



CITY OF CALLAWAY, FLORIDA

CITY HALL

6601 East Highway 22, Callaway, FL 32404

Phone 850-871-6000 • FAX 850-871-2444

www.cityofcallaway.com

Mayor

Thomas W. Abbott

Commissioners

Melba Covey

Pamn Henderson

Bob Pelletier

Ralph L. Hollister

SPECIAL MEETING

CITY OF CALLAWAY BOARD OF COMMISSIONERS

FRIDAY, APRIL 22, 2016 – 12:00 NOON

CALLAWAY ARTS & CONFERENCE CENTER

500 CALLAWAY PARK WAY

CALLAWAY, FL 32404

AGENDA

CALL TO ORDER

INVOCATION & PLEDGE OF ALLEGIANCE

ROLL CALL

REGULAR AGENDA

- Item #1 Resolution No. 16-12 – Certification of Canvassing Board**
- Item #2 Mayor/Commissioner Comments**
- Item #3 Swearing-In Ceremony – Mayor and Commissioners of Wards III & IV for 4-year terms of office through 4/24/20**
- Item #4 Informal Orientation for Elected Officials – Charter and Sunshine Regulation**
- Item #5 Appointment of Mayor Pro Tempore**

ADJOURNMENT

There will be a reception following the meeting.

A handwritten signature in black ink, appearing to read "Janice L. Peters", is written over a horizontal line.

Janice L. Peters, MMC

City Clerk

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).

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

DATE: APRIL 22, 2016

ITEM: RESOLUTION NO. 16-13 CERTIFICATION OF CANVASSING BOARD RESULTS

1. PLACED ON AGENDA BY:

J. Michael Fuller, City Manager/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)

Resolution No. 16-13 will document the results following the April 19, 2016, municipal election the City receives per a certified copy of the Bay County Canvassing Board's final report of the compiled election results for Commission Ward III Seat. City of Callaway Commission Ward III Seat will be elected for a 4-year term beginning April 22, 2016, and continuing until the first Friday following the Municipal Election in 2020.

Commission, at its March 22, 2016, meeting, adopted Resolution No. 16-10, declaring the results of qualifying, which included the following:

Commission Ward IV Seat

Joe Townsend was unopposed and shall fill the designated Ward IV Seat for the 4-year term ending 4/24/20.

Mayoral Seat

Bob Pelletier was unopposed and shall fill the designated Mayoral Seat for the 4-year term ending 4/24/20.

ATTACHMENTS:

- Resolution No. 16-13 (To be updated prior to the meeting.)

5. REQUESTED MOTION/ACTION:

Staff recommends approval of Resolution No. 16-13, officially declaring the results of the 2016 Municipal Election as tabulated above.

RESOLUTION NO. 16-13

A RESOLUTION OF THE CITY OF CALLAWAY, FLORIDA, ACCEPTING THE SUPERVISOR OF ELECTIONS' CANVASSING BOARD RESULTS; DECLARING OFFICIAL RESULTS OF THE MUNICIPAL ELECTION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, a regular municipal election was held for the City Commission Ward III Seat on April 19, 2016; and,

WHEREAS, Section 4.04 of the City Charter states that all Commissioners, including the Mayor, shall take office at 12:00 noon on the first Friday following their election.

NOW THEREFORE BE IT RESOLVED by the City Commission of the City of Callaway as follows:

SECTION 1. City Commission hereby officially declares the following results of the tabulation of the votes cast at the April 19, 2016, regular municipal election, as certified by the Canvassing Board:

Ward III Commissioner

_____ is elected to fill the designated Ward III seat and shall serve on the City Commission for the 4-year term beginning at 12 noon on Friday, April 22, 2016, and ending at 12 noon on the first Friday following the April 2020 election.

SECTION 2. This resolution shall become effective upon adoption.

PASSED AND ADOPTED this 22nd day of April, 2016, by the CALLAWAY CITY COMMISSION meeting in special session.

CITY OF CALLAWAY, FLORIDA

By: _____
Thomas Abbott, Mayor

Attest: _____
Janice L. Peters, MMC, City Clerk

VOTE OF COMMISSION:

Abbott _____
Covey _____
Henderson _____
Hollister _____
Pelletier _____

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

Kevin D. Obos, City Attorney

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

DATE: APRIL 22, 2016

ITEM: INFORMAL ORIENTATION FOR ELECTED OFFICIALS

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)

City Attorney review of Resolution No. 14-11, Commission Meeting Agenda Format and Meeting Procedures and Sunshine Regulations.

ATTACHMENTS:

- Resolution No. 14-11

5. **REQUESTED MOTION/ACTION:**

Review of Resolution No. 14-11 and Sunshine Regulations. No action needed.

RESOLUTION #14-11

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF CALLAWAY, FLORIDA ADOPTING A COMMISSION MEETING AGENDA FORMAT; ADOPTING COMMISSION MEETING PROCEDURES; REPEALING ALL RESOLUTIONS IN CONFLICT HEREWITH; AND RECITING AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Callaway desires to adopt an agenda format and meeting process which efficiently and thoroughly presents the City's issues to be discussed during its meetings; and

WHEREAS, the agenda format dictates the presentation of issues and provides for public participation; and

WHEREAS, the City Commission desires to efficiently and effectively present the issues but also allow for reasonable public input on the issues under consideration; and

WHEREAS, rules for conducting City Commission meetings are necessary to promote proper and efficient decision making by the City Commission.

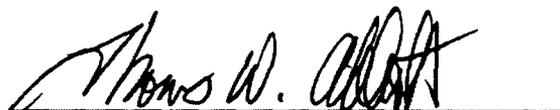
NOW, THEREFORE, BE IT RESOLVED THAT:

1. The attached EXHIBIT A constitutes the glossary for Callaway Commission procedural Rules of Order and conduct at Commission meetings.
2. The placement of items on Commission meeting agendas shall be completed, with supporting documents and recommendations, to the City Clerk no later than Tuesday prior to the Regular Commission meeting. The City Clerk will provide a draft agenda to the City Manager for review, additions and deletions. The City Manager shall submit the agenda to the City Clerk's Office no later than Wednesday prior to the Regular Commission meeting for final draft. This requirement shall not prohibit the introduction of additional supporting documents for agenda items after that date. Copies of supporting documents submitted after Thursday may be provided to the Elected Officials up until the start of the regular meeting.
3. Agenda items may be placed on agenda only by Elected Officials and the City Manager.

4. A Commission agenda shall be organized as follows, based on timely submitted items: Call to Order, Invocation, Pledge of Allegiance, Roll Call, Instructions, Mayor's Comments (includes call for additions, deletions, or requests for items to be pulled from Consent Agenda for discussion), Presentations/Proclamations, Public Participation for Non-Agenda Items, Approval of Minutes, Consent Agenda, Regular Agenda (to include Public Participation related to each Agenda Item), Public Hearings, Comments (Commission, City Manager, City Clerk), and Announcements.
5. Public participation for Non-Agenda Items is limited to five (5) minutes per speaker. Public Participation for Regular Agenda Items is limited to five (5) minutes per Agenda Item per speaker. Any Public Participation heard during the Regular Agenda portion of the meeting will be held until after Commission discussion, but will be heard prior to a motion being made. All comments shall be directed to the chairman of the meeting. Public Participation is non-transferrable.
6. Any Elected Official can request changes in the order Agenda items are called.
7. In voting on a motion, to denote all in favor say "aye", dissenting votes say "nay". Any Elected Official can call for a roll call vote. In a Roll Call Vote, the Commissioner making the motion shall vote first, the Commissioner providing the second to the motion shall vote second, then the remaining Commissioners vote in numerical order by ward, with the Mayor having the last vote.

PASSED AND ADOPTED this 10th day of June, 2014, by the CALLAWAY CITY COMMISSION meeting in regular session.

CITY OF CALLAWAY



Thomas W. Abbott, Mayor

ATTEST:



Sandra B. Hirth, City Clerk

EXHIBIT "A"

Callaway Commission Meeting Procedural Rules of Order Glossary

- Add On** - Requires a motion, a second, and a unanimous vote for an item to be added to the agenda during a meeting.
- Add On Item** - Will be treated as any other agenda item.
- Conduct of Meetings** - The Mayor will chair all meetings. The Mayor Pro tem will chair meetings in the absence of the Mayor. In the absence of the Mayor and Mayor Pro tem, the remaining three (3) Commissioners shall elect by voice vote which of them will chair this particular meeting. Robert's Rules of Order will be used as a guide to dictate meeting decorum.
- Emergency Meetings** - Shall be called only when circumstances deem that an issue or subject cannot be delayed to meet criteria set for regular or special meetings. Notification shall be by the most expedient means possible, preferably in writing, including media. Action must be taken on all agenda items. Any item maybe tabled without debate or a vote required.
- Rearrangement of Agenda** - Any Commissioner may request an agenda item be moved out of sequence provided there are no objections from any other Commissioner (does not require a vote).
- Recess** - Any Commissioner may request and receive a recess immediately preceding the next agenda item (does not require a vote and is not debatable).
- Regular Meetings** - Regular meetings are scheduled on the second and fourth Tuesday of each month or as set forth in an annual meeting calendar Resolution. Regular meetings may only be cancelled or postponed by majority vote of the Commission.
- Special Meetings** - Mayor can call or set special meetings. Mayor Pro Tem, in the absence of the Mayor, can call or set special

meetings. Any two (2) Commissioners can call or set special meetings. Special meetings shall be announced no less than three (3) days before occurrence with written notice to each Commissioner being delivered in person, or electronically, whichever is appropriate. Action must be taken on all agenda items. Any item maybe tabled without debate or a vote required. A special meeting may be cancelled or postponed by the Mayor if he or she called the meeting, the Mayor Pro Tem if he or she called the meeting, or the two Commissioners that called the meeting.

Table Agenda Item

- Any Commissioner may request an agenda item be tabled. Such a request does not require a second and is not debatable. The act of tabling an item can only be done once on a specific item. A request to table an agenda item can be done at any time prior to vote. A tabled item will automatically be placed on the agenda of the next regularly scheduled meeting. If a Commissioner wishes to table an item beyond the next regularly scheduled meeting, a motion must be made, a second received, and the motion approved by majority vote.

Telephone Participation

- If not present, Commissioners shall not be allowed to participate in meetings via telephone or other electronic methods.

Withdraw Agenda Item

- An agenda item can only be withdrawn by the originator of the item.

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

DATE: APRIL 22, 2016

ITEM: APPOINTMENT OF MAYOR PRO TEMPORE

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

2. AGENDA:
PRESENTATION
PUBLIC HEARING
CONSENT
OLD BUSINESS
REGULAR

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

N/A

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

The City of Callaway Charter, in Part I, Article II City Commission, Section 2.06 – Mayor Pro tempore states the following:

At its first meeting following each regular election or vacancy the City Commission shall select from among its members, a Mayor Pro tempore who shall serve until next regularly scheduled election. The Mayor Pro tempore so chosen, shall, in the absence or disability of the Mayor, preside over the meetings of the City Commission and perform all the duties and exercise all the authorities of the Mayor. In the event of the absence of the Mayor and Mayor Pro tempore, the Commission shall elect one of its members as presiding officer and to perform the duties of the Mayor. In the event the Mayor vacates the office, the Mayor Pro tempore shall temporarily fill the office of the Mayor.

ATTACHMENTS:

5. REQUESTED MOTION/ACTION:

Appointment of Mayor Pro tempore for the 2-year term of April 22, 2016 through noon on Friday, April 20, 2018.