



# CITY OF CALLAWAY, FLORIDA

CITY HALL

6601 East Highway 22, Callaway, FL 32404

Phone 850-871-6000 • FAX 850-871-2444

www.cityofcallaway.com

## Mayor

Thomas W. Abbott

## Commissioners

Melba Covey

Pam Henderson

Bob Pelletier

Ralph L. Hollister

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## REGULAR MEETING

CITY OF CALLAWAY BOARD OF COMMISSIONERS

TUESDAY, JANUARY 26, 2016 – 6:00 P.M.

CALLAWAY ARTS & CONFERENCE CENTER

500 CALLAWAY PARK WAY

CALLAWAY, FL 32404

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## AGENDA

### CALL TO ORDER

### INVOCATION & PLEDGE OF ALLEGIANCE

### ROLL CALL

### MAYOR'S INSTRUCTIONS

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

### PRESENTATIONS / PROCLAMATIONS

- |                |                             |                               |
|----------------|-----------------------------|-------------------------------|
| ▪ Presentation | 15 Year Service Plaque      | Dustin R. Crum                |
| ▪ Presentation | 15 Year Service Plaque      | Mike Jacobs                   |
| ▪ Presentation | Employee of the Month       | Tarrell Phillips              |
| ▪ Presentation | Audit Update                | Angela Balent, Warren Averett |
| ▪ 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

- Dec. 14, 2015 Regular Workshop
- Dec. 15, 2015 Regular Meeting

### CONSENT AGENDA

- Item # 1 Financial Update – “Budget-in-Brief” – City Manager
- Item # 2 Bid Award – CM2016-01 Telecommunications Services – City Manager
- Item # 3 Grant Acceptance/Approval to Issue Bid – Hwy. 2297 Waterline Relocation – City Manager
- Item # 4 Task Order – Preble-Rish – Hwy. 2297 Waterline Relocation – City Manager

**PUBLIC HEARING(S)**

- Item #5** Ordinance No. 962 – Small Scale Comp Plan Amendment - Request to change the Future Land Use Map for the property at 6505 Cherry Street, FL, from Low Density Residential To Public Buildings And Facilities. – City Manager
- Item #6** Ordinance No. 963 - Rezoning Application of property located at 6505 Cherry Street, Callaway, Fl, from Residential R-6M to Institutional Professional. – City Manager
- Item #7** Ordinance No. 964 – Reduction of Transportation Impact Fees – City Manager

**OLD BUSINESS**

**REGULAR AGENDA**

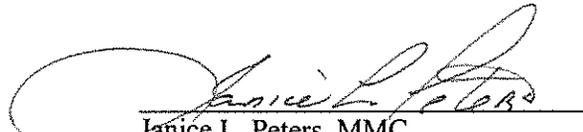
- Item # 8** Resolution No. 16-01 – Abatement Lien – City Manager
- Item # 9** Resolution No. 16-02 – Code Enforcement Fines Lien – City Manager
- Item #10** Garden Cove Road Speed Bump Petition – City Manager
- Item #11** Advisory Board Appointments – City Manager/City Clerk
- Item #12** Sandy Creek Financials – Commissioner Covey
- Item #13** Emergency Numbers After Hours-- Commissioner Covey

**COMMISSION COMMENTS**

**ANNOUNCEMENTS**

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

- Jan. 28, 2016      6:00 P.M.      Code Enforcement Meeting
- Feb. 22, 2016      6:00 P.M.      Regular Workshop
- Feb. 23, 2016      6:00 P.M.      Regular Meeting



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).

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

# *Certificate of Appreciation*

*Presented to*

*Dustin R. Crum*

*In appreciation of 15 years of service  
and dedication to the City of Callaway.*

*November 28, 2000 - November 28, 2015*



*[Signature]*  
Mayor

*[Signature]*  
City Manager

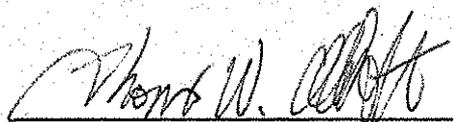
# *Certificate of Appreciation*

*Presented to*

*Jerry M. Jacobs, Jr.*

*In appreciation of 15 years of service  
and dedication to the City of Callaway.*

*January 29, 2001 - January 29, 2016*

  
*Mayor*



  
*City Manager*



# Employee of the Month

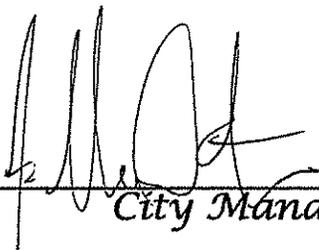
*December 2015*

*Presented to*

*Tarrell Phillips*

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

\_\_\_\_\_  
*Mayor*

  
\_\_\_\_\_  
*City Manager*

**CITY OF CALLAWAY  
BOARD OF COMMISSIONERS  
REGULAR WORKSHOP MINUTES  
DECEMBER 14, 2015 – 6:00 P.M.**

The Callaway Commission met in workshop session with Thomas Abbott, Mayor, Commissioners Pam Henderson, Bob Pelletier and Ralph Hollister in attendance. Also present was J. Michael Fuller, City Manager; Kevin Obos, City Attorney; Janice L. Peters, City Clerk; Beverly Waldrip, Finance Director; Tim Legare, Leisure Services Director; Bill Frye, Zoning & Code Enforcement; David Joyner, Fire Chief; Trevor Noble, Public Works Director and Lisa Koepke, Assistant to the City Manager. Commissioner Melba Covey was absent.

The meeting was called to order by Mayor Abbott, followed by an invocation and the Pledge of Allegiance.

**CONSENT AGENDA**

**Financial Update - "Budget-in-Brief"**

No discussion.

**Budget Transfer - Utility Billing Changes**

Commissioner Henderson asked for confirmation that the \$10,000 was for mailing of the paper utility bill with envelopes. City Manager Fuller confirmed and advised this amount does not include mailing of the newsletter at this time.

**Planning Board - Appointment(s) to Vacant Positions**

No discussion.

**Planning Board - Appointment of Vice-Chair**

No discussion.

**Certificate as to Public Meetings and no Conflict of Interest – Bond Closing**

Commissioner Henderson asked if this certificate is something that is normally included in the process, which City Attorney Obos confirmed.

**Change Order - Royal American**

Commissioner Pelletier asked, and City Manager Fuller reviewed, the change order, which is in regards to existing, deteriorated drainage pipes discovered during excavation. Public Works Director Noble elaborated further on the project.

**OLD BUSINESS**

**Bridge Harbor Development 1 Staging/Schedule Amendment – City Manager**

Commissioner Pelletier, reference citizen concerns of the aggregate being used in construction of the road, asked if this was looked into.

City Manager Fuller advised the developer was able to obtain FDOT documentation confirming that the aggregate does comply with FDOT specifications. Mike Harper of Buchanan & Harper, Engineers for the project, confirmed that the contractors for the project provided documentation of compliance. Mr. Harper also had Steve Potter, former County & FDOT Engineer to inspect the road. He provided reports of same to Commission. City Manager Fuller advised FDOT has not inspected the road because it is a private road.

## PUBLIC PARTICIPATION

David Griggs, 7111 Winona Street, was satisfied with the letters of compliance received.

Commissioner Pelletier asked if Stage 2 has been completed and inspected by city staff. City Manager Fuller advised it has been inspected and reviewed for completion.

### **Review of Ordinance No. 837 – Local Business Tax – Commission**

No discussion.

## REGULAR AGENDA

**Ordinance No. 962 – Small Scale Comp Plan Amendment - Request to change the Future Land Use Map for the property at 6505 Cherry Street, FL, from Low Density Residential To Public Buildings And Facilities.**

**Ordinance No. 963 - Rezoning Application of property located at 6505 Cherry Street, Callaway, FL, from Residential R-6M to Institutional Professional. – City Manager**

Commissioner Pelletier asked if the petition for rezoning approval is because it's been used for that designation for a while.

City Manager Fuller advised the current use of the property as a church is allowed following special approval given in 2009 to use the residence as a church. The applicant is planning to move forward with building a new sanctuary. The property has been posted for notice of rezoning and has been publicly heard and approved by the Planning Board.

Mark Mulligan, representative, advised their intent is to build a new church, which is the reason for the change request.

Commissioner Hollister referenced verbiage in the tax roll information regarding the existing tax classification, which reads "tax except". This should reflect "tax exempt".

**Ordinance No. 964 – Reduction of Transportation Impact Fees – City Manager**

No discussion.

**Resolution No. 15-30 - Water Deposit – Commission**

No discussion.

**Resolution No. 15-31 – Temporary Utility Service – City Manager**

Commissioner Hollister commented on the problems with the current system.

City Manager Fuller advised this Resolution would alleviate the issue of temporary water service for property owners trying to sell their property and needing to have temporary water service for inspections. Currently the city offers a 15-day cleanup period but this can only be done once in a 6-month period. This process would allow for an additional inspection period following that 15-day cleanup if needed. His recommendation was to allow for a 7 day period with a \$50 non-

refundable deposit, which would cover staff time. The homeowner would also be billed for consumption.

Discussion continued of the inspection/closing process when homes are sold. Although Commission felt the 7-day period to be too short, Commissioner Henderson was concerned with an unpaid bill for an extended period. City Manager Fuller advised that, unlike the 15-day cleanup, this process could be applied for numerous times with the deposit.

Commission was in favor of requiring a \$100 deposit for a 15-day period, of which \$50 is non-refundable and the balance would be applied to consumption. Any monies remaining would be refunded to the applicant. Mayor Abbott felt the City Manager should be able to extend the application on a week-to-week basis as necessary. Water consumption monitoring was also reviewed.

**MasTec, Inc. – Water Main Repair - Commissioner Pelletier**

No discussion.

**Bis Digital – Digital Recording and Live Streaming of Meetings – City Manager**

City Clerk Peters advised this was Commissioner Covey's item as she felt only meetings in which official actions are taken should be live-streamed. She advised there are no limitations on the number or lengths of meeting the city can record and publish within the cost of the program. Commission felt all workshops and meetings of Commission and boards should be videoed and published for convenience of the citizens.

**PUBLIC PARTICIPATION**

David Griggs, 7111 Winona St., regarding the request for rezoning of 6505 Cherry St., pointed out that the current zoning is R-6M and by changing the zoning it will not be open to a future mobile home site.

Steve Rossignol, 5321 Garden Cove Rd., reviewed a petition provided for a speed bump on Garden Cove Road. The petition provided signatures for 21 of the 28 residents on the street. Mayor Abbott explained the process, which will include a traffic study.

Paul Bohac, 7010 Mike Lane, spoke in favor of the CRA's proposed purchase of the Cherry Street property adjacent to Veterans Park, referencing possible use for stormwater drainage purposes. He also advised the Callaway Environmental Restoration Committee met with a representative from the Nature Conservancy, who is Director of Florida Governmental Relations, and was very informative regarding funding to address the City's stormwater drainage issues. Mr. Bohac referenced other city-owned properties that could be used for passive recreational parks.

Tom Disanto, 134 H L Sudduth Dr., presented a petition from residents in favor of the Cherry St. property purchase being discussed at the CRA meeting. He also referenced speeding on H L Sudduth Drive.

The issue of Bay County Sheriff patrolling was discussed. Commissioner Pelletier asked City Manager Fuller to speak with Lt. Branning about directing the Sheriff to run radar for traffic on H L Sudduth Dr., along with other areas throughout the city as well.

Commissioner Hollister referenced other unaddressed traffic violations along with speeding.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:50 p.m.

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

Attest: \_\_\_\_\_  
Mayor

**CITY OF CALLAWAY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
DECEMBER 15, 2015 – 6:00 P.M.**

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

The meeting was called to order by Mayor Abbott, followed by an invocation and the Pledge of Allegiance.

Mayor Abbott called for changes to the agenda.

Commissioner Pelletier asked that Item #6, the Change Order for Royal American, be moved to the beginning of the regular agenda.

**PRESENTATIONS**

**Employee of the Month for September – Bill Frye**

Mayor Abbott read the letter of recommendation in which Mr. Frye was commended on his enthusiasm and work ethic. Commission presented Mr. Frye with the Certificate of Recognition.

**Code Enforcement Board Report**

Chairman Volpi informed the Commission of the outcome of the three cases heard by the Code Enforcement Board at their meeting on December 10, 2015, one of which has been brought into compliance. Due process for properties in violation of code was also reviewed.

Mr. Volpi advised he is stepping down from the Code Enforcement Board and appreciated the appointment for the last 3 years.

**Bay County Sheriff's Office Report**

Lt. Brennan reviewed statistics for the month of October as follows:

Miles Patrolled	- 18,362	Traffic Stops	- 99
Calls for Service	- 1,047	Citations Issued	- 60
Arrests Made	- 60	Traffic Crashes	- 41

Commissioner Covey asked if there is a way for Commission to be notified of major happenings in the City. Lt. Brennan advised he normally tries to notify the City but will look into further notification processes. The issue of speeding was also discussed. Lt. Brennan advised they have a FDOT grant specifically for traffic issues.

**PUBLIC PARTICIPATION**

**Jean Champoux, 621 S. Berthe Avenue**, commented on the issue of public input.

Janice Jennings, 7514 Sara Lane, referencing the tree lighting, indicated it was a super nice ceremony. The Historical Society still has events for the month of December, which is in the newsletter.

## MINUTES

Nov. 10, 2015 Special Meeting Commissioner Pelletier/Commissioner Henderson

Commissioner Hollister requested that comments made by Commissioner Covey and Shelley McKinney regarding Lockbox, under Public Participation, include the figures referenced.

### **Motion:**

Motion was made by Commissioner Pelletier and seconded by Commissioner Henderson to approve the minutes as amended. Motion carried unanimously upon roll-call vote.

Nov. 16, 2015 Regular Workshop

Nov. 17, 2015 Regular Meeting

### **Motion:**

Motion was made by Commissioner Pelletier and seconded by Commissioner Hollister to approve the minutes as listed. Motion carried unanimously upon roll-call vote.

## CONSENT AGENDA

<b>Financial Update</b>	“Budget-in-Brief”
<b>Budget Transfer</b>	Utility Billing Changes
<b>Planning Board</b>	Appointment(s) to Vacant Positions
<b>Planning Board</b>	Appointment of Vice-Chair
<b>Certificate as to Public Meetings and no Conflict of Interest</b>	Bonds

### **Motion:**

Motion was made by Commissioner Henderson and seconded by Commissioner Hollister to approve the consent agenda items 1-5. Motion carried unanimously upon roll-call vote.

## OLD BUSINESS

**Bridge Harbor Development 1 Staging/Schedule Amendment**

City Manager Fuller reviewed the amendment and recommended approval.

### **Motion:**

Motion was made by Commissioner Hollister and seconded by Commissioner Henderson for approval of the amendment.

Commissioner Covey reviewed issues with the road and felt stages 1 and 1A should be wrapped up before approving the amendment. She felt the City has a responsibility and would feel more comfortable if the City inspects the road and certifies compliance.

City Manager Fuller advised the City does not certify temporary roads but staff has inspected the road and it appears to be constructed to FDOT standards. He will provide this in writing and

elaborated on Mr. Potter's letter, which indicated the road was constructed to FDOT standards as well.

Mike Harper, Buchannan & Harper, advised the crushed concrete is approved recycled material which is ran through a screen, but there may be a portion of metal left, which FDOT allows for.

Motion carried unanimously upon roll-call vote.

Mayor Abbott pointed out that this item was not related to the issue with the road.

#### **Review of Ordinance No. 837 – Local Business Tax**

City Manager Fuller reviewed the breakdown of the process for collection, confirming that timelines are being met.

#### **Motion:**

Motion was made by Commissioner Covey and seconded by Commissioner Hollister for approval of the budget cleanup. Motion carried unanimously upon roll-call vote.

#### **REGULAR AGENDA**

#### **Change Order - Royal American**

City Manager Fuller reviewed the problem and clarified that an engineer was not hired to review the problem. The process of the grant monies and the fact that all issues are funneled through Prebble-Rish, since they are the engineer/project manager for the project, was discussed. Public Works Director Noble clarified that the money being used is from left over contingency from the grant money.

#### **Motion:**

Motion was made by Commissioner Henderson and seconded by Commissioner Pelletier for approval of the change order. Motion carried unanimously upon roll-call vote

#### **Ordinance No. 962 – Small Scale Comp Plan Amendment - Request to change the Future Land Use Map for the property at 6505 Cherry Street, FL, from Low Density Residential to Public Buildings And Facilities.**

City Attorney Obos read Ordinance No. 962 by title as follows:

**AN ORDINANCE AMENDING THE COMPREHENSIVE PLAN OF THE CITY OF CALLAWAY, ACTING UPON THE APPLICATION OF WAT BUDDHASAENGDHAM, INC. DESIGNATING FOR PUBLIC BUILDINGS & FACILITIES FUTURE LAND USE A CERTAIN PARCEL OF LAND LYING WITHIN THE CITY OF CALLAWAY, FLORIDA, CONSISTING OF APPROXIMATELY 2.21 MORE OR LESS ACRES; SAID PARCEL IS LOCATED AT 6505 CHERRY STREET, CALLAWAY, FLORIDA, AS MORE PARTICULARLY DESCRIBED IN THE BODY OF THE ORDINANCE; AMENDING THE CITY'S FUTURE LAND USE MAP FOR PUBLIC BUILDINGS AND FACILITIES DESIGNATION FOR THE PARCEL; REPEALING ORDINANCES OR PARTS OF ORDINANCE IN CONFLICT HEREWITH; AND PROVIDING THAT THIS ORDINANCE SHALL TAKE EFFECT AS PROVIDED BY LAW.**

**Motion:**

Motion was made by Commissioner Pelletier and seconded Commissioner Hollister for approval of Ordinance No. 962. Motion carried unanimously upon roll-call vote.

**Ordinance No. 963** - Rezoning Application of property located at 6505 Cherry Street, Callaway, FL, from Residential R-6M to Institutional Professional.

City Attorney Obos read Ordinance No. 963 by title as follows:

**AN ORDINANCE REZONING FROM R-6M SINGLE FAMILY RESIDENTIAL TO I-P INSTITUTIONAL PROFESSIONAL, THAT CERTAIN PARCEL OF LAND LYING WITHIN THE CITY OF CALLAWAY, FLORIDA, CONSISTING OF APPROXIMATELY 2.21 ACRES; LOCATED AT 6505 CHERRY STREET, CALLAWAY, FLORIDA, AS MORE PARTICULARLY DESCRIBED IN THE BODY OF THE ORDINANCE; REPEALING ORDINANCES OR PARTS OF ORDINANCE IN CONFLICT HEREWITH; AND PROVIDING THAT THIS ORDINANCE SHALL TAKE EFFECT AS PROVIDED BY LAW.**

**Motion:**

Motion was made by Commissioner Pelletier and seconded by Commissioner Hollister for approval of Ordinance No. 963. Motion carried unanimously upon roll-call vote.

**Ordinance No. 964** - Rezoning Application of property located at 6505 Cherry Street, Callaway, FL, from Residential R-6M to Institutional Professional.

City Manager Fuller advised this will reduce the impact fees 100% for another 12 months, which encourages building.

**Motion:**

Motion was made by Commissioner Pelletier and seconded by Commissioner Henderson for approval of Ordinance No. 964.

Commissioner Hollister asked what the current impact fee amount for transportation is. City Manager Fuller advised it varies by land use type. The typical single-family residential home impact fee per resident is \$2,900.

City Attorney Obos read Ordinance No. 964 by title as follows:

**AN ORDINANCE OF THE CITY OF CALLAWAY, FLORIDA, TEMPORARILY REDUCING BY 100% THE CITY OF CALLAWAY'S TRANSPORTATION IMPACT FEE PREVIOUSLY ESTABLISHED BY ORDINANCE 862; PROVIDING FOR REINSTATEMENT OF THE AMOUNT OF IMPACT FEES; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL; PROVIDING FOR INCLUSION IN CODE; PROVIDING AN EFFECTIVE DATE.**

Motion carried unanimously upon roll-call vote.

**Resolution No. 15-30 - Water Deposit.**

City Attorney Obos read Resolution No. 15-30 by title as follows:

**A RESOLUTION OF THE CITY OF CALLAWAY, FLORIDA, AMENDING RESOLUTION 08-29, SECTION A DEPOSIT SCHEDULE; REPEALING ALL RESOLUTIONS OR PARTS OF RESOLUTIONS IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.**

City Manager Fuller advised the only amendment was to subparagraph B, adding the verbiage "master metered".

**Motion:**

Motion was made by Commissioner Pelletier and seconded by Commissioner Covey for approval of Resolution No. 15-30. Motion carried unanimously upon roll-call vote.

**Resolution No. 15-31 Temporary Utility Service**

City Manager Fuller asked that the item be tabled until the January meeting.

**MasTec, Inc. Water Main Repair - Commissioner Pelletier**

Commissioner Pelletier asked if MasTec, Inc. has responded to the City's efforts to collect. City Manager Fuller advised they have not. Commissioner Pelletier asked that City Attorney Obos send a letter with a 30-day notice to pay followed by litigation in small-claims court if they refuse. Attorney Obos indicated he will submit their standard letter for payment.

**Motion:**

Motion was made by Commissioner Pelletier and seconded by Commissioner Henderson. Motion carried unanimously upon roll-call vote.

**Bis Digital Recording and Live Streaming of Meetings**

City Clerk Peters reviewed the process and asked for clarification of which meetings Commission wants to include in the process. The only exception will be executive sessions.

**Motion:**

Motion was made by Commissioner Hollister and seconded by Commissioner Pelletier for approval of recording of all meetings, except executive sessions, for citizen viewing.

Commissioner Covey hoped the citizens would accept that Commission does have strong discussions on certain issues. Mayor Abbott stated democracy is not always a pretty process.

Motion carried unanimously upon roll-call vote.

## COMMISSION COMMENTS

### **Bob Pelletier, Commissioner, Ward III**

#### Public Works

Commissioner Pelletier advised he had visited Public Works and was impressed with the staff and the new street sweeper.

#### PA System

He recognized Director Legare and City Clerk Peters for their work on the PA system, requesting staff see if the lapel microphones can be integrated into the system.

#### Utility Deposits

He advised that, as of the end of September, there is \$57,000 in uncollectable accounts. He would like to discuss further at the meeting in January.

### **Commissioner Henderson**

Commissioner Henderson thanked everyone for a great year and wished all a Merry Christmas.

### **Melba Covey, Commissioner, Ward I**

#### Christmas Lights

Commissioner Covey commended Director Legare on the Christmas lights at City Hall and asked that he try to add a few more if available.

#### Sandy Creek Financial Reports

City Manager Fuller will provide by the end of the year for Oct 1, 2014 through the end of the 2015 fiscal year.

#### Status of City Hall Renovations

City Manager Fuller advised an architect has been contacted to look at the project and is coming back with some recommendations. He is hopeful that in January there will be a design to work with and a springtime completion. The inside and outside will be done simultaneously and carpets and linoleum will be cleaned as the budget allows.

#### Springbrook Training

Commissioner Covey asked where the scheduling of the Springbrook training is. City Manager Fuller advised it is in the process of being scheduled for February if it can be worked out.

She wished all a Merry Christmas.

### **Thomas Abbott, Mayor**

#### Bond Closing

Mayor Abbott advised that on the 11<sup>th</sup> of December the Bond pre-closing was done.

**Kevin Obos, City Attorney**

Bond Refunding

City Attorney Obos advised the 3.7 range was the final interest rate, as opposed to the prior 5.5 rate. The present value savings is \$1.35 million. A new debt service schedule will be provided to Commission, as well as a link to the official statement. The final debt came to \$15.9 million.

**Janice L. Peters, City Clerk**

Certificate as to Public Meetings and no Conflict of Interest

City Clerk Peters advised 5 signed copies are needed for the final Bond Refunding.

Commissioner Covey added that there will be mediation on January 7<sup>th</sup> for the AWT issue.

**ANNOUNCEMENTS**

Mayor Abbott read the announcements.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:18 p.m. to the Community Redevelopment Agency meeting.

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

Attest: \_\_\_\_\_  
Mayor

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

DATE: JANUARY 26, 2016

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 December 31, 2015.

**ATTACHMENT:**

- BUDGET-IN-BRIEF

5. REQUESTED MOTION/ACTION:

For review only. No action required.



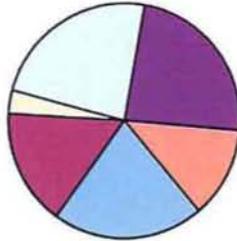
# CITY OF CALLAWAY

## Fiscal Year 2016

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

25% of Year Elapsed

#### YTD-Citywide Expense Allocation



- Operating 21.0%
- Non-Operating 3.2%
- Principal Debt Pmts 23.6%
- Personnel Svc 16.0%
- Transfers 23.6%
- Capital 12.6%

#### General Fund Revenues

Revenues	Budget	Year-to-Date	%
Advalorem Taxes	1,003,362	738,160	73.6%
Other Taxes	1,918,340	471,515	24.6%
Permits, Fees, & Licenses	1,013,650	90,544	8.9%
Grants & Shared Revenue	1,948,165	348,362	17.9%
Service Charges	157,650	45,094	28.6%
Judgements, Fines, & Forfeits	4,400	641	14.6%
Interest & Other Earnings	4,550	1,215	26.7%
Rents & Royalties	59,500	13,187	22.2%
Sales of Fixed Assets	30,200	-	0.0%
Contributions & Donations	2,500	502	20.1%
Miscellaneous Revenue	300	76	25.3%
<b>Total Revenues</b>	<b>\$ 6,142,617</b>	<b>\$ 1,709,296</b>	<b>27.8%</b>

#### General Fund Expenditures

Expenditures	Budget	Year-to-Date	%
Executive (Commission)	58,648	14,087	24.0%
City Manager	233,719	60,195	25.8%
Finance	247,761	80,635	32.5%
Legal	110,000	22,405	20.4%
Planning & Code Enforcement	315,752	32,771	10.4%
Information Technology	69,150	11,936	17.3%
Elections	6,250	-	0.0%
General Government	306,146	77,939	25.5%
Law Enforcement	1,483,300	370,349	25.0%
Fire Department	1,069,608	251,177	23.5%
Streets	1,144,794	331,029	28.9%
Maintenance Shop	210,482	57,173	27.2%
Leisure Services	804,008	222,758	27.7%
Transfers	977,218	1,311,213	134.2%
<b>Total Expenditures</b>	<b>\$ 7,036,836</b>	<b>\$ 2,843,667</b>	<b>40.4%</b>

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

	Budget	Year-to-Date
Incr / (Decr) to Fund Balance	(894,219)	(1,134,371)

#### Community Redevelopment Fund

	Budget	Year-to-Date	%
Revenues & Trfrs In	23,573	-	0.0%
Expenditures	102,750	9,013	8.8%
Incr / (Decr) to Fund Balance	(79,177)	(9,013)	

#### Debt Service Fund

	Budget	Year-to-Date	%
Transfers In	1,431,305	1,447,235	101.1%
Debt Service Pmts.	1,431,305	1,447,235	101.1%
Incr / (Decr) to Fund Balance	-	-	

#### Capital Projects Fund

	Budget	Year-to-Date	%
Revenues & Trfrs In	810,325	-	0.0%
Expenditures	810,325	365,620	0.0%
Incr / (Decr) to Fund Balance	-	(365,620)	

#### Water Fund

	Budget	Year-to-Date	%
Revenues & Trfrs In	2,761,750	646,015	23.4%
Expenses & Trfrs Out	6,466,602	551,653	8.5%
Incr / (Decr) to Net Assets	(3,704,852)	94,362	

Bond refunding transactions have not been recorded.

#### Sewer Fund

	Budget	Year-to-Date	%
Revenues & Trfrs In	4,359,200	1,047,463	24.0%
Expenses & Trfrs Out	9,412,069	808,352	8.6%
Incr / (Decr) to Net Assets	(5,052,869)	239,111	

Bond refunding transactions have not been recorded.

#### Solid Waste Fund

	Budget	Year-to-Date	%
Revenues	581,800	145,232	25.0%
Expenses & Trfrs Out	519,259	108,846	21.0%
Incr / (Decr) to Net Assets	62,541	36,386	

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

	Budget	Year-to-Date
Incr / (Decr) to Fund Balance/Net Assets	(9,668,576)	(1,139,145)

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

DATE: JANUARY 26, 2016

ITEM: BID AWARD – BID No. CM2016-01 TELECOMMUNICATION SERVICES

**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)**

On January 20, 2016 the City of Callaway received bids for Telecommunication Services. Currently WOW provides the city's phone services and their contract expires at the end of February 2016. Wow/Knology of Florida, LLC, was the only vendor to submit a bid. Their bid was as follows:

BIDDER	BASE BID	NON-RECURRING COSTS
WOW/Knology of Florida, LLC	\$3,171.09 Monthly	\$5,300 for rewiring of City Hall and the Department of Public Works

Currently, monthly recurring costs average \$4,045.24 per month city-wide. Their proposal reflects a monthly savings of around \$875 for an annual savings of approximately \$10,000. There may be minimal adjustments to the monthly recurring costs but staff does not expect them to exceed what the City is currently paying.

Staff, after complete review of the bid submitted, recommends award to WOW/Knology of Florida, LLC for a term of 3 years with three (3) additional one (1) year renewals upon agreement of the vendor and approval by Commission.

**ATTACHMENT:**

- BID CERTIFICATION FORM
- OVERVIEW OF MONTHLY RECURRING COSTS
- CONTRACT

**5. REQUESTED MOTION/ACTION:** Staff recommends approval of the award of the Telecommunication Services bid to WOW/Knology of Florida, LLC, and to authorize the Mayor to sign the contract for a 3-year term ending March 1, 2019.

**BID/CERTIFICATION FORM**  
**CITY OF CALLAWAY**  
**TELECOMMUNICATONS SERVICES**  
**BID NO.: CM2016-01**

BIDDERS CERTIFICATION TO THE CITY OF CALLAWAY:

1. The undersigned warrants that: (A) This Bid is submitted in response to, and is in compliance with, all terms and conditions applicable thereto as set forth in the Advertisement, Instructions to Bidders, General Instructions and Conditions, Special Instructions and Conditions, Bid/Certification Forms and (if any), the Minimum Technical Specifications, Plans, Addendum, Exhibits, Agreement, Bonds, and Insurance Requirements, each of which has been carefully examined, (B) Bidder or Bidder's representative has made such investigation as is necessary to determine the character and extent of the work and their capability to perform the work, and (C) agrees that if the Bid is accepted by the City, Bidder will provide the necessary labor, materials, machinery, equipment, tools or apparatus, and perform all the work or services required to complete the assignment and/or contract within the time specified according to the requirements of the City as herein and hereinafter set forth, and (D) he/she is authorized to legally execute binding contracts for and on behalf of the Bidder.
2. Please check one:  
 Bidder declares that the only person, persons, company, or parties interested in this Bid are named in the Bid.  
  
 Bidder, or one or more of bidder's officers, principals, or any owner of more than 5% in or of bidder, or members of their immediate families: (A) have a financial interest in another company, project, or property that could benefit financially from this proposed project; and/or (B) another individual or business will be compensated by (or on behalf of bidder) if Bidder is selected by the City to bid the requested services. (Attach a detailed explanation for either.)
3. Bid Bond - If the Bid is accepted by the City, it will become a binding contract on both parties. If a Bid Bond or Cashier's Check/Certified Check is required, it shall be submitted with the Bid. If the undersigned shall fail to deliver or perform, or if applicable, execute a Contract as stated herein, then the City may, at its option, determine that the undersigned has abandoned the Award/Contract, and thereupon such Bid and/or Award shall be null and void, and any Cashier's Check/Certified Check or Bond accompanying this Bid shall be forfeited to and become the property of the City, and the full amount of said check, or if a Bid Bond, the full amount of such bond, shall be paid to the City as partial liquidated damages; otherwise, any Bond or Cashier's Check/Certified Check accompanying this Bid shall be returned to the undersigned within 30 calendar days from the date of Award, or if provisions for a Notice to Proceed are included, from the date of the Notice to Proceed.
4. Bidder proposes and agrees to provide all materials, services or equipment required for the City of Callaway **TELECOMMUNICATION SERVICES BID NO.: CM2016-01**, for the Total Bid Sum of Three thousand, one hundred & seventy-one and 09/100 Dollars (\$ 3,171.09 Mo). + 5300.00 in non-recurring charges
5. Number of days from date of the Notice to Proceed that will be required for the final completion of all work as described herein.  

**60 days**

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**(Maximum 60 Calendar Days)**
6. The City reserves the right to accept any or all prices itemized in any combination that best serves the interests of the City. The City further reserves the right to accept or reject any of the components of this Bid, including alternates.
7. BIDDER HEREBY ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDUMS: tds

Name of Bidder: Knology of Florida, LLC

Business structure: (x) Corporation, ( ) Partnership, ( ) Individual, ( ) Other: \_\_\_\_\_

If a Partnership: \_\_\_\_\_

Name(s) of Partner(s): \_\_\_\_\_

If a Corporation: \_\_\_\_\_

Incorporated in State of: DE Date of Incorporation: 04.08.1998

Business Address: 235 W 15th St.

City: Panama City State FL Zip 32401

Telephone Number: (850) 215.1310 Fax (850) 215.0922

Submitted By: Tammy Stewart, on behalf of Steve Pozil, VP, Area for WOW! SE Region  
(Print)

Title: Business Account Manager

Signature: [Handwritten Signature]

ATTEST: \_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
Print Name

Affix Corporate Seal  
(If Corporation)

State of Florida  
County of Bay

The foregoing instrument was acknowledged before me this 19<sup>th</sup> day of Jan, 2016 by Tammy Stewart,  
who is personally known to me or who presented \_\_\_\_\_ as identification, and who (did) (did not) take  
an oath.



[Handwritten Signature]  
[Signature of Notary Public]

Linda L. Daniel  
[Printed, typed or stamped name of Notary Public]

**NOTE: BIDS MAY BE REJECTED IF ALL DOCUMENTS ARE NOT COMPLETE AND EXECUTED, AND THE NUMBER OF COPIES SPECIFIED/REQUESTED OF EACH ARE NOT SUBMITTED WITH THE BID.**

**CITY OF CALLAWAY - OVERVIEW OF SERVICES PER LOCATION**

ACCOUNT NUMBER	ACCOUNT NAME & ADDRESS	BILL TO ADDRESS	CURRENT SERVICES	LINE NUMBERS ANALOG/ICM/AA	NRG	Mo Rate
2176521	City of Callaway Arts & Conf Center 599 Callaway Park Way	6601 Hwy 22 Callaway, FL 32404	3 MOCM LD plan 16/2 Internet 16/2 Internet (MOCM)	850.874.0035 ICM 850.215.7461 DID 850.874.0094 IAD		201.89
			2 ANALOG LINES	850.874.2782 PL 850.874.0706 F		
2176176	City of Callaway City Hall 6601 Highway 22 Callaway, FL 32404	6601 Hwy 22 Callaway, FL 32404	5Mbps PON MATRIX AA (2) 17 MATRIX #s ICM/DIDs	850.215.6209 ICM 850.215.8567 ICM 850.215.8581 ICM 850.215.8546 ICM 850.871.6000 AA 850.215.6577 DID 850.215.6621 DID 850.215.6640 DID 850.215.6653 DID 850.215.6663 DID 850.215.6684 DID 850.215.6691 DID 850.215.6694 DID 850.215.6702 DID 850.215.6721 DID 850.215.6722 DID 850.215.6727 DID 850.215.6654 DID 850.215.2418 AA 850.215.2153 DID	2900	1084.77
			CFF 3 basic lines	850.215.5813 V 850.871.2444 F 850.871.6100 CFF 850.215.3194 F		
1621284	City of Callaway Fire Dept 262 N Star Av	262 N Star Av, Panama City, FL 32404	50/5 Internet			
2176254	City of Callaway Public Fire Dept 252 N Star Av., Panama City, FL 32404	6601 Hwy 22, Callaway, FL 32404	14 MATRIX ICM/DIDs 10Mbps Fiber Fax line	850.871.5300 ICM 850.871.2753 ICM 850.215.7463 DID 850.215.7459 DID 850.215.7458 DID 850.215.7456 DID 850.215.7452 DID 850.215.7451 DID 850.215.7445 DID 850.215.7439 DID 850.215.7437 DID 850.215.7434 DID 850.215.1759 IAD 850.215.2493 DID 850.871.5564		901.28

2177595	City of Callaway Leisure Services 514 Callaway Parkway, Callaway, FL 32404	6601 Hwy 22 Callaway, FL 32404	7 MOCM ICM/DID 16/2 Internet 16/2 Internet (MOCM) Fax line	850.874.0031 ICM 850.874.9922 ICM 850.874.9944 DID 850.215.7572 DID 850.215.7615 DID 850.215.7620 DID 850.215.7635 DID 850.874.9977		205.53
2175919	City of Callaway Maintenance Shop 6623 Omoko St., Callaway, FL 32404	6601 Hwy 22 Callaway, FL 32404	7 MOCM ICM/DID 16/2 Internet 16/2 Internet (MOCM) 2 analog lines fax - voice	850.215.5902 DID 850.215.5942 DID 850.215.5944 DID 850.215.5946 DID 850.215.5947 DID 850.871.1780 ICM 850.215.1267 IAD 850.871.3993 V 850.874.0179 F	2400.00 (combined with Maint Dept)	185.49
2176195	City of Callaway Planning Dept 6603 Highway 22, Callaway, FL 32404	6601 Hwy 22, Callaway, FL 32404	4 MOCM ICM/DID 16/2 Internet 16/2 Internet (MOCM) 2 analog lines fax - voice	850.871.4672 ICM 850.215.7602 DID 850.215.7607 DID 850.215.7613 DID 850.874.8200 F 850.874.9347 V		178.03
2176233	City of Callaway Public Works 324 S Berthe Av, Callaway, FL 32404	6601 E Hwy 22, Callaway, FL 32404	10 MOCM ICM/DID 16/2 Internet 16/2 Internet (MOCM)	850.215.6032 DID 850.215.6034 DID 850.871.1033 ICM 850.215.7176 DID 850.215.7181 DID 850.215.7183 DID 850.2157198 DID 850.215.7232 DID 850.215.7234 DID 850.215.0579 DID	2400.00 (combined with Maint Dept)	365.53
	City of Callaway Public Works 324 S Berthe Av, Callaway, FL 32404		Fax	850.871.2416 F		
	City of Callaway Public Works, 6603 Highway 22, Callaway, FL 32404		3 MOCM ICM/DID 16 Internet	850.818.0405 ICM 850.215.7628 DID 850.215.7631 DID		
TBD	City of Callaway Community Center, 524 Beulah Av., Callaway, FL 32404	City of Callaway Community Center, 524 Beulah Av., Callaway, FL 32405	none	NA		48.57
					5300	3171.09

REQUEST FOR BIDS/PROPOSALS  
CITY OF CALLAWAY  
TELECOMMUNICATION SERVICES  
BID NO.: CM2016-01

*Addendum to the Bid Proposal BID NO: CM2016-01*

- Should static IPs be required at any location other than outlined in the actual proposals, the cost of any additional static IPs will be billed at \$14.99 per static per location.
- WOW! Business will provide cordless phones at the Arts Conference Center based upon the Product Guidelines WOW! Business deems to be the most reliable and cost effective equipment.
- Rewiring Costs for City Hall located at 6601 E Hwy 22, Callaway, FL 32404 are \$2900.00.
- Rewiring Costs for the Public Works Dept that include **both** locations at 324 S. Berthe Av and 5523 Omoko St. are \$2400.00. Please refer to the installation charges on each of the respective proposals.
- Any existing Fiber and COAX Internet have also been included in each of the respective proposals per location in order for the phone system to be operational.
- Auto Attendants were not included in the Minimum Technical Specifications section of the bid, if Auto Attendants are needed, they would be billed at \$30.00 per Auto Attendant.
- ICMs (Virtual Numbers) were not included in the Minimum Technical Specifications section of the bid. The appropriate number of ICMs have been included in each proposal based upon the number of handsets and numbers requested in the Minimum Technical Specifications section. If additional ICMs are needed, they would be billed at \$1.25 per ICM.
- The City of Callaway currently has more handsets than requested on the Minimum Technical Specifications. Each proposal has been based upon the requested number of handsets in the Minimum Technical Specifications. Should additional handsets be

required than indicated on the Minimum Technical Specifications, the cost would be \$5.00 per phone and \$30.00 per workstation.

- The City of Callaway currently has more sidecars than requested on the Minimum Technical Specifications. Sidecars have been included to match the number the City of Callaway has a City Hall. Should additional handsets be required than indicated on the Minimum Technical Specifications, the cost would be \$2.50 per sidecar.
- The City of Callaway currently has more analog lines than requested on the Minimum Technical Specifications. Should additional analog lines be required than indicated on the Minimum Technical Specifications, the cost would be \$9.95 per line. This is cost without phones/faxes/alarms to support the line.

**AGREEMENT FOR CONTRACTOR SERVICES  
TELECOMMUNICATION SERVICES  
BID NO.: CM2016-01**

This Agreement made as of this 26th day of, January, 2016, by and between the **City of Callaway**, Florida - (the "CITY"), and **WOW/Knology of Florida, LLC**, authorized to do business in the State of Florida (the "CONTRACTOR"), and whose address is 235 W. 15<sup>th</sup> Street, Panama City, FL 32401, Phone: (850) 215-1310 Fax: (850) 215-0922.

In consideration of the mutual promises contained herein, the CITY and the CONTRACTOR agree as follows:

**ARTICLE 1 - SERVICES**

The CONTRACTOR'S responsibility under this Agreement is to furnish, deliver, and construct all materials, labor, and equipment and to perform all operations in accordance with the plans and specifications and as listed in the Bid Form for the **TELECOMMUNICATION SERVICES BID NO. CM2016-01**.

Services of the CONTRACTOR shall be under the general direction of the CITY MANAGER, who may designate a person to act as the CITY'S representative (hereinafter "REPRESENTATIVE") during the performance of this Agreement.

The CITY shall furnish to the CONTRACTOR up to four (4) sets of the Contract Documents for execution of the Work. Additional copies of the Contract Documents are available at the cost of reproduction.

**ARTICLE 2 - SCHEDULE**

The term of this contract shall be for an initial three (3) year period, with an additional three (3) one-year (1-year) periods upon written consent of CONTRACTOR and approval by the Commission of the City of Callaway, along with any cost increases at that time. Thereafter, the contract will automatically renew annually, unless termination is initiated by either party pursuant to Article 4 herein.

**ARTICLE 3 - PAYMENTS TO CONTRACTOR**

- A. The CITY shall pay to the CONTRACTOR for services satisfactorily performed, a monthly recurring charge of \$3,171.09, which includes all direct charges, indirect charges and reimbursable expenses, if any. The CITY shall pay to the CONTRACTOR non-recurring fee on a lump sum basis in the amount of \$5,300 upon satisfactory completion of the installation and rewiring work required as provided in the submitted bid.

These fees do not include taxes, fees or surcharges, which may include government imposed fees and taxes, government program fees (such as 911, LNP, TRS and universal service), and non-governmental fees and charges (such as the Broadcast TV fee, Sports Surcharge and other specific cost recovery fees, subscriber line charges, line fees, access charges and carrier service fees) and will vary depending upon the service location and the services to which the CITY subscribes. The CONTRACTOR will bill the CITY monthly.

- B. The invoices received from the CONTRACTOR pursuant to this Agreement will be reviewed and approved by the City Manager's office, indicating that services have been rendered in conformity with the Agreement, and then will be sent to the Finance Department for payment. The invoice

must specify the work performed. Ten percent (10%) of each invoiced amount will be withheld and retained by the CITY until completion of the work to the satisfaction of the CITY.

- C. In order for both parties herein to close their books and records, the CONTRACTOR will clearly state "final invoice" on the CONTRACTOR'S final/last billing to the CITY. This indicates that all services have been performed and all charges and costs have been invoiced to the CITY. Since this account will thereupon be closed, any and other further charges if not properly included on this final invoice shall be waived by the CONTRACTOR.
- D. CONTRACTOR acknowledges that it has reviewed the scope of work and inspected the work site and does not anticipate having any CONTRACTOR requested change orders.

#### **ARTICLE 4 - TERMINATION**

This Agreement may be terminated by the CONTRACTOR on 60 days prior written notice to the CITY in the event of substantial failure by the CITY to perform in accordance with the terms hereof through no fault of the CONTRACTOR. It may also be terminated by the CITY, with or without cause, immediately upon written notice to the CONTRACTOR. Unless the CONTRACTOR is in breach of this Agreement, the CONTRACTOR shall be paid for services rendered to the CITY'S satisfaction through the date of termination. After receipt of a termination notice and except as otherwise directed by the CITY the CONTRACTOR shall:

- A. Stop work on the date and to the extent specified.
- B. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.
- C. Transfer all work in process, completed work, and other material related to the terminated work to the CITY.
- D. Continue and complete all parts of the work that have not been terminated.

#### **ARTICLE 5 - PERSONNEL**

The CONTRACTOR represents that it has or will secure at its own expense all necessary personnel required to perform the services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the CITY.

All of the services required herein under shall be performed by the CONTRACTOR or under its supervision, and all personnel engaged in performing the services shall be fully qualified and, if required, authorized or permitted under State and local law to perform such services.

The CONTRACTOR warrants that all services shall be performed by skilled and competent personnel to the highest professional standards in the field.

#### **ARTICLE 6 - SUBCONTRACTING**

The CITY reserves the right to accept the use of a subcontractor or to reject the selection of a particular subcontractor and to inspect all facilities of any subcontractors in order to make a determination as to the capability of the subcontractor to perform properly under this Agreement. The CONTRACTOR is encouraged to seek minority and women business enterprises for participation in subcontracting opportunities.

If a subcontractor fails to perform or make progress, as required by this Agreement, and it is necessary to replace the subcontractor to complete the work in a timely fashion, the CONTRACTOR shall promptly do so, subject to acceptance of the new subcontractor by the CITY.

#### **ARTICLE 7 - FEDERAL AND STATE TAX**

The CONTRACTOR shall be responsible for payment of its own FICA and Social Security benefits with respect to this Agreement and the personnel it employs.

#### **ARTICLE 8 – INSURANCE & BONDS**

- A. The CONTRACTOR shall not commence work under this Agreement until it has obtained all insurance and bonds required under this paragraph and such insurance has been verified by the CITY.
- B. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida.

The CONTRACTOR shall maintain, during the life of this Agreement, comprehensive automobile liability insurance in the amount of \$1,000,000 and \$2,000,000 combined single limit for property damage and bodily injury liability covering claims which may arise from the ownership, use, or maintenance of owned and non-owned automobiles, including rented automobiles, whether such operations be by the CONTRACTOR or by anyone directly or indirectly employed by the CONTRACTOR. CONTRACTOR shall purchase and maintain a policy or policies of commercial general liability insurance satisfactory in all respects to CITY, and casualty and extended coverage insurance. All policies shall be occurrence form policies and shall name CITY as an additional insured, with the premium thereon fully paid by CONTRACTOR on or before their due date. The general liability insurance policy shall afford minimum protection of \$1,000,000 and \$2,000,000 combined single limit coverage for bodily injury.

Required insurance shall be documented in Certificates of Insurance which provide that CITY shall be notified at least 30 days in advance of cancellation, non-renewal or adverse change. New Certificates of Insurance are to be provided to CITY at least 15 days prior to coverage renewals. City of Callaway, Florida is to be named as an additional insured entity.

If requested by CITY, CONTRACTOR shall furnish complete copies of its insurance policies, forms and endorsements.

For commercial general liability coverage, CONTRACTOR shall, at the option of CITY, provide an indication of the amount of claims, payments or reserves chargeable to the aggregate amount of liability coverage.

Receipt of certificates or other documentation of insurance or policies or copies of policies by CITY, or by any of its representatives, which indicate less coverage than required does not constitute a waiver of CONTRACTOR'S obligation to fulfill the insurance requirements herein.

CONTRACTOR shall also purchase and maintain workers compensation insurance for all obligations imposed by law, with employer's liability limits of at least the statutory limit, or provide notarized affidavit of exemption listing relevant statutes. CONTRACTOR shall also purchase any other coverage required by law.

CONTRACTOR'S maintenance of the insurance policies required hereunder shall not limit or otherwise affect its liability hereunder.

- C. In the event that a performance or payment bond is required due to use of grant funds for the project, by City Commission or as otherwise required, the CONTRACTOR shall not commence work under this Agreement until it has obtained the required bonds and provided such bonds to the CITY.

#### **ARTICLE 9 - EXCUSABLE DELAYS**

The CONTRACTOR shall not be considered in default by reason of any failure in performance if such failure arises out of causes reasonably beyond the CONTRACTOR'S control and without its fault or negligence. Such causes may include, but are not limited to: acts of God; the City's omissive and commissive failures; natural or public health emergencies; labor disputes; freight embargoes; and severe weather conditions. If failure to perform is caused by the failure of the CONTRACTOR'S subcontractor(s) and is without the fault or negligence of them, the CONTRACTOR shall not be deemed to be in default.

Upon the CONTRACTOR'S request, the CITY shall consider the facts and extent of any failure to perform the work and, if the CONTRACTOR'S failure to perform was without its fault or negligence as determined by the CITY, any affected provision of this Agreement shall be revised accordingly; subject to the CITY's rights to change, terminate, or stop any or all of the work at anytime.

#### **ARTICLE 10 - LIQUIDATED DAMAGES**

Liquidated damages shall be paid to the CITY at the rate of \$200 per day for all work awarded under the contract until the work has been satisfactorily completed as provided by the Contract Documents. Sundays and Legal Holidays shall be excluded in determining days in default.

It is agreed that the amount is the per-diem rate for damage incurred by reason of failure to complete the work. The said amount is hereby agreed upon as the reasonable costs which may be accrued by the CITY after the expiration of the time of completion. It is expressly understood and agreed that this amount is not to be considered in the nature of a penalty, but as liquidated damages which have accrued against the CONTRACTOR. The CITY shall have the right to deduct such damages from any amount due, or that may become due the CONTRACTOR, or the amount of such damages shall be due and collectable from the CONTRACTOR or Surety.

#### **ARTICLE 11 - ARREARS**

The CONTRACTOR shall not pledge the CITY'S credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness.

#### **ARTICLE 12 - DISCLOSURE AND OWNERSHIP OF DOCUMENTS**

The CONTRACTOR shall deliver to the CITY for approval and acceptance, and before being eligible for final payment of any amount due, all documents and materials prepared by and for the CITY under this Agreement.

All written and oral information not in the public domain or not previously known, and all information and data obtained, developed, or supplied by the CITY or at its expense will be kept confidential by the CONTRACTOR and will not be disclosed to any other party, directly or indirectly, without the CITY'S prior written consent.

Such information and data shall be and will remain the CITY'S property and may be reproduced and reused at the discretion of the CITY.

All products generated by the CONTRACTOR for the CITY become the property of the CITY. The CITY may require submission of any electronic file version of reports, data, maps, or other submission of documentation produced for or as a result of this project in addition to paper documents.

The CITY and the CONTRACTOR shall comply with the provisions of the Florida Public Records Law.

**PUBLIC RECORDS LAW.** CONTRACTOR acknowledges that it is familiar with the provisions of the Public Records Law of the State of Florida.

CONTRACTOR agrees to comply with Chapter 119, Florida Statutes, and specifically per Florida Statute 119.0701, CONTRACTOR agrees to keep and maintain public records that would be required by the City of Callaway in order to perform the services provided for in this Agreement; CONTRACTOR agrees to provide public access to any required public records in the same manner as a public agency; CONTRACTOR agrees to protect exempt or confidential records from disclosure; CONTRACTOR agrees to meet public records retention requirement; and CONTRACTOR agrees that at the end of term of this Agreement, to transfer all public records to the City of Callaway and destroy any duplicate exempt or confidential public records.

All products generated by the CONTRACTOR for the CITY become the property of the CITY. The CITY may require submission of any electronic file version of reports, data, maps or other submission of documentation produced for or as a result of this Bid/Proposal in addition to paper documents.

Further, in accordance with the Public Records Laws of the State of Florida, Section 119.0701, (2013), Contractor must:

- A. Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform the service.
- B. Provide the public with access to public records on the same terms and conditions that the public agency would provide the records and at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
- C. Ensure that public records that are exempt or confidential and exempt from public records are not disclosed except as authorized by law.
- D. Meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public record disclosure requirements. All records stored electronically must be provided to the public agency in a format that is compatible with the information technology systems of the public agency.
- E. If a contractor does not comply with a public records request, the public agency shall enforce the contract provision in accordance with the contract.

All covenants, agreements, representations, and warranties made herein, or otherwise made in writing by any party pursuant hereto shall survive the execution and delivery of this Agreement and the consummation of the transactions contemplated hereby.

### **ARTICLE 13 - INDEPENDENT CONTRACTOR RELATIONSHIP**

The CONTRACTOR is, and shall be, in the performance of all work services and activities under this Agreement, an independent contractor, and not an employee, agent, or servant of the CITY. All persons engaged in any of the work or services performed pursuant to this Agreement shall at all times, and in all places, be subject to the CONTRACTOR'S sole direction, supervision, and control. The

CONTRACTOR shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the CONTRACTOR'S relationship and the relationship of its employees to the CITY shall be that of an independent contractor and not as employees or agents of the CITY.

The CONTRACTOR does not have the power or authority to bind the CITY in any promise, agreement or representation.

#### **ARTICLE 14 - CONTRACT ASSIGNMENT**

The CONTRACTOR shall not sublet, sell, transfer, assign or otherwise dispose of the CONTRACT or any portion thereof, or of his right, title, or interest therein, without written consent of the CITY. The CONTRACTOR shall complete the work contemplated by the terms and conditions of this Agreement in an amount equivalent to at least 50 percent (50%) of the dollar value of work to be performed under this Contract utilizing its own business or corporate entity, so that no single labor, material man, or subcontractor shall be permitted to perform more than 50% of the work contemplated by this Contract.

#### **ARTICLE 15 - AMENDMENT**

None of the provisions, terms and conditions contained in this Agreement may be added to, modified, superseded or otherwise altered, except by a written instrument executed by the parties hereto.

#### **ARTICLE 16 - ENFORCEMENT COSTS**

If any legal action or other proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default, or misrepresentation in connection with any provision, the successful or prevailing party or parties shall be entitled to recover reasonable attorney's fees, court costs and all expenses even if not taxable as court costs (including, without limitation, all such fees, costs and expenses incident to appeals), incurred in that action or proceeding, in addition to any other relief to which such party or parties may be entitled.

#### **ARTICLE 17 - AUTHORITY TO PRACTICE**

The CONTRACTOR hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner.

#### **ARTICLE 18 - SEVERABILITY**

If any term or provision on this Agreement, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of such terms or provisions to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Agreement shall be deemed valid and enforceable to the extent permitted by law.

#### **ARTICLE 19 - CITY'S REPRESENTATIVE AND AUTHORITY**

The person designated by the CITY MANAGER shall serve as the CITY'S REPRESENTATIVE and shall decide questions which may arise as to quality and acceptability of materials furnished and work performed, and shall interpret the intent of the Contract Documents with reasonable promptness.

The REPRESENTATIVE will not be responsible for the construction means, controls, techniques, sequences, procedures, or construction safety.

The REPRESENTATIVE may assign Project Inspector(s) who shall serve to assist the REPRESENTATIVE in determining if the work performed and the materials used meet the Contract requirements. The Project Inspector shall be authorized to issue Field Orders. The Project Inspector shall be authorized to stop all or any portion of the work if in his opinion the work is not proceeding according to the requirements of the plans and specifications.

#### **ARTICLE 20 - MODIFICATION**

The CITY reserves the right to make changes in the work, including alterations, reductions therein or additions thereto. Upon receipt by the CONTRACTOR of the CITY'S notification of a contemplated change, the CONTRACTOR shall (1) if requested by CITY, provide an estimate for the increase or decrease in cost due to the contemplated change, (2) notify the CITY of any estimated change in the completion date, and (3) advise the CITY in writing if the contemplated change shall affect the CONTRACTOR'S ability to meet the completion dates or schedules of this Agreement.

If the CITY so instructs in writing, the CONTRACTOR shall suspend work on that portion of the work affected by a contemplated change, pending the CITY'S decision to proceed with the change.

If the CITY elects to make the change, the CITY shall issue a contract amendment or change order and the CONTRACTOR shall not commence work on any such change until such written amendment or change order has been issued and signed by each of the parties.

#### **ARTICLE 21 - CONTRACT DOCUMENTS**

The other documents which comprise the entire Agreement are attached hereto, made a part hereof and consist of the following:

- A. Advertisement for Bids,
- B. Special Instructions and Conditions,
- C. General Instructions and Conditions,
- D. Minimum Technical Specifications,
- E. Bid Forms  
Bid Certification Form  
Drug-Free Workplace Certification  
Public Entity Crimes Statement,
- G. Addendums (if any),
- H. Performance & Payments Bonds (if required),
- I. Change Orders (if any).

In the event of a conflict between the terms of the above documents and the terms of this Agreement, the terms of this Agreement shall prevail.

There are no contract documents other than those listed above and there are no promises or understandings other than those stated herein.

#### **ARTICLE 22 - VENUE**

All applicable laws, regulations and ordinances of the State of Florida, Bay County and the City of Callaway will apply to consideration and award of any Bid/Proposal and the performance of the bidder/proposal pursuant thereto, and shall be governed by the laws of the State of Florida both as to intention and performance. The venue for any action arising from the award or subsequent performance

shall lie exclusively in the Circuit Court of Bay County, Florida, or the United States District Court for the Northern District of Florida, as applicable.

**ARTICLE 23 - NOTICE**

All notices required in this Agreement shall be sent by certified mail, return receipt requested, and if sent to the CITY shall be mailed to:

City of Callaway  
6601 East Hwy. 22  
Callaway, Florida 32404  
Attention: Janice L. Peters, City Clerk  
Phone: (850) 215-6694  
Fax: (850) 871-2224  
Email: [jpeters@cityofcallaway.com](mailto:jpeters@cityofcallaway.com)

With a copy to: Kevin D. Obos, Esq. City Attorney  
Harrison Sale McCloy  
P.O. Drawer 1579  
Panama City, FL 32402  
Phone: (850) 769-3434  
Fax: (850) 769-6121

and if sent to the CONTRACTOR shall be mailed to:

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Either party may change its address noted above by giving written notice to the other party in accordance with the requirements of the Section.

THE REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK.

This Agreement is entered into as of the day and year first written above and is executed in at least two original copies of which one is to be delivered to the CONTRACTOR, and one to the CITY CLERK for filing in the official records.

CITY CLERK

CITY OF CALLAWAY, FLORIDA

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

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

Contractor Witnesses:  
(2 REQUIRED)

Contractor:

Witness: \_\_\_\_\_  
Name  
  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Business Name  
  
By: \_\_\_\_\_  
Signature

Witness: \_\_\_\_\_  
Name  
  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

APPROVED AS TO FORM FOR THE RELIANCE OF THE  
CITY OF CALLAWAY ONLY:

\_\_\_\_\_  
KEVIN D. OBOS, HARRISON SALE McCLOY  
CITY ATTORNEY

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

DATE: JANUARY 26, 2016

ITEM: GRANT ACCEPTANCE/APPROVAL TO ISSUE BID – HWY. 2297 WATERLINE RELOCATION

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

Relocation project is budgeted. The Grant will cover approximately 50% of the project costs.

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

In 2015, the City applied for grant funding through the Northwest Florida Water Management District (NFWFMD) FY15/16 Water Supply Development Grant Program regarding the Highway 2297 Bridge Water Line Relocation. On December 11<sup>th</sup> the City was notified that the NFWFMD Governing Board approved funding for the relocation project in the amount of \$168,374. The grant is expected to cover 50% of the project costs, which have been included in the FY16 city budget. To receive the grant funding, the City must approve the Grant Agreement with the NFWFMD.

Now that funding for the project has been secured, the City must begin the bidding and construction process. The next step is to advertise that the City is accepting bids/proposals for construction.

**ATTACHMENT:**

- GRANT AWARD LETTER FROM NFWFMD
- GRANT AGREEMENT (TO BE DISTRIBUTED UPON RECEIPT)

5. REQUESTED MOTION/ACTION:

Staff recommends the City Commission approve the Grant Agreement with the NFWFMD and authorize staff to issue a Request for Bids for the project.



Brett J. Cyphers  
Executive Director

## Northwest Florida Water Management District

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81 Water Management Drive, Havana, Florida 32333-4712  
(U.S. Highway 90, 10 miles west of Tallahassee)

Phone: (850) 539-5999 • Fax: (850) 539-2777

December 11, 2015

Mr. Jonathan Sklarski  
Preble-Rish, Inc.  
203 Aberdeen Pkwy  
Panama City, FL 32405

RE: *Hwy 2297 Bridge Water Line Relocation*

Dear Mr. Sklarski:

Thank you for applying for competitive grant funding through the Northwest Florida Water Management District's FY 2015-2016 Water Supply Development Grant Program. The response to the grant funding availability announcement was significant, and the process was consequently very competitive. We are pleased to inform you that the above mentioned project was approved for funding by the District's Governing Board in the amount of \$168,374.

In order to initiate implementation of this grant, we ask you to please send an email to Mr. Ken Friedman, at [grants@nwfwater.com](mailto:grants@nwfwater.com), confirming your acceptance of the award. Please respond no later than December 30, 2015. Also, please provide the name and contact information of the person you would like us to coordinate with to facilitate timely development of the grant agreement and related items.

Thank you again for participating in the District's grant program. If you have any questions, please feel free to contact me at (850) 539-5999.

Sincerely,

A handwritten signature in cursive script that reads "Christina Coger".

Christina Coger, AICP  
Program Manager, Resource Planning

GEORGE ROBERTS  
Chair  
Panama City

JERRY PATE  
Vice Chair  
Pensacola

JOHN W. ALTER  
Secretary-Treasurer  
Malone

GUS ANDREWS  
DeFuniak Springs

JON COSTELLO  
Tallahassee

MARC DUNBAR  
Tallahassee

TED EVERETT  
Chipley

NICK PATRONIS  
Panama City Beach

BO SPRING  
Port St. Joe

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

DATE: JANUARY 26, 2016

ITEM: TASK ORDER – PREBLE-RISH – HWY. 2297 WATERLINE RELOCATION

**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   
Relocation project is budgeted.

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

Preble-Rish, Inc. assisted the City in applying for grant funding through the NFWFMD and has been involved with the Bay County Hwy 2297 Bridge Project since engineering design began. The attached task order pertains only to the relocation of the city's water line. It includes finalizing the permitting and providing administrative services during the construction process. The total amount of the task order is \$19,450 and has been included in the total project costs already budgeted.

**ATTACHMENT:**

- TASK ORDER

**5. REQUESTED MOTION/ACTION:**

Staff recommends the City Commission approve the Task Order to Preble-Rish for the Highway 2297 Water Main Relocation Project.



**PREBLE-RISH INC**  
CONSULTING ENGINEERING SERVICES

January 20, 2016

VIA E-MAIL ([mfuller@cityofcallaway.com](mailto:mfuller@cityofcallaway.com))

Mr. Michael Fuller  
City of Callaway  
6601 E. Highway 22  
Callaway, Florida 32404

**RE: City of Callaway – Highway 2297 Water Main Relocation  
Task Order 2016-042 – Proposal for Professional Engineering Services  
PRI Project No. 220.042**

Dear Mr. Fuller:

Preble-Rish Inc. (PRI) is pleased to provide this proposal for professional engineering services for the *City of Callaway – Highway 2297 Water Main Relocation* project. It is our understanding that the City of Callaway (City) has been awarded a grant from the Northwest Florida Water Management District (NFWFMD) to relocate an existing water main due to the Bay County Highway 2297 Bridge project.

Based on our discussions and the project's needs, PRI has prepared the enclosed Task Order (**Exhibit A**) which details our scope of services and associated fees. If this proposal is acceptable to you, please execute the attached Task Order and return one fully executed original to our Panama City office.

We thank you for the opportunity to be of service to the City and look forward to working with you on this important project.

If you have any questions, please give me a call at 850.522.0644 or you may e-mail me at [sklarskij@preble-rish.com](mailto:sklarskij@preble-rish.com). As always, we look forward to working with you on this project.

Sincerely,  
PREBLE-RISH, INC.

Jonathan M. Sklarski, P.E.  
Regional Manager

JS/sp

Attachments

cc: Mr. Trevor Noble, City of Callaway (via e-mail at [tnoble@cityofcallaway.com](mailto:tnoble@cityofcallaway.com))  
Ms. Tina Dixon, City of Callaway (via email at [tdixon@cityofcallaway.com](mailto:tdixon@cityofcallaway.com))  
Mr. Cliff Wilson, President, PRI (via email at [wilsonc@preble-rish.com](mailto:wilsonc@preble-rish.com))  
Mr. Ralph Rish, Corporate Board, PRI (via e-mail at [rishr@preble-rish.com](mailto:rishr@preble-rish.com))  
Mrs. Missy Ramsey, CPA, Controller, PRI (via e-mail at [ramseyrm@preble-rish.com](mailto:ramseyrm@preble-rish.com))

K:\220.042 Highway 2297 Water Main Relocation\Proposal\220.042\_Fuller\_TO 2016-042\_01 20 16 rev 1.doc

203 ABERDEEN PARKWAY, PANAMA CITY, FL 32405 ☎ (850) 522-0644 ☎ (850) 522-1011

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PANAMA CITY • PORT ST. JOE • BLOUNTSTOWN • SANTA ROSA BEACH • FT. WALTON BEACH  
PENSACOLA • FREEPORT • MONTICELLO • MARIANNA • QUINCY • CRAWFORDVILLE • MEXICO BEACH  
TALLAHASSEE • LAKE CITY • DAPHNE, AL

**EXHIBIT "A"**

**HIGHWAY 2297 WATER MAIN RELOCATION  
TASK ORDER FY 2016-042  
PREBLE-RISH, INC. PROJECT NO. 220.042**

This task order is for the purpose of Preble-Rish, Inc. (PRI) as the ENGINEER to provide professional services for the Highway 2297 Water Main Relocation project for the City of Callaway (City) acting by and through its Council.

**DESCRIPTION OF ENGINEER'S SERVICES**

**SCOPE OF SERVICES**

**A. Grant Administration**

1. Coordinate with NFWFMD to administer grant funds appropriated for this project.
2. Provide monthly status update reports as specified in the grant agreement.
3. Attend meeting and/or conference calls with NFWFMD.
4. Prepare and submit final project closeout report to NFWFMD.

**B. Final Design and Permitting**

1. Prepare 100% engineering plans and associated details.
2. Prepare 100% engineer's construction cost estimate.
3. Submit the water main relocation plans to Bay County for Construction in Right of Way permit.
4. Submit the water main relocation plans to FDEP for permit exemption verification.

**C. Bidding and Construction Administration (CA)**

1. Prepare technical specifications.
2. Respond to Contractor Requests for Additional Information (RFI).
3. Attend pre bid meeting and bid opening.
4. Review the bids and make a recommendation of award.
5. Review Contractor shop drawings/material submittal packages.
6. Contractor supervision/inspection throughout the duration of the project.
7. Review Contractor pay requests.
8. Review all testing documentation provided by the Contractor.
9. Submit the required certifications upon completion of construction and supporting documentation.

**D. Deliverables**

1. Three (3) sets of 100% contract documents.
2. Bay County Construction in Right of Way permit.
3. FDEP potable water verification of exemption.
4. Final project closeout report.

**E. Exclusions**

1. Permit application fees.
2. Advertisement fees.
3. Survey services (i.e. construction stakeout and as built survey).

**F. Professional Services Fees**

1. Grant Administration	\$ 0.00
2. Final Design and Permitting	\$ 7,500.00
3. Bidding and CA	\$ 11,450.00
4. Deliverables	\$ 500.00

**Total = \$ 19,450.00**

IN WITNESS WHEREOF, the parties hereto have caused this Task Order to be executed by their undersigned officials as duly authorized.

**PREBLE-RISH, INC.**

**203 Aberdeen Parkway  
Panama City, Florida 32405**

By: Jonathan M. Sklarski

Name and Title: Jonathan M. Sklarski, P.E. Regional Manager

Witnessed: Josee Pitta

Date: 01/20/16

**CITY OF CALLAWAY, FLORIDA**

**6601 East Highway 22  
Callaway, FL 32404**

By: \_\_\_\_\_

Name and Title: Michael Fuller, City Manager

Witnessed: \_\_\_\_\_

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

K:\220.042\Highway 2297 Water Main Relocation\Proposal\Eng Task Order Exhibit A rev 1.doc

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

DATE: JANUARY 26, 2016

ITEM: ORDINANCE NO. 962 – SMALL SCALE COMPREHENSIVE PLAN AMENDMENT

**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)**

This is a Small Scale Comprehensive Plan Amendment (SSCPA) request to change the Future Land Use Map (FLUM) for the property at 6505 Cherry Street, Parcel ID# 06038-000-000.

Wat Buddhasaengham, Inc., the owner of the property at 6505 Cherry Street has submitted an application for a SSCPAs to change the Callaway FLUM. Specifically, Wat Buddhasaengham, Inc. is requesting to change the Future Land Use (FLU) of their property, which currently has a designation of Low Density Residential, to Public Buildings & Facilities.

The subject property is approximately 2.21 acres and is located on the north side of the street, just east of N. Comet Avenue. There is a mixture of property uses and allowances along Cherry Street, including Public Buildings & Facilities, making this change to the subject property consistent with the surrounding area.

The Planning Board, at their meeting of November 24, 2015, recommended approval by City Commission for the SSCPAs. Commission approved the first reading of Ordinance No. 962 at their December 15, 2015, meeting.

**ATTACHMENTS:**

- Ordinance No. 962
- Planning Board Recommendation & Review Materials

**5. REQUESTED MOTION/ACTION:**

Staff recommends approval of Ordinance No. 962 upon second reading.

**ORDINANCE NO. 962**

**AN ORDINANCE AMENDING THE COMPREHENSIVE PLAN OF THE CITY OF CALLAWAY, ACTING UPON THE APPLICATION OF WAT BUDDHASAENGDHAM, INC. DESIGNATING FOR PUBLIC BUILDINGS & FACILITIES FUTURE LAND USE A CERTAIN PARCEL OF LAND LYING WITHIN THE CITY OF CALLAWAY, FLORIDA, CONSISTING OF APPROXIMATELY 2.21 MORE OR LESS ACRES; SAID PARCEL IS LOCATED AT 6505 CHERRY STREET, CALLAWAY, FLORIDA, AS MORE PARTICULARLY DESCRIBED IN THE BODY OF THE ORDINANCE; AMENDING THE CITY'S FUTURE LAND USE MAP FOR PUBLIC BUILDINGS AND FACILITIES DESIGNATION FOR THE PARCEL; REPEALING ORDINANCES OR PARTS OF ORDINANCE IN CONFLICT HEREWITH; AND PROVIDING THAT THIS ORDINANCE SHALL TAKE EFFECT AS PROVIDED BY LAW.**

**WHEREAS**, the Callaway City Commission approved Ordinance No. 664, known as "The City of Callaway Comprehensive Growth Development Plan"; and

**WHEREAS**, the City Commission desires to amend the Future Land Use Map ("FLUM") contained within the City of Callaway Comprehensive Growth Development Plan to change the future land use designation for a certain parcel of land within the City; and

**WHEREAS**, Wat Buddhasaengdham, Inc. (the "Applicant"), submitted an application requesting an amendment to the Comprehensive Plan designating a certain parcel as "Commercial"; and

**WHEREAS**, the Callaway Planning Board reviewed the proposed amendment, conducted a public hearing pursuant to Section 163.3174, Florida Statutes, on November 24, 2015, and recommended approval; and

**WHEREAS**, the Applicant and the City have agreed that the property should be designated "Public Buildings & Facilities"; and

**WHEREAS**, the City Commission conducted a public hearing and two separate readings of the Applicant's request; and

**WHEREAS**, on January 26, 2015, the City Commission conducted a properly noticed adoption hearing as required by Sections 163.3184 and 163.3187, Florida Statutes, and adopted this Ordinance in the course of that hearing; and

**WHEREAS**, the subject property involves a use of ten (10) acres or less and the cumulative effect of the acreage for all small scale amendments adopted by the City this calendar year, including the subject parcel, does not exceed 120 acres, and the subject parcels otherwise qualify for a small scale amendment pursuant to Section 163.3187(1), Florida Statutes; and

**WHEREAS**, all conditions required for the enactment of this Ordinance to amend the City of Callaway Comprehensive Growth Development Plan to make respective FLUM designation for the subject parcel have been met;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE OF THE CITY OF CALLAWAY, FLORIDA AS FOLLOWS:**

**SECTION 1. ZONING.** The following described parcel of real property situated within the municipal limits of the City of Callaway, Florida, is designated for Public Buildings & Facilities future land use under the City’s Comprehensive Plan, to wit,

**EXHIBIT “A”**

and the City’s Future Land Use Map is amended accordingly.

**SECTION 2. SEVERABILITY.** If any section, subsection, sentence, clause, phrase or portion of this Ordinance, or application hereof, is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion or application shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof.

**SECTION 3. CONFLICTS AND REPEALER.** All ordinances or parts of ordinances in conflict herewith are repealed to the extent of such conflict.

**SECTION 4. EFFECTIVE DATE.** The Ordinance shall take effect as provided by law.

**PASSED, APPROVED AND ADOPTED** at the regular meeting of the City Commission of the City of Callaway, Florida, this 26<sup>th</sup> of January, 2016.

**CITY OF CALLAWAY, FLORIDA**

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

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

PASSED ON FIRST READING: DECEMBER 15, 2015  
NOTICE PUBLISHED ON: JANUARY 15, 2016  
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 \_\_\_\_\_

**Exhibit "A"**

**Parcel 1:**

Commence at the SE corner of Section 7, Township 4 South, Range 13 West, Bay County, Florida; thence N 88°40'33" W along the South line of said Section 1319.53 feet; thence departing said Section line run N 01°30'16" E 44.77 feet to a point where the Northerly R/W line of Cherry Street intersects with the Easterly R/W line of Comet Avenue and being the Point of Beginning; thence continue along same said bearing and R/W line 154.80 feet; thence departing said Easterly R/W line run S 88°42'04" E 150.0 feet; thence N 01°30'16" E 210.00 feet; thence S 88°42'04" E 179.73 feet; thence S 01°30'56" W 368.07 feet to a point on a said Northerly R/W line; thence N 88°10'04" W along said R/W line 329.54 feet to the Point of Beginning.

**Parcel 2:**

Commence at the SE corner of Section 7, Township 4 South, Range 13 West, Bay County, Florida; thence N 88°40'33" W along the South line of said Section 1319.53 feet; thence departing said Section line run N 01°30'16" E 44.77 feet to a point where the Northerly R/W line of Cherry Street intersects with the Easterly R/W line of Comet Avenue; thence N 01°30'16" E along said Easterly R/W line 414.8 feet; thence departing said Easterly R/W line run S 88°42'04" E 150.0 feet to the Point of Beginning; thence S 88°42'04" E 179.8 feet; thence S 01°30'56" W 50.0 feet; thence N 88°42'04" W 179.8 feet; thence N 01°30'16" E 50 feet to the Point of Beginning.

**AND**

Commence at the SE corner of Section 7, Township 4 South, Range 13 West, Bay County, Florida; thence N 88°40'33" W along the South line of said Section 1319.53 feet; thence departing said Section line run N 01°30'16" E 44.77 feet to a point where the Northerly R/W line of Cherry Street intersects with the Easterly R/W line of Comet Avenue; thence N 01°30'16" E along said Easterly R/W line, 414.8 feet to the Point of Beginning; thence S 88°42'04" E 150.0 feet; thence S 01°30'16" W 50.0 feet; thence N 88°42'04" W 150.0 feet; thence N 01°30'16" E 50.0 feet to the Point of Beginning.

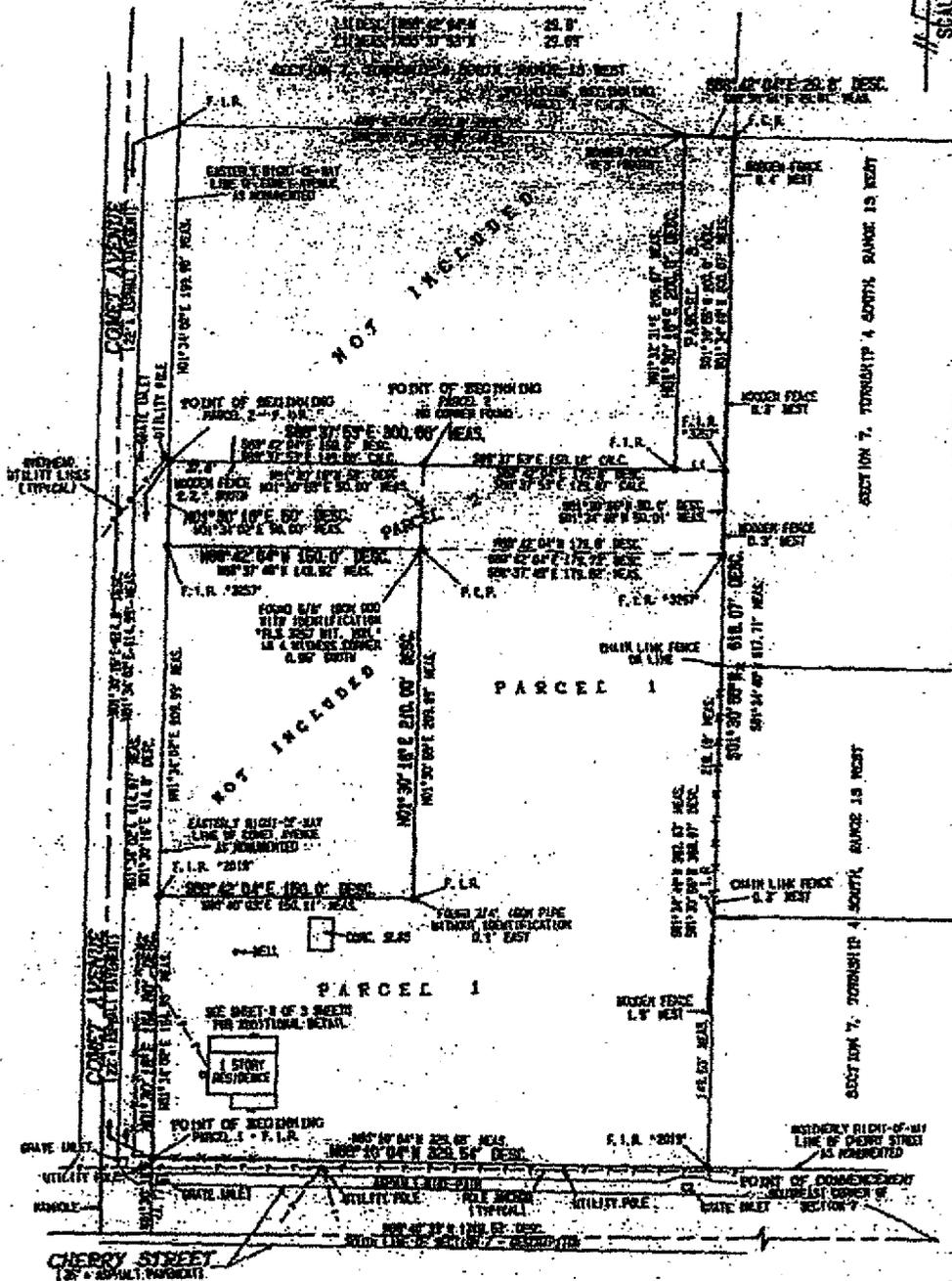
**Parcel 3:**

Commence at the SE corner of Section 7, Township 4 South, Range 13 West, Bay County, Florida; thence N 88°40'33" W along the South line of said Section 1319.53 feet; thence departing said Section line run N 01°30'16" E 44.77 feet to a point where the Northerly R/W line of Cherry Street intersects with the Easterly R/W line of Comet Avenue; thence N 01°30'16" E along said Easterly R/W line 614.8 feet; thence departing said Easterly R/W line run S 88°42'04" E 300.0 feet to the Point of Beginning; thence S 88°42'04" E 29.8 feet; thence S 01°30'56" W 200.0 feet; thence N 88°42'04" W 29.8 feet; thence N 01°30'16" E 200.0 feet to the Point of Beginning.

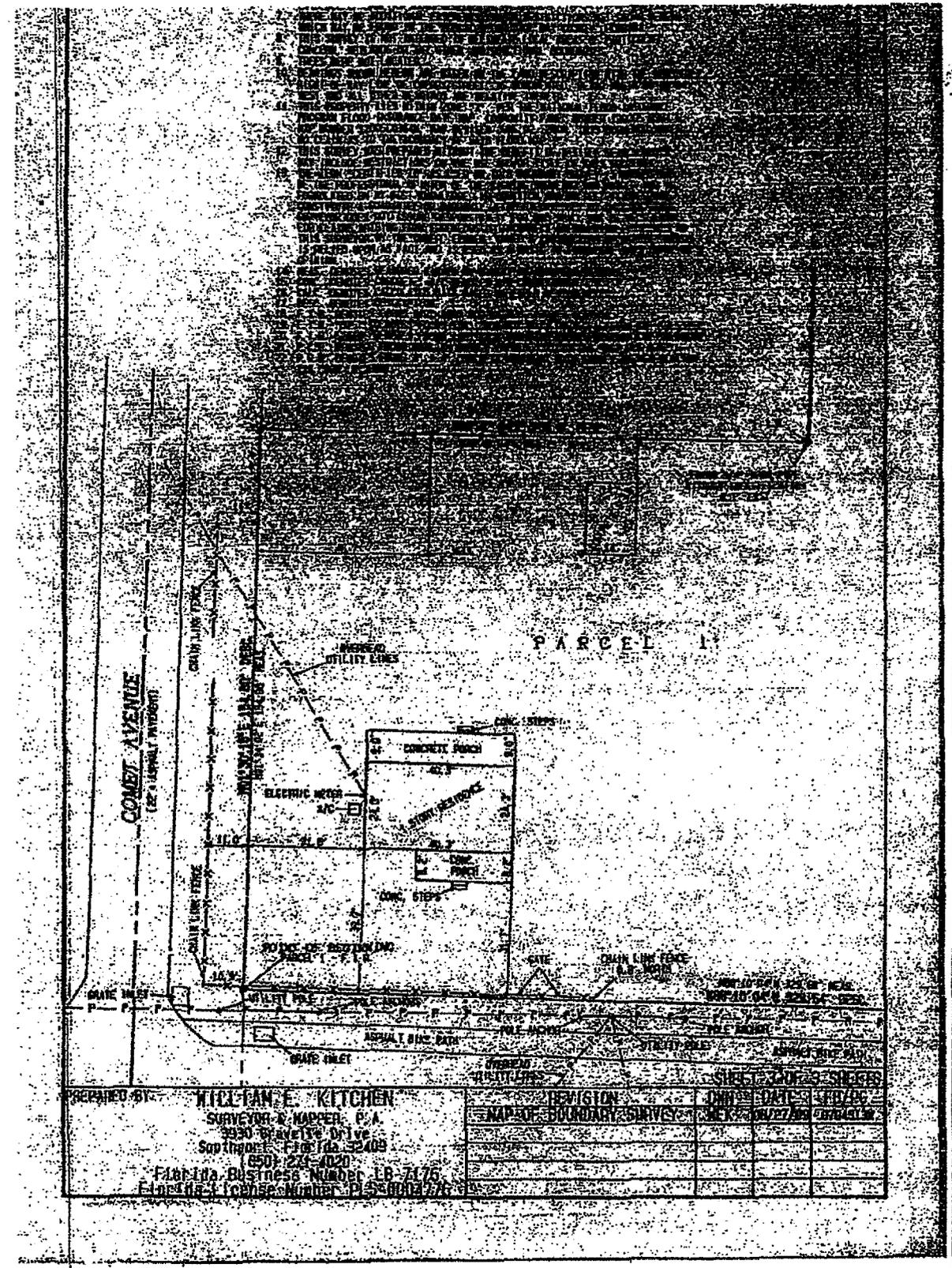
# MAP OF BOUNDARY SURVEY FOR A PORTION OF SECTION 7, TOWNSHIP 4 SOUTH, RANGE 13 WEST BAY COUNTY, FLORIDA

LINE TABLE	
LINE	LENGTH
1. WEST 1/4 OF SW 1/4	25.87
2. WEST 1/4 OF SW 1/4	25.87

SCALE 1" = 80'



**CHERRY STREET**  
12' - 20' WIDE RIGHT-OF-WAY



PREPARED BY: **WILLIAM E. KITCHEN**  
 SURVEYOR & MAPPER, P.A.  
 3930 Gravelly Drive  
 Southport, Florida 32409  
 (850) 224-4020  
 Florida Business Number: LB-7176  
 Florida License Number: PS0000276

REVISION	DATE	BY	CHKD
MAP OF BOUNDARY SURVEY			

Posted by William Adkison at 3:05 PM No comments:

[8+1](#) Recommend this on Google



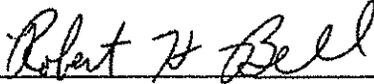
**Planning Board Recommendation**

**Recommendation for Small Scale Comprehensive Plan Amendment,  
to change Future Land Use Map from Low Density Residential to  
Public Buildings and Facilities.**

**Date:** November 24, 2015  
**Applicant(s):** Wat Buddhasaengdham, Inc.  
**Location:** 6505 Cherry Street, Parcel ID # 06038-000-000

**Planning Board Recommendation:**

The Planning Board hereby transmits a recommendation of Approval to the City Commission for the Small Scale Comprehensive Plan Amendment.

  
\_\_\_\_\_

ROBERT H Bell, Chairman  
Print Name

**CITY OF CALLAWAY  
PLANNING DEPARTMENT  
STAFF SUMMARY**

**SMALL SCALE COMPREHENSIVE PLAN AMENDMENT – REQUEST TO CHANGE THE  
FUTURE LAND USE MAP FOR THE PROPERTY AT 6505 CHERRY STREET**

**Date:** November 24, 2015

**Applicant:** Wat Buddhasaengham, Inc.

**Location:** 6505 Cherry Street, Callaway, FL 32404  
(Parcel No. 06038-000-000)

**Current Future  
Land Use:** Low Density Residential

**Proposed Future  
Land Use:** Public Buildings & Facilities

**Adjacent Future  
Land Uses:** North – Low Density Residential & High Density Residential  
South – Low Density Residential  
East – Low Density Residential  
West – Low Density Residential & High Density Residential

**Background:**

Wat Buddhasaengham, Inc., the owner of the property at 6505 Cherry Street, has submitted an Application for a Small Scale Comprehensive Plan Amendment to change the Callaway Future Land Use Map. Specifically, Wat Buddhasaengham, Inc. is requesting to change the Future Land Use of their property on Cherry Street, (Parcel ID# 06038-000-000). The property currently has a Future Land Use Designation of Low Density Residential. The applicant is requesting that the City of Callaway amend the Future Land Use Map to provide the property at 6505 Cherry Street with a Public Buildings & Facilities Future Land Use.

**Staff Findings:**

The subject property at 6505 Cherry Street is approximately 2.21 acres and is located on the north side of the street, just east of the N. Comet Ave. (see attached map). There are other properties on Cherry Street with the Future Land Use of Public Buildings & Facilities. There is a mixture of property uses and allowances along Cherry Street. Therefore, changing the Future Land Use of the subject property would be consistent with the surrounding area.

The Planning Department has reviewed the proposed Small Scale Plan Amendment for consistency with the Callaway Comprehensive Plan and has performed a capacity analysis of future facilities and services. The proposed plan amendment was found to be consistent with the pertinent elements of the Comprehensive Plan.

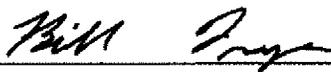
For supplementary information on sound planning principals and appropriate neighborhood commercial uses, the Planning Department referenced, Planning and Urban Design Standards. This reference book was released by the American Planning Association and has become the widely accepted standard in land use planning and urban design practice. It notes that Public Buildings & Facilities uses are typical and more appropriate near an arterial road.

A capacity analysis of future facilities and services was performed. The Planning Department found that there is sufficient capacity and water, sewer, and transportation facilities are in place along Cherry Street to accommodate future development.

The Planning Department has found that the Application for a Small Scale Comprehensive Plan Amendment to the Future Land Use designation of the subject property to Public Buildings & Facilities is consistent with the future planned growth of Callaway.

**Staff Recommendation:**

Staff recommends that the Planning Board transmit a recommendation of approval to the City Commission to amend the Callaway Future Land Use Map to designate the property at 6505 Cherry Street to Public Buildings & Facilities.



---

Bill Frye  
Zoning & Code Enforcement Officer

Enclosures: Application for Small Scale Comprehensive Plan Amendment  
Vicinity Map  
Future Land Use Map of area

## NOTICE OF PLANNING BOARD REGULAR MEETING

The City of Callaway Planning Board will hold a regular meeting and public hearing on Tuesday, November 24, 2015 at 6:00 P.M. CDT, at the Callaway Arts and Conference Center, 500 Callaway Park Way, Callaway, Florida, to consider the following items:

1. Rezoning application of property located at 6505 Cherry Street, Callaway, FL from Residential R-6 to Institutional Professional.
2. Small Scale Comprehensive Plan Amendment changing the Future Land Use Designation of property located at 6505 Cherry Street Callaway, FL from Low Density Residential to Public Buildings and Facilities.

### General Information:

Property owner / applicant's name: Wat Buddhasaengdham, Inc.

Property location: 6505 Cherry Street, Parcel ID # 06038-000-000

Property Size: 2.21 Acres

All interested persons are invited to attend and to present information for the Board's consideration. Further information may be obtained from the Planning Department by calling 871-4672. The public is invited to review the item at the City Clerk's office at the Callaway City Hall, 6601 East Highway 22, Callaway, Florida, between the hours of 8 a.m. and 5 p.m. Monday through Friday prior to the meeting. Anyone not appearing in person may submit written comments to the Planning Department at the above address.

If a person decides to appeal any decision made by the Planning Board 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 the Callaway City Clerk, at City Hall, 6601 East Highway 22, Callaway, Florida 32404 or by phone at (850) 871-6000 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 (800) 955-8770 (Voice) or (800) 955-8771 (TDD).

ALL INTERESTED PERSONS desiring to be heard on the aforesaid applications are invited to be present at the meeting.

Published: *Panama City News Herald*

Date: *November 11, 2015*



## City of Callaway

### Application for Small Scale Comprehensive Plan Amendment Small Scale Application Fee: \$1,100.00 (plus hourly Attorney and Engineering Fees reimbursed as billed)

**NOTE: A request for a High Density Residential Future Land Use designation will not qualify as a Small Scale Plan Amendment. The subject property must be under 10 acres in size in order to qualify as a Small Scale Plan Amendment.**

Attach three (3) surveys with the legal description on each survey.

Attach a copy of the deed or other instrument documenting legal interest.

**A. Applicant Information (Application to be completed by property owner or authorized agent only)**

1. Owner's name: WAT BUDDHASAENGDHAM, INC
2. Mailing address: 6505 Cherry St., Callaway, Florida 32404
3. Telephone/Fax: 850-532-4665
4. Authorized agent name: Mark Mulligan
5. Mailing address: 1005 Buena Vista Blvd, Panama City, FL., 32401
6. Telephone/Fax: 850-532-4665

**B. Requested Amendment**

From low density residential to public buildings and facilities.

**C. Property Information**

Address of site for which amendment is requested:

6505 Cherry Street, Callaway, Florida 32404

Tax Role Information: \_\_\_\_\_

Parcel ID Number: 06038-000-000

Existing Tax Classification: TAX EXCEPT (02-86243)

Proposed Tax Classification: TAX EXCEPT (02-86243) No Change.

**D. Site Information:**

The following information must be provided along with this application:

1. The most recent aerial photograph available from the Property Appraiser's Office. The information required by 2.(a) through (g) may be shown on the aerial photo in lieu of the required site plan.
2. A site plan or drawing, drawn to a scale deemed acceptable by the Planning Director, which describes or shows the following:
  - a) Location in relation to surrounding physical features such as streets, railroads, water bodies, etc. Names of all adjacent streets and other physical features must be shown.
  - b) North direction arrow.
  - c) Township, Range and Section
  - d) Existing designated use of the site and all adjacent properties, as shown on the Land Use Map.
  - e) Dimensions of the site (length, width, etc.) in linear feet.
  - f) Size of the site in square feet or acres.
  - g) The type of development proposed for the site; the general location of such development of the site, and; the size (square feet) of the proposed development.

**E. Justification**

Explain the circumstances that give rise to the need for the amendment, including an explanation of why a similar piece of property already designated for the requested use would not be suitable.

The property was purchased with the intent to build a new church in the future.

The house on the property is already being utilized as a church.

The property is owned free and clear by the owner.

There is not a similar piece of property in the area with the requested designation.

**F. Facility Capacity Analysis**

Applicant must provide information as to how the site will have access to potable water, sewage disposal, roads, and storm water control.

1. **Transportation** – Comprehensive Plan Amendment Traffic Impact Analysis Guidelines are attached to this application (Please include a transportation impact analysis with application)

2. **Potable Water Source:**

Private water wells:

N/A

Private community system provider:

N/A

Public water system provider:

City of Callaway

3. **Sewage Disposal Source:**

Private septic tanks:

N/A

Private sewage system provider:

N/A

Public sewage system provider:

City of Callaway

4. **Storm water control:**

Describe how the storm water will be controlled and treated:

The plan in the future is to submit engineering plans that are in compliance with city codes concerning storm water control and treatment.

(Attach additional pages if necessary)

**G. Certification and Authorization**

By my signature hereto, I do hereby certify that the information contained in this application is true and correct, and understand that deliberate misrepresentation of such information will be grounds for denial or reversal of this application and/or revocation of any approval based upon this application.

I do hereby authorize the City of Callaway staff to enter upon my property at any reasonable time for the purposes of site inspection. I do hereby authorize the placement of a public notice sign on my property at locations to be determined by City staff.

Mark Mulligan  
Applicant's Name (please print)

*Mark Mulligan*  
Applicant's Signature

WAT BUDDHASAENGDHAM, INC.  
Company Name

**This application must be notarized.**

Signed and sealed before me this 17<sup>th</sup> day of November, 2015, by

Mark Mulligan, who is personally known to me or who has produced  
Florida Driver License as identification and who did/did not take an oath.

*Micah Angel Rodriguez*  
Notary Public

Micah Angel Rodriguez  
Print Name

My commission expires: Aug 14 2017



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

DATE: JANUARY 26, 2016

ITEM: ORDINANCE NO. 963 – REZONING OF 6505 CHERRY STREET

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)

Mr. Mark Mulligan, on behalf of Wat Buddhasaengham, Inc., the owner of the property located at 6505 Cherry Street, has submitted a Rezoning Application to change the zoning of the property from Single Family Residential R-6M to I-P Institutional Professional.

The subject property is approximately 2.21 acres and is located on the north side of the street, just east of N. Comet Avenue. There is a mixture of property uses and allowances along Cherry Street, and the rezoning of the property would be consistent with the current mixture of uses.

The Planning Board, at their meeting of November 24, 2015, recommended approval by City Commission for the requested rezoning. Commission approved the first reading of Ordinance No. 963 at their December 15, 2015, meeting.

**ATTACHMENTS:**

- Ordinance No. 963
- Planning Board Recommendation & Review Materials

5. **REQUESTED MOTION/ACTION:**

Staff recommends approval of Ordinance No. 963 upon second reading.

**ORDINANCE NO. 963**

**AN ORDINANCE REZONING FROM R-6M SINGLE FAMILY RESIDENTIAL TO I-P INSTITUTIONAL PROFESSIONAL, THAT CERTAIN PARCEL OF LAND LYING WITHIN THE CITY OF CALLAWAY, FLORIDA, CONSISTING OF APPROXIMATELY 2.21 ACRES; LOCATED AT 6505 CHERRY STREET, CALLAWAY, FLORIDA, AS MORE PARTICULARLY DESCRIBED IN THE BODY OF THE ORDINANCE; REPEALING ORDINANCES OR PARTS OF ORDINANCE IN CONFLICT HERewith; AND PROVIDING THAT THIS ORDINANCE SHALL TAKE EFFECT AS PROVIDED BY LAW.**

**WHEREAS**, Wat Buddhasaengham, Inc., the owner of the real property designated herein, has initiated this ordinance by filing a petition with the City praying that said real property, being more particularly described below be rezoned from R-6M Single Family Residential (Mobile Homes) to I-P Institutional Professional as shown below; and

**WHEREAS**, this ordinance changes only the zoning map designations of the real property described herein; and

**WHEREAS**, the Callaway Planning Board in reviewing the proposed zoning change, conducted a public hearing on November 24, 2015, and recommended approval; and

**WHEREAS**, based upon competent substantial evidence adduced in a properly advertised public hearing conducted on January 26, 2015, the City found the requested change to be consistent with the currently applicable Comprehensive Growth Development Plan and to reasonably accomplish a legitimate public purpose.

**NOW, THEREFORE, BE IT ORDAINED BY THE COMMISSION OF THE CITY OF CALLAWAY, FLORIDA, AS FOLLOWS:**

**SECTION 1. ZONING.** The parcel of real property, as described in "EXHIBIT A", and made a part herewith, situated within the municipal limits of the City of Callaway, Florida, is rezoned from R-6M Single Family Residential (Mobile Homes) to I-P Institutional Professional.

**SECTION 2. FINDINGS.** The Commission does hereby find that the proposed zoning of the property with and I-P (Institutional Professional) designation will not be inconsistent with the City's Comprehensive Plan.

**SECTION 3. SEVERABILITY.** If any section, subsection, sentence, clause, phrase or portion of this Ordinance, or application hereof, is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion or application shall be deemed a separate,

distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof.

**SECTION 4. CONFLICTS AND REPEALER.** All ordinances or parts of ordinances in conflict herewith are repealed to the extent of such conflict.

**SECTION 5. EFFECTIVE DATE.** This ordinance shall take effect immediately upon passage, and the land use changes herein shall take effect upon, and only upon, adoption by the City Commission of Ordinance 962.

**PASSED, APPROVED AND ADOPTED** at the regular meeting of the City Commission of the City of Callaway, Florida, this 26<sup>th</sup> day of January, 2016.

**CITY OF CALLAWAY, FLORIDA**

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

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

PASSED ON FIRST READING: DECEMBER 15, 2015  
NOTICE PUBLISHED ON: JANUARY 15, 2016  
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 \_\_\_\_\_

**Exhibit "A"**

**Parcel 1:**

Commence at the SE corner of Section 7, Township 4 South, Range 13 West, Bay County, Florida; thence N 88°40'33" W along the South line of said Section 1319.53 feet; thence departing said Section line run N 01°30'16" E 44.77 feet to a point where the Northerly R/W line of Cherry Street intersects with the Easterly R/W line of Comet Avenue and being the Point of Beginning; thence continue along same said bearing and R/W line 154.80 feet; thence departing said Easterly R/W line run S 88°42'04" E 150.0 feet; thence N 01°30'16" E 210.00 feet; thence S 88°42'04" E 179.73 feet; thence S 01°30'56" W 368.07 feet to a point on a said Northerly R/W line; thence N 88°10'04" W along said R/W line 329.54 feet to the Point of Beginning.

**Parcel 2:**

Commence at the SE corner of Section 7, Township 4 South, Range 13 West, Bay County, Florida; thence N 88°40'33" W along the South line of said Section 1319.53 feet; thence departing said Section line run N 01°30'16" E 44.77 feet to a point where the Northerly R/W line of Cherry Street intersects with the Easterly R/W line of Comet Avenue; thence N 01°30'16" E along said Easterly R/W line 414.8 feet; thence departing said Easterly R/W line run S 88°42'04" E 150.0 feet to the Point of Beginning; thence S 88°42'04" E 179.8 feet; thence S 01°30'56" W 50.0 feet; thence N 88°42'04" W 179.8 feet; thence N 01°30'16" E 50 feet to the Point of Beginning.

**AND**

Commence at the SE corner of Section 7, Township 4 South, Range 13 West, Bay County, Florida; thence N 88°40'33" W along the South line of said Section 1319.53 feet; thence departing said Section line run N 01°30'16" E 44.77 feet to a point where the Northerly R/W line of Cherry Street intersects with the Easterly R/W line of Comet Avenue; thence N 01°30'16" E along said Easterly R/W line, 414.8 feet to the Point of Beginning; thence S 88°42'04" E 150.0 feet; thence S 01°30'16" W 50.0 feet; thence N 88°42'04" W 150.0 feet; thence N 01°30'16" E 50.0 feet to the Point of Beginning.

**Parcel 3:**

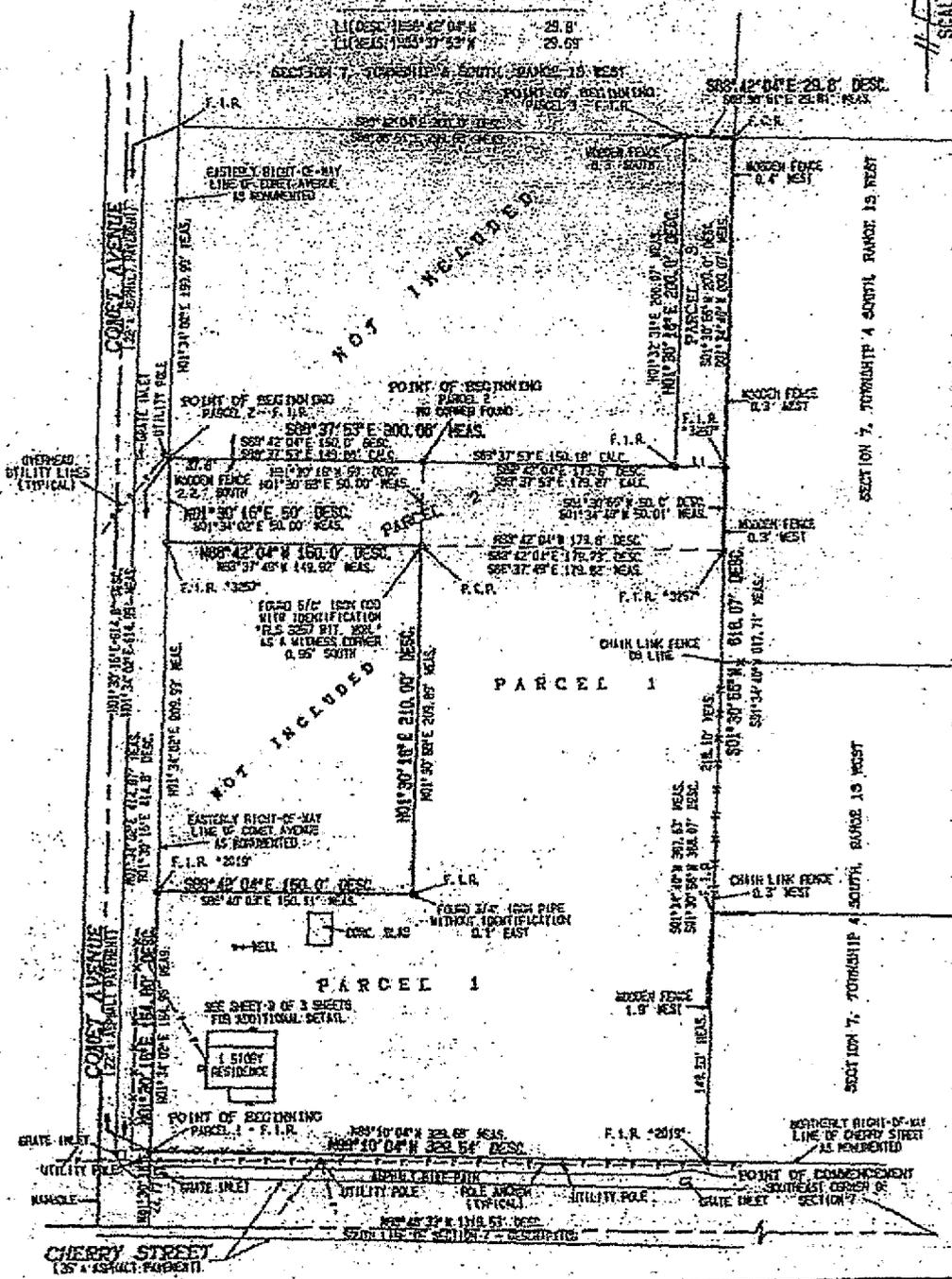
Commence at the SE corner of Section 7, Township 4 South, Range 13 West, Bay County, Florida; thence N 88°40'33" W along the South line of said Section 1319.53 feet; thence departing said Section line run N 01°30'16" E 44.77 feet to a point where the Northerly R/W line of Cherry Street intersects with the Easterly R/W line of Comet Avenue; thence N 01°30'16" E along said Easterly R/W line 614.8 feet; thence departing said Easterly R/W line run S 88°42'04" E 300.0 feet to the Point of Beginning; thence S 88°42'04" E 29.8 feet; thence S 01°30'56" W 200.0 feet; thence N 88°42'04" W 29.8 feet; thence N 01°30'16" E 200.0 feet to the Point of Beginning.



# MAP OF BOUNDARY SURVEY FOR A PORTION OF SECTION 7, TOWNSHIP 4 SOUTH, RANGE 13 WEST BAY COUNTY, FLORIDA

SCALE: 1" = 80'

LINE	BEARING	LENGTH
11 (DESC)	S88°42'04"E	29.8'
11 (ASC)	S88°37'53"W	29.09'



**CHERRY STREET**  
(35' ASSESS. PARCELS)





**Planning Board Recommendation**

**Recommendation for Rezoning from Residential R-6 to Institutional Professional**

**Date:** November 24, 2015  
**Applicant(s):** Wat Buddhasaengdham, Inc.  
**Location:** 6505 Cherry Street, Parcel ID # 06038-000-000

**Planning Board Recommendation:**

The Planning Board hereby transmits a recommendation of approval to the City Commission for the Rezoning.

Robert H Bell

ROBERT H Bell, Chairman  
Print Name

**CITY OF CALLAWAY  
PLANNING DEPARTMENT  
STAFF SUMMARY**

**APPLICATION FOR REZONING OF PROPERTY OWNED BY  
WAT BUDDHASAENGDHAM, INC. LOCATED AT 6505 CHERRY STREET.  
FROM RESIDENTIAL R-6 TO INSTITUTIONAL PROFESSIONAL**

---

**Date:** November 24, 2015

**Applicant:** Wat Buddhasaengham, Inc.

**Location of Subject Property:** 6505 Cherry Street, Callaway, FL 32404  
(Parcel No. 06038-000-000)

**Background:**

On behalf of the Wat Buddhasaengham, Inc., Mr. Mark Mulligan has submitted to the City of Callaway a Rezoning Application for the property located at 6505 Cherry Street, Callaway, FL 32404. The property is currently zoned R-6M.

**Findings:**

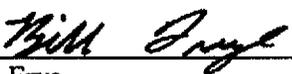
The property is approximately 2.21 acres.

The Callaway Planning Department has analyzed the proposed Rezoning application and finds that the all of the information given is true and accurate to the best of it's knowledge.

The Rezoning of the property would be in line with current mixture of uses on Cherry Street.

**Staff Recommendation:**

Staff recommends that the Board approve the Rezoning, and convey a recommendation of approval, to the City Commission.

  
\_\_\_\_\_  
Bill Frye  
Zoning & Code Enforcement Officer

**Enclosures:** Application for Rezoning  
Vicinity Map  
Zoning Map of area



6603 East Highway 22  
Callaway, Florida 32404  
(850)871-4672 - Telephone  
(850)871-2404 - Fax  
www.cityofcallaway.com



## APPLICATION FOR REZONING

1. Applicant(s) Name: WAT BUDDHASAENGDHAM, INC.  
Applicant(s) Address: 6505 Cherry St. Callaway, Fl.,  
Applicant(s) Phone: 850-532-4665 Fax #: \_\_\_\_\_  
Date of Application: \_\_\_\_\_
2. Rezone from: R6 to: \_\_\_\_\_
3. Parcel ID #: 06038-000-000
4. Legal Description of site to be rezoned: 7 4S 13W -11-131C4 BEG 1319.53 W & 44.77 N OF SEC  
COR TH N 154.8 E 150 N 260 E 150 N 200 E 29 S 618.07 W 329.54 TO POB LESS TO CO ORB 3224 P 2195
5. Driving directions to site: \_\_\_\_\_  
Corner of Comet and Cherry St.
6. Name and address of property owner(s) according to most recent ad valorem tax records:  
(Year 2014 ) WAT BUDDHASAENGDHAM, INC 375 Camellia Ave., Panama City, 32404  
Note: Property Appraiser office will change the address to the property address (6505 Cherry St.) for 2015 tax bill.
7. If applicant does not own the property, give name(s), address(s) and telephone number(s) of the owner(s). (Must attach statement of consent from owner(s): \_\_\_\_\_  
APPLICANT OWNS PROPERTY

10-30-2007

8. Property address to be rezoned:  
6505 Cherry St., Callaway Florida  
 (Address must be obtained from County prior to Planning Board Meeting)
9. Present Property Tax Classification: TAX EXEMPT (02-86243)
10. Proposed Property Tax Classification: TAX EXEMPT (02-86243) No Change.
11. Purpose of Rezoning: New Construction (Church)  
The intent after rezoning is to provide the city with architectural and engineering plans that comply with current city building codes.
12. Additional pertinent information:  
An existing structure on the property's South West corner is currently being used as a church, and the plan is to build a new church on the larger portion of property that is currently a grassy field approximately 2 acres in size.

Signature of Applicant(s): Mark Mulligan Date: 10-9-15  
 Date: \_\_\_\_\_

Information: The Planning Board meets the first and third Tuesday of each month at 7:00 p.m. at the Callaway Arts & Conference Center, Public Meeting Hall, located at 500 Callaway Park Way.

To be submitted with application:

- a) 3 copies of the deed to the property.
- b) 3 copies of a survey of the property.
- c) A copy of the most recent Ad Valorem tax statement.
- d) A check for \$300. If the Zoning Application is submitted with a Petition for Annexation, the fee is \$500 for both.

(Do Not Write Below This Line)

Planning Board Action Date _____	City Commission Action Date _____
Restrictions or Special Conditions: _____	
Rezone: From _____	To _____
Received _____	Fee Paid _____ Reviewed by _____

10-30-2007

This Instrument Prepared by:  
John R. Green, P.A.  
24 W. 8<sup>th</sup> Street  
Panama City, FL 32401  
File# 10RE001

Property Appraiser's Parcel Identification (Folio) Number(s):  
06038-000-000 and 06036-006-000

Space Above This Line for Processing Data

Space Above This Line for Recording

WARRANTY DEED

THIS INDENTURE, made this 9<sup>th</sup> day of March, 2010, Between Gregory N. Smith, a married man, whose address is 117 North Jan Dr, Panama City, FL 32404, Grantor, and Wasuddhasengdham, Inc., a Florida Non Profit Corporation, whose address is 375 Camellia Ave, Panama City, FL 32404, Grantee,

WITNESSETH:

That said Grantors, for and in consideration of the sum of Ten and 00/100 DOLLARS (10.00), and other good and valuable considerations to said Grantors in hand paid by said Grantee, the receipt whereof is hereby acknowledged, has granted, bargained and sold to the said Grantee, and Grantee's heirs and assigns for ever, the following property commonly known as 6505 Cherry St and 138 Comet Ave North, Panama City, FL 32404 and more particularly described as follows:

See Exhibit "A" attached.

SUBJECT ALSO TO restrictive covenants, conditions, easements, reservations and limitations of record, if any, which are not specifically reimposed or extended hereby.

Grantors do hereby warrant the title to said land, and will defend the same against the lawful claims of all persons whomsoever.

The land described herein is not the homestead of the grantor, and neither the grantor, nor anyone for whose support the grantor is responsible, resides on or adjacent to said land.

IN WITNESS WHEREOF, Grantors have hereunto set their hands and seals the day and year first above written.

SIGNED, SEALED AND DELIVERED  
in the presence of:

Barbara E. Jibel  
(Witness #1 Sign Name)

Gregory N. Smith  
Gregory N. Smith

Leonora E. Tyne  
(Witness #1 Print Name)

[Signature]  
(Witness #2 Sign Name)

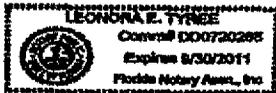
Chelsey S. Morris  
(Witness #2-Print Name)

STATE OF Florida  
COUNTY OF Bay

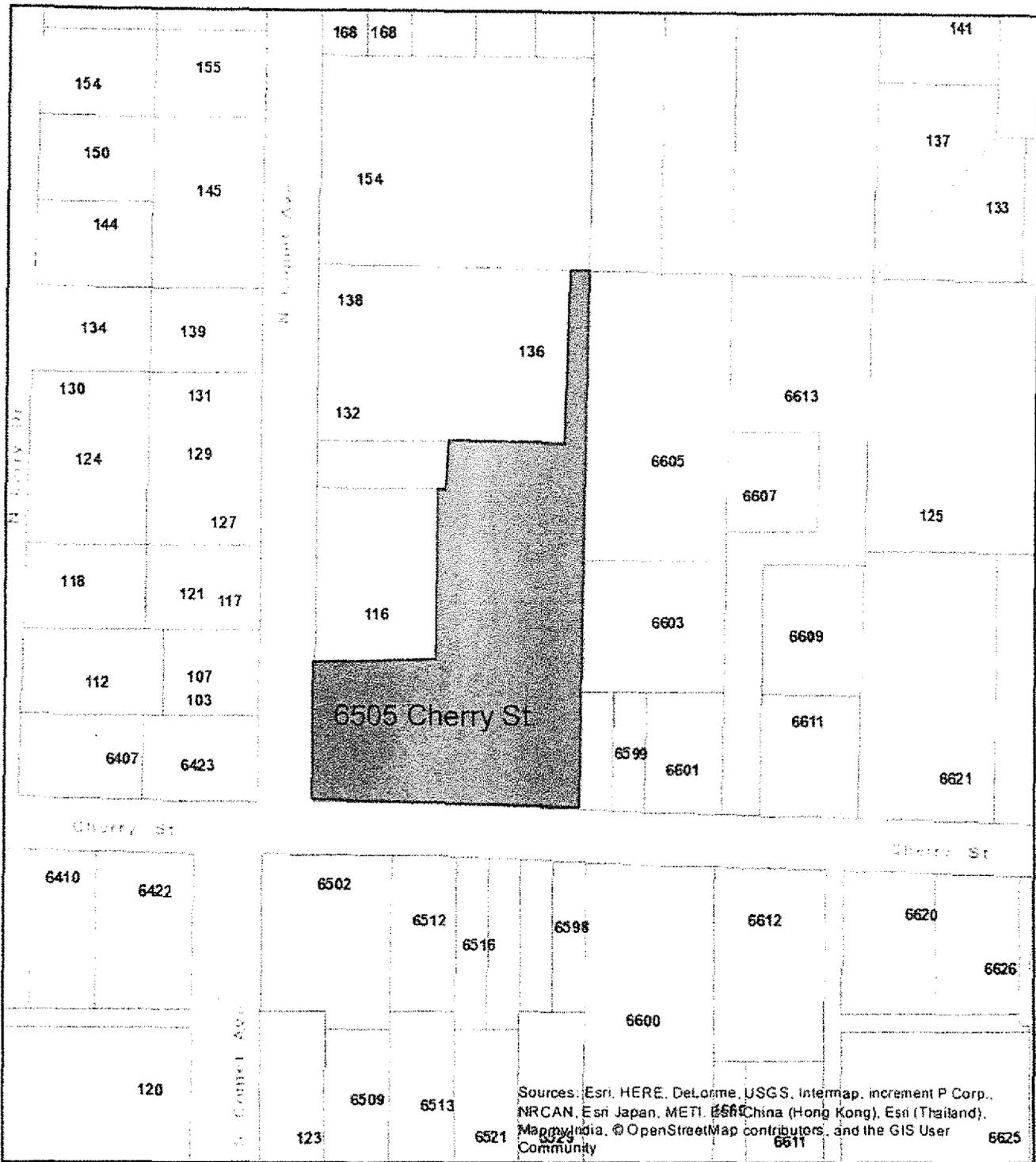
The foregoing instrument was acknowledged before me this 9<sup>th</sup> day of March, 2010, by Gregory N. Smith, who is personally known to me or has produced SSN-294-43-138-01 as identification.

(Affix Notary Seal Below)

Barbara E. Jibel  
(Notary Public Sign Name)



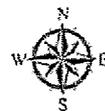
(Notary Public Print Name)  
My Commission Expires: \_\_\_\_\_



Sources: Esri, HERE, DeLorme, USGS, Intermap, increment P Corp., NRCAN, Esri Japan, METI, Esri China (Hong Kong), Esri (Thailand), Swire, Mapbox India, © OpenStreetMap contributors, and the GIS User Community

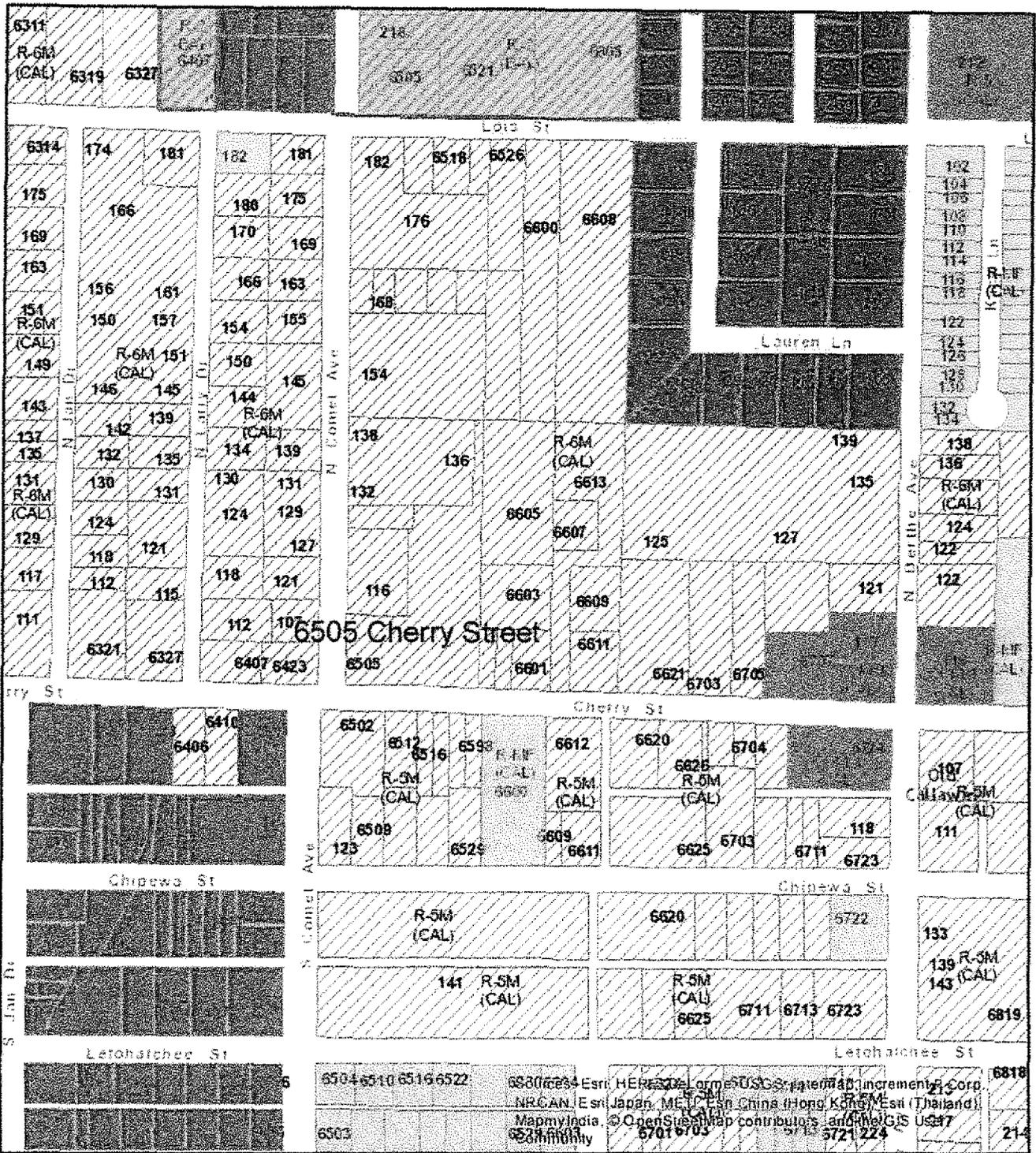
Source: <http://maps.baycountyfl.gov>

6505 Cherry St.



This data is provided with understanding that the conclusions drawn from such information are solely the responsibility of the user. The GIS data is not a legal representation of the features depicted, and any assumption of the legal status of this data is hereby disclaimed. Bay County GIS Division - 850.248.8071 - gis.division@baycountyfl.gov

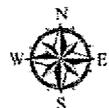
Printed: 11/9/2015



Source: <http://maps.baycountyfl.gov>



# Callaway Zoning Map



This data is provided with understanding that the conclusions drawn from such information are solely the responsibilities of the user. The GIS data is not a legal representation of the features depicted, and any assumption of the legal status of this data is hereby disclaimed. Bay County GIS Division - 850 248 8071 - [gis.division@baycountyfl.gov](mailto:gis.division@baycountyfl.gov)

Printed: 11/13/2015

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

DATE: JANUARY 26, 2016

ITEM: ORDINANCE NO. 964 – REDUCTION OF TRANSPORTATION IMPACT FEES

**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)**

On August 28, 2008, the City Commission adopted Ordinance No. 862 imposing transportation impact fees on land development in the City. From time to time, the City Commission has approved temporary reduction of the transportation impact fees. Most recently, Ordinance No. 945, adopted on Oct 28, 2014, amended Ordinance No. 862 to temporarily reduce all transportation impact fees by one hundred (100%) percent for twelve (12) months. Staff has drafted an ordinance for consideration by the City Commission which will allow the reduction of the transportation impact fees to continue for another one year period.

There has not been a significant amount of new development in Callaway since the beginning of the economic recession, although the city did see a positive, but minor, increase in construction and land development activity during the last year. It is anticipated that the temporary reduction of transportation impact fees for another year will help encourage new development in Callaway.

Commission approved the first reading of Ordinance No. 964 at their December 15, 2015, meeting.

**ATTACHMENTS:**

- Ordinance No. 964

**5. REQUESTED MOTION/ACTION:**

Staff recommends approval of Ordinance No. 964 upon second reading.

**ORDINANCE NO. 964**

**AN ORDINANCE OF THE CITY OF CALLAWAY, FLORIDA, TEMPORARILY REDUCING BY 100% THE CITY OF CALLAWAY'S TRANSPORTATION IMPACT FEE PREVIOUSLY ESTABLISHED BY ORDINANCE 862; PROVIDING FOR REINSTATEMENT OF THE AMOUNT OF IMPACT FEES; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL; PROVIDING FOR INCLUSION IN CODE; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Commission of the City of Callaway has determined that a reduction in impact fees will serve a public purpose of encouraging development.

**NOW, THEREFORE, BE IT ENACTED** by the City Commission of the City of Callaway, Florida that:

**SECTION 1. REDUCTION OF THE CURRENT AMOUNT OF IMPACT FEES.**

The Callaway Transportation Impact Fee Ordinance No. 862 is hereby amended to temporarily reduce the current amount of all transportation impact fees by one hundred percent (100%) of twelve (12) months for the effective date of this ordinance.

**SECTION 2. REINSTATEMENT OF THE CURRENT AMOUNT OF IMPACT FEES.** The current amount of all Impact Fees set forth in Ordinance No. 862 shall be automatically reinstated, enforced and collected twelve (12) months after the effective date of this ordinance. This ordinance shall not be applicable to development for which a building permit was issued and impact fees were paid prior to the date of this ordinance.

**SECTION 3. SEVERABILITY.** If any section, subsection, clause, phrase, or provision of this Ordinance is held invalid or unconstitutional, such invalidity or unconstitutionality shall not be construed as to render invalid or unconstitutional the remaining provisions of this Ordinance.

**SECTION 4. REPEAL.** All ordinances or part of ordinances in conflict with this ordinance are, to the extent of such conflict, hereby repealed. Except as set forth herein all other provisions of Ordinance No. 862 shall remain in full force and effect.

**SECTION 5. INCLUSION IN CODE.** It is the intention of the City Commission and is hereby provided that the provisions of this ordinance shall become and be made a part of the City of Callaway Code of Ordinances; that the sections of this ordinance may be re-numbered or re-lettered to accomplish such intention; and that the word "ordinance" may be changed to "section", "article" or other appropriate designation.

**SECTION 6. EFFECTIVE DATE.** This ordinance shall take effect immediately.

**PASSED, APPROVED AND ADOPTED** at the regular meeting of the City Commission of the City of Callaway, Florida, this 26<sup>th</sup> day of January, 2016.

**CITY OF CALLAWAY, FLORIDA**

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

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

PASSED ON FIRST READING: DECEMBER 15, 2015

NOTICE PUBLISHED ON: JANUARY 15, 2016

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

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

**VOTE OF COMMISSION:**

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

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

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

DATE: JANUARY 26, 2016

ITEM: RESOLUTION No. 16-01 – PLACEMENT OF CODE ENFORCEMENT LIEN FOR ABATEMENT OF NUISANCES

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)

A large accumulation of garbage and trash remained in the back and side yard of 6237 Bryan Way after the Code Enforcement Board ordered it to be removed and fines were imposed for noncompliance.

Staff worked with the property owner/residents in an effort to help them remove the debris. It became apparent that the City needed to intervene and take necessary actions to eliminate the hazard.

Per City Code Section 9-26 (e) A declaration of emergency was signed by the City Manager authorizing Code Enforcement and Public Works to take necessary action to immediately alleviate the hazard. That any expense incurred by the City shall be charged to the owner.

The Code Enforcement Board has ratified this case. A signed Order has been issued by the Code Enforcement Board that states:

**Recommendation of the Code Enforcement Board**

The Code Enforcement Board recommends to the City of Callaway Commission to file a lien on the property by resolution. That the lien shall include but not be limited to, any and all attorney fees, title reports, publishing expenses and recording fees that may be incurred by the City in the placement of the lien.

**ATTACHMENT:**

- ORDER BY CODE ENFORCEMENT BOARD
- RESOLUTION No: 16-01
- NOTICE OF LIEN

5. **REQUESTED MOTION/ACTION:**

Staff recommends the City Commission follow the recommendation made by the Code Enforcement Board and pass Resolution No. 16-01

# Code Enforcement Order / Recommendation to the City Commission

## Code Enforcement Board of City of Callaway, Florida

Case # CE15-6237-06389

Location: 6237 Brian Way, Parcel I.D. # 06389-330-000

Property Owner: Eddie Washington, Shannon Washington and Jennifer Taylor

Violation: Accumulation of trash, and litter in yard,  
Ordinance 632, Chapter 9 Section 9-25 Prohibited Acts:  
**(b) Accumulations prohibited**  
**(c) Dumping prohibited**

**(b) Accumulations prohibited.** It shall be unlawful for the owner or occupant of any parcel, lot or tract of land within the city to suffer, permit or allow the dumping or accumulation of garbage, trash, filth, biohazardous waste, construction debris, demolition debris, hazardous waste, litter, or refuse.

**(c) Dumping prohibited.** It shall be unlawful for any person to place or cause to be placed any garbage, trash, filth, biohazardous waste, construction debris, demolition debris, hazardous waste, litter, or refuse or other types of refuse upon their property or upon the property of another person.

This cause came before the Code Enforcement Board ("Board") on December 10, 2015. The Board, pursuant to its authority vested by Section 162.09, Florida State Statutes, having received testimony and evidence, finds and concludes the following:

### **Notice**

The owner received adequate notice and \_\_\_\_ did X did not appear at the hearing.

### **Citation**

Due process was achieved as required by Section 162.12, Florida State Statutes as follows:

June 3, 2015 An Order to correct the violations on the property within 10 days was issued by the Code Enforcement Board.

The June 3, 2015, stated

### **Failure to Comply.**

If the property owner fails to bring property into compliance with the applicable codes, ordinances and regulations within 10 days from the effective date of this order, the property owner shall be fined an initial fine of \$250.00 and a daily fine of \$25.00 to be imposed after the 11<sup>th</sup> day.

August 26, 2015 Per City Code Section 9-26 (e) A Declaration of Emergency was signed by the City Manager authorizing the Code Enforcement Division and the Public Works Department to take necessary action to immediately alleviate the hazard. That any expense incurred by the City shall be charged to the owner. It had become apparent that the property owner was not making any progress to improve the violations.

September 30, 2015 After calling five companies and asking for bids, we received 2 bids to clean the property up. (see attached) The City of Callaway completed the removal of garbage and trash. (Pictures were taken before, during and after the clean up.)

September 30, 2015 The cleanup efforts brought the property into compliance. Therefore the fines from the Order issued on June 3, 2015 stopped. The fines totaled to \$2,950.00.

November 2, 2015 A billing statement was hand delivered to Mr. Shannon Washington. The billing statement allowed 30 days to pay \$3,924.66 incurred by the City to clean the property.

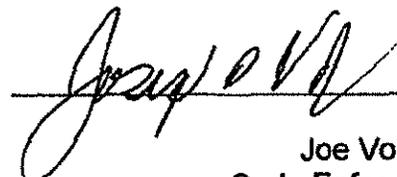
December 1, 2015 The City has not received any payments for the fines nor the Cleanup Efforts. A Notice to appear at the C.E.B hearing on 12-10-15 was hand delivered to Jennifer Taylor.

### **Recommendation**

The Code Enforcement Board recommends the City of Callaway Commission file a lien on the property by resolution. That the lien shall include but not be limited to, any and all attorney fees, title reports, publishing expenses and recording fees that may be incurred by the City in the placement of the lien.

Also that the Commission file a separate lien on the property by resolution for noncompliance and fines due as ordered by the Code Enforcement Board on June 3, 2015 in the amount of \$2,950.00.

ORDERED / RECOMMENDED on December 15, 2015

  
\_\_\_\_\_  
Joe Volpi, Chairman  
Code Enforcement Board

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY																	
<ul style="list-style-type: none"> <li>■ Complete items 1, 2, and 3.</li> <li>■ Print your name and address on the reverse so that we can return the card to you.</li> <li>■ Attach this card to the back of the mailpiece, or on the front if space permits.</li> </ul>	<p>A. Signature  <input checked="" type="checkbox"/> <i>Pamela</i> <input type="checkbox"/> Agent  <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) _____ C. Date of Delivery _____</p>																	
<p>1. Article Addressed to:</p> <p>Eddie &amp; Shannon Washington  Jennifer Taylor  6237 Bryan Way  Callaway, FL 32404</p>	<p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes  If YES, enter delivery address below: <input type="checkbox"/> No</p>																	
 9590 9403 0219 5146 0419 58	<p>3. Service Type</p> <table border="0"> <tr> <td><input type="checkbox"/> Adult Signature</td> <td><input type="checkbox"/> Priority Mail Express®</td> </tr> <tr> <td><input type="checkbox"/> Adult Signature Restricted Delivery</td> <td><input type="checkbox"/> Registered Mail™</td> </tr> <tr> <td><input checked="" type="checkbox"/> Certified Mail®</td> <td><input type="checkbox"/> Registered Mail Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Certified Mail Restricted Delivery</td> <td><input type="checkbox"/> Return Receipt for Merchandise</td> </tr> <tr> <td><input type="checkbox"/> Collect on Delivery</td> <td><input type="checkbox"/> Signature Confirmation™</td> </tr> <tr> <td><input type="checkbox"/> Collect on Delivery Restricted Delivery</td> <td><input type="checkbox"/> Signature Confirmation Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Insured Mail</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)</td> <td></td> </tr> </table>		<input type="checkbox"/> Adult Signature	<input type="checkbox"/> Priority Mail Express®	<input type="checkbox"/> Adult Signature Restricted Delivery	<input type="checkbox"/> Registered Mail™	<input checked="" type="checkbox"/> Certified Mail®	<input type="checkbox"/> Registered Mail Restricted Delivery	<input type="checkbox"/> Certified Mail Restricted Delivery	<input type="checkbox"/> Return Receipt for Merchandise	<input type="checkbox"/> Collect on Delivery	<input type="checkbox"/> Signature Confirmation™	<input type="checkbox"/> Collect on Delivery Restricted Delivery	<input type="checkbox"/> Signature Confirmation Restricted Delivery	<input type="checkbox"/> Insured Mail		<input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)	
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<p>2. Article Number (Transfer from service label)</p> 7012 3460 0003 4699 1560	PS Form 3811, April 2015 PSN 7530-02-000-9053 <span style="float: right;">Domestic Return Receipt</span>																	

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(Domestic Mail Only; No Insurance Coverage Provided)

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OFFICIAL USE

Postage	\$ .48	<div style="border: 1px solid black; border-radius: 50%; padding: 10px; display: inline-block;"> 17 Dec  Postmark  Here  USPS </div>
Certified Fee	3.30	
Return Receipt Fee (Endorsement Required)	2.70	
Restricted Delivery Fee (Endorsement Required)		
<b>Total Postage &amp; Fees</b>	<b>\$ 6.48</b>	

Sent To: Eddie & Shannon Washington

Street, Apt. No., or PO Box No.: Jennifer Taylor

City, State, ZIP+4: 6237 Bryan Way  
Callaway, FL 32404

PS Form 3800, August 2006 See Reverse for Instructions

095T 6694 E000 094E 2T02

**RESOLUTION 16-01**

**A RESOLUTION OF THE CITY OF CALLAWAY, FLORIDA, APPROVING AMOUNTS TO BE LIENED ON CERTAIN PROPERTY WITHIN THE CITY TO WIT: 6237 BRYAN WAY FOR COSTS INCURRED IN THE ABATEMENT OF NUISANCES UPON SUCH PROPERTY, AUTHORIZING THE APPROPRIATE OFFICERS OF THE CITY TO RECORD THE LIEN AND NOTIFY INTERESTED PARTIES OF SUCH LIEN, AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.**

WHEREAS, pursuant to Section 9-26(e) and 9.7-7 of the City's Code of Ordinances, the City has undertaken the abatement of emergency conditions and a nuisance as prohibited by Section 9-25 and Section 9.7-2 of the City Code, following notice and non-action by the Owner(s) to come into compliance with the City Code; and

WHEREAS, pursuant to Sections 9-4 and 9.7-8 of the City's Code, the City Commission shall assess the entire cost of the abatement of the emergency conditions and nuisance against the property, inclusive of all administrative, legal, postal and publication expenses, and any other direct or indirect costs associated therewith.

NOW THEREFORE BE IT RESOLVED by the City Commission that a lien be assessed against the following property in the amounts set forth below:

<b>PROPERTY ID NO.</b>	<b>PRESENT OWNERS</b>	<b>ADDRESS OF SUBJECT PROPERTY</b>	<b>AMOUNT OF LIEN</b>
06389-330-000	Heirs and devisees of Donnie Mae Washington, deceased	6237 Bryan Way Callaway, FL 32404	\$4,566.64

AND BE IT FURTHER RESOLVED that the appropriate officers of the City are hereby authorized and directed to record such lien and notify the Tax Collector and all interested parties of such lien.

THIS RESOLUTION SHALL BE EFFECTIVE IMMEDIATELY UPON PASSAGE.

**PASSED AND ADOPTED** this 26<sup>th</sup> day of January, 2016, by the CALLAWAY CITY COMMISSION meeting in regular session.

**CITY OF CALLAWAY, FLORIDA**

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

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

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, FLORIDA  
NOTICE OF LIEN**

**CODE ENFORCEMENT – NUISANCE ABATEMENT**

**DATE:** \_\_\_\_\_

**IN RE:** Property located at:  
6237 Bryan Way  
Callaway, FL 32404  
Parcel ID No. 06389-330-000

<b>TO:</b> Heirs and Devisees of Donnie Mae Washington, deceased 6237 Bryan Way Callaway, FL 32404	PEGGY BRANNON BAY COUNTY TAX COLLECTOR 850 WEST 11 <sup>TH</sup> STREET PANAMA CITY, FL 32401
---	--

AND ANY AND ALL OTHER PERSONS INTERESTED IN THE FOLLOWING DESCRIBED PROPERTY:

**LOT 11, BLOCK “B”, ACCORDING TO THE PLAT OF KIMBREL PINES, AS RECORDED IN PLAT BOOK 14, PAGE 120, IN THE OFFICE OF THE CLERK OF THE CIRCUIT COURT OF BAY COUNTY, FLORIDA.**

TOGETHER WITH DOUBLE WIDE MOBILE HOME SERIAL #'S OF HMST0026BGA AND HMST0026AGA

1. Pursuant to Section 9-26(e) and Section 9.7-7 of the City of Callaway Code of Ordinances, the City has undertaken certain actions to abate the nuisance located at: **6237 Bryan Way, CALLAWAY, FL 32404**, as more particularly described above.
2. The amount of the City’s abatement lien, for costs incurred in abating the nuisance on the subject property, is as follows:

<b>Labor and Equipment:</b>	\$3,924.66 (Clean-up, debris removal and hauling)
<b>Postage:</b>	6.48
<b>Title report:</b>	75.00
<b>Attorney Fees:</b>	525.00
<b>Recording Fee:</b>	<u>35.50</u>
<b>TOTAL:</b>	<b>\$4,566.64</b>

3. Pursuant to Sections 9-4 and 9.7-8, City of Callaway Code of Ordinances, notice is hereby given that there has been assessed, pursuant to the provisions of said law, against the above

named persons at the above stated address, the nuisance abatement costs, which amount after demand for the payment thereof remains unpaid, and by virtue of the above referenced laws, constitutes a lien in favor of the City of Callaway, Florida, upon the title to and interest in, whether legal or equitable, the property herein above described; said lien shall be prior in dignity to all other liens, excepting County taxes and taxes and liens of equal dignity therewith. Callaway, Florida may foreclose or otherwise execute on the lien as provided for by the law. This assessment may become due and payable at the same time and with the same priority as ad valorem taxes.

**IN WITNESS WHEREOF:** The City of Callaway has caused this lien to be executed and created pursuant to and by operation of law on the day and year first above written

**CITY OF CALLAWAY**

(SEAL)

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

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

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

\_\_\_\_\_  
KEVIN D. OBOS, HARRISON SALE MCCLOY  
CITY ATTORNEY

**PREPARED BY AND RETURN TO:**  
CITY OF CALLAWAY  
**R** ATTN: CITY CLERK  
6601 E. HWY. 22  
CALLAWAY, FL 32204

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

DATE: JANUARY 26, 2016

ITEM: RESOLUTION NO. 16-02 – PLACEMENT OF CODE ENFORCEMENT LIEN FOR FINES AND NON-COMPLIANCE

**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)**

A large accumulation of garbage and trash remained in the back and side yard of 6237 Bryan Way after the Code Enforcement Board ordered it to be removed and fines were imposed for noncompliance.

The Code Enforcement Board issued fines totaling \$3,591.98 after all fees have been added. A separate lien will be placed on the property for the fines not paid and non-compliance.

The Code Enforcement Board has ratified this case. A signed Order has been issued by the Code Enforcement Board that states:

**Recommendation of the Code Enforcement Board**

The Code Enforcement Board recommends to the City of Callaway Commission to file a lien on the property by resolution. That the lien shall include but not be limited to, any and all attorney fees, title reports, publishing expenses and recording fees that may be incurred by the City in the placement of the lien.

**ATTACHMENT:**

- ORDER BY CODE ENFORCEMENT BOARD
- RESOLUTION NO: 16-02
- NOTICE OF LIEN

**5. REQUESTED MOTION/ACTION:**

Staff recommends the City Commission follow the recommendation made by the Code Enforcement Board and pass Resolution No. 16-02.

# Code Enforcement Order / Recommendation to the City Commission

## Code Enforcement Board of City of Callaway, Florida

Case # CE15-6237-06389

Location: 6237 Brian Way, Parcel I.D. # 06389-330-000

Property Owner: Eddie Washington, Shannon Washington and Jennifer Taylor

Violation: Accumulation of trash, and litter in yard,  
Ordinance 632, Chapter 9 Section 9-25 Prohibited Acts:  
**(b) Accumulations prohibited**  
**(c) Dumping prohibited**

**(b) Accumulations prohibited.** It shall be unlawful for the owner or occupant of any parcel, lot or tract of land within the city to suffer, permit or allow the dumping or accumulation of garbage, trash, filth, biohazardous waste, construction debris, demolition debris, hazardous waste, litter, or refuse.

**(c) Dumping prohibited.** It shall be unlawful for any person to place or cause to be placed any garbage, trash, filth, biohazardous waste, construction debris, demolition debris, hazardous waste, litter, or refuse or other types of refuse upon their property or upon the property of another person.

This cause came before the Code Enforcement Board ("Board") on December 10, 2015. The Board, pursuant to its authority vested by Section 162.09, Florida State Statutes, having received testimony and evidence, finds and concludes the following:

### **Notice**

The owner received adequate notice and \_\_\_\_ did X did not appear at the hearing.

### **Citation**

Due process was achieved as required by Section 162.12, Florida State Statutes as follows:

June 3, 2015 An Order to correct the violations on the property within 10 days was issued by the Code Enforcement Board.

The June 3, 2015, stated

### **Failure to Comply.**

If the property owner fails to bring property into compliance with the applicable codes, ordinances and regulations within 10 days from the effective date of this order, the property owner shall be fined an initial fine of \$250.00 and a daily fine of \$25.00 to be imposed after the 11<sup>th</sup> day.

August 26, 2015 Per City Code Section 9-26 (e) A Declaration of Emergency was signed by the City Manager authorizing the Code Enforcement Division and the Public Works Department to take necessary action to immediately alleviate the hazard. That any expense incurred by the City shall be charged to the owner. It had become apparent that the property owner was not making any progress to improve the violations.

September 30, 2015 After calling five companies and asking for bids, we received 2 bids to clean the property up. (see attached) The City of Callaway completed the removal of garbage and trash. (Pictures were taken before, during and after the clean up.)

September 30, 2015 The cleanup efforts brought the property into compliance. Therefore the fines from the Order issued on June 3, 2015 stopped. The fines totaled to \$2,950.00.

November 2, 2015 A billing statement was hand delivered to Mr. Shannon Washington. The billing statement allowed 30 days to pay \$3,924.66 incurred by the City to clean the property.

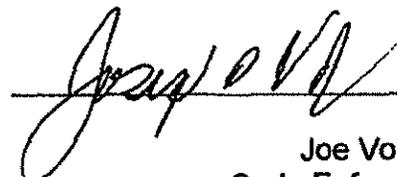
December 1, 2015 The City has not received any payments for the fines nor the Cleanup Efforts. A Notice to appear at the C.E.B hearing on 12-10-15 was hand delivered to Jennifer Taylor.

### **Recommendation**

The Code Enforcement Board recommends the City of Callaway Commission file a lien on the property by resolution. That the lien shall include but not be limited to, any and all attorney fees, title reports, publishing expenses and recording fees that may be incurred by the City in the placement of the lien.

Also that the Commission file a separate lien on the property by resolution for noncompliance and fines due as ordered by the Code Enforcement Board on June 3, 2015 in the amount of \$2,950.00.

ORDERED / RECOMMENDED on December 15, 2015

  
\_\_\_\_\_  
Joe Volpi, Chairman  
Code Enforcement Board

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY																	
<ul style="list-style-type: none"> <li>■ Complete items 1, 2, and 3.</li> <li>■ Print your name and address on the reverse so that we can return the card to you.</li> <li>■ Attach this card to the back of the mailpiece, or on the front if space permits.</li> </ul>	<p>A. Signature  <input checked="" type="checkbox"/> <i>Pamela</i> <input type="checkbox"/> Agent  <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) C. Date of Delivery</p>																	
<p>1. Article Addressed to:</p> <p>Eddie &amp; Shannon Washington  Jennifer Taylor  6237 Bryan Way  Callaway, FL 32404</p>	<p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes  If YES, enter delivery address below: <input type="checkbox"/> No</p>																	
 9590 9403 0219 5146 0419 58	<p>3. Service Type</p> <table border="0"> <tr> <td><input type="checkbox"/> Adult Signature</td> <td><input type="checkbox"/> Priority Mail Express®</td> </tr> <tr> <td><input type="checkbox"/> Adult Signature Restricted Delivery</td> <td><input type="checkbox"/> Registered Mail™</td> </tr> <tr> <td><input checked="" type="checkbox"/> Certified Mail®</td> <td><input type="checkbox"/> Registered Mail Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Certified Mail Restricted Delivery</td> <td><input type="checkbox"/> Return Receipt for Merchandise</td> </tr> <tr> <td><input type="checkbox"/> Collect on Delivery</td> <td><input type="checkbox"/> Signature Confirmation™</td> </tr> <tr> <td><input type="checkbox"/> Collect on Delivery Restricted Delivery</td> <td><input type="checkbox"/> Signature Confirmation Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Insured Mail</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)</td> <td></td> </tr> </table>		<input type="checkbox"/> Adult Signature	<input type="checkbox"/> Priority Mail Express®	<input type="checkbox"/> Adult Signature Restricted Delivery	<input type="checkbox"/> Registered Mail™	<input checked="" type="checkbox"/> Certified Mail®	<input type="checkbox"/> Registered Mail Restricted Delivery	<input type="checkbox"/> Certified Mail Restricted Delivery	<input type="checkbox"/> Return Receipt for Merchandise	<input type="checkbox"/> Collect on Delivery	<input type="checkbox"/> Signature Confirmation™	<input type="checkbox"/> Collect on Delivery Restricted Delivery	<input type="checkbox"/> Signature Confirmation Restricted Delivery	<input type="checkbox"/> Insured Mail		<input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)	
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<p>2. Article Number (Transfer from service label)</p> 7012 3460 0003 4699 1560	PS Form 3811, April 2015 PSN 7530-02-000-9053 <span style="float: right;">Domestic Return Receipt</span>																	

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Certified Fee		3.30	
Return Receipt Fee (Endorsement Required)		2.70	
Restricted Delivery Fee (Endorsement Required)			
<b>Total Postage &amp; Fees</b>	<b>\$</b>	<b>6.48</b>	

Sent To Eddie & Shannon Washington

Jennifer Taylor

6237 Bryan Way

Callaway, FL 32404

PS Form 3800, August 2006 See Reverse for Instructions

095T 6694 E000 094E 2T02

**RESOLUTION 16-02**

**A RESOLUTION OF THE CITY OF CALLAWAY, FLORIDA, APPROVING AMOUNTS TO BE LIENED ON CERTAIN PROPERTY WITHIN THE CITY TO WIT: 6237 BRYAN WAY FOR FINES, FEES AND COSTS INCURRED IN FAILING TO COMPLY WITH THE CALLAWAY CODE OF ORDINANCES, AUTHORIZING THE APPROPRIATE OFFICERS OF THE CITY TO RECORD THE LIEN AND NOTIFY INTERESTED PARTIES OF SUCH LIEN, AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.**

WHEREAS, pursuant to Chapter 9 of the City's Code of Ordinances, the City has imposed certain fines and fees, following notice and non-action by the Owner(s) to come into compliance with the City Code; and

WHEREAS, pursuant to Sections 9-4 of the City's Code, the City Commission shall impose a lien in the amount of the unpaid fines and fees, inclusive of all administrative, legal, postal and publication expenses, and any other direct or indirect costs associated therewith.

NOW THEREFORE BE IT RESOLVED by the City Commission that a lien be assessed against the following property in the amounts set forth below:

<b>Property Id No.</b>	<b>Present Owners</b>	<b>Address Of Subject Property</b>	<b>Amount Of Lien</b>
<b>06389-330-000</b>	<b>Heirs and devisees of Donnie Mae Washington, deceased</b>	<b>6237 Bryan Way Callaway, FL 32404</b>	<b>\$3,591.98</b>

AND BE IT FURTHER RESOLVED that the appropriate officers of the City are hereby authorized and directed to record such lien and notify the Tax Collector and all interested parties of such lien.

THIS RESOLUTION SHALL BE EFFECTIVE IMMEDIATELY UPON PASSAGE.

**PASSED AND ADOPTED** this 26<sup>th</sup> day of January, 2016, by the CALLAWAY CITY COMMISSION meeting in regular session.

**CITY OF CALLAWAY, FLORIDA**

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

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

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, FLORIDA  
NOTICE OF LIEN**

**CODE ENFORCEMENT FINES**

**DATE:** \_\_\_\_\_

**IN RE:** Property located at:  
6237 Bryan Way  
Callaway, FL 32404  
Parcel ID No. 06389-330-000

<b>TO:</b> Heirs and Devisees of Donnie Mae Washington, deceased 6237 Bryan Way Callaway, FL 32404	PEGGY BRANNON BAY COUNTY TAX COLLECTOR 850 WEST 11 <sup>TH</sup> STREET PANAMA CITY, FL 32401
---	--

AND ANY AND ALL OTHER PERSONS INTERESTED IN THE FOLLOWING DESCRIBED PROPERTY:

**LOT 11, BLOCK "B", ACCORDING TO THE PLAT OF KIMBREL PINES, AS RECORDED IN PLAT BOOK 14, PAGE 120, IN THE OFFICE OF THE CLERK OF THE CIRCUIT COURT OF BAY COUNTY, FLORIDA.**

TOGETHER WITH DOUBLE WIDE MOBILE HOME SERIAL #'S OF HMST0026BGA AND HMST0026AGA

1. Pursuant to Chapter 9 of the City of Callaway Code of Ordinances, the City has undertaken certain actions to enforce violations of the Code of Ordinances at: **6237 Bryan Way, CALLAWAY, FL 32404**, as more particularly described above.
2. The amount of the City's code enforcement fines imposed for failing to bring the above described property into compliance with applicable Codes, is as follows:

<b>Fines:</b>	\$2,950.00 (initial \$250 plus fines of \$25 daily between 06/03/15 and 09/30/15)
<b>Postage:</b>	6.48
<b>Title report:</b>	75.00
<b>Attorney Fees:</b>	525.00
<b>Recording Fee:</b>	<u>35.50</u>
<b>TOTAL: \$3,591.98</b>	

3. Pursuant to Section 9-4, City of Callaway Code of Ordinances, notice is hereby given that there has been assessed, pursuant to the provisions of said law, against the above named persons at the above stated address, the code enforcement fines, which amount after demand for the payment thereof remains unpaid, and by virtue of the above referenced laws,

constitutes a lien in favor of the City of Callaway, Florida, upon the title to and interest in, whether legal or equitable, the property herein above described; said lien shall be prior in dignity to all other liens, excepting County taxes and taxes and liens of equal dignity therewith. Callaway, Florida may foreclose or otherwise execute on the lien as provided for by the law.

**IN WITNESS WHEREOF:** The City of Callaway has caused this lien to be executed and created pursuant to and by operation of law on the day and year first above written

**CITY OF CALLAWAY**

(SEAL)

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

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

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

\_\_\_\_\_  
KEVIN D. OBOS, HARRISON SALE MCCLOY  
CITY ATTORNEY

**PREPARED BY AND RETURN TO:**

**R** CITY OF CALLAWAY  
ATTN: CITY CLERK  
6601 E. HWY. 22  
CALLAWAY, FL 32204

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

DATE: JANUARY 26, 2016

ITEM: GARDEN COVE ROAD – PETITION FOR SPEED BUMP

**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

If approved, this item may require a transfer of funds (see below for estimated costs).

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

Recently, the residents on Garden Cove Road submitted a petition for the installation of a speed bump. At the last regular meeting in December, the City Commission directed staff to conduct a traffic study on Garden Cove Road and to evaluate various types of speed bumps/humps that could be used. The Bay County Sheriff's Office conducted a speed study on the roadway from January 9<sup>th</sup> to January 13<sup>th</sup> and found that most vehicles traveled at or near the posted speed limit of 15mph. Of the 184 vehicles surveyed, 33.7% exceeded 15mph and only 3.3% exceeded 25mph (for more information, please refer to attached traffic survey). Please note that Garden Cove Road is a short segment, approximately 615 linear feet, which provides little space for vehicles to accelerate. Also, the presence of a traffic radar/data center can cause drivers to reduce their speed.

Garden Cove Road is located north of SR22 and connects Camellia Avenue and Seneca Avenue. There are thirty (30) single family homes on Garden Cove Road, each on a lot/parcel approximately 4,500sq.ft. The roadway is almost exclusively used by the residents that live in the area and is not heavily traveled. Speed bumps/humps may appropriate on Garden Cove Road because of the higher density of single family residences.

City staff has evaluated the costs and materials required for this type of project. The following are three options for this roadway:

- |  |            |
|--|------------|
| 1. Asphalt speed bumps and signage (by City)                         | \$ 549.00  |
| 2. Plastic speed bumps and signage (by Safety Product, Inc.)         | \$ 841.40  |
| 3. Plastic speed bumps and signage (by Northern Safety & Industrial) | \$1,307.75 |

**ATTACHMENT:**

- PETITION FOR SPEED BUMP
- TRAFFIC SURVEY SUMMARY
- MATERIAL COSTS
- LOCATION MAP

**5. REQUESTED MOTION/ACTION:** STAFF RECOMMENDS THE CITY COMMISSION APPROVE THE REQUEST FOR SPEED BUMPS ON GARDEN COVE ROAD AND AUTHORIZE THE PURCHASE AND INSTALLATION OF ASPHALT SPEED BUMPS AND SIGNAGE.



**RU2 Traffic Data Center**  
 3421 N Highway 77  
 Panama City, FL  
**Traffic Survey Summary**

Batch Number: 010916-A

Start Date: 01/09/16

End Date: 01/13/16

Start Time: 03:21 PM

End Time: 02:23 PM

Zone: Residential

Location: Garden Cove Rd.

Direction of Travel: East

Display Scheme: Select Display Scheme - Approaching Vehicles Only

Speed	1 - 2	3 - 4	5 - 6	7 - 8	9 - 10	11 - 12	13 - 14	15 - 16	17 - 18	19 - 20	21 - 22	23 - 24	25 - 999
Volume	0	0	0	0	0	0	98	25	14	17	11	11	8
% of Total	%	.%	.%	.%	.%	.%	53.26%	13.59%	7.61%	9.24%	5.98%	5.98%	4.35%
												Total Vehicles: 184	

Speed Statistics		10 MPH Pace		Number Exceeding Limit				
Posted	15	Pace Speed	10 to 20	Speed	15+	25+	35+	Total
# At/Under Limit	116	# in Pace	154	Number	62	6	0	68
# Over Limit	68	% in Pace	84 %	Percent	33.7%	3.26%	.%	36.96%
Average Speed	15.3	85th Percentile	18					

**Speed Profile -- Batch # 010916-A**

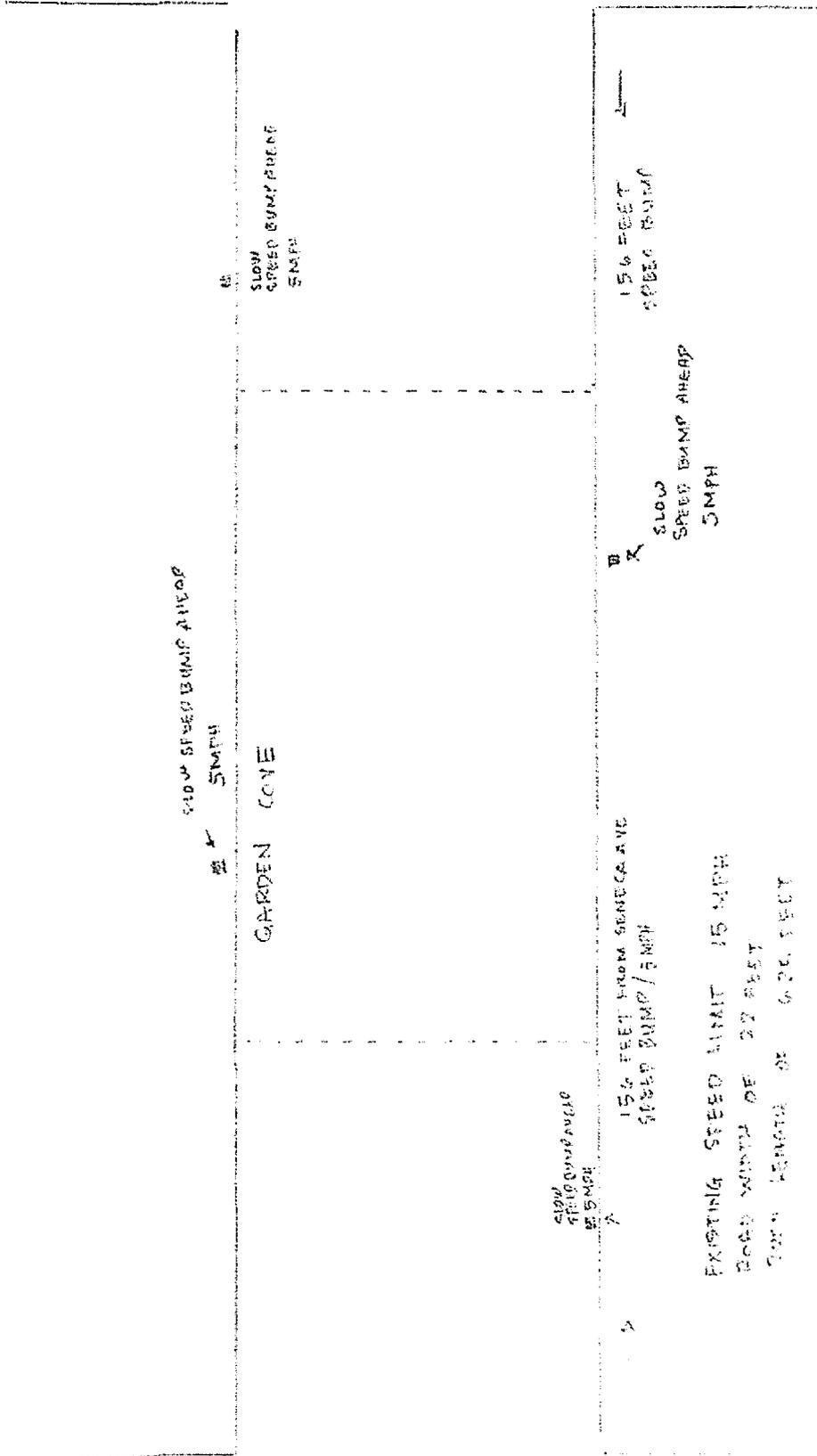
**Date: 01/09/16 -- 01/13/16**

Date	Time	15+	25+	35+
01/12/2016	23:52:28	24	--	--
01/13/2016	06:09:13	23	--	--
01/13/2016	07:41:05	--	26	--
01/13/2016	08:04:22	18	--	--
01/13/2016	08:55:09	21	--	--
01/13/2016	09:42:58	20	--	--
01/13/2016	12:39:16	25	--	--
01/13/2016	12:43:49	19	--	--
01/13/2016	12:57:53	24	--	--
01/09/2016	15:39:17	--	28	--
01/09/2016	15:43:05	19	--	--
01/09/2016	15:52:46	23	--	--
01/09/2016	16:32:05	20	--	--
01/09/2016	16:35:55	18	--	--
01/09/2016	16:53:10	21	--	--
01/09/2016	18:05:38	20	--	--
01/09/2016	18:56:16	18	--	--
01/09/2016	18:57:00	21	--	--
01/09/2016	19:08:46	19	--	--
01/09/2016	19:08:47	24	--	--
01/09/2016	19:08:48	--	31	--
01/09/2016	20:49:39	20	--	--
01/09/2016	21:13:49	23	--	--
01/09/2016	21:39:35	20	--	--
01/09/2016	22:19:03	16	--	--
01/09/2016	23:39:32	17	--	--
01/10/2016	04:12:21	18	--	--
01/10/2016	07:59:57	20	--	--
01/10/2016	09:33:00	24	--	--
01/10/2016	10:55:50	17	--	--
01/10/2016	11:00:56	24	--	--
01/10/2016	11:37:22	20	--	--
01/10/2016	13:19:26	20	--	--
01/10/2016	13:26:28	17	--	--
01/10/2016	14:20:46	21	--	--
01/10/2016	14:57:53	21	--	--
01/10/2016	15:41:37	24	--	--
01/10/2016	15:47:28	17	--	--
01/10/2016	16:04:34	16	--	--
01/10/2016	18:10:02	17	--	--
01/10/2016	18:14:01	25	--	--
01/10/2016	19:48:24	17	--	--
01/10/2016	20:01:35	23	--	--
01/11/2016	06:11:17	--	27	--
01/11/2016	08:08:53	19	--	--
01/11/2016	09:31:32	16	--	--
01/11/2016	12:35:10	20	--	--
01/11/2016	12:42:08	23	--	--
01/11/2016	13:16:19	16	--	--
01/11/2016	13:52:09	--	27	--
01/11/2016	14:34:57	20	--	--
01/11/2016	14:54:44	21	--	--
01/11/2016	15:22:46	18	--	--
01/11/2016	16:01:51	22	--	--
01/11/2016	16:03:05	18	--	--
01/11/2016	20:26:41	21	--	--

Date	Time	15+	25+	35+
01/12/2016	04:20:56	22	--	--
01/12/2016	06:11:21	20	--	--
01/12/2016	07:40:42	18	--	--
01/12/2016	08:16:53	--	26	--
01/12/2016	10:18:00	16	--	--
01/12/2016	11:06:39	19	--	--
01/12/2016	12:09:53	22	--	--
01/12/2016	13:47:31	22	--	--
01/12/2016	15:35:10	16	--	--
01/12/2016	16:09:47	18	--	--
01/12/2016	17:48:43	16	--	--
01/12/2016	20:23:52	20	--	--



# GARDEN COVE SPEED BUMP



5/2/2022

EXISTING SPEED LIMIT 15 MPH  
 ROAD WIDTH OF 27 FEET  
 TOTAL LENGTH OF 626 FEET

### MATERIALS

LOW SPEED BUMP PILES (10)	4
SPEED LIMIT 5 MPH	4
100# POST	4
HOLES of CONCRETE	4

CAMELIA



**SAFETY PRODUCTS INC.**

P.O. BOX 1688  
 EATON PARK, FL 33840  
 Phone: 1-863-665-3601  
 Fax: 1-863-666-2580  
 http://www.spisafety.com

**QUOTE**

Number	362183
Date	01/06/16
Page	1

Ship To: SAME	CITY OF CALLAWAY 6601 E HWY 22 PANAMA CITY, FL 32404	Bill To: CAL15	CITY OF CALLAWAY 6601 E HWY 22 PANAMA CITY, FL 32404
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REFERENCE #	EXPIRES	SLSP	TERMS	WH	FREIGHT	SHIP VIA
	04/05/16	8	1% 10 NET 20	01	PRE/ADD	U

QUOTED BY: DS	QUOTED TO: RICHARD DEOCAMPO
---------------	-----------------------------

ITEM	DESCRIPTION	QTY	PRICE	UM	EXTENSION
TCALUMSIGN	18X18 HI-INT REFL. YELLOW W/BL 5 MPH (2 HOLES FOR POST MOUNT)	4	19.40	EA	77.60
	18X18 HI YELLOW W13-1-5 HI INTENSITY YELLOW BACK GROUND, BLACK LETTERING				
	SPEED LIMIT 5				
TCALUMSIGN	18X18 HI-INT REFL. YELLOW W/BLK SPEED BUMP AHEAD	4	19.40	EA	77.60
	18X18 HI YELLOW HI INTENSITY YELLOW W/BLACK LETTERS SPEED BUMP AHEAD				
TCGAV8FT	8' GALVANIZED U-CHANNEL, 50 PER BUNDLE, 200' PALLET MAX	4	26.20	EA	104.80
SB6S	SPEED BUMP 100% REC PLASTIC 6' YELLOW 2"H X 10"W NO HARDWARE	6	96.90	EA	581.40

MERCHANDISE	MISC	TAX	FREIGHT	TOTAL
711.40	.00	.00		841.40

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1-800-571-4646  
 For Sales & Customer Service  
 7:30 am-8:00 pm EST, Mon-Fri

Thank you for contacting Northern Safety for a price quote, we appreciate your business. The details of your quote are listed below.

Please note, this quote is valid for 14 days from today's date. To contact a Customer Service Representative about this quote or to place an order, you can email [customerservice@northernsafety.com](mailto:customerservice@northernsafety.com) or call 1-800-571-4646, between 7:30 am and 8:00 pm EST, Monday-Friday. Please reference the order number below in your correspondence. You may also visit us online at [www.northernsafety.com](http://www.northernsafety.com).

Sincerely,

**The Northern Safety Team**

**Billing Address**  
 City Of Calzway Purchasing  
 6601 E Highway 22  
 PANAMA CITY FL 32404-9542  
 USA

**Order Information**  
 Order No: 100297804  
 PO No: Quote  
 Customer No.: 244205  
 Shipping Method: UPS GROUND  
 Order Date: 01/08/2018  
 Currency: USD

**Shipping Address**  
 City Of Calzway Purchasing  
 6601 E Highway 22  
 PANAMA CITY FL 32404-9542  
 USA

Item	Item#	Cust Material	Quantity	UoM	Unit Price	Total
10	7724 L		6.00	EA	109.76	658.56
		RECYCLED 6" SPEED BUMP LAG BOLTS/SHIELDS				
20	160587		4.00	EA	42.24	168.96
		CAUTION SPEED BUMPS AHEAD ALUM 18"X12"				
30	5132 AD40		4.00	EA	16.93	67.72
		TRAFFIC CTRL SIGNS SPEED LIMIT 5 TN 17-G				
40	13478		4.00	EA	34.34	137.36
		U CHANNEL POST 8" PS-GR				
50	BC162		1.00	EA	0.00	0.00
		2016 CATALOG KIT				
Subtotal						1,032.60
Net Total						1,032.60
EST. O&H						195.33
Est. Tax						79.82
Total						1,307.75

# Google Maps Garden Cove Road, Callaway, FL



Imagery ©2016 Google, Map data ©2016 Google 50 ft

Measure distance

Total distance: 615.40 ft (187.57 m)

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

**DATE:** JANUARY 26, 2016

**ITEM:** BOARD RE-APPOINTMENTS

**1. PLACED ON AGENDA BY:**

J. Michael Fuller, City Manager / Janice L. Peters, City Clerk

**2. AGENDA:**

PRESENTATION   
PUBLIC HEARING   
CONSENT   
OLD BUSINESS   
REGULAR

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

N/A

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

The City Clerk has been working to consolidate the Advisory Board process within the City for consistency and timely processing of board appointments, expirations, etc. Not having a clear cut consolidated process has resulted in board members' terms not being handled for reappointment in a timely manner. There are currently three board members of the Planning Board, one member of the Code Enforcement Board, all five members of the Sports & Recreation Committee, and two board members of the Audit Committee in need of reappointment to their respective board as their expirations occurred in 2015. All have been contacted and some have submitted applications for reappointment as documented in Attachments A-D. Vacancies have consistently been posted to the website, in the newsletter, and the back of the utility bills beginning with the current bill. No additional applications have been received.

Moving forward, staff would like to adjust the expirations of all board members to December 31<sup>st</sup> of their respective year. Those with expirations currently in the months of January – June would revert to December 31<sup>st</sup> of the previous year and those with expirations currently in the months of July – December would be extended to December 31<sup>st</sup> of their current year of expiration. Publication of notice of vacancies would begin in November annually for reappointment at the last meeting in December of each year. Resignations would be processed at the time of the vacancy for the remaining unexpired term. Resolutions relevant to each board will be reviewed for amendments and brought to Commission for approval if necessary, but current resolutions do not dictate dates of expirations, only term years. With the exception of the Sports & Recreation Committee.

Further, the City Clerk is working on a Board Member Handbook and binders for each new Board Member relevant to the board they are appointed to, along with a Certificate of Appointment.

**5. REQUESTED MOTION/ACTION:**

Staff recommends retroactive reappointment of the board members as documented in Attachments A-D, and approval to move forward with adjustment of all board expirations to December 31<sup>st</sup> of the respective Board Member's term expiration as documented above.

## **ATTACHMENTS:**

### **A. Audit Committee**

The three Citizen Member positions are expired or vacant and no applications have been received.

The City employee position is vacant due to the resignation of Larry Johnson. His term ended in August of 2014. There are two employees interested in serving as the City employee member.

City Employee Member – Vacant term through December 31, 2016

1. Trevor Noble
2. Oscar Martinez

### **B. Code Enforcement Board**

There are two vacancies on the Code Enforcement Board due to expiration of terms on November 30, 2015. Joe Volpe did not reapply for his term. The second is the position held by Ms. Jean Champoux, who has reapplied for that position.

There are also two vacant Alternate positions. No other applications have been received.

1. Jean Champoux      Nov. 30, 2015 – December 31, 2018

### **C. Planning Board**

There are three vacant positions on the Planning Board due to expired terms. All three prior Board Members have reapplied as noted below.

1. Bob Bell              Nov. 13, 2015 – December 31, 2018
2. Kevin Matthews      April 10, 2015 – December 31, 2017
3. Ed Williams            Jan. 4, 2015 – December 31, 2017

### **D. Sports & Recreation Committee**

There are five members on this Committee, established by Resolution 12-18, on June 12, 2012, and subsequently amended by Resolution 12-21 on August 14, 2012. At this time the current five applicants (one as an alternate who is no longer on the board) were appointed as well, along with Director Tim Legare, who is the City liaison and voting member. The Resolution did not specify terms, only that the Chair and Vice-Chair would be selected from among its members and serve for a 1-year term. In assuming that the terms of the five members would be the standard 3-year terms as applied to the other boards in the City, all current member's terms are vacant, having expired on August 14, 2015.

All citizen members were contacted, however, no applications were received.

## CITY OF CALLAWAY AUDIT COMMITTEE

Per F.S. Chapter 218.391, the Audit Committee was established April 24, 2007, via Resolution No. 07-04. The Board consists of five (5) members selected and pointed by the City Commission. One member shall be a Commission member and one member shall be an employee of the City, appointed by the Mayor for terms of 2-years. The three remaining members will be volunteer citizens\* appointed by the remaining seated Commission members for 3-year terms. The Committee Chair and Vice-Chair is chosen from among the appointed citizen members. All members must submit to a pre-appointment background check. Meetings of the Committee are held on an as-needed basis.

**Shelley McKinney\*, Chair** – 1424 East Park Road; Home Ph.: 871-5372, Cell Ph.: 819-8401. Appointed on August 31, 2012, to a 3-year term ending August 31, 2015. [Shel752@gmail.com](mailto:Shel752@gmail.com)

VACANT -

VACANT -

**Pamn Henderson**, Commission Member – 133 H.L. Sudduth Dr.; Home Ph.: 874-8496, Work Ph.: 763-6751 x-202. Appointed on August 28, 2014 for a 2-year term ending August 28, 2016. [phenderson@pcair.com](mailto:phenderson@pcair.com)

VACANT , Employee Member –

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City of Callaway Staff Liaisons:

Janice L. Peters, City Clerk/Recording Secretary  
(850) 215-6694

## CITY OF CALLAWAY CODE ENFORCEMENT BOARD

Per F.S. Chapter 162, Part I, Sections 162.01 – 162.13, the Code Enforcement Board was established November 13, 2012, via Ordinance No. 928. The Board consists of seven (7) members and two (2) alternate members, who serve for three (3) year terms. Members must be at least 18 years of age and a resident of the City of Callaway. All members must submit to a pre-appointment background check and are subject to the Florida Financial Disclosure requirements. Failure to attend 2 of three successive meetings without cause or prior approval of the chair will constitute a vacancy.

**Jean Champoux** – 621 S. Berthe Avenue; Home Ph. 871-0842; Appointed on November 27, 2012, for a 3-year term ending November 30, 2015. [jeanwhitmanchampoux@gmail.com](mailto:jeanwhitmanchampoux@gmail.com).

**Steve Churchwell** – 158 Big Oak Lane; Home Ph.: 874-0799, Cell Ph.: 832-3414. Appointed in January 2014 from Alternate to an unexpired 3-year term ending January 31, 2017. [scwell@knology.net](mailto:scwell@knology.net).

**Pat Martina** – 6416 Letohatchee St.; Home Ph.: 871-0383; Appointed on June 26, 2015 for a 3-year term ending June 30, 2018. [pmartina1@bellsouth.net](mailto:pmartina1@bellsouth.net)

**Tony Mullinax, Vice-Chairman** – 401 Viola Avenue; Home Ph.: 874-2998, Cell Ph.: 319-1222. Appointed on October 18, 2013, for a 3-year term ending October 18, 2016. [ecmstony@aol.com](mailto:ecmstony@aol.com).

**Steve Paros** – 7100 Pocahontas Street; Home Ph.: 871-4210. Appointed on June 23, 2015 for a 3-year term ending June 23, 2018. [steveparos@wowway.com](mailto:steveparos@wowway.com).

**VACANCY** – Joe Volpi’s term ended November 30, 2015 (Did Not Re-apply)

**Roger Weum** – 403 S. Berthe Avenue; Cell Ph.: 870-877-1302. Appointed on February 26, 2015, for a 3-year term ending February 28, 2018. [rogerweum@gmail.com](mailto:rogerweum@gmail.com).

Alternate – Vacant

Alternate – Vacant

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City of Callaway Staff Liaisons:

Bill Frey – Code Enforcement Officer Planning Department  
Bonnie Poole – Code Enforcement Officer Planning Department

Janice L. Peters, City Clerk/Recording Secretary  
(850) 215-6694



# CITY OF CALLAWAY

## ADVISORY BOARD APPLICATION

6601 EAST HIGHWAY 22  
CALLAWAY, FL 32404  
TELEPHONE: (850) 871-6000  
FACSIMILE: (850) 850-871-2444  
WEB: WWW.CITYOFCALLAWAY.COM

NEW APPLICATION

RE-APPLICATION

- ADJUSTMENT BOARD
- AUDIT COMMITTEE
- CODE ENFORCEMENT BOARD\* (3-Year Terms; 7 Members; 2 Alternates)
- PLANNING BOARD\* (3-Year Terms; 7 Members)
- SPORTS & RECREATION COMMITTEE
- OTHER: \_\_\_\_\_

Name: CHAMPOUX (Last) JEAN (First) W (Middle)

Address: 621 South Berthe Ave  
Callaway, FL 32404

Mailing Address (if different): \_\_\_\_\_  
\_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_

Occupation: Retired

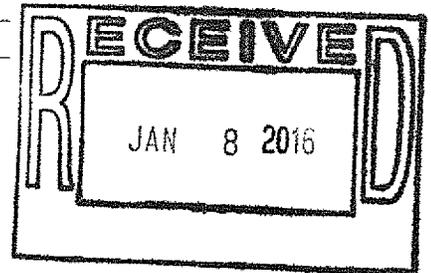
Home Phone: 850-871-0842 Work Phone: \_\_\_\_\_

E-mail: jeanwhitmanchampoux@gmail.com

Do you reside within the City limits?  Yes  No

Are you a Registered Voter in Bay County?  Yes  No Voter ID#: \_\_\_\_\_

Please rank your board preference(s):  
1. Code Enforcement  
2. \_\_\_\_\_  
3. \_\_\_\_\_



Have you ever served on a volunteer board or in a volunteer capacity with the City of Callaway before?  Yes  No If yes, please indicate name of board and dates of service: \_\_\_\_\_

CODE ENFORCEMENT BOARD - 2012/2015

Why would you like to serve on this board? It has been my privilege to serve on the

CEB since 2012. We have made great progress in making our city more pleasing to the eye and giving a safer environment. This effort has enhanced our appeal to both new residents and new business. I care about this city and would like to continue contributing my service to move Callaway forward in a positive way.

What special skills would you bring to this position? Public relations experience,

many volunteer positions, organizational background, a vision for progress in city endeavors, former Executive Director experience in a community organization. Passion and energy! A keen sense of fairness and impartiality. An ability to render judgements based on facts presented that best serve the interest of Callaway citizens.

Please list fields of work experience: Public Relations, Office Management,

EXEC. ADMINISTRATION, Executive Director for a city ~~and~~ N/P organization, Teaching, Production Control Supervisor for small airline

List any licenses and/or degrees (location and year): \_\_\_\_\_

Local Referenced (Please list three (3)):

1. John L'HEREAUX
2. ~~Steve Tam~~ John Piercy
3. Jim Jennings

Would you have a problem with the meeting dates and times for the board/agency for which you are applying?  Yes  No If yes, please explain: \_\_\_\_\_

Signed: Jean M. Champoux Date: 01/02/2016

**SCHEDULE OF BOARD MEETINGS**

[Note - Balance of Boards meet quarterly or as needed.]

Code Enforcement Board	3 <sup>rd</sup> THURS of each Month	6:00 p.m.
Planning Board	1 <sup>st</sup> & 3 <sup>rd</sup> TUES of each Month as needed	6:00 p.m.

\*These boards are subject to Financial Disclosure.

**Please submit application to:**

Janice L. Peters, City Clerk  
City of Callaway  
6601 E. Highway 22  
Callaway, FL 32404

**CITY OF CALLAWAY  
PLANNING BOARD  
(LOCAL PLANNING AGENCY)**

The Planning Board, established Sept. 25, 1978, via Ordinance No. 182, was officially made the Local Planning Agency via Ordinance 546 on July 8, 1997. The Board consists of seven (7) members who serve for three (3), 3-year terms and must be City residents and electors. All members must submit to a pre-appointment background check and are subject to the Florida Financial Disclosure requirements.

**Bob Bell, Chairman** (Appt. 11/24/15-11/24/17) – 6227 Seminole Drive; Home Ph.: 874-8767; Cell Ph.: 832-1110. Appointed on November 13, 2012, to a 3-year term ending November 13, 2015(1). [rbell56511@aol.com](mailto:rbell56511@aol.com) or [bbell@bbpanamacity.com](mailto:bbell@bbpanamacity.com).

**David Griggs, Vice-Chairman** (Appt. 11/24/15) – 7112 Winona St.; Home Ph.: 874-8729; Re-appointed on October 13, 2013, to a 3-year term through October 13, 2016(1). [griggsgdt@bellsouth.net](mailto:griggsgdt@bellsouth.net)

**Steve Woolsey** – 312 Sukoshi Drive; Home Ph.: (912) 674-7531; Work Ph.: 522-4686; Appointed on December 15, 2015 for a 3-year term through December 15, 2018(1). [Steve.Woolsey@era.com](mailto:Steve.Woolsey@era.com)

**Allen L. Johnson** – 842 Buddy Drive; Home Ph.: 874-1417; Work Ph.: 747-6567; Appointed on December 15, 2015, for a 3-year term through December 15, 2018(1). [AJohnson47@comcast.net](mailto:AJohnson47@comcast.net)

**Kevin Matthews** – 7007 Benton Drive; Home Ph.: 874-9731, Office Ph.: 234-4793. Appointed April 10, 2012, for a 3-year term through April 10, 2015 (1). [Kevin.r.matthews@navy.mil](mailto:Kevin.r.matthews@navy.mil)

**Ed Williams** – 855 Plantation Way; Home Ph.: 874-1825, Office Ph.: 283-5064, Cell Ph.: 832-3146. Appointed on January 4, 2012 for a 3-year term through January 4, 2015(1). [edwardwilliams991@gmail.com](mailto:edwardwilliams991@gmail.com).

**Ernest “Bill” Brown** – 6023 Howard Road; Home Ph.: 874-0907. Appointed in August 2014 for a 3-year term ending August 31, 2017(1). [sammybrown99@hotmail.com](mailto:sammybrown99@hotmail.com).

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City of Callaway Staff Liaisons:

Bill Frey – Code Enforcement Officer Planning Department  
Bonnie Poole – Code Enforcement Officer Planning Department

Janice L. Peters, City Clerk/Recording Secretary  
(850) 215-6694

- **Chairman:** Serves for a 2-year period replaced by the Vice-Chairman.
- **Vice-Chairman:** Replaces Chairman after the Chairman’s 2-year term as Chair. Must have 2-years left on term to be able to replace Chairman and is appointed by Commission upon the recommendation of the Board.



# CITY OF CALLAWAY ADVISORY BOARD APPLICATION

6601 EAST HIGHWAY 22  
CALLAWAY, FL 32404  
TELEPHONE: (850) 871-6000  
FACSIMILE: (850) 850-871-2444  
WEB: WWW.CITYOFCALLAWAY.COM

NEW APPLICATION

RE-APPLICATION

- ADJUSTMENT BOARD
- AUDIT COMMITTEE
- CODE ENFORCEMENT BOARD\* (3-Year Terms; 7 Members; 2 Alternates)
- PLANNING BOARD\* (3-Year Terms; 7 Members)
- SPORTS & RECREATION COMMITTEE
- OTHER: \_\_\_\_\_

Name: MATTHEWS KEVIN RENNARD  
(Last) (First) (Middle)

Address: 7006 BENTON DR.  
CALLAWAY, FL 32404

Mailing Address (if different): \_\_\_\_\_  
\_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_

Occupation: ENGINEER (Project Mgr)

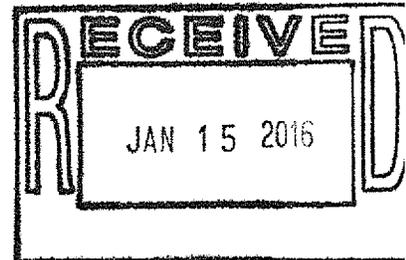
Home Phone: 850-874-9731 Work Phone: 850-234-4793

E-mail: KEVIN.R.MATTHEWS@NAVY.MIL

Do you reside within the City limits?  Yes  No

Are you a Registered Voter in Bay County?  Yes  No Voter ID#: \_\_\_\_\_

Please rank your board preference(s):  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_



Have you ever served on a volunteer board or in a volunteer capacity with the City of Callaway before?  Yes  No If yes, please indicate name of board and dates of service: \_\_\_\_\_

PLANNING BOARD 1/4/02 to Present

Why would you like to serve on this board? BEING AN engineer by profession as well as having managed numerous projects, I think I have the skills that can assist in some key discussion making in the development and infrastructure of our city.

What special skills would you bring to this position? See Above

Please list fields of work experience: Over 28 years of working as an Engineer in the private sector & as a DOD ~~Army~~ Civilian with the NAVY

List any licenses and/or degrees (location and year): BS Mech. Engineering 86'; Certified Nuclear Engineer 88'; MS Business Management 11'

Local Referenced (Please list three (3)):

1. Bull Courson - 850-235-5708 - Professional
2. Karl Morrison - 850-234-4182 - Professional
3. Charlie Carr - 850-278-3501 - Community Service

Would you have a problem with the meeting dates and times for the board/agency for which you are applying?  Yes  No If yes, please explain: \_\_\_\_\_

Signed: Kevin R. Mattheis Date: \_\_\_\_\_

SCHEDULE OF BOARD MEETINGS

[Note - Balance of Boards meet quarterly or as needed.]

Code Enforcement Board	3 <sup>rd</sup> THURS of each Month	6:00 p.m.
Planning Board	1 <sup>st</sup> & 3 <sup>rd</sup> TUES of each Month as needed	6:00 p.m.

\*These boards are subject to Financial Disclosure.

Please submit application to:

Janice L. Peters, City Clerk  
City of Callaway  
6601 E. Highway 22  
Callaway, FL 32404



# CITY OF CALLAWAY ADVISORY BOARD APPLICATION

6601 EAST HIGHWAY 22  
CALLAWAY, FL 32404  
TELEPHONE: (850) 871-6000  
FACSIMILE: (850) 850-871-2444  
WEB: WWW.CITYOFCALLAWAY.COM

NEW APPLICATION

RE-APPLICATION

- ADJUSTMENT BOARD
- AUDIT COMMITTEE
- CODE ENFORCEMENT BOARD\* (3-Year Terms; 7 Members; 2 Alternates)
- PLANNING BOARD\* (3-Year Terms; 7 Members)
- SPORTS & RECREATION COMMITTEE
- OTHER: \_\_\_\_\_

Name: BELL ROBERT HARRY  
(Last) (First) (Middle)

Address: 6226 SEMINOLE DRIVE  
CALLAWAY-FL-32404

Mailing Address (if different): \_\_\_\_\_

Business Address: 647 LUVERNE AVENUE  
PANAMA CITY-FL-32401

Occupation: INSURANCE SALES

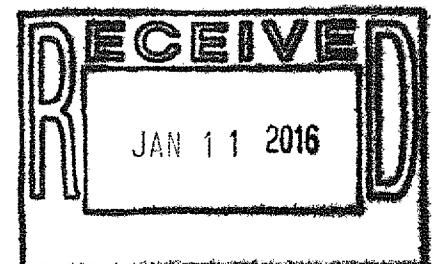
Home Phone: 874-8767 Work Phone: 769-5215 x237

E-mail: RBELL56511@AOL.COM

Do you reside within the City limits?  Yes  No

Are you a Registered Voter in Bay County?  Yes  No Voter ID#: 100618989

Please rank your board preference(s):  
1. PLANNING BOARD  
2. \_\_\_\_\_  
3. \_\_\_\_\_



Have you ever served on a volunteer board or in a volunteer capacity with the City of Callaway before?  Yes  No If yes, please indicate name of board and dates of service: \_\_\_\_\_

ADJUSTMENT BOARD & PLANNING BOARD

Why would you like to serve on this board? YES

What special skills would you bring to this position? I HAVE BEEN ON THE PLANNING BOARD FOR THE PAST THREE YEARS

Please list fields of work experience: RISK MANAGEMENT

List any licenses and/or degrees (location and year): \_\_\_\_\_

Local Referenced (Please list three (3)):

1. GEORGE SMITH
2. PAMM HENDERSON
3. MIKE NICHOLS

Would you have a problem with the meeting dates and times for the board/agency for which you are applying?  Yes  No If yes, please explain: \_\_\_\_\_

Signed: Robert H Bell

Date: 1-7-16

#### SCHEDULE OF BOARD MEETINGS

[Note – Balance of Boards meet quarterly or as needed.]

Code Enforcement Board	3 <sup>rd</sup> THURS of each Month	6:00 p.m.
Planning Board	1 <sup>st</sup> & 3 <sup>rd</sup> TUES of each Month as needed	6:00 p.m.

\*These boards are subject to Financial Disclosure.

**Please submit application to:**

Janice L. Peters, City Clerk  
City of Callaway  
6601 E. Highway 22  
Callaway, FL 32404



# CITY OF CALLAWAY

## ADVISORY BOARD APPLICATION

6601 EAST HIGHWAY 22  
CALLAWAY, FL 32404  
TELEPHONE: (850) 871-6000  
FACSIMILE: (850) 850-871-2444  
WEB: WWW.CITYOFCALLAWAY.COM

NEW APPLICATION

RE-APPLICATION

- ADJUSTMENT BOARD
- AUDIT COMMITTEE
- CODE ENFORCEMENT BOARD\* (3-Year Terms; 7 Members; 2 Alternates)
- PLANNING BOARD\* (3-Year Terms; 7 Members)
- SPORTS & RECREATION COMMITTEE
- OTHER: \_\_\_\_\_

Name: Williams Edward L  
(Last) (First) (Middle)

Address: 854 Plantation Way, Panama City FL 32404

Mailing Address (if different): \_\_\_\_\_

Business Address: \_\_\_\_\_

Occupation: DoD Civil Servant (USAF Civilian)

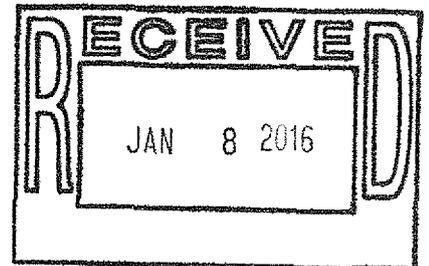
Home Phone: 850-874-1825 Work Phone: 850-283-5417

E-mail: edwardwilliams991@gmail.com

Do you reside within the City limits?  Yes  No

Are you a Registered Voter in Bay County?  Yes  No Voter ID#: Unknown

Please rank your board preference(s):  
1. Planning Board  
2. \_\_\_\_\_  
3. \_\_\_\_\_



Have you ever served on a volunteer board or in a volunteer capacity with the City of Callaway before?  Yes  No If yes, please indicate name of board and dates of service: \_\_\_\_\_  
Currently on the Planning board - since 1/4/2012

Why would you like to serve on this board? As a city resident and as a current member I feel that it is important to an active member of the community

What special skills would you bring to this position? Experience in the how the board operates and years of planning experience while in the military and my current job as a Command and Control Senior Planner

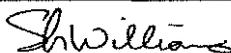
Please list fields of work experience: 26 years in the USAF where I retired as a Lt Col and my current employment as the Senior C2 Planner in Combat Plans Div of the 601 Air Operations Center at Tyndall AFB

List any licenses and/or degrees (location and year): \_\_\_\_\_  
Bachelor of Science in Engineering Mechanics from the Air Force Academy (1982)  
Master of Science in Political Science from Univ of S Miss (1992)

Local Referenced (Please list three (3)):

1. Larry Skipper, Lt Col (Supervisor) (283-5846)
2. Bay County Dep Sheriff Martin Deutsche (Callaway Detachment) (527-6307)
3. Bruce and Katrina Kline (neighbors) 819-5869

Would you have a problem with the meeting dates and times for the board/agency for which you are applying?  Yes  No If yes, please explain: \_\_\_\_\_

Signed:  Date: 1/8/2016

#### SCHEDULE OF BOARD MEETINGS

[Note – Balance of Boards meet quarterly or as needed.]

Code Enforcement Board	3 <sup>rd</sup> THURS of each Month	6:00 p.m.
Planning Board	1 <sup>st</sup> & 3 <sup>rd</sup> TUES of each Month as needed	6:00 p.m.

\*These boards are subject to Financial Disclosure.

**Please submit application to:**

Janice L. Peters, City Clerk  
City of Callaway  
6601 E. Highway 22  
Callaway, FL 32404

**CITY OF CALLAWAY  
SPORTS & RECREATION COMMITTEE**

The Sports & Recreation Committee was established on June 12, 2012, via Resolution No. 12-18. The Board consists of five (5) members. One member shall be the Leisure Services Director or their designee. The four remaining members will be volunteer citizens selected and appointed by the City Commission for 3-year terms. The Committee Chair and Vice-Chair is chosen from among the appointed citizen members for 1-year terms. All members must be City residents and submit to a pre-appointment background check and are subject of Financial Disclosure. Meetings of the Committee are held on an as-needed basis.

**Brent A. Harshbarger, Chair** – 7020 Benton Dr.; Home Ph.: 819-0134, Work Ph.: 282-4845. Appointed on August 14, 2012, to a 3-year term ending August 14, 2015. [harshyeod@gmail.com](mailto:harshyeod@gmail.com).

**VACANT -, Vice-Chair** – *(Robert A. Robinson did not reapply)*

**Gregory McHugh** – 7622 Yellow Bluff Road; Home Ph.: 870-9949, Work Ph.: 832-2446; Appointed on August 14, 2012, for a 3-year term ending August 14, 2015. [macnetlaw@att.net](mailto:macnetlaw@att.net)

**Jeffrey Munn** – 6807 Hugh Dr.; Home Ph.: 774-9768, Work Ph.: 238-5122. Appointed on August 14, 2014 for a 3-year term ending August 14, 2015. [phenderson@pcair.com](mailto:phenderson@pcair.com)

**Tim Legare, Director of Leisure Services** – 504 Callaway Park Way; Wk. Ph.: 874-0031. Appointed on August 14, 2012, for a 3-year term ending August 14, 2015. [tlegare@cityofcallaway.com](mailto:tlegare@cityofcallaway.com).

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City of Callaway Staff Liaisons:

Janice L. Peters, City Clerk/Recording Secretary  
(850) 215-6694

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

DATE: JANUARY 26, 2016

ITEM: SANDY CREEK FINANCIALS

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)

ATTACHMENT:

5. REQUESTED MOTION/ACTION:

Discussion and/or Commission Direction to Staff.

**City of Callaway  
Sandy Creek Utilities (Billing Cycle 2)  
Schedule of Direct Revenues and Expenditures  
Fiscal Year 2015**

	<u>Water</u>	<u>Sewer</u>	<u>Total</u>
<b>Revenue</b>			
Utility Billing	\$ 69,017.05	\$ 113,120.57	\$ 182,137.62
<b>Total Direct Revenue</b>	<u>69,017.05</u>	<u>113,120.57</u>	<u>182,137.62</u>

<b>Expenditures</b>			
Cost of Water	15,161.59		15,161.59
Cost of Treatment		15,606.21	15,606.21
Utilities		7,374.65	7,374.65
R & M Distrib System	14,400.75		14,400.75
R & M Collection System		27,670.59	27,670.59
Meters	2,800.00		2,800.00
<b>Total Direct Expenditures</b>	<u>32,362.34</u>	<u>50,651.45</u>	<u>83,013.79</u>

Revenues Over (Under) Expenditures	\$ 36,654.71	\$ 62,469.12	\$ 99,123.83
------------------------------------	--------------	--------------	--------------

Per Gallon Rates	Water	Sewer
Wholesale Rates	0.00189	0.00222
Billing Rates	0.00387	0.00397
Sandy Creek Rates	0.00484	0.00496

Sandy Creek Percent of Totals	Water	Sewer
City-wide Revenue	2,428,556.72	4,070,146.49
Sandy Creek Revenue	69,017.05	113,120.57
Sandy Creek % of Revenue	2.84%	2.78%
City-wide Consumption	448,897,394	388,087,761
Sandy Creek Consumption	8,022,004	7,029,824
Sandy Creek % of Consumption	1.79%	1.81%

**City of Callaway**  
**Sandy Creek Utilities (Billing Cycle 2)**  
**Schedule of Direct Revenues and Expenditures**  
**1st Quarter - Fiscal Year 2016**

	<u>Water</u>	<u>Sewer</u>	<u>Total</u>
<b>Revenue</b>			
Utility Billing	\$ 18,080.96	\$ 29,717.76	\$ 47,798.72
<b>Total Direct Revenue</b>	<u>18,080.96</u>	<u>29,717.76</u>	<u>47,798.72</u>

<b>Expenditures</b>			
Cost of Water	4,008.77		4,008.77
Cost of Treatment		4,532.17	4,532.17
Utilities		1,122.25	1,122.25
R & M Distrib System	838.00		838.00
R & M Collection System		8,365.35	8,365.35
Meters	1,080.00		1,080.00
<b>Total Direct Expenditures</b>	<u>5,926.77</u>	<u>14,019.77</u>	<u>19,946.53</u>

Revenues Over (Under) Expenditures	\$ 12,154.19	\$ 15,697.99	\$ 27,852.19
------------------------------------	--------------	--------------	--------------

Per Gallon Rates	Water	Sewer
Wholesale Rates	0.00189	0.00243
Billing Rates	0.00387	0.00397
Sandy Creek Rates	0.00484	0.00496

Sandy Creek Percent of Totals	Water	Sewer
City-wide Revenue	598,777.85	1,012,285.26
Sandy Creek Revenue	18,080.96	29,717.76
Sandy Creek % of Revenue	3.02%	2.94%
City-wide Consumption	91,826,091	78,769,493
Sandy Creek Consumption	2,121,040	1,865,090
Sandy Creek % of Consumption	2.31%	2.37%

**City of Callaway**  
**Sandy Creek Utility Billing Schedule by Month**  
**October 1, 2015 thru December 31, 2015**

<b>Water</b>										
FY2015	# of Accts	Construction	# of Accts	Commercial	# of Accts	Residential	# of Accts	Irrigation	Total Water	Consumption
Oct-14	1	67.12	2	52.91	154	5,139.45	2	10.75	5,270.23	576,280
Nov-14	1	11.37	2	91.39	151	5,379.81	2	13.27	5,495.84	643,250
Dec-14	1	11.37	2	80.74	152	5,959.10	3	2.86	6,054.07	751,944
Jan-15	1	11.37	2	49.52	151	4,711.84	2	2.52	4,775.25	492,790
Feb-15	1	11.37	2	110.17	152	5,416.63	2	0.54	5,538.71	656,420
Mar-15	1	11.37	2	110.03	155	5,241.11	2	0.68	5,363.19	602,280
Apr-15	1	11.37	2	153.63	167	5,604.59	2	1.02	5,770.61	654,580
May-15	1	11.37	2	69.17	168	5,672.60	2	11.33	5,764.47	647,800
Jun-15	1	11.37	2	69.13	169	6,578.16	2	87.84	6,746.50	852,060
Jul-15	1	11.37	2	61.24	169	6,939.81	2	23.86	7,036.28	911,300
Aug-15	1	11.37	2	83.84	169	5,797.80	2	20.14	5,913.15	677,790
Sep-15	1	11.37	2	41.92	166	5,224.61	2	10.85	5,288.75	555,510
<b>FY2015 Totals</b>		<u>192.19</u>		<u>973.69</u>		<u>67,665.51</u>		<u>185.66</u>	<u>69,017.05</u>	<u>8,022,004</u>

<b>Water</b>										
FY2016	# of Accts	Construction	# of Accts	Commercial	# of Accts	Residential	# of Accts	Irrigation	Total Water	Consumption
Oct-15	1	11.37	2	69.41	168	6,228.17	2	11.09	6,320.04	767,940
Nov-15	1	3.91	3	86.10	167	5,520.94	2	5.85	5,616.80	620,020
Dec-15	0	-	3	66.54	166	6,076.08	1	1.50	6,144.12	733,080
<b>FY2016 Totals</b>		<u>15.28</u>		<u>222.05</u>		<u>17,825.19</u>		<u>18.44</u>	<u>18,080.96</u>	<u>2,121,040</u>

<b>Sewer</b>										
FY2015	# of Accts	Construction	# of Accts	Commercial	# of Accts	Residential	# of Accts	Irrigation	Total Sewer	Consumption
Oct-14			5	271.90	134	8,564.94			8,836.84	518,840
Nov-14			5	271.09	131	8,705.07			8,976.16	575,120
Dec-14			5	320.76	132	9,287.55			9,608.31	683,934
Jan-15			5	260.51	131	8,119.79			8,380.30	450,590
Feb-15			5	337.73	133	8,628.16			8,965.89	576,950
Mar-15			5	343.08	136	8,647.25			8,990.33	531,710
Apr-15			5	382.70	147	9,277.01			9,659.71	583,740
May-15			5	383.57	148	9,392.37			9,775.94	573,300
Jun-15			5	320.71	149	10,100.19			10,420.90	727,250
Jul-15			5	292.04	150	10,355.82			10,647.86	763,050
Aug-15			5	305.58	150	9,374.46			9,680.04	563,790
Sep-15			5	255.29	147	8,923.00			9,178.29	481,550
<b>FY2015 Totals</b>		<u>-</u>		<u>3,744.96</u>		<u>109,375.61</u>		<u>-</u>	<u>113,120.57</u>	<u>7,029,824</u>

<b>Sewer</b>										
FY2016	# of Accts	Construction	# of Accts	Commercial	# of Accts	Residential	# of Accts	Irrigation	Total Sewer	Consumption
Oct-15			5	298.00	149	9,671.56			9,969.56	639,200
Nov-15			5	262.83	149	9,350.94			9,613.77	555,830
Dec-15			5	255.58	148	9,878.85			10,134.43	670,060
<b>FY2016 Totals</b>		<u>-</u>		<u>816.41</u>		<u>28,901.35</u>		<u>-</u>	<u>29,717.76</u>	<u>1,865,090</u>

City of Callaway

Summary of Utility Billing for FY 2015

	<u>Oct 14</u>	<u>Nov 14</u>	<u>Dec 14</u>	<u>Jan 15</u>	<u>Feb 15</u>	<u>Mar 15</u>	<u>Apr 15</u>	<u>May 15</u>	<u>Jun 15</u>	<u>Jul 15</u>	<u>Aug 15</u>	<u>Sep 15</u>	<u>YTD</u>	<u>YTD % Billed vs Purchased</u>
<b>Mo Service REVENUES (GL)</b>														
Water, incl irrigation	\$ 187,881.45	\$ 195,499.18	\$ 190,647.14	\$ 191,969.19	\$ 183,682.41	\$ 182,184.45	\$ 197,440.51	\$ 204,843.45	\$ 234,173.69	\$ 244,498.33	\$ 211,660.43	\$ 204,076.49	\$ 2,428,556.72	
Sewer	324,445.27	333,621.36	334,680.00	333,377.91	335,450.60	330,714.23	338,659.47	343,290.58	356,383.21	366,149.41	338,088.63	335,285.82	\$ 4,070,146.49	
Solid Waste	47,082.45	46,371.38	47,199.94	46,779.34	46,786.92	46,942.09	47,588.74	47,356.59	47,090.60	47,444.67	47,284.63	47,083.65	\$ 565,011.00	
Utility Tax	17,403.21	17,998.71	17,474.85	17,200.91	17,371.87	16,566.81	17,988.38	18,790.03	21,465.70	22,317.25	19,262.35	19,006.77	\$ 222,846.84	
Penalties	15,466.73	12,376.48	14,012.53	14,956.70	21,098.74	18,079.87	16,136.82	16,040.20	16,596.72	19,226.53	18,759.17	21,509.60	\$ 204,260.09	
	<b>\$ 592,279.11</b>	<b>\$ 605,867.11</b>	<b>\$ 604,014.46</b>	<b>\$ 604,284.05</b>	<b>\$ 604,390.54</b>	<b>\$ 594,487.45</b>	<b>\$ 617,813.92</b>	<b>\$ 630,320.85</b>	<b>\$ 675,709.92</b>	<b>\$ 699,636.19</b>	<b>\$ 635,055.21</b>	<b>\$ 626,962.33</b>	<b>\$ 7,490,821.14</b>	
<b>Gallons Water Billed</b>	<b>30,905,469</b>	<b>34,531,935</b>	<b>38,123,535</b>	<b>32,312,254</b>	<b>32,681,888</b>	<b>29,219,403</b>	<b>36,428,706</b>	<b>36,043,384</b>	<b>45,921,459</b>	<b>52,967,087</b>	<b>39,803,421</b>	<b>39,958,853</b>	<b>448,897,394</b>	<b>86.09%</b>
Gallons Sewer Billed (actual)	25,678,404	31,091,011	34,252,064	28,369,777	28,949,222	26,665,520	31,915,076	30,753,336	36,197,067	43,963,983	31,552,611	32,099,690	381,487,761	
Estimated FLAT gallons	550,000	550,000	550,000	550,000	550,000	550,000	550,000	550,000	550,000	550,000	550,000	550,000	6,600,000	
<b>Total Sewer Gallons</b>	<b>26,228,404</b>	<b>31,641,011</b>	<b>34,802,064</b>	<b>28,919,777</b>	<b>29,499,222</b>	<b>27,215,520</b>	<b>32,465,076</b>	<b>31,303,336</b>	<b>36,747,067</b>	<b>44,513,983</b>	<b>32,102,611</b>	<b>32,649,690</b>	<b>388,087,761</b>	<b>87.84%</b>
<b>Gallons Water Purchased (Bay County)</b>	<b>46,567,000</b>	<b>40,140,000</b>	<b>40,916,000</b>	<b>39,262,000</b>	<b>35,344,000</b>	<b>39,815,000</b>	<b>45,895,000</b>	<b>46,675,000</b>	<b>48,937,000</b>	<b>53,891,000</b>	<b>40,612,000</b>	<b>43,362,000</b>	<b>521,416,000</b>	
<b>Gallons Sewer Treated (Bay Co MPAWTF)</b>	<b>30,513,700</b>	<b>32,146,000</b>	<b>29,305,700</b>	<b>31,866,700</b>	<b>30,542,600</b>	<b>42,317,700</b>	<b>42,448,000</b>	<b>45,185,700</b>	<b>47,055,000</b>	<b>44,448,700</b>	<b>36,499,700</b>	<b>29,489,000</b>	<b>441,818,500</b>	
														<u><b>AVG # PER MO</b></u>
# Water Meters (cons rept)	9,222	9,222	9,208	8,504	8,426	8,389	8,264	7,895	7,555	7,521	7,042	6,950		<b>8,183</b>
# Irrigation Meters (cons rept)	1,890	1,890	1,838	1,705	1,693	1,677	1,660	1,610	1,554	1,514	1,390	1,337		<b>1,647</b>
# Sewer Accounts (cons rept)	8,944	8,948	8,930	8,237	8,157	8,119	7,989	7,630	7,310	7,251	6,786	6,699		<b>7,917</b>
Solid Waste Accounts (billing i	5,487	5,477	5,464	5,465	5,484	5,511	5,539	5,537	5,521	5,507	5,529	5,516		<b>5,503</b>

Explanation of reduction of the # of meters from Sharon Lentsch at PW:

When PW took over the meter reading I noticed that there was a lot of meters in the system that had "pulled" in the location tab. After discussing with Oscar and then Emily it was determined that we could remove those meters from the system. I also started to see that there was still meters in the system that the meter readers was telling me was no longer in the ground so we started to remove those from the system as well. So the majority of the removed meters was a cleanup of the system. As the system has been cleaned up we have also started pulling meters that was on (long standing) vacant accounts was leaking or being tampered with.

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

DATE: JANUARY 26, 2016

ITEM: AFTER HOURS EMERGENCY NUMBERS

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)

ATTACHMENT:

5. REQUESTED MOTION/ACTION:

Discussion and/or Commission Direction to Staff.