook has time clocks, CM Fuller said he doesn't think that they do but they have software that employees can use to clock in and out.

Mayor Abbott – said he has been contacted three times within the last month about the rentals at the Arts & Conference Center and the fees and when this needs to be paid. Mayor Abbott said that he asked Leisure Services Director Legare if he could verify the fee and how far in advance does it need to be paid. Director Legare said that at one time it was handled at two different locations, now everything is done through the Leisure Service Department. He said we require a deposit and a rental fee. Director Legare explained how to rent the City facilities.

Commissioner Henderson – said first she wanted to let everyone know she has been selected Vice Chair of the TPO. She said the second thing she would like to add is she asked if we have ever went by Robert's Rules of Order. Commissioner Henderson said if we have not she would like to make a motion to adopt it. City Attorney Obos said the City has sections of Robert's rules in an ordinance but didn't suggest adopting the entire book. She said that now that we have Alice Bennett coming in on Mondays to help Finance Director Waldrip she would like to get a report of her progress on Tuesdays. CM Fuller said that we can send you the report. Commissioner Henderson also thanked Code Enforcement Frye and Poole for the great work they are doing. She said she had a lady call her from Lilly St. that had some issues and she wanted to thank them, and that the neighborhood is looking better. She said last thing she wanted to discuss is the AWT issue, she said she understands that we don't get a lot of information from that but the mediation started a year ago. She asked when we are going to come to some kind of resolution. Commissioner Henderson said she thinks it has not gotten any better. City Attorney Obos said we are working on getting this resolved and that he has had conversation with the mediator.

Commissioner Covey – said she wanted to know if anything was done with Springbrook Skype? CM Fuller said that he has sent emails and that he will follow up with them, Commissioner Covey asked if any adjustments have been made for our WOW bill, CM Fuller said no that had not been done; Commissioner Covey stated she will call them. She asked if the City has looked at hiring the interns

for City Hall, CM Fuller said we have made progress by hiring Alice to help out with the Finance Department. She said it could save us some money. Commissioner Covey stated that we are making progress on the 7<sup>th</sup> St. sidewalk project. She asked if there has been anything done for the skirting of the mobile homes. She asked what the time limit on this is, will this be a 30 day or a 60 day. CM Fuller said we are working on this and that there are certain things that can be violations through Code Enforcement. Commissioner Covey asked if there is going to be a reminder notification sent out; CM Fuller said we will send out and contact them. She said she wanted to congratulate Commissioner Henderson on her Vice Chair with the TPO. She also said she wanted to compliment Commissioner Henderson as Mayor Pro Tempore that she has run the meetings twice and they have been run efficiently and kindly and wanted to tell her what a great job she has done on that. Also she said that at City Clerk Hirth's Retirement party she was able to go around and speak with a lot of different employees and she said she got the most compliments from our Public Works department, so she wanted to thank them for having a great group of employees. Commissioner Covey stated that she wanted to thank Records Clerk Hopkins for the great job she has done, the minutes that she has done are great and she also wanted to thank the Assistant to the City Manager Koepke for stepping in and helping it run smoothly.

City Manager Fuller – said he was going to start advertising the Historical Society's meetings in our Newsletter for third Sunday of every month at 3:00 P.M. Also he stated that FDOT will likely begin resurfacing State Road 22 at the end of August. They are expecting to start at Star Avenue and work their way west. Also as part of this repaving they will be adding sidewalks for the places that do not have them. CM Fuller said they are estimating that the completion will be around the 1<sup>st</sup> of next year. He also stated that Leisure Services will start this weekend replacing the carpet. He said mid-August we will be replacing the fence at Veteran's Park. At the same time we have a crew to remove the wood fencing around the master lift station and put in some shrubs and foliage.

## ANNOUNCEMENTS

Mayor Abbott read the announcements;

- Commission Workshop Meeting – Tuesday, August 11, 2015 @ 6:00 P.M.
- Commission Workshop Meeting – Monday, August 24, 2015 @ 6:00 P.M.
- Commission Regular Meeting – Wednesday, 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.
- School starts on Tuesday, August 18, 2015

**There being no further business, Mayor Abbott moved to adjourn the Regular Meeting at 7:46 P.M. Commissioner Pelletier seconded the motion.**

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Amanda Hopkins, Records Clerk

**CITY OF CALLAWAY  
BOARD OF COMMISSIONERS  
WORKSHOP MEETING MINUTES  
AUGUST 11, 2015 - TIME: 6:00 P.M.**

The Callaway Commission met in Workshop session with Pam Henderson, Mayor Pro Tem, and Commissioners Melba Covey, Bob Pelletier and Ralph Hollister. Thomas Abbott, Mayor was absent. Also present was J. Michael Fuller, City Manager; Janice L. Peters, City Clerk; Beverly Waldrip, Finance Director; Tim Legare, Leisure Services Director; David Joyner, Fire Chief and Lisa Koepke, Assistant to the City Manager.

The meeting was called to order by Mayor Pro Tem Henderson followed by an invocation and the Pledge of Allegiance.

**Amending the Salary & Wage Schedule**

City Manager Fuller advised there are two proposed changes to adjust the annual/hourly pay ranges for the Fire Department personnel. He proposed moving the Fire Chief from the non-emergency personnel grades, which would be an increase in pay. He reviewed that the Commission increase the minimum pay for Fire Fighter positions last year, Grade 9 to \$10.25 per hour, or \$28,320 annually. This pushed the minimum pay of that grade over the minimum pay for pay Grade 10, Fire Driver/Engineer. He clarified that strike-through references on the spreadsheet proposed reflect what is proposed to be increased.

Commissioner Covey indicated the minimum \$10.25 recommended last year was meant to reflect a minimum for all employees city-wide. She referenced the overtime hours built into the Fire Fighters' salary, and the additional money contributed to Fire Fighter's retirement, which is set by Statute. Fire Chief Joyner advised the increases referenced reflects what Commission approved last year. He clarified that only the Fire Fighter's got increases last year.

City Manager Fuller clarified that he is only recommending adjustments to the individual pay brackets, which would affect new hires.

Commissioner Covey asked if everyone is at 10.25, why the minimums on other positions are lower. Commissioner Pelletier thought their vote was to increase everyone to \$10.25 as a minimum. The City Clerk will check the minutes. Discussion continued of the formulas used in the pay grades, with City Manager Fuller advising he can go back to the drawing board and come back to Commission with amendments per their direction.

Fire Chief Joyner advised the Fire Fighter's pay raise was used as a building block to formulate the pay bracket. Commissioner Covey stated the Fire Driver/Engineers, as well as everyone city-wide, making less than the \$10.25 given to the Fire Fighters should have gotten an increase. Commission concurred and discussion continued, which included references to other pay grades that make less than the \$10.25.

Commissioner Pelletier asked that the City Clerk review the minutes of the meeting in which the salaries were discussed for clarification.

City Manager Fuller clarified that he will rework the numbers to be brought back to the Commission.

Commissioner Covey indicated she is not in favor of the \$4,400 increase across the board for Fire Fighters. She asked if they come aboard with certifications or do they have to be trained. Fire Chief Joyner advised that, per the State of Florida, they have to have the state certification to be hired as Fire Fighter 1 or 2, which is basic Fire Fighter understanding. They are legal to go into fires, but to get a job with the City of Callaway they have to pass a physical agility, background checks, written test and oral board. They then have to then pass the driving background for insurance purposed and complete the Fire Fighter orientation handbook within one year. A volunteer Firefighter also has to have the state certifications and is basically a Fire Fighter 1. The Callaway Firefighters are required to be a Fire Fighter 2 to be hired as a regular firefighter.

Commissioner Covey would like to see what Springfield is paying their Driver/Engineers and other job descriptions similar to ours. Fire Chief Joyner advised some stations don't have the same job titles. Commissioner Hollister felt there should be a spread but he wasn't sure how much. Per Commission consensus, City Manager Fuller will acquire the comparisons from other cities with similar stats.

Mayor Pro tem Henderson again reviewed the differences in the fire department position salaries, proposing a \$1.00 per hour increase to the Engineer/Driver and Lieutenant pay grades. Fire Chief Joyner provided comparisons to the pay grades for clarification, based upon the pay grades currently being used (Attachment 1). Commission consensus was to add the \$1.00, alleviating the need for outside comparisons. Commissioner Pelletier would like to know the overall budget impact. Fire Chief Joyner advised only one employee will be impacted, a Lieutenant, who will get a 1% pay increase. Commissioner Pelletier requested correct information be provided to the Commission prior to workshops. Finance Director Waldrip reviewed training amounts, which are included in the salaries as an annual amount.

Commissioner Covey made comparisons of the pay scale of minimum, mid-point, and maximum used by the city and the step schedules and evaluations utilized by the federal government.

### **Finance & Utilities Position Changes**

City Manager Fuller reviewed proposed changes to the Finance and Utilities departments' job titles to better define the roles of those jobs. He asked for Commission support to make these types of changes for consistency.

- Assistant Human Resources Director

City Manager Fuller advised there is no Human Resources department. He proposed changing this position title to HR/Risk Management Specialist with no changes to pay or

duties. Commissioner Covey felt a Specialist requires a certain amount of education and asked if the title had always been what it is currently. City Manager Fuller advised she was an HR Tech. She felt this is what job title should go back to. City Manager Fuller asked for Commission support to be allowed to make these kinds of changes. Commissioner Covey advised the Personnel Policy requires changes to the names and job descriptions come before Commission. Discussion ensued of the previous job title and duties.

- Public Works Street Sweeper

City Manager Fuller advised Public Works no longer uses this job title so it will be eliminated it is now considered an Equipment Operator.

- Purchasing Clerk

City Manager Fuller recommended changing this position to Purchasing Specialist which will add duties and a salary grade increase from 8 to 9. Adding the additional duties to the job descriptions will add verbiage that an Associate's Degree will be preferred but not required. He indicated the current employee does not have an Associate's Degree. Mayor Pro Tem Henderson expressed concern that changing the job title will require posting the job for a qualified person to fill the position. City Manager Fuller advised the current Purchasing Clerk would meet the requirements.

Commissioner Covey questioned the proposed function of the Purchasing Specialist to perform and oversee all purchasing functions including, but not limited to, worker's compensation insurance, process annual 1099 forms for vendors. Finance Director Waldrip reviewed the specifics of those tasks. Commissioner Covey felt those tasks should be assigned to HR. City Manager Fuller will clarify. Commissioner Pelletier asked if "all" purchasing will fall under this position. City Manager Fuller advised this mainly refers to the RFP process. He would like all purchasing to be centralized. Commissioner Covey suggested all job descriptions have the verbiage "performs other duties as assigned" included. City Manager Fuller advised he will do a strike-through/underline comparing the previous job description to the proposed.

Further discussion ensued of salary grade/pay increases of other employees. Commission consensus was to evaluate where we are and where we need to be regarding this, without the need for a formal salary study. Commission consensus was to accept the changes as recommended by City Manager Fuller.

- Assistant to the Finance Director

City Manager Fuller recommended changing the title of this position to Accounting Specialist or Tech. Previously the duties of Utility Billing Supervisor were combined with the duties of the Assistant to the Finance Director. He proposes to take the supervisory component of the Customer Service area and create a Customer Service Supervisor position at a salary grade 10 with supervision of two employees.

Commissioner Covey pointed out that duties proposed under the Customer Service Supervisor include serving as backup to utility billing functions to the Accounting Specialist. Discussion of the salary grade ensued, followed by Commission consensus to approve the changes and take the position to a salary grade 9 instead of a 10.

- Accounting Specialist

City Manager Fuller advised the employee in this position will no longer supervise but will be taking on other duties such as the posting of utility billing receipts. Mayor Pro Tem Henderson was not in favor of this position change to a Specialist because a degree would be required. She clarified that they want to be sure that changing the job descriptions would not change the requirements for the job so that the current employee wouldn't be qualified.

Finance Director Waldrip indicated the UB Review Report suggested risk assessment functions be put in place. The employee in this position will still be reviewing the billing and adjustments as well as bank deposits. The Assistant to the Finance Director duties are incorporated into this job description. No additional training will be necessary. It was recommended the verbiage "other duties as directed by the Director of Finance or City Manager" be changed to "performs other duties as assigned" for consistency.

City Manager Fuller advised he is recommending moving Purchasing from the City Clerks supervision to the Finance Director, thereby having all finance functions under the direction of the Finance Director. Human Resources and Records will remain under the supervision of the City Clerk. Finance Director Waldrip indicated they are looking at the structure of the positions more than the people who hold those positions in an effort to follow the recommendations of the auditors and the UB Review Report. General discussion continued as to the duties and history of this position.

City Manager Fuller stated he is trying to work with what we already have and the current employee does meet the minimum qualifications for the proposed position. Commissioner Pelletier felt the position should be rewritten and someone to be appointed to the position that is a qualified Accountant. City Manager Fuller advised if the current employee doesn't meet the performance required for the position he will re-evaluate.

Finance Director Waldrip indicated that with all the work required to get caught up she is looking to use the current resources available to help with the smaller accounting tasks.

The subject of reviews and evaluations was discussed, as well as customer service provided to the public. Finance Director Waldrip stated this is something that she is trying to address with the restructuring of the positions.

City Manager Fuller advised the minimum qualifications of the Accounting Specialist have stayed the same.

- Utilities Services Specialist

City Manager Fuller advised this is currently a Staff Assistant in Public Works and would be an increase of one salary grade to a 9. City Manager Fuller advised the position description change will include the meter reading and other tasks, such as data entry. Commissioner Covey felt this position should be increased by two grades because of all the additional work taken on. Discussion continued of this position, as well as the Staff Assistant position. Consensus of the Commission was to approve the change with one salary grade increase.

Regarding readdressing the minimum salary, Commission consensus was to readdress at a future Commission meeting.

#### Insurance Rates

City Manager Fuller advised the Clements company has gathered information on insurance rates. He asked for Commission direction on providing the information. He stated there is no increase projected in rates. Mayor Pro Tem Henderson requested the information be e-mailed to be presented at the next Commission meeting, with Commission consensus.

#### PUBLIC PARTICIPATION

Bridget Johnson – 7509 Melody Lane - She indicated she agreed with Commissioner Pelletier that people in these positions being changed should be qualified for the positions. She expressed displeasure with the current customer service at City Hall.

David Griggs – 7111 Winona Street – He referenced titles of the positions, which determines what people are paid, stating he is dissatisfied with the qualifications of the positions. He also referenced the City Clerk position changes, recommending a review of the City Charter.

Bill Brown 6023 Howard Road – He referenced prior attempts to raise the salaries of the lower paid employees. He recommended a different way of grading pay grades with a new pay scale. Management and discipline were cited as being problem areas.

There being no further business, the meeting was adjourned at 8:18 P.M.

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Janice L. Peters, MMC  
City Clerk

**CITY OF CALLAWAY  
BOARD OF COMMISSIONERS  
AGENDA ITEM SUMMARY**

DATE: AUGUST 25, 2015

ITEM: BUDGET TRANSFER

**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)

- A. Other Contractual Services - A budget amendment to transfer unused funds from the General Government Audit Accounting line item to the Finance – Other Contractual Services line item to cover contracted accounting services costs in the amount of \$9,300.
- B. IT Services – A budget amendment from various departments’ budgets to IT Services for budget overages due to unanticipated costs in the amount of \$4,676.
- C. FY2015 Capital Project Fund - A budget amendment to correct the FY2015 Capital Project Fund budget is attached. This amendment reduces the expenditure budget for Stormwater Improvements to the amount of the Stormwater grant from Northwest Florida Water Management District (NFWFMD).

The amount budgeted in “Budgeted Increase to Reserves” is also removed. The budgeted source of this increase to reserves is from transfers out of the General Fund. Budgeted General Fund transfers are decreased by the same amount of \$98,512.

**ATTACHMENT:**

- BUDGET TRANSFER REQUESTS A, B, C

**5. REQUESTED MOTION/ACTION:**

Staff recommends approval of the requested budget amendments in the amounts specified above.







# BUDGET ADJUSTMENT REQUEST

Department General Government / Finance

AMOUNTS MUST BE IN WHOLE DOLLARS  
25-Aug-15

Account #	Account Description	CURRENT Budget Amt	Requested Increase	Requested Decrease	REVISED Budget Amt	Explanation for Request
31-380-381-10	CIP - Transfers from General Fund	\$ 298,400		\$ 188,400	\$ 110,000	Correct PY budget error in Capital
31-541-606-20	CIP - Stormwater Improvements	\$ 795,105		\$ 89,888	\$ 705,217	Improvements Fund. The Stormwater
31-584-909-10	CIP - Budgeted Increase to Reserves	\$ 98,512		\$ 98,512	\$ -	Improvements budget should have been
						for the amount of the grant awarded; also
						an increase to reserves was erroneously
						budgeted to account for an inflated
					\$ -	General Fund transfers in budget.
<b>Column TOTALS</b>		<b>\$ 1,192,017</b>	<b>\$ -</b>	<b>\$ 376,800</b>	<b>\$ 815,217</b>	<b>Total Increases MUST equal Total Decreases</b>

## APPROVALS

Department Head Beverly Wehring Date: 8/21/2015  
 City Manager \_\_\_\_\_ Date: \_\_\_\_\_  
 Commission \_\_\_\_\_ Date: \_\_\_\_\_  
 Finance \_\_\_\_\_ Date: \_\_\_\_\_

**CITY OF CALLAWAY  
BOARD OF COMMISSIONERS  
AGENDA ITEM SUMMARY**

DATE: AUGUST 25, 2015

**ITEM: FINANCIAL UPDATE**

**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)**

Please see the attached "Budget-In-Brief" financial statement as of July 31, 2015.

**ATTACHMENT:**

- BUDGET-IN-BRIEF

**5. REQUESTED MOTION/ACTION:**

For review only. No action required.



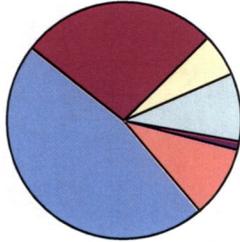
# CITY OF CALLAWAY

## Fiscal Year 2015

### BUDGET-IN-BRIEF as of July 31, 2015

83.33% of Year Elapsed

#### YTD-Citywide Expense Allocation



- Operating 46.8%
- Personnel Svc 27.1%
- Non-Operating 5.8%
- Transfers 9.3%
- Principal Debt Pmts 1.2%
- Capital 9.8%

#### General Fund Revenues

Revenues	Budget	Year-to-Date	%
Ad valorem Taxes	1,002,236	1,020,003	101.8%
Other Taxes	1,807,323	1,593,337	88.2%
Permits, Fees, & Licenses	1,228,300	834,127	67.9%
Grants & Shared Revenue	1,851,113	1,452,792	78.5%
Service Charges	149,203	134,613	90.2%
Judgements, Fines, & Forfeits	2,600	3,677	141.4%
Interest & Other Earnings	3,915	1,797	45.9%
Rents & Royalties	51,600	37,643	73.0%
Sales of Fixed Assets	7,177	31,879	444.2%
Contributions & Donations	3,700	2,497	67.5%
Miscellaneous Revenue	11,170	3,268	29.3%
<b>Total Revenues</b>	<b>\$ 6,118,337</b>	<b>\$ 5,115,633</b>	<b>83.6%</b>

#### General Fund Expenditures

Expenditures	Budget	Year-to-Date	%
Executive (Commission)	54,190	42,593	78.6%
City Manager	229,960	184,392	80.2%
Finance	157,828	127,029	80.5%
Legal	85,000	74,494	87.6%
Planning & Code Enforcement	271,514	163,019	60.0%
Elections	-	-	0.0%
General Government	395,759	304,948	77.1%
Law Enforcement	1,412,989	1,177,488	83.3%
Fire Department	996,743	765,850	76.8%
Streets	1,135,861	727,233	64.0%
Maintenance Shop	208,505	166,180	79.7%
Leisure Services	791,099	590,589	74.7%
Transfers	904,221	322,365	35.7%
<b>Total Expenditures</b>	<b>\$ 6,643,669</b>	<b>\$ 4,646,180</b>	<b>69.9%</b>

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

	Budget	Year-to-Date
Incr / (Decr) to Fund Balance	(525,332)	469,453

#### Community Redevelopment Fund

	Budget	Year-to-Date	%
Revenues & Trfrs In	25,770	25,770	100.0%
Expenditures	116,118	4,966	4.3%
<b>Incr / (Decr) to Fund Balance</b>	<b>(90,348)</b>	<b>20,804</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	4.0%
Expenditures	1,021,126	109,251	10.7%
<b>Incr / (Decr) to Fund Balance</b>	<b>98,512</b>	<b>(64,583)</b>	

#### Water Fund

	Budget	Year-to-Date	%
Revenues & Trfrs In	3,331,150	2,521,308	75.7%
Expenses & Trfrs Out	4,584,401	2,292,459	50.0%
<b>Incr / (Decr) to Net Assets</b>	<b>(1,253,251)</b>	<b>228,849</b>	

(includes bond debt payments, \$502k 2007 Bond payment due 8/1)

#### Sewer Fund

	Budget	Year-to-Date	%
Revenues & Trfrs In	4,455,870	3,810,290	85.5%
Expenses & Trfrs Out	4,678,724	3,070,722	65.6%
<b>Incr / (Decr) to Net Assets</b>	<b>(222,854)</b>	<b>739,568</b>	

(includes bond debt payments, \$450k 2007 Bond payment due 7/31)

#### Solid Waste Fund

	Budget	Year-to-Date	%
Revenues	584,640	481,640	82.4%
Expenses & Trfrs Out	733,353	422,481	57.6%
<b>Incr / (Decr) to Net Assets</b>	<b>(148,713)</b>	<b>59,159</b>	

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

	Budget	Year-to-Date
<b>Incr / (Decr) to Fund Balance/Net Assets</b>	<b>(2,141,986)</b>	<b>1,543,007</b>

**CITY OF CALLAWAY  
BOARD OF COMMISSIONERS  
AGENDA ITEM SUMMARY**

DATE: AUGUST 25, 2015

**ITEM:** ORDINANCE NO. 960 – FINAL READING – AMENDING THE CODE OF ORDINANCES: RESTRICTING POOLS, TRAMPOLINES, ETC., IN FRONT YARDS.

**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)**

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-way. The City's code of ordinances does not prohibit these types of potential hazards. Ordinance No. 960, if adopted upon 2<sup>nd</sup> reading, 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 final reading of Ordinance No. 960.

**ATTACHMENT:**

- ORDINANCE NO. 960

**5. REQUESTED MOTION/ACTION:**

Staff recommends the City Commission approve Ordinance No. 960, upon 2<sup>nd</sup> reading, defining trampolines and pools in front yards as nuisances.

**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 litter, 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 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 25<sup>th</sup> day of August, 2015.

CITY OF CALLAWAY, FLORIDA

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

ATTEST: \_\_\_\_\_  
Janice L. Peters, MMC, City Clerk

PASSED ON FIRST READING: JULY 28, 2015

NOTICE PUBLISHED ON: AUGUST 14, 2015

PASSED ON SECOND READING: \_\_\_\_\_

APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY FOR THE CITY OF CALLAWAY  
ONLY:

\_\_\_\_\_  
Kevin D. Obos, City Attorney

VOTE OF COMMISSION:

Abbott \_\_\_\_\_  
Covey \_\_\_\_\_  
Henderson \_\_\_\_\_  
Hollister \_\_\_\_\_  
Pelletier \_\_\_\_\_

**CITY OF CALLAWAY  
BOARD OF COMMISSIONERS  
AGENDA ITEM SUMMARY**

DATE: AUGUST 25, 2015

ITEM: AMENDING THE SALARY & WAGE SCHEDULE

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)

At the August 11, 2015 Workshop, Commission directed staff to make changes to the amendments and bring item back at the Regular Meeting. Staff is presenting this item with the directed changes:

- 1) **Fire Personnel Pay Ranges.** The Salary & Wage Schedule has been changed to increase the Engineer to a minimum of \$11.25/hr and Lieutenant to \$12.25. Attached is **Exhibit "A"** showing the new annual/hourly ranges. The City had already raised the minimum pay range for the Fire Fighters to \$10.25/hr.
- 2) **Other Job Position Changes.** The following changes are proposed to the Salary & Wage Schedule
  - a) changing the Purchasing Clerk to a Purchasing Technician
  - b) changing the Assistant to the Finance Director to an Accounting Technician
  - c) changing the Staff Assistant (PW/Utilities) to Utility Services Representative
  - d) changing the Customer Service Representative II to a Customer Service Supervisor
  - e) changing title of Assistant Human Resource Director to HR/Employee Development Coordinator
 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.

ATTACHMENT:

- Exhibit A- Proposed Salary & Wage Schedule (w/changes)
- Exhibit B- Current Salary & Wage Schedule
- Exhibit C- Revised Organizational Chart
- Exhibit D- Updated Job Descriptions

5. REQUESTED MOTION/ACTION:

Staff recommends the City Commission approved the proposed changes to the Salary & Wage Schedule.

## Exhibit A – Salary & Wage Schedule w/changes

PAY GRADE	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
02	DO NOT USE	\$14,845	\$20,041	\$30,237	\$7.14	\$9.64	\$14.54
03	DO NOT USE	\$15,884	\$21,444	\$32,003	\$7.64	\$10.31	\$15.39
04	Maintenance Worker I, Street Maintenance Worker I, Solid Waste	\$16,996	\$22,945	\$33,893	\$8.17	\$11.03	\$16.29
05	Maintenance Worker II, Street Maintenance Worker II, Solid Waste Records Clerk	\$18,186	\$24,551	\$35,916	\$8.74	\$11.80	\$17.27
06	Equipment Operator I, Street Equipment Operator I, Solid Waste Groundskeeper Utilities Services Tech (Meter Readers)	\$19,459	\$26,270	\$38,080	\$9.36	\$12.63	\$18.31
07	Customer Service Representative Equipment Operator II, Street Equipment Operator II, Solid Waste Grounds Crew Leader Lead Equipment Operator II, Solid Waste Lift Station Maintenance I Maintenance Worker III Park Ranger Sewer Evaluation Study Tech I Sports Field Specialist Staff Assistant <b>Street Sweeper-Operator</b> Utilities Services Worker I	\$20,821	\$28,109	\$40,396	\$10.01	\$13.51	\$19.42
08	Administrative Assistant	\$22,279	\$30,077	\$42,874	\$10.71	\$14.46	\$20.61



# Exhibit A – Salary & Wage Schedule w/changes

PAY GRADE	POSITION	ANNUAL RANGE/Based on 2080 Hours			HOURLY RANGE		
		Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
17	<b>Assistant Human Resources Director</b> <b>HR/Employee Dev Coordinator</b> Public Works Superintendent Utilities Superintendent	\$40,959	\$55,295	\$74,630	\$19.69	\$26.58	\$35.88
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	City Clerk Fire Chief	\$50,178	\$67,740	\$90,303	\$24.12	\$32.57	\$43.41
	<b><u>No positions in the grade at this time</u></b>						
21	Director, Finance Director, Planning Director, Public Works	\$53,690	\$72,482	\$96,273	\$25.81	\$34.85	\$46.29
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

## Exhibit A – Salary & Wage Schedule w/changes

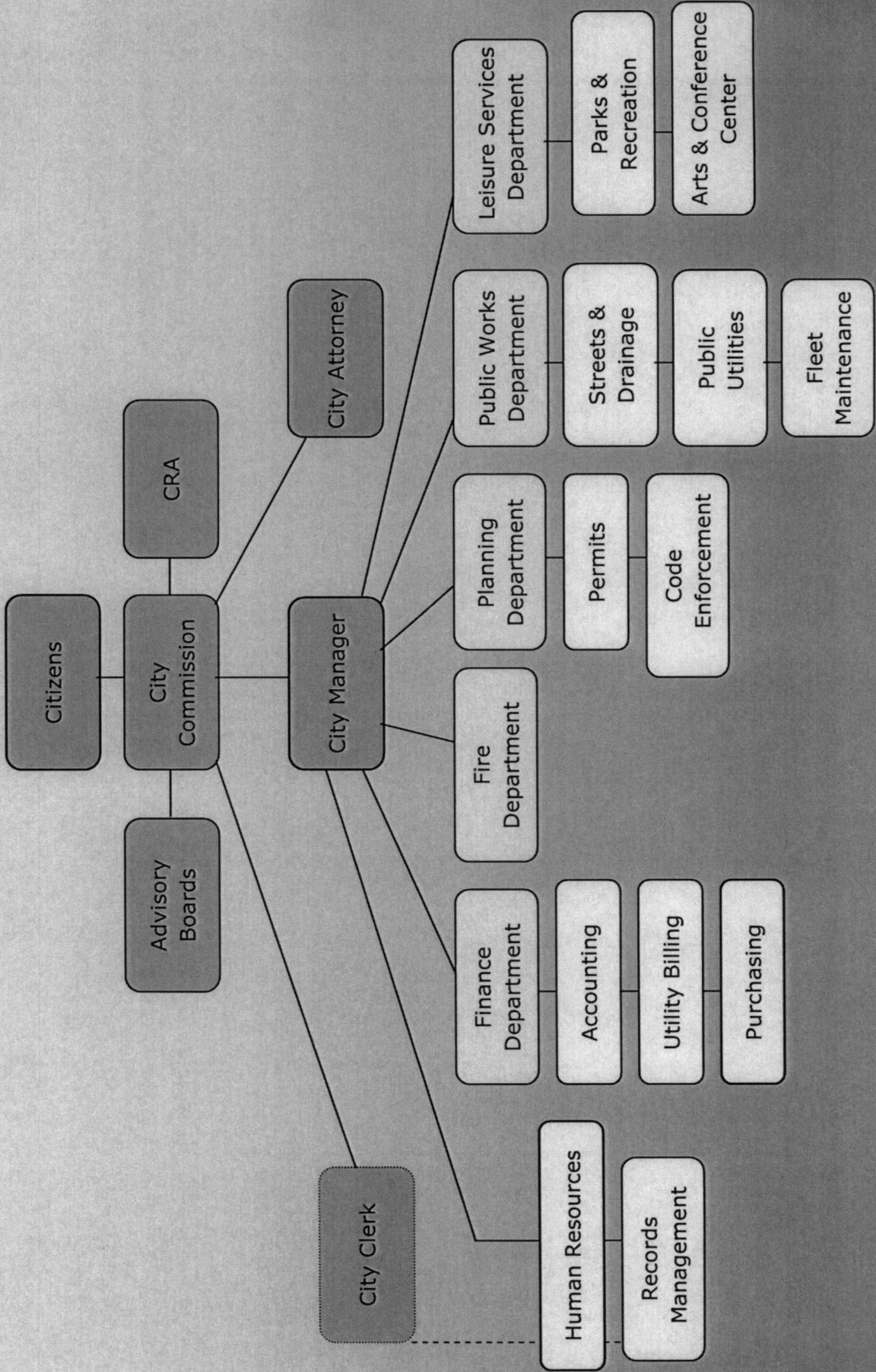
### Proposed Annual/Hourly Ranges for the Fire Department

Pay Grade	Position	Annual Range/Based on 2756 Hours*				Hourly Range		
		Min	Mid	Max	Min	Mid	Max	
09	Fire Fighter	\$28,249	\$36,903	\$45,529	\$10.25	\$13.39	\$16.52	
10	Fire Driver/Engineer	\$31,005	\$39,769	\$48,533	\$11.25	\$14.43	\$17.61	
13	Fire Lieutenant	\$33,761	\$45,943	\$58,124	\$12.25	\$16.67	\$21.09	
20	Fire Chief	\$54,662	\$96,033	\$90,293	\$26.28	\$34.85	\$43.41	

\*Fire Chief annual pay based on 2080 hours

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# City of Callaway FY2015



PAY GRADE	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
02	DO NOT USE	\$14,845	\$20,041	\$30,237	*Min Pay Lower Than Florida Minimum Wage*		
03	DO NOT USE	\$15,884	\$21,444	\$32,003	*Min Pay Lower Than Florida Minimum Wage*		
04	Maintenance Worker I, Street Maintenance Worker I, Solid Waste	\$16,996	\$22,945	\$33,893	\$8.17	\$11.03	\$16.29
05	Maintenance Worker II, Street Maintenance Worker II, Solid Waste Records Clerk	\$18,186	\$24,551	\$35,916	\$8.74	\$11.80	\$17.27
06	Equipment Operator I, Street Equipment Operator I, Solid Waste Groundskeeper Utilities Services Tech (Meter Readers)	\$19,459	\$26,270	\$38,080	\$9.36	\$12.63	\$18.31
07	Customer Service Representative Equipment Operator II, Street Equipment Operator II, Solid Waste Grounds Crew Leader Lead Equipment Operator II, Solid Waste Lift Station Maintenance I Maintenance Worker III Park Ranger Sewer Evaluation Study Tech I Sports Field Specialist Staff Assistant/Leisure Services Street Sweeper Operator Utilities Services Worker I	\$20,821	\$28,109	\$40,396	\$10.01	\$13.51	\$19.42
08	Administrative Assistant Equipment Operator III, Street/Solid Waste Human Resources Technician Purchasing Clerk Sewer Evaluation Study Tech II Utility Service Technician II (Meter Reader) Water Quality Specialist	\$22,279	\$30,077	\$42,874	\$10.71	\$14.46	\$20.61
09	Customer Service Representative II Grounds Specialist Mechanic II Utilities Specialist	\$23,839	\$32,182	\$45,526	\$11.46	\$15.47	\$21.89
10	Assistant Planner Code Enforcement Officer 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	No positions in this grade at this time	\$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	Assistant to the Finance Director Planning & Code Enforcement Administrator	\$33,425	\$45,137	\$61,823	\$16.07	\$21.70	\$29.72
15	Assistant to the City Manager Senior Planner	\$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



**CLASSIFICATION AND PAY PLAN**

PAY GRADE	POSITION	ANNUAL RANGE/Based on 2080 Hours			HOURLY RANGE		
		Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
17	Assistant Human Resources Director Public Works Superintendent Utilities Superintendent	\$40,959	\$55,295	\$74,630	\$19.69	\$26.58	\$35.88
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	City Clerk Fire Chief	\$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
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 set by Commission						

PAY GRADE	POSITION	ANNUAL RANGE/Based on 2756 Hours			HOURLY RANGE		
		Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
09	Fire Fighter	\$28,249	\$32,188	\$40,533	\$10.25	\$11.65	\$14.67
10	Fire Driver/Engineer	\$25,502	\$34,426	\$43,351	\$9.23	\$12.46	\$15.69
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

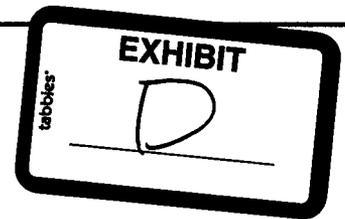
*Effective January 1, 2007  
 Updated April 10, 2012  
 Update June 20, 2012  
 Updated April 9, 2013  
 Updated April 16, 2013  
 Updated January 7, 2014  
 Updated February 25, 2014  
 Updated April 24, 2014  
 Updated October 24, 2014*

**CLASSIFICATION AND PAY PLAN**

*Effective January 1, 2007  
Updated April 10, 2012  
Update June 20, 2012  
Updated April 9, 2013  
Updated April 16, 2013  
Updated January 7, 2014  
Updated February 25, 2014  
Updated April 24, 2014  
Updated October 24, 2014*



## FINANCE DEPARTMENT



## PURCHASING TECHNICIAN

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, proof of contractor's 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, including coordination of bid advertisement, 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.

**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 TECHNICIAN

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

### 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 duties as assigned.

**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 REPRESENTATIVE

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 assigned.

### **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: 9  
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 Technician.
- Perform other duties as assigned.

#### 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 MANAGER

### Human Resources and Employee Development Coordinator

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Salary Grade: 17  
Department: City Manger  
Reports To: City Manager  
Approved By: City Manager \_\_\_\_\_ Date: \_\_\_\_\_

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#### **Summary:**

This is highly responsible paraprofessional and specialized administrative work, technical in nature involving the coordination of employee recruitment and retention, insurance (Employees, General Liability and Workers Compensation), retirement and other benefit programs. Responsibilities include the coordination of employee training and development programs. Work is performed under the general supervision of the City Manager, 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 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.

- Administers the recruitment process; review and process position/personnel requisitions.
- Prepares job announcements, and places advertisements on City's website, in various publications and with applicable agencies.
- Receives applications, including checking website for electronic applications, performs background checks and schedules interviews upon request from Department Heads.
- Administers the retention process; review and process applications appropriately.
- Assists in filing, copying, collating, recording, documenting, binding and otherwise handling City records listed in Summary according to the requirements of law.
- Provides technical assistance regarding personnel rules and regulations to supervisors, employees, various agencies and the general public.
- Advises supervisors and employees of the proper procedures to follow in regards to various benefits and programs.
- Responsibility includes receipt of, and communication with, public records requests, supervisors' requests, collecting requested information and other records.
- Monitors pre-employment drug testing program.
- Working knowledge of the City's ordinances, resolutions and department policies, particularly those related to personnel issues.
- Conducts new employee orientation sessions, prepares required paperwork for new employees explains city benefits program, assists new employees in the completion of forms for payroll, personnel file, and enrollment in various benefit programs.
- Ensuring receipt of the Personnel Manual, FMLA, Fraud, Drug Policy and Non-Discrimination policy information.

- Assist as a Group Representative for health/life/dental/vision and supplemental insurance. Coordinates and monitors insurance program for active and federally mandated for terminated employees. Assists participants in resolving insurance claims processing.
- Coordinate with all City departments for employee training and continuing education/development.
- Assist as a Group Representative for General Liability and Workers Compensation insurance and processes data for insurance claims to include general liability and workers' compensation claims.
- Assist employees as well as citizens with claims processing.
- Maintains assigned personnel and payroll filing system.
- Maintains and records personnel action into the Human Resources Computerize Information System.
- Maintains and files EEO-1 Report annually. Maintains other records and updates as needed to conform to all federally required employment information.
- Assists in the update/revision of Personnel Policies.
- Relieves superior of minor administrative detail by answering routine correspondence and related inquiries.
- Monitors Performance Evaluation Program to ensure guidelines are followed and reports inconsistencies to the City Manager.
- Responsible for preparing payroll and posting records to computer; preparing special and periodic reports.
- Audits payroll sheets for accuracy. Serves as liaison for employees in resolving pay/leave discrepancies as recorded in central payroll processing and conversely assists payroll processing in correcting employee pay/leave data.
- Accepts duties during the absence of the Retirement Coordinator for the State Retirement System. Counsels prospective retirees, assists with completion of forms, explains retirement benefit program, processes retirement applications and other retirement related paperwork.
- Performs other duties as assigned.

**Knowledge, Skills, and Abilities:**

- Knowledge of City personnel rules and regulations and applicable state and federal statutes pertaining to the recruitment and placement of applicants and to employee rights, privileges and benefits.
- Judgment in evaluating and referring applicants for City positions.
- Ability to speak English effectively before groups, as well as one on one.
- Knowledge of the administration of insurance, retirement and other benefit programs.
- Knowledge of modern office practices and procedures and of business English and math.
- Ability to exercise independent judgment and make decisions in accordance with established departmental policies.
- Ability to keep accurate and updated records, reference files and organize data.
- Ability to complete necessary records and reports promptly and accurately.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to analyze and interpret statistical data and reports.
- Knowledge of the legal documents utilized in municipal government and the procedure necessary to process them.
- Ability to maintain personnel data in the City's Human Resources Information System.
- Ability to use Microsoft Office and other related software applications.

- Ability to prioritize assigned tasks and have good organizational skills.
- Ability to obtain a notary public certificate/bond.
- Ability to establish and maintain a good working relationship with City officials, Department Heads, other City employees, and the general public.

**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.

- 4 year degree from an accredited university in Human Resources Management or related field, preferred.
- SHRM and/or Human Resources certification preferred.
- Must have five (5) years advanced Human Resources/insurance/payroll experience with three (3) years of advanced supervisory skills.
- Typing/computer skills shall be a minimum of 35 cwpm.
- Computer skills in word processing, database, and spreadsheets preferred.

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 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:**

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

On occasion, the employee will have to go to the storage building to pull history reports.

**CITY OF CALLAWAY  
BOARD OF COMMISSIONERS  
AGENDA ITEM SUMMARY**

DATE: AUGUST 25, 2015

ITEM: BAY COUNTY SHERIFF'S OFFICE LAW ENFORCEMENT SERVICE AGREEMENT

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

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

The City's current Agreement for Law Enforcement Service with the Bay County Sheriff's Office will expire September 30, 2015. The Agreement amount presented for the Commission's consideration is \$1,476,530 which is an increase of 5%. This Agreement term is from October 1, 2015 through September 30, 2016.

ATTACHMENT(S):

- BAY COUNTY SHERIFF'S OFFICE LAW ENFORCEMENT SERVICE AGREEMENT

5. REQUESTED MOTION/ACTION:

Request Commission approval of the Bay County Sheriff's Office Law Enforcement Agreement in the Amount of \$1,476,530 and authorization for Mayor Abbott to execute the Agreement.

## LAW ENFORCEMENT SERVICE AGREEMENT

THIS AGREEMENT, made and entered into on the date last appearing herein, by and between the City of Callaway, a municipal corporation organized and existing under the laws of the State of Florida, hereinafter referred to as the City, and Frank McKeithen, Sheriff of Bay County, Florida, hereinafter referred to as the Sheriff,

### WITNESSETH:

WHEREAS, the City desires to provide police protection and for the benefit of its citizens in the most cost-effective manner;

WHEREAS, the City has experienced increases in its costs in directly providing police protection to its citizens;

WHEREAS, at the request of the City, the Sheriff has agreed to render police services to the City and the City desires to contract for such services with the Sheriff upon the terms and conditions hereinafter set forth.

NOW, THEREFORE, in consideration of the promises and covenants made herein, it is agreed upon as follows:

### Article I

**Police Services:** The Sheriff shall provide to the City for the term hereinafter set forth, as the same may be extended in accordance with the provisions hereof, competent professional police protection within, and throughout, the corporate limits of the City to the extent and in the manner hereinafter described:

- 1.1 The Sheriff agrees to staff the police unit assigned to the City with a minimum of *sixteen (16)* deputies and one (1) non-sworn staff assistant. This number will include three (3) working supervisors to ensure proper line supervision of the respective deputies assigned to the City and one (1) staff assistant to maintain the substation Monday through Friday from 8:00am until 5:00pm. These deputies will be scheduled in a manner to insure competent professional police protection within, and throughout, the corporate city limits of the City and the immediately adjoining area not to exceed one (1) statute mile. All deputies assigned to the City shall perform their patrol duties and responsibilities within the City, except in

emergency situations. Sheriff agrees that a minimum of two (2) deputies shall be assigned, at all times, for the benefit of the City.

- 1.2 The Sheriff agrees to furnish each of the deputies assigned to the City a fully equipped vehicle similar to other units assigned to deputies of the Sheriff's Office and all support equipment that is standard for patrol deputies of the Sheriff's Office. The vehicles assigned to the City will be included in the total payment of the contract each year. These vehicles will be maintained for a minimum period of three (3) years. Said vehicles and all equipment and materials acquired under this agreement shall become sole property of the Sheriff's Office.
- 1.3 The Sheriff agrees to furnish at no additional cost to the City all supplies necessary and proper for the purpose of performing the services, duties and responsibilities set forth and contemplated herein and as necessary to maintain the level of police service to be rendered hereunder.
- 1.4 The deputy sheriffs assigned to the City shall enforce all of the criminal laws of the State of Florida and the municipal ordinances of the City; as used herein the term enforce shall mean intervening in crimes in progress as appropriate, making reports on suspected or detected criminal activity, conducting field investigations of crimes, performing other law enforcement tasks customarily performed by patrol officers of the Bay County Sheriff's Office.
- 1.5 The deputy sheriffs assigned to the City shall render first aid or take public safety measures as necessary according to each situation requiring such action as appropriate.
- 1.6 The Sheriff, or his designee, shall assign investigators to process felonies committed within the corporate limits of the City as necessary.
- 1.7 The Sheriff, or his designee, shall answer and administrate all telephone communications related to police services within the corporate limits of the City at the Bay County Sheriff's Office Communications Center.
- 1.8 Ancillary to the police services listed above, the Sheriff, or his designee, shall provide services and facilities to the City as the same may be required from time to time:

- A. crime laboratory services;
  - B. narcotics unit operations;
  - C. prisoner transportation;
  - D. maintain customary records of police services performed;
  - E. such other services provided to Bay County municipalities not under a law enforcement service agreement.
- 1.9 The Sheriff shall furnish a deputy sheriff or auxiliary officer to attend all meetings of the City Commission and boards of the City.
- 2.0 The Sheriff's Office will be conducting a special detail (crime prevention) in the Callaway area. This service will continue as long as funding is available.

## **Article II**

**Additional Services:** The Sheriff shall provide to the City, upon the request of the City, which request shall be made by resolution by the City Commission stating the necessity thereof, such additional police services as may be needed from time to time, as determined by the City's discretion. The cost of such service shall be borne by the City and shall be payable in such amounts and in such a manner as may be determined by mutual agreement of the parties upon each occurrence.

## **Article III**

**Consideration:** The City shall pay to the Sheriff, through the Board of County Commissioners of Bay County, Florida, in consideration of the services and responsibilities to be performed by the Bay County Sheriff's Office, the following sums:

- 3.1 The City agrees to pay to the Sheriff the sum of *One Million, Four Hundred Seventy Six Thousand, Five Hundred Thirty and no/100 Dollars (\$1,476,530)*, for the twelve months of this period. This amount is payable as follows: October 1, 2015, through September 30, 2016, in equal installments at the rate of *One Hundred Twenty Three Thousand, Forty Four and 17/100 (\$123,044.17)*, per month.

**FURTHER**, in the event the Sheriff incurs any uncontrolled or unexpected operational expenses for providing the stated services required by this agreement, the Sheriff will submit a statement to the City Commission explaining the situation

*(why the expense occurred, why it was uncontrolled or unexpected, etc.)* along with an invoice for the amount. The City Commission will consider the charges and the Sheriff's explanation and submit payment to the Sheriff upon its determination that the expenses were uncontrolled or unexpected. The Sheriff will provide advance notice to the City of any expense falling under this provision as soon as is practicable. Invoices for such expenses will be submitted at the end of the fiscal year.

- 3.2 All sums paid by the City hereunder shall be paid to the County and shall be accounted for in the Sheriff's budget as general revenues commencing upon the execution of this agreement by all of the parties hereto.

#### **Article IV**

**Employment Responsibility:** All deputy sheriffs and other persons employed by the Sheriff in the performance of the duties and responsibilities assumed by the Sheriff herein shall be and remain solely in the employ of the Sheriff, and no such persons shall be considered in the employ of the City for any purpose whatsoever. Accordingly, the City shall not be called upon to assume any liability for or direct payment of any salaries, wages or other compensation, insurance premiums, workman's compensation funds or any other amenities of employment to those deputy sheriffs or other persons employed by the Sheriff in the performance of the Sheriff's duties and responsibilities hereunder, unless otherwise specifically provided herein. Debts or liabilities incurred by the City prior to the execution of this agreement shall be borne by the City. Debts and liabilities incurred by the Sheriff after execution of the agreement shall be borne by the Sheriff, unless specifically provided for in this agreement.

#### **Article V**

**Right to Control:** The Sheriff shall have, and maintain, the responsibility for the rendition of the services, the standards of performance, the discipline of personnel and other matters incident to the performance of the services, duties and responsibilities described and contemplated herein, provided, however, that the City does hereby reserve the right, and the Sheriff does hereby acquiesce in the City's right, to require that the Sheriff transfer such personnel who, in the determination of the City, fail to perform in a manner consistent with the standards contemplated herein. Transfers requested by the City will be only upon reasonable cause.

Nothing contained herein shall be construed to mean that the City or Office of the Sheriff is relinquishing or otherwise contracting away its authority under the Florida Constitution.

#### **Article VI**

**Authority:** The City does hereby vest in the Sheriff and each deputy sheriff who may, from time to time, be assigned to perform law enforcement services pursuant to this agreement, to the extent allowed by law, the police powers of the City which are necessary to implement and carry forth the services, duties and responsibilities imposed upon the Sheriff hereby, for the sole and limited purpose of giving official and lawful status and validity to the performance thereof by such deputy sheriffs. Each such deputy sheriff so empowered hereby and engaged in the performance of the services, duties and responsibilities described and contemplated herein shall be deemed to be a sworn law enforcement officer of the City while performing such services, duties and responsibilities which constitute municipal functions and are within the scope of this agreement. Accordingly, each such deputy sheriff is hereby vested with the power to enforce the ordinances of the City, to make arrests incident to the enforcement thereof and to do such other things and perform such other acts as necessary with respect thereto.

#### **Article VII**

**Facilities:** The City agrees to provide office space to the Sheriff within one of the City's municipal buildings, 24 hours daily, at no cost to the Sheriff. Sheriff will provide, and pay for, telephone service to the office. The City shall pay for water, sewer and electric service to the office as needed, and shall provide for the maintenance of the office space provided to the Sheriff.

#### **Article VIII**

**Uniforms and Vehicle Markings:** The Sheriff shall have the authority to designate the uniform dress of the deputy sheriffs performing police services under this agreement. The Sheriff agrees to mark the vehicles assigned to the City with a unique marking of his choosing so as to identify the unit as a Callaway unit.

#### **Article IX**

**Liaison:** A liaison shall be maintained between the City and the Sheriff or his designee, who shall meet and confer with the City Manager and such other persons who may, from time to time, be invited by the City Manager or the City Commission. The designated liaison is without authority to bind the City regarding any changes or modifications to this contract without approval

of the City Commission.

**Article X**

**Insurance:** The deputy sheriffs appointed and employed by the Sheriff pursuant to this agreement shall be insured in all respects, as are other members of the Bay County Sheriff's Office, either through the Sheriff's Self Insurance Fund or through a private company providing comparable coverage.

**Article XI**

**Term:** This Agreement shall be for the term commencing on the 1<sup>st</sup> day of October *2015*, at 12:00am and ending at 11:59pm on the 30<sup>th</sup> day of September *2016*, both dates included, unless otherwise extended or terminated in accordance with the terms hereof.

**Article XII**

**Renewal:** The initial term of this agreement will automatically renew for one additional one (1) year term subject to the cancellation and termination provision contained in Article XIII below. The renewal term shall commence on October 1, *2016*, and shall terminate on September 30, *2017*. The consideration to be paid by the City to the Sheriff during the renewal term shall be calculated at the rate of one hundred-five percent (105%) of the consideration stated in paragraph 3.1 of this agreement.

**Article XIII**

**Right of Cancellation and Termination:** Either the Sheriff or the City shall have the right to cancel this contract at any time during its existence upon giving two hundred seventy (270) days advance written notice of its intention to cancel. Upon termination of the two hundred seventy (270) day period, this contract shall then be canceled, terminated, become null and void and of no further force and effect.

**Article XIV**

**Fines, Forfeitures, Payment:** All law enforcement education funds levied and collected by the Clerk of the Court and earmarked for the City pursuant to Section 943.25, Florida Statutes, shall be assigned over to the Sheriff and used by the Sheriff for the law enforcement education purposes authorized in said statute. Apart from such funds, the Sheriff shall have no claim or right to any other monies or things of value which City receives or may hereinafter receive by way of entitlement programs, grants or otherwise in connection with police or law enforcement

activities. The City and the Sheriff do hereby acknowledge, one to the other, that nothing contained herein shall, in any way, be construed to violate the City's right to the disposition of fines and forfeitures to which the City would be entitled, pursuant to Section 316.0261 Florida Statutes, as the same may be amended from time to time, or as to proceeds and forfeitures arising under the sale or disposition of unclaimed property or under any statutory or common law proceeding to which the City would otherwise be entitled. Cash or property forfeited pursuant to Chapter 932, Florida Statutes, shall be awarded to the Sheriff.

#### **Article XV**

**Independent Contractor:** The Sheriff, for the purpose of this service agreement, is and shall remain an independent contractor; provided, however such independent contract status shall not diminish the power and authority vested in the Sheriff and deputy sheriffs pursuant to Article VI.

#### **Article XVI**

**Hold Harmless.** The Sheriff shall hold the City harmless from any, and all, manner of actions, causes or action, suits, judgments, executions, claims and demands of any kind whatsoever, in law or in equity, which may result from, or arise out of, the intentional or negligent acts of the Sheriff, sheriff's deputies and the employees of the Sheriff; and the Sheriff shall indemnify the City for any, and all, damages, judgments, claims, costs, expenses, including reasonable attorney's fees, which the City might suffer in connection with, or as a result of, the intentional or negligent acts and the alleged intentional or alleged negligent acts of the Sheriff, sheriff's deputies and employees of the Sheriff. The City shall hold the Sheriff harmless from any, and all, manner of actions, causes of action, suits, judgments, executions, claims and demands of any kind whatsoever, in law or in equity, which may result from, or arise out of, the constitutionality of ordinances enacted by the City and enforced by the Sheriff, and the City shall indemnify the Sheriff for any, and all, damages, judgments, claims, costs, expenses, including reasonable attorney's fees, which the Sheriff might suffer in connection with, or as a result of, the constitutionality of ordinances enacted by the City and enforced by the Sheriff.

#### **Article XVII**

**Insurability-Bonding:** Nothing contained herein, nor any obligation on the part of the

Sheriff to be performed hereunder, shall in any way be contrary to, or in contravention of, any policy of insurance or surety bond required of the Sheriff pursuant to the laws of the State of Florida.

The Mayor and City Clerk, by their respective executions hereof, do each represent to the Sheriff that they, collectively, have full power and authority to make and execute this agreement on behalf of the City of Callaway, Florida, and nothing herein contained is in any way contrary to, or in contravention of, the Charter of the City of Callaway.

#### **Article XVIII**

**Notice:** All notices required hereunder shall be made by registered mail, return-receipt-requested; and any notice required hereunder shall be addressed to the Party intended to receive same at the following addresses:

**SHERIFF:** *FRANK MCKEITHEN*  
*3421 N Highway 77*  
*Panama City, Florida 32405*

**CITY:** *CITY MANAGER*  
*6601 E.Highway 22*  
*Callaway, Florida 32404*

#### **Article XIX**

**Non-Assignability:** The Sheriff shall not assign or delegate any of the obligations or benefits imposed hereby or contained herein, unless upon the written consent of the Callaway City Commission, which consent must be evidenced by a duly passed resolution.

#### **Article XX**

**Entire Agreement:** The parties acknowledge one to the other, that the terms hereof constitute the entire understanding and agreement of the Parties with respect hereto. No modification hereof shall be effective unless in writing, executed with the same formalities as this agreement is executed.

IN WITNESS WHEREOF, the Parties hereto have caused their respective agents to execute this instrument on their behalf, at the times set forth below.

Thomas Abbott, MAYOR  
CITY OF CALLAWAY, FLORIDA

\_\_\_\_\_  
BY: Mayor Thomas Abbott

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

ATTEST:

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

FRANK MCKEITHEN, SHERIFF  
BAY COUNTY, FLORIDA



\_\_\_\_\_  
BY: Sheriff Frank McKeithen

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

APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY FOR THE CITY OF CALLAWAY  
ONLY:

\_\_\_\_\_  
Kevin Obos, City Attorney

**CITY OF CALLAWAY  
BOARD OF COMMISSIONERS  
AGENDA ITEM SUMMARY**

DATE: AUGUST 25, 2015

ITEM: FINDINGS IN ANNUAL AUDIT FOR FISCAL YEAR ENDED SEPTEMBER 30, 2014

1. PLACED ON AGENDA BY:  
Melba Covey, Commissioner, Ward 1

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)

IN THE ANNUAL AUDIT FOR FISCAL YEAR ENDING 9/30/2014, THERE WERE SIX (6) FINDINGS/CONDITIONS IDENTIFIED BY THE AUDITOR. THERE WERE MANAGEMENT RESPONSES WHICH THE COMMISSION NEEDED TO ADDRESS WITH MANAGEMENT AND DISCUSS THE STATUS OF RESOLUTION/IMPLEMENTATION.

ATTACHMENT:

5. REQUESTED MOTION/ACTION:

Motion that the City Manager provide the Commission with written status of the resolution/implementation of the 2014 Audit Findings and date that written assurance can be provided to the Commission that all findings have been resolved/implemented.

**CITY OF CALLAWAY  
BOARD OF COMMISSIONERS  
AGENDA ITEM SUMMARY**

DATE: AUGUST 25, 2015

ITEM: FUEL REPORTS & USAGE

**1. PLACED ON AGENDA BY:**

Bob Pelletier , Commissioner, Ward 3

**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)**

I HAVE HAD MANY DISCUSSIONS WITH THE CITY MANAGER AND STAFF ON FUEL ACCOUNTABILITY. I WOULD LIKE TO FURTHER DISCUSS AND ESTABLISH NEW POLICIES.

**ATTACHMENT:**

**5. REQUESTED MOTION/ACTION:**

Commission direction to staff to revamp use of fuel tracking.