



# 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

Bob Pelletier

## Commissioners

Melba Covey

Pam Henderson

Ron Fairbanks

Joe Townsend

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## REGULAR MEETING

CITY OF CALLAWAY BOARD OF COMMISSIONERS

TUESDAY, AUGUST 23, 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

### PRESENTATIONS / PROCLAMATIONS

- |                       |                               |  |
|-----------------------|-------------------------------|--|
| ▪ <b>Proclamation</b> | Constitution Week             | Daughters of the American Revolution       |
| ▪ <b>Presentation</b> | Employee of the Month         | Melisa Bowley                              |
| ▪ <b>Presentation</b> | Yard of the Month             | 301 Star Avenue South, Mr. & Mrs. Newbury  |
| ▪ <b>Presentation</b> | Code Enforcement Board        | Tony Mullinax, Chairman                    |
| ▪ <b>Presentation</b> | Bay County Sheriff's Office   | Lt. Michael Branning                       |
| ▪ <b>Presentation</b> | Florida RX Card Pilot Program | Debbie Adler, Outreach Program Coordinator |

### MAYOR'S COMMENTS

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.

### 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

- **July 25, 2016** Audit Review & Regular Workshop
- **July 26, 2016** Regular Meeting
- **July 27, 2016** Budget Workshop

### CONSENT AGENDA

- Item # 1 Financial Update** – “Budget-in-Brief” – City Manager
- Item # 2 Budget Transfer** – Unemployment Payout & Overtime - City Manager
- Item # 3 City Hall Lobby Renovation Plans** – City Manager
- Item # 4 Hwy. 2297 Water Main Relocation** – Change Order #2 – City Manager
- Item # 5 Code Enforcement Board Appointments** – City Manager & City Clerk

## PUBLIC HEARING(S)

- Item # 6 Ord. No. 965 Large Scale Plan Amendment – 724 N. Tyndall Parkway – City Manager
- Item # 7 Ord. No. 966 Rezoning Application – 724 N. Tyndall Parkway – City Manager
- Item # 8 Ord. No. 967 Prohibiting Vehicles on Lawns – City Manager

## REGULAR AGENDA

- Item # 9 Res. No. 16-22 CDBG Task Force Member Appointments - City Manager
- Item #10 Auditor RFP Award - City Manager & Audit Committee
- Item #11 Right-of-way/Easement Use Agreement – City Manager
- Item #12 Sign Permit Modification Request - City Manager
- Item #13 Request for Special Exception-Steve Anderson Sports Bar – City Manager
- Item #14 Job Descriptions Review – City Manager
- Item #15 GPS for Vehicles – Commissioner Covey
- Item #16 Code Enforcement Reports – Commissioner Covey
- Item #17 Ord. No. 968 – Garbage Placement Discussion – 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.

- August 25, 2016 6:00 P.M. Code Enforcement Board
- September 6, 2016 6:00 P.M. Planning Board
- September 13, 2016 6:00 P.M. 1<sup>st</sup> Budget Hearing
- September 13, 2016 ----- Special Meeting (Subsequent to 1<sup>st</sup> Budget Hearing)
- September 13, 2016 ----- Purchasing Manual Workshop (Subsequent to Special Mtg.)
- September 26, 2016 6:00 P.M. Regular Workshop
- September 27, 2016 6:00 P.M. Final Budget Hearing
- September 27, 2016 ----- Regular Meeting (Subsequent to Final Budget Hearing)

## ADJOURNMENT



Janice L. Peters, MMC  
City Clerk

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

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

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

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

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

**CITY OF CALLAWAY**  
**BOARD OF COMMISSIONERS**  
**AUDIT REVIEW & REGULAR WORKSHOP MINUTES**  
**JULY 25, 2016 – 4:00 P.M.**

The Callaway Commission met in workshop session with Bob Pelletier, Mayor, Pam Henderson, Mayor Pro tem, and Commissioners Melba Covey, Ron Fairbanks and Joseph Townsend 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; Oscar Martinez, Public Works Director and Lisa Koepke, Assistant to the City Manager.

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

**AUDIT REVIEW WORKSHOP**

Commissioner Henderson relayed that at one time the Auditor recommended a checklist for review of the month end reconciliations. She asked City Manager Fuller if that had been done and if it is being followed. City Manager Fuller advised that currently the Finance Director does the month end closing and he reviews the summary. Finance Director Waldrip noted that there has been constant change since she began so she has a different checklist, which she felt to be a good idea, for review. City Manager Fuller noted the ultimate goal is to automate the process with the accounting software.

Mayor Pelletier added it would be difficult to reconcile the Finance Director work if it isn't your normal job.

2015 Audit – Page 97

Commissioner Henderson asked if a formal written closing schedule is being done or where the process is. Finance Director Waldrip indicated it is basically the same as the review of reconciliation checklist. Commissioner Henderson recommended a schedule of past audit findings be done as an update for future audits. City Manager Fuller will try for documentation of the schedule by the end of September.

June 28, 2016 – Minutes – IT Assessment

Commissioner Henderson referenced the assessment for IT recommended by the Auditor. She asked if OnSystem did a thorough risk assessment, and is it enough to protect the City. Finance Director Waldrip advised the Auditor recommended an independent assessment. City Manager Fuller advised the assessments that have been done to this point have been successful. She recommended staff check with other cities that have had an independent assessment and to see what the costs would be. Mayor Pelletier recommended finding an independent contractor in the area of OnSystem to perform the assessment and submit a report to the City Manager.

2015 Audit – Page 96

Mayor Pelletier advised it is time for the City Manager to give direction to the Finance Director regarding monthly reconciliation. Finance Director Waldrip advised the reconciliations are being done within 30 days of month end, but advised she cannot do it all without an Accounting Assistant. Commissioner Covey advised a certified bookkeeper is needed. Finance Director

Waldrip advised there is still the same volume of work and the same amount of staff and reviewed the duties of the current Accounting Assistant.

Commissioner Covey asked if a lot of processes are still being done manually. Finance Director Waldrip reviewed that some things have been set up to be done automatically. She didn't feel the HR Assistant should be also doing payroll.

Mayor Pelletier advised he wants these deficiencies to be corrected by next audit. Finance Director Waldrip indicated more staff will be needed. The issue will be discussed during the Budget Workshop. Finance Director Waldrip felt tremendous progress has been made, even with additional work needing to be done.

Mayor Pelletier is going to review the bank accounts being used, as well as obtaining a contract from Springbrook. He would also like to have a complete review of all contracts for payments of PO's that are being made.

#### 2014 Audit - Page 86

Commissioner Fairbanks referenced the Auditors recommendation for additional Finance staff. Mayor Pelletier advised it will be discussed during budget review.

#### 2014 Audit – Page 89

Mayor Pelletier asked the City Manager what is being done about payroll segregation. City Manager Fuller advised additional staff or outsourcing will need to be done. Mayor Pelletier felt outsourcing would be a good solution and asked the City Manager to look into this process.

Commissioner Henderson felt the HR Assistant may be freed up to do other tasks. Commissioner Covey felt a review of job descriptions would need to be done. Commission consensus was that HR should not be doing payroll.

#### 2014 – Audit – Page 90

Purchasing Policy Manual has been updated. The purchasing policy will be reviewed at tonight's Regular Workshop.

Commissioner Henderson recommended staff who is handling the duties listed in the segregation and the process be documented.

#### Organizational Chart

Commissioner Covey advised the organizational chart included in the packet is not what was voted upon. She wants to see it updated and applied as approved by Commission.

Commissioner Covey asked if the scanning machines have been received from the bank. City Manager Fuller advised they have not. Finance Director Waldrip advised it is a lot more work is involved to use those scanning machines and having to reconcile batches. She advised rent is paid on the machines as well as a per item amount. City Manager Fuller advised a lot of cash is taken in and staff has to go to the bank anyway. The process was reviewed. Mayor Pelletier advised that regardless, policy set by Commission must be followed.

## Page 4 – Current Audit

Commissioner Covey commented on the pluses reflected in the current audit, such as healthy unrestricted reserves.

## Page 90

Commissioner Covey advised the number of employees was incorrect. City Manager Fuller advised that was the headcount at that time.

## Page 96

Commissioner Covey asked how much Alice was paid over the last two years, stating that money could have been used to fund another position. City Manager Fuller money saved from not having to do a single audit was used to pay her.

## Page 97

Commissioner Covey referenced an Orientation DVD for new hires. Mayor Pelletier will help with this process.

She requested a written assurance from the City Manager of what has been done to address these audit issues by October.

Commissioner Henderson, regarding deposits, indicated her main concern is that deposits be made daily. Finance Director Waldrip agreed.

## **PUBLIC PARTICIPATION**

John Malone, 707 Plantation Circle, referenced the emails sent to Commission and urged Commission to review them and be involved. He stated that none of Commission responds to his e-mails. Commissioner's Covey and Henderson advised they have responded to his e-mails. Mr. Malone also urged to Commission to review the audit deficiencies.

The Audit Review workshop concluded at 5:25 pm and Commission adjourned to the Regular Workshop.

## **REGULAR WORKSHOP**

Mayor Pelletier wanted to discuss only those things not pulled from the agenda. Commissioner Covey advised she would be asking to table item number 7, the Purchasing Policy Manual review. She asked that policies be reviewed at workshops set for that purpose. She also asked that item number 13, discussion of Ordinance 968, Garbage Replacement be tabled.

## **CONSENT AGENDA**

**Financial Update** – “Budget-in-Brief” - No discussion.

**Budget Transfer** – Solid Waste

Commissioner Henderson asked if this is a budget transfer or an amendment. City Manager Fuller advised it is an amendment.

Mayor Pelletier advised he wants to visit the area where the grinding is done. City Manager Fuller advised there is a backlog at the grinding site due to unfunded monies over the last few years resulting in a stock pile of debris. He advised he will be asking for permission to issue a new RFP for these services and increasing funding in the new budget.

### **Budget Transfer – Fire Department**

### **PUBLIC HEARING(S)**

#### **Ord. No. 969 Fair Housing Code**

City Manager Fuller reviewed that it is good practice and will benefit the City in receiving the CDBG Grant from HUD. This is one of several things leading up to the applications, including establishment of a CDBG Task Force.

### **REGULAR AGENDA**

#### **Ord. No. 967 Prohibiting Vehicles on Lawns**

City Manager Fuller reviewed that this ordinance will define parking of vehicles on lawns in front yards, amending Chapter 9 of the Code of Ordinances.

Commissioner Townsend asked who would enforce, which would be Code Enforcement. He asked what happens with renters. City Manager Fuller advised the property owner would have to address installing an appropriate parking pad or spot.

Commissioner Fairbanks asked what the timeline will be. City Manager Fuller advised it would be the reasonable time set by Code Enforcement to comply, normally 10 days. City Manager Fuller advised it will be a challenge to achieve compliance on the front end.

Commissioner Henderson advised people are parking in the street already, with adoption of this ordinance it will only get worse. The exemptions were reviewed. Mayor Pelletier recommended changing emergency vehicles to reflect, that it is allowed if the emergency is in progress.

She asked how the 3 times per year event will be notated. City Manager Fuller advised it will be according to how far Commission is willing to go to enforce this.

Commissioner Covey pointed out the Requested Motion/Action references Ordinance No. 969 and it should be 967.

Commissioner Henderson asked that the City Manager review the Ordinance regarding parking on the street and relay exactly what it says.

## **Resol. No. 16-20 Agenda Schedule**

Mayor Pelletier advised Commission sets the Agenda and urged all to get their items to the City Clerk in a timely manner. He advised the City Clerk works for Commission and it is her job to get the Agenda out on time. Late items will not be put on the Agenda until the next month.

Commissioner Henderson referenced Agenda Item's 11-14 and asked that in the future subject matter be added to the summaries. City Clerk Peters will make sure subject matter is detailed.

Commissioner Covey was not in agreement of documents being given to Commission at the beginning of the workshop. Verbiage will be changed to be distributed on the Friday before the workshop and only in emergency situations.

Commissioner Covey requested the "aye" and "nay" be stricken from Section 8. Commission was in agreement.

City Clerk Peters reviewed that it also gives the Commission the option of allowing one person representing a large group more than 3 minutes to speak on an issue of a controversial nature.

Commissioner Covey asked for consideration allowing Commission to attend meetings by phone. City Attorney Obos reviewed General Opinion on the subject, which will be supplied to Commission.

## **Resol. No. 16-21 Purchasing Policy & Procedure Manual**

This item was pulled for workshop discussion.

Commission advised citizens that the Regular Workshop was to begin immediately following the Audit Review Workshop and they can speak on any item.

## **Certification of Maximum Millage Rate**

City Manager Fuller reviewed the recommended maximum millage rate of 3.3325 for the trim notice, noting that this is the maximum Commission "could" set the millage at, but is not the final millage. The millage rate of 2.25 is being used to configure the 2017 budget. Commission consensus was in agreement.

## **PUBLIC PARTICIPATION**

Item #5

Brigid Johnson, 7509 Melody Lane, asked about parking on the lawn. It was explained that an improved parking pad is needed for any vehicle, boat, RV, etc.

David Griggs, 7111 Winona St., asked an approved parking area can be gravel. City Manager Fuller advised a defined, improved parking pad could be gravel.

### **Telecommunication Services RFP CM2016-04**

City Clerk Peters advises the vendors will be in attendance at tomorrow's regular meeting with presentations. Mayor Pelletier advised he is in agreement with staff recommendation.

### **PUBLIC PARTICIPATION**

David Griggs, 7111 Winona St., advised for over a year he's gotten disconnected after six rings. He is in hopes that this will fix the phone problems in the city.

### **Lock Box Costs**

Mayor Pelletier felt a part time person could do the job for the costs spent on lockbox and that person could help in other areas. City Manager Fuller reviewed that this will be addressed in the budget workshop. All the improvements being implemented will help with these issues.

Commissioner Townsend advised he is in favor of getting rid of lockbox but is in favor of cycle billing. Commissioner Covey reviewed discussions with staff on cycle billing and was not in favor of it as it will create additional work for staff.

Commissioner Fairbanks recommended promoting auto pay. City Manager Fuller advised customers are encouraged to do so.

Commissioner Henderson was not in favor of getting rid of the lockbox until an alternative is in place. Commission consensus was in agreement. She asked about robo calls. City Manager Fuller advised they will still do the robo calls.

The item will be pulled at tomorrow's meeting until the August meeting.

### **GPS for City Vehicles**

Commissioner Covey asked if costs had been acquired for this service, excluding the trash trucks. City Manager Fuller advised costs had been received and Public Works Director will be talking to the vender. He advised it will be about \$14 per month per vehicle. Commissioner Covey asked for a list of all the vehicles it would be affected. City Manager Fuller recommended the service for all vehicles as it will help with maintenance of the vehicles. City Manager Fuller will bring the figures back at the August meeting. Mayor Pelletier felt it would be a good management tool.

Commissioner Fairbanks asked if log books are kept. Commissioner Covey advised it would be too time consuming. Director Legare advised Leisure Services uses the log book process.

This item will be tabled at tomorrow's meeting until August.

### **Monthly Newsletter**

Commissioner Covey expressed that she would like the newsletter to be distributed to citizens. City Manager Fuller advised the cost is around \$485 per month. Commission consensus was to add to the utility bill mail out monthly without the redundant information normally provided.

### **Ordinance No. 968 – Garbage Placement**

This item was tabled.

### **Solid Waste Grinding & Hauling RFP**

City Manager Fuller and the Director of Public Works reviewed the current contract and backlog of debris. Approval to issue a new RFP is being requested. City Manager Fuller advised the City does not have the proper equipment to provide this service. Commission Consensus was to issue the RFP.

### **PUBLIC PARTICIPATION**

David Griggs, 7111 Winona St., reviewed past RFP's and recommended staff combine all solid waste hauling.

Commissioner Covey again referenced the audit, stating the city is in a very good position financially and was in favor of mailing newsletters to the citizens.

### **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  
JULY 26, 2016 – 6:00 P.M.**

The Callaway Commission met in workshop session with Bob Pelletier, Mayor, Pam Henderson, Mayor Pro tem, and Commissioners Ron Fairbanks and Joseph Townsend 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; Oscar Martinez, Public Works Director and Lisa Koepke, Assistant to the City Manager. Commissioner Covey was not in attendance.

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

**PRESENTATIONS**

**Employee of the Month – Robert Piercy**

City Manager Fuller read the letter of recommendation in which Mr. Piercy was commended on his enthusiasm and work ethic. Commission presented Mr. Piercy with the Certificate of Recognition.

**Yard of the Month – Heritage Funeral Home**

Commissioner Henderson read the nomination for August. The Yard of the Month Certificate and sign will be delivered to Heritage Funeral Home as no representative was in attendance.

Mayor Pelletier wanted to discuss only those things not pulled from the agenda, which were item numbers 7, 10, 11 and 13.

**Bay County Sheriff's Office Report**

Cpl. Deutsche reviewed statistics for the month of May as follows:

Miles Patrolled	-	14,609	Traffic Stops	-	117
Calls for Service	-	1,175	Citations Issued	-	127
Arrests Made	-	107	Traffic Crashes	-	36

Cpl. Deutsche advised they are still making use of the FDOT Enforcement Grant funding over half of the traffic stops. An additional 66 hours of addition service to the City was funded.

The issue of fireworks from the 4<sup>th</sup> of July was discussed. Cpl. Deutsche advised that if it flies or goes bang it is illegal in the State of Florida.

## **MCCi Online Payments**

Scott McChesney gave a brief presentation of services they provide and their website portal process with regard to online utility payments. He provided Commission with a pricing schedule included as "Attachment A".

Mayor Pelletier asked City Manager Fuller if this would replace our current process through Springbrook. City Manager Fuller confirmed that it would.

Mayor Pelletier asked Mr. McChesney what their product has that Springbrook does not. Mr. McChesney advised we currently have a single sign-on with Springbrook, it can only send an e-mail, but cannot attach a bill, etc. MCCi's cost is .65 per transaction versus \$1.00 through Springbrook. Other costs associated, as documented in Attachment "A", was reviewed.

Mayor Pelletier asked City Manager Fuller if the City has an agreement with Springbrook for online payments with a 30-day cancellation requirement. Finance Director Waldrip advised there is a 1-year contract that expires in September.

Commissioner Henderson asked if there are other vendors that provide this service for comparisons. City Manager Fuller indicated there are and he will provide. Mayor Pelletier recommended staff put Springbrook on notice.

Mr. McChesney advised he can provide other vendor names as well as references of other cities that use their service.

## **PUBLIC PARTICIPATION**

Ronald Shaner, 5711 Kevin Circle, referencing the Ordinance prohibiting vehicles on lawns, advised he does not see this working. Mayor Pelletier provided clarification that it has nothing to do with people washing their cars on their lawn. Its purpose is to help clean up Callaway by eliminating numerous cars parked on lawns permanently.

Paul Bohac, 7010 Mike Lane, referencing the budget workshop, recommended a salary increase for employees. He reviewed the insurance choices available to employees and the insurance subsidy received by employees, which he felt does not constitute a raise.

The \$100 per month insurance subsidy was further reviewed by Finance Director Waldrip.

Brigid Johnson, 7509 Melody Lane, spoke about the proposed GPS system, advising she is not in favor of it. She indicated she and her husband have never seen City employees sitting anywhere doing nothing.

Mayor Pelletier advised that issue will come back to Commission in August.

## MINUTES

**June 27, 2016** Budget Workshop  
**June 27, 2016** Regular Workshop  
**June 28, 2016** Regular Meeting  
**July 18, 2016** Special Meeting

### **Motion:**

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

## CONSENT AGENDA

**Financial Update** – “Budget-in-Brief”  
**Budget Transfer** – Solid Waste  
**Budget Transfer** – Fire Department

### **Motion:**

Motion was made by Commissioner Henderson and seconded by Commissioner Fairbanks to approve the consent agenda. Motion carried unanimously.

## PUBLIC HEARING(S)

### **Ord. No. 969 Fair Housing Code**

City Attorney Obos read Ordinance No. 969 by title as follows:

AN ORDINANCE OF THE CITY OF CALLAWAY, FLORIDA, ADOPTING “THE CITY FAIR HOUSING CODE”, ARTICLE XIII, CHAPTER 5 CALLAWAY CODE OF ORDINANCES; PROVIDING FOR A DECLARATION OF POLICY TO PROHIBIT DISCRIMINATION IN HOUSING ON THE BASIS OF RACE, COLOR, ANCESTRY, NATIONAL ORIGIN, RELIGION, SEX, MARITAL STATUS, FAMILIAL STATUS, HANDICAP OR AGE; PROVIDING DEFINITIONS; DESIGNATING AS UNLAWFUL CERTAIN DISCRIMINATORY PRACTICES IN THE SALE OR RENTAL OF HOUSING, AS WELL AS IN ADVERTISING IN CONNECTION THEREWITH, IN THE FINANCING OF HOUSING, AND IN BROKERAGE SERVICES RELATED TO EXCEPTIONS; PROVIDING FOR AN ADMINISTRATOR TO BE DESIGNATED BY THE CITY AND PRESCRIBING THE GENERAL POWERS AND DUTIES OF SUCH ADMINISTRATOR, PRESCRIBING ACTION UPON A DETERMINATION OF PROBABLE CAUSE, AND AUTHORIZING THE PROMULGATION OF FORMS AND REGULATIONS; MAKING PROVISIONS FOR THE FILING OF COMPLAINTS AND RESPONSES THERETO, AND THE PROCESSING THEREOF BY THE ADMINISTRATOR; PROVIDING FOR ADDITIONAL REMEDIES; PROVIDING FOR PROHIBITING UNTRUTHFUL COMPLAINTS OR FALSE TESTIMONY; PROVIDING FOR PENALTIES FOR VIOLATION OF SUCH CODE; REPEALING ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

**Motion:**

Motion was made by Commissioner Fairbanks and seconded Commissioner Henderson for approval of Ordinance No. 969. Motion carried unanimously upon roll-call vote.

**REGULAR AGENDA**

**Ord. No. 967 Prohibiting Vehicles on Lawns**

City Manager Fuller gave a brief summary of the ordinance referencing approved parking spots or parking pads for vehicles. Regarding parking in the roadway, he referenced Section 15.31 of the Callaway Code of Ordinances, which prohibits the stop, stand, or parking of vehicles in the roadway at the edge or curb of the street.

City Attorney Obos read Ordinance No. 967 by title as follows:

**AN ORDINANCE FOR THE CITY OF CALLAWAY, FLORIDA AMENDING THE CALLAWAY CODE OF ORDINANCES CHAPTER 9.7, ARTICLE I; AMENDING DEFINITIONS; ADDING THE PARKING OF MOTOR VEHICLES ON FRONT LAWNS OR YARDS AS A NUISANCE; PROVIDING FOR CODIFICATION; REPEALING ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.**

Discussion continued of roadway parking. Mayor Pelletier advised the Sheriff's Office enforces parking. Cpl. Deutsche clarified that no double-parking is allowed and no parking on the sidewalks is allowed.

City Manager Fuller continued that in the existing nuisance ordinance it prohibits obstruction of free-flowing traffic.

Commissioner Henderson referenced illegal parking in her neighborhood for lack of parking spaces. She felt that with passage of the ordinance there should be a time-frame for enforcement, giving citizens ample time to prepare.

City Attorney Obos advised Commission can change the effective date.

Mayor Pelletier referenced the additional workload passage of this Ordinance will create and stated this is an attempt to further cleanup Callaway. It was clarified that gravel is not allowed in the right-of-way as a designated parking space.

City Manager Fuller reviewed exemptions for on-duty emergency services.

Regarding an effective date, City Attorney Obos recommended 90 to 120 days. Commission consensus was to allow for a 90-day effective date.

**Motion:**

Motion was made by Commissioner Townsend and seconded Commissioner Fairbanks for approval of Ordinance No. 967. Motion carried 3-1 upon roll-call vote, with Commissioner Henderson voting in opposition.

## **Resol. No. 16-20 Agenda Schedule**

City Clerk Peters reviewed changes to Sections 5 and 8, as well as changes the telephonic participation, as directed by Commission.

City Attorney Obos read Resolution No. 16-20 by title as follows:

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

### **Motion:**

Motion was made by Commissioner Henderson and seconded Commissioner Fairbanks for approval of Resolution No. 16-20. Motion carried unanimously upon roll-call vote.

## **Resol. No. 16-21 Purchasing Policy & Procedure Manual**

This item was pulled for workshop discussion separately.

## **Certification of Maximum Millage Rate**

City Manager Fuller reviewed the proposed maximum millage rate of 3.3325 for the trim notice. Commission will have the ability to lower the rate but not increase from the certified Maximum Millage Rate provided to the Property Appraisers Office. Current millage rate is at 2.25.

### **Motion:**

Motion was made by Commissioner Henderson and seconded by Commissioner Townsend for approval of certifying the maximum millage rate of 3.3325. Motion carried unanimously upon roll-call vote.

## **PUBLIC PARTICIPATION**

### **Telecommunication Services RFP CM2016-04**

Vendor representatives, Tammy Steward of WOW and Paul Dick of MAXIS360, reviewed their proposals submitted for telecommunication services and related questions regarding the current system. Staff recommendation was for award of proposal to MAXIS360. Although WOW will continue to provide telephone services, MAXIS360 will provide the unified system and support. They will also do the cable work in-house. It was noted that MAXIS360's wiring estimate of \$8,900 is a not-to-exceed amount.

City Manager Fuller wrapped up by stressing the need for permanent solutions to the City's telecommunication problems.

**Motion:**

Motion was made by Commissioner Fairbanks and seconded Commissioner Henderson for approval of staff recommendation to award the Telecommunication Services to MAXIS360. Motion carried unanimously upon roll-call vote.

**Monthly Newsletter**

Commissioner Henderson reviewed workshop discussions of approving a contract with MCCi to mail the newsletter with the monthly utility bill statements. Mayor Pelletier stated he does not want the newsletter to be filled with redundant information but rather decisions made by Commission that affect citizens with reduction to two pages. He suggested giving department heads a space to update citizens on what's happening.

**Motion:**

Motion was made by Commissioner Henderson and seconded Commissioner Fairbanks for approval of mailing the monthly newsletter with the utility bills. Motion carried unanimously upon roll-call vote.

Regarding a timeline, City Manager Fuller advised a budget transfer will be done and the City Clerk will work on revamping the newsletter for production.

**Ordinance No. 968 – Garbage Placement**

This item was tabled.

**Solid Waste Grinding & Hauling RFP**

City Manager Fuller and the Director of Public Works reviewed the current contract and asked Commission for approval to issue a new bid for services.

**Motion:**

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

**COMMISSION COMMENTS****Janice L. Peters, City Clerk****1<sup>st</sup> & Final Budget Hearings**

City Clerk Peters asked for Commission Consensus to schedule the 1<sup>st</sup> Budget Hearing for September 13<sup>th</sup> beginning at 6:00 pm and the Final Budget Hearing for September 27<sup>th</sup>, prior to the Regular Meeting of Commission at 6:00 pm as well. These dates do not conflict with the Bay County Commission and the Bay County School Board's budget hearings. Council consensus was provided.

## **Pam Henderson, Commissioner, Ward II**

### Meetings Attended

Commissioner Henderson advised she had attended the meetings of the Northwest Florida Regional Planning Council and First Friday.

### Surplus Vehicles

She asked that the City Manager keep Commission updated on what the vehicles sell for on Govdeals.

### Stormwater Fee for Commercial

Commissioner Henderson asked about the stormwater rate study. City Manager Fuller advised there are funds for a study and agreed it could be discussed within the budget discussions.

### TPO Meetings

Commissioner Henderson informed Commissioner Townsend of the TPO meetings on August 24<sup>th</sup> and September 21<sup>st</sup>.

## **Michael Fuller, City Manager**

### Stormwater Funds

City Manager Fuller advised there are \$63,000 in this account.

### Water Meter Replacement

He advised significant headway is being made in the water meter change out project. The contractor indicated that in the next coming months they will be working on Lily Street, Harvey Street, Lois Street, Claudia's Way, Sukoshi Drive, Camellia, Martin Court, Blue Jay Avenue, Kelly Court, Roche Court, Michelle Drive, Raven Lane, Jasmine Court, North Gay Drive (north of 22), Seneca Avenue, Hagan Drive, Whitaker Street, Lisa Drive, Willow Street, Peppertree Court, as well as a few small segments of other roadways in Ward I and Ward II.

### Community Health Fair

The City Manager advised the City has partnered with Gulf Coast Regional Medical Center for a Community Health Fair, open to the public and all employees, on Wednesday, September 21<sup>st</sup> between 9:00 a.m. and 12:00 p.m. Various vendors for health screenings will be on hand. Trish Johnson can be contacted for more information at 215-6654.

## **Ron Fairbanks, Commissioner, Ward III**

### Recycling

Commissioner Fairbanks expressed interest in starting a recycling program for the City of Callaway. He indicated he and the City Manager have been working with Bay County on a no-cost program to place bins for recycling, maybe at City Hall for paper, plastic, aluminum, etc.

Bay County League of Cities Meeting

He also indicated he had attended the Bay County League of Cities meeting. Their next meeting will be in the Florida Room at the Callaway Arts & Conference Center.

Boat Race Road

Commissioner Fairbanks indicated he had received good feedback from citizens on Boat Race Road regarding the improved drainage, thanks to Public Works and the City of Callaway.

**Joseph Townsend, Commissioner, Ward IV**

Standing Water

Commissioner Townsend advised he had that problem in the past but not so much lately, although it could be contributed to the fact that there has been minimal rain.

**Bob Pelletier, Mayor**

Evaluations

Mayor Pelletier, referencing City Manager and City Clerk evaluations, advised they are due and urged Commission to complete these.

Purchasing Manual Review

Mayor Pelletier apologized to the City Manager stating he did receive the Purchasing Manual but there are still issue in the manual that he wants to discuss.

**ANNOUNCEMENTS**

Mayor Pelletier read the announcements.

Purchasing Manual Review

Mayor Pelletier asked if Commission wants to review the Purchasing Manual at the next Regular Workshop or at a separate date. Commissioner Henderson preferred a separate date and Commissioner Townsend agreed. City Manager Fuller recommended having the new manual in place by the time the Auditors begin their work. Commission consensus was hold a workshop after the 1<sup>st</sup> Budget Hearing on September 13<sup>th</sup>.

Charter Review

City Clerk Peters asked that the Commission consider appointing a Charter Review Committee since the Charter has not been reviewed since the 1990's. Commissioner Henderson advised this had been discussed. City Attorney Obos advised Commission had reviewed the Charter and changes were submitted for consideration but it went nowhere. He will provide those recommendations to the City Clerk. Mayor Pelletier advised that going forward, Commission would discuss possible workshops for the Charter review. City Clerk Peters advised any changes would need to be done by Referendum at the 2018 City Election.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:03 p.m.

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

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

**CITY OF CALLAWAY  
BOARD OF COMMISSIONERS  
BUDGET WORKSHOP MINUTES  
JULY 27, 2016 – 10:00 A.M.**

The Callaway Commission met in workshop session with Bob Pelletier, Mayor, Pam Henderson, Mayor Pro tem, and Commissioners Ron Fairbanks and Joseph Townsend 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; and Oscar Martinez, Public Works Director. Commissioner Covey was not in attendance.

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

**REGULAR AGENDA**

**FY2017 Budget – Second Review of Proposed Draft**

Mayor Pelletier advised he would like to discuss the increase in insurance before beginning discussion of the budget. He advised the increase is already accounted for in the budget and was not of reducing employee pay checks by having them absorb that cost. He felt this would be somewhat of a pay increase by not having employees absorb the cost and to look at some kind of bonus for those not receiving the city's insurance.

Finance Director Waldrip pointed out that the \$100 given towards employees insurance premiums becomes taxable income. The city absorbed \$22 per month for the employees taking the lowest insurance, which resulted in a \$264 saving to the employee for the year so the contribution to the employee depends on the insurance election chosen by the employee. She also pointed out that there are 11 employees that do not receive the city's insurance and they will get the complete \$1,200 at the end of the year, which will be included in their taxable income.

Commissioner Townsend asked if all this has been explained to hourly employees. City Manager Fuller advised it was explained to employees and some changed to lower plans. Commissioner Henderson hoped the contributions would allow employees to be able to afford a better insurance plan. City Manager Fuller will ensure that all employees fully understand the impact to their premiums.

Commissioner Henderson was in favor of absorbing the insurance increase along with the \$100 per employee already allocated. The consensus of the Commission was the same.

Finance Director Waldrip commented on the competitiveness of the employee salaries and employee turnovers. Mayor Pelletier asked the City Manager to bring back salary comparisons with like sized cities. It was also recommended considering how much of employee insurance other cities pay, as well as benefit packages. City Manager Fuller advised that regionally, insurance premiums are going up 11%.

Finance Director Waldrip reviewed Fund Balance and cash flow.

## **GENERAL FUND SUMMARY**

### **Leisure Services – Groundskeeper Positions**

City Manager Fuller advised one Groundskeeper position had been removed and one City-wide Building Maintenance Position had been added, although the notes on Page 33 does not reflect this. It will be corrected.

## **REVENUES**

Mayor Pelletier advised he is concerned with the revenue generated by the Arts and Conference Center building compared to what is being spent. Commissioner Henderson did not feel it was built to generate revenue but for use by Commission for their meetings, etc., which do not generate income.

Page 2 Commissioner Henderson asked about the proposed usage of the Records Clerk for 50% Planning & Code Enforcement. She asked if there would be a salary adjustment for this position. City Manager Fuller advised a pay increase has been budgeted.

Finance Director Waldrip advised the state has released its estimate for sales tax, etc., and the income for the General Fund Balance went up \$138,000, which is reflected on page 8.

## **GENERAL FUND**

### **Page 22 City Commission**

Mayor Pelletier pointed out that Commission salary has reduced since last Commission. City Manager Fuller advised the only change was to Travel and Per Diem.

#### **Legal Fees**

City Manager Fuller advised the two lines for Legal Services had been combined going forward, which accounts for the 20% increase in City Attorney Fees.

#### **Information Technology**

Finance Director Waldrip advised the increase in IT Services includes Antivirus, remote licenses to the service per computer, e-mail accounts, etc., in addition to the \$2,000 base fee. Staff will request an itemized invoice from OnSystems. Mayor Pelletier stressed the need for staff to be able to explain line items in the budget.

### **Page 23 City Manager**

#### **Overtime**

City Manager Fuller advised overtime had been removed.

### **Page 24 Finance**

City Manager Fuller advised Finance had been increased by one employee, adding a Bookkeeper, and will bring a job description to Commission for review.

## **Training**

City Manager Fuller and Finance Director Waldrip advised the Accounting Boot camp training will be removed. The position of the Accounting Technician was also reviewed.

## **RFP for Banking**

Mayor Pelletier advised and RFP needs to be issued for banking services, which City Manager Fuller will work on.

## **Telecommunications**

Commissioner Henderson asked if the approved Telecommunication Services costs have been integrated into the budget. City Manager Fuller advised those costs were already in the 2016 budget. Monthly costs are in the proposed budget.

## **General Government**

### **Page 25 Staff**

City Manager Fuller reaffirmed that the Human Resources position has been added to the General Government budget.

Mayor Pelletier felt the City Clerk's salary, as well as department heads, should be reviewed. Commissioner Henderson indicated she would not support an increase for one person.

### **Other Current Charges**

Commissioner Henderson asked what was included in this line item, other than Trolley. City Manager Fuller reviewed and will add to the notes.

### **Education**

Commissioner Henderson asked about the note for FACC Conferences. City Clerk Peters advised this includes one FACC Conference and a couple of 1-day FACC Director meetings. Commissioner Henderson, referencing the City Clerk pay, noted that the City allows her time off to attend the FACC Director meetings, which she felt was a personal thing that provides not value to the City. Mayor Pelletier did not agree. Commissioner Henderson asked that the City Clerk provide updates of her conferences. City Clerk Peters advised FACC works in conjunction with the Florida League of Cities, providing legislative updates that affect cities throughout Florida.

## **Planning & Code Enforcement**

### **Page 27 Animal Control**

Mayor Pelletier asked why the funds paid out for this line item are minimal until the end of the budget year. City Manager Fuller advised a call log is submitted quarterly is reviewed. As far as amount budgeted this has been reduced by \$5,000. A letter was received from Animal Control and their estimated costs are \$119,865 for the FY2017 budget.

Mayor Pelletier pointed out that the “added 1 position (Staff Assistant)” in the notes should be stricken. City Manager Fuller indicated a half of a position will be added.

### **Other Current Charges**

Commissioner Fairbanks asked what the increased charges are for. City Manager Fuller advised this is for anticipated increases in legal advertising for rezoning, comp plan amendments, clean & lien services and court fees.

### **Fuel**

Mayor Pelletier, referencing fuel, asked that this be adjusted. City Manager Fuller advised they will review.

### **Law Enforcement**

Page 28

Mayor Pelletier advised he has a report from a few years ago comparing costs of Lynn Haven, Parker and Springfield with what the Sheriff’s Office is doing for Callaway and their expenses are almost double. Increases for salary are included in the contract.

### **Fire Department**

Page 28 **Radio System**

City Manager Fuller advised \$360,000 cost for the new radio system was removed as it is contingent upon a county-wide communication system being obtained by the County. It is projected for the 2018 budget.

Mayor Pelletier asked for confirmation that it will not interfere with the City of Callaway’s current communication system if the County converts before the next budget process. Fire Chief Joyner advised it will not.

### **Fuel Costs**

City Manager Fuller indicated fuel costs were reduced by \$2,000.

### **Travel & Per Diem**

Commissioner Henderson, referencing Travel & Per Diem, asked why nothing had been budget in prior years. Fire Chief Joyner advised he had just not been able to get away in prior years.

### **Rentals & Leases**

Commissioner Henderson then asked why a Culligan water cooler is being rented. Fire Chief Joyner indicated that prior purchases of water coolers only lasted 6-7 months before starting to leak so the rental is a better option.

## **Uniforms**

Commissioner Henderson asked how often the Class B uniforms are used. Fire Chief Joyner advised they are used quite often.

## **SCBA Bottles & Equipment**

Commissioner Fairbanks asked if the SCVA bottles had reached their 15-year life span. Fire Chief Joyner indicated that all their bottles are expired and the costs is split over a 2-year period. The Fire Department fills their own bottles. Regarding other equipment Fire Chief Joyner advised they are replaced on an as needed basis.

Mayor Pelletier asked the City Manager to acquire Fire Fighter salaries with other like cities to make sure the City is competitive with other like cities. Fire Chief Joyner advised he has lost 6-7 Fire Fighters in the last year. Commissioner Henderson recommended looking at all salary comparisons.

Commissioner Townsend asked if the overtime is attributed to a shortage of staff. Fire Chief Joyner advised overtime is built-in due to scheduling. He has three 4-man shifts that works on different pay periods. If someone calls in sick that's automatic overtime for the person filling in.

Mayor Pelletier asked about attrition in Public Works. City Manager Fuller advised there are three vacancies but a job offer has been made for the Foreman position.

## **Streets**

### **Page 30 Road Materials & Supplies**

City Manager Fuller advised this line item had been reduced by \$10,000 and paving has been increased by \$110,000, doubling the prior year's budgeted amount. He asked if Commission wanted to add more money to this line item and indicated he would feel comfortable if Commission agreed to an increase of an additional \$150,000. Commission consensus was to increase the line item by a total of \$370,000. Funds will be used on a priority basis.

## **Rentals & Leases**

Mayor Pelletier though the city was no longer renting barricades and asked why \$1,500 was budgeted. City Manager Fuller will have that line item zeroed out.

## **Machinery & Equipment**

Mayor Pelletier asked if a 4-wheeler type "mule" vehicle is still needed by Streets for cleaning ditches prior to mowing. Director Martinez advised it is still needed and costs between \$10-13,000. Commission consensus was in favor of the purchase.

## **Tools**

Mayor Pelletier asked if there is a procedure in place for organizing and tracking tools as they are bought. Director Martinez advised all the sheds have been cleaned and organized in bins. The Foremen are responsible for stock and invoices are kept. He would like to be able to integrate

something through Springbrook. Mayor Pelletier advised a Fleet Management program may be needed. He recommended having City tools engraved with City of Callaway on them.

### **Building Maintenance Position**

Mayor Pelletier, referencing facility maintenance, felt the Building Maintenance position should have been put under Public Works. He also referenced replacement of the roof at City Hall. City Manager Fuller advised the immediate needs for a maintenance person is in Leisure Services but ultimately he will be available to city wide. Director Martinez advised he and Director Legare have that worked out. Mayor Pelletier asked for Commission to review the Building Maintenance job description.

Solid waste disposal for grinding was briefly discussed. An RFP will be issued for these services.

### **Page 32 Maintenance Shop**

#### **Fuel**

Mayor Pelletier pointed out that the fuel is at an almost 100% increase from 2015. He recommended staff consider a 5-year maintenance plan to include covered parking for vehicles to be discussed for next year's budget.

### **Leisure Services**

#### **Page 33 Maintenance Inventory**

Director Legare reviewed a partial maintenance inventory, including 17 sports fields, 16 different buildings in Leisure Services alone, 7 kitchens, 21 restrooms, 41 toilets, chain link fences, 12 hot water heaters, 17 air conditioning units and monitor 19 different electric meters, just to name a few. Mayor Pelletier advised the job description needs to encompass all the needs of the entire city.

Mayor Pelletier asked why all of a sudden another Groundskeeper is needed. Director Legare advised that in 2012, two Groundskeeper positions were eliminated. Since then the work load has increased such as in Gore Park. The youth football league also requires a lot of work. Anytime anyone is out on annual or sick leave it is difficult.

Mayor Pelletier asked about non-residential sporting fees. Director Legare advised that a non-resident recreational fee was implemented this year. Mayor Pelletier asked to see if the fees are offsetting their expenses and recommending asking Bay County to help offset fees.

#### **Fuel**

City Manager Fuller advised fuel costs had been reduced by \$2,000.

#### **Tools**

Mayor Pelletier asked if Leisure Services' tools Director Legare advised Leisure Services' tools are all city-owned and accounted for.

## **Other Contractual Services**

Commissioner Henderson asked about the security for the Callaway Arts & Conference Center building. Director Legare advised that when someone rents the building and pays additional fees to have alcohol an off-duty deputy is hired to attend the event, which is reimbursed by the entity renting the facility.

## **CRA**

### **Page 35 Stormwater Fees**

Commissioner Henderson asked about money for a stormwater study to see what fees we should be collecting. City Manager Fuller advised it is expected the City will collect about \$84,000 next year, which is budgeted in the General Fund Revenue on page 20 of the budget. He believes sufficient funds are available to do a rate study. City Manager Fuller advised \$63,000 has been collected in this year's budget and he estimates the study to cost around \$50,000.

Mayor Pelletier advised we need to be committed to doing the study and implementing the recommendations of the study.

## **CIP**

### **Page 37 Buildings**

Commissioner Fairbanks asked if staff is still considering the \$50,000 for the fire-proof storage. City Clerk Peters advised there is no fire-proof storage facilities in Callaway. Mayor Pelletier asked how often the records are accessed. City Clerk Peters advised a few times a month and she will continue to check around. Commissioner Henderson asked if it would be possible to get our own fire-proof cabinets to put in those climate-controlled facilities. City Clerk Peters did not think this would be cost effective as the fire-proof filing cabinets are expensive. She also advised more records are being scanned into Laserfiche.

## **Water Fund**

Page 38 City Manager Fuller advised the wholesale water rate is staying the same.

### **Overtime**

Commissioner Henderson asked why overtime is being increased so much. Finance Director Waldrip advised it is in regard to the federal law regarding exempt employees. Mayor Pelletier asked for a breakdown for that department and what employees are exempt.

## **Sewer Fund**

### **Page 41 Sewer Study**

Commissioner Henderson, referencing the lift station study, asked if everything will be done by September 30<sup>th</sup> and if something should be added in the budget. City Manager Fuller advised staff does not have an estimated cost but felt \$150,000 should be relatively close.

Commissioner Henderson asked if the increase in sewer from the County is in the budget. City Manager Fuller advised it is on page 41. She would like to see those costs be absorbed by the City. Commission consensus was provided.

### **Solid Waste**

City Manager Fuller advised that rate is proposed to stay the same. Mayor Pelletier advised \$40,000 is being budgeted and wanted assurance of those costs with the backlog of debris to be processed. City Manager Fuller advised an RFP is being worked on.

Mayor Pelletier recommended the City Clerk meet with City Manager Fuller and department heads in advance of issuing RFP/Bids. City Manager Fuller advised this had already been discussed.

### **Wage & Benefit Costs by Department**

#### **Insurance Costs**

Discussion of insurance costs were revisited. Commissioner Henderson asked if additional monies in the form of added retirement contributions could be made for the 11 employees that do not participate in the City's insurance program. City Manager Fuller will investigate.

### **IT Risk Assessment**

Commissioner Henderson asked if money should be budgeted for an independent IT Risk Assessment. Mayor Pelletier felt it should be budgeted. City Manager Fuller will add.

### **General Government**

City Manager Fuller advised \$1,780 had been added to the General Government for the West Florida Regional Planning Council dues.

### **PUBLIC PARTICIPATION**

**David Griggs, 7111 Winona Street**, commented on the water tower, which was provided for water pressure purposes. He thought developers paid for half of the costs and he is hopeful that it will be useful in future developments. Regarding employee fringe benefits and pay, he felt the City Manager, City Clerk, and Directors' pay should be looked at individually.

He also spoke about the roll-back rate.

**John Malone, 707 Plantation Circle**, referenced e-mails he'd sent to Commission referencing stormwater problems. He also referenced franchise fees being received by the City and the budget.

Mayor Pelletier advised franchise fees are connected to funding services. Commissioner Henderson felt franchise fees to be preferable to tax increases.

**Brigid Johnson**, stated she is with Mr. Malone on the franchise fees. She agreed with Mayor Pelletier regarding employee raises. She also agreed that overtime needs to be cut out and felt

that if the Lockbox is removed employees do not need to be calling customers if their bill isn't paid. She asked how much is contributed to the Trolley, City Manager Fuller advised \$7,500.

### **Pay Raises**

Mayor Pelletier felt it could be looked at a few different ways. He felt the city absorbing the 5% insurance premium to be a raise of sorts as Commission could pass that on to employees with a 3% raise which would still be a decrease of 2% in employee pay. He hoped the day will come that employees can get a raise every year.

City Manager Fuller advised there are only two franchise fees the City collects.

### **Budget Workshop**

Mayor Pelletier asked Commission their thoughts on future budget workshops, which was reviewed.

Regarding raises Commissioner Henderson felt Commission could consider a one-time Christmas bonus for employees. Mayor Pelletier asked City Manager Fuller to come back with a recommendation and dollar amount maybe based upon years of service.

Commission consensus was to have the changes made to the budget and once Commission reviews they can decide if another workshop is needed.

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:15 p.m.

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

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

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

DATE: AUGUST 23, 2016

ITEM: FINANCIAL UPDATE

**1. PLACED ON AGENDA BY:**

J. MICHAEL FULLER, CITY MANAGER

**AND**

BEVERLY WALDRIP, DIRECTOR OF FINANCE

**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)**

Please see the attached "Budget-In-Brief" financial statement as of July 31, 2016.

**ATTACHMENT:**

- BUDGET-IN-BRIEF

**5. REQUESTED MOTION/ACTION:**

For review only. No action required.



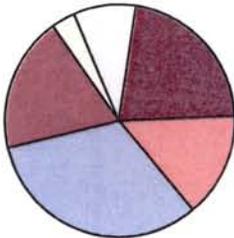
# CITY OF CALLAWAY

## Fiscal Year 2016

### BUDGET-IN-BRIEF as of July 31, 2016

83% of Year Elapsed

#### YTD-Citywide Expense Allocation



Operating 32.4%	Personnel Svc 18.9%
Non-Operating 3.4%	Transfers 8.8%
Principal Debt Pmts 22.1%	Capital 14.5%

#### General Fund Revenues

Revenues	Budget	Year-to-Date	%
Advalorem Taxes	1,003,362	1,016,311	101.3%
Other Taxes	1,918,340	1,635,259	85.2%
Permits, Fees, & Licenses	1,013,650	890,675	87.9%
Grants & Shared Revenue	1,948,815	1,538,853	79.0%
Service Charges	157,650	143,266	90.9%
Court Fines	4,400	2,894	65.8%
Interest & Other Earnings	4,550	3,357	73.8%
Rents & Royalties	59,500	38,271	64.3%
Sales of Fixed Assets	30,200	7,704	25.5%
Contributions & Donations	2,500	861	34.4%
Miscellaneous Revenue	300	1,185	395.0%
<b>Total Revenues</b>	<b>\$ 6,143,267</b>	<b>\$ 5,278,636</b>	<b>85.9%</b>

#### General Fund Expenditures

Expenditures	Budget	Year-to-Date	%
Executive (Commission)	58,648	43,442	74.1%
City Manager	233,719	190,572	81.5%
Finance	248,961	210,633	84.6%
Legal	110,000	78,616	71.5%
Planning & Code Enforcement	315,752	177,386	56.2%
Information Technology	69,150	48,446	70.1%
Elections	6,250	3,787	60.6%
General Government	309,311	200,861	64.9%
Law Enforcement	1,483,300	1,235,161	83.3%
Fire Department	1,070,258	874,745	81.7%
Streets	1,144,794	761,677	66.5%
Maintenance Shop	210,482	171,246	81.4%
Leisure Services	804,008	660,505	82.2%
Transfers	1,647,235	1,447,235	87.9%
Indirect Cost Allocation	(544,087)	(408,065)	75.0%
<b>Total Expenditures</b>	<b>\$ 7,167,781</b>	<b>\$ 5,696,247</b>	<b>79.5%</b>

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

	Budget	Year-to-Date
Incr / (Decr) to Fund Balance	(1,024,514)	(417,611)

#### Community Redevelopment Fund

	Budget	Year-to-Date	%
Revenues & Trfrs In	23,573	17,952	76.2%
Expenditures	102,750	12,267	11.9%
Incr / (Decr) to Fund Balance	(79,177)	5,685	

#### Debt Service Fund

	Budget	Year-to-Date	%
Transfers In	1,447,235	1,447,235	100.0%
Debt Service Pmts.	1,447,235	1,447,235	100.0%
Incr / (Decr) to Fund Balance	-	-	

#### Capital Projects Fund

	Budget	Year-to-Date	%
Revenues & Trfrs In	920,325	363,096	39.5%
Expenditures	920,325	371,488	40.4%
Incr / (Decr) to Fund Balance	-	(8,392)	

#### Water Fund

	Budget	Year-to-Date	%
Revenues & Trfrs In	2,954,124	2,214,428	75.0%
Expenses & Trfrs Out	6,469,143	5,213,223	80.6%
Incr / (Decr) to Net Assets	(3,515,019)	(2,998,795)	

#### Sewer Fund

	Budget	Year-to-Date	%
Revenues & Trfrs In	4,359,200	3,562,698	81.7%
Expenses & Trfrs Out	9,002,654	3,230,193	35.9%
Incr / (Decr) to Net Assets	(4,643,454)	332,505	

2015 Bond principal contributions were not recorded as an expense.

#### Solid Waste Fund

	Budget	Year-to-Date	%
Revenues	581,800	487,409	83.8%
Expenses & Trfrs Out	581,800	454,783	78.2%
Incr / (Decr) to Net Assets	-	32,626	

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

	Budget	Year-to-Date
Incr / (Decr) to Fund Balance/Net Assets	(9,262,164)	(3,053,982)

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

DATE: AUGUST 23, 2016

ITEM: FY 2016 BUDGET TRANSFERS

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)

Transfer budget amounts between Streets personnel services line items to account for an un-budgeted unemployment insurance reimbursement.

Transfer budget amounts between personnel services line items in the Leisure Services Department and Sewer Fund to account for additional overtime required due to turnover and vacancies.

**ATTACHMENTS:**  
BUDGET TRANSFER REQUEST

5. **REQUESTED MOTION/ACTION:**

Staff recommends that the City Commission approve the budget transfers attached.



## BUDGET TRANSFER REQUEST

AMOUNTS IN WHOLE DOLLARS

8/23/2016

Department Various

Account #	Account Description	CURRENT Budget Amt	Requested Increase	Requested Decrease	REVISED Budget Amt	Explanation for Request
01-541-102-50	Streets - Unemployment Compensation	\$ -	\$ 2,026		\$ 2,026	Transfer budget amounts between Streets personnel services line items to account for an un-budgeted unemployment insurance reimbursement.
01-541-101-20	Streets - Regular Salaries	\$ 306,849	-	\$ 2,026	\$ 304,823	
42-535-10140	Sewer - Overtime	\$ 15,582	\$ 4,000		\$ 19,582	Transfer budget amounts between Sewer personnel services line items to account for additional overtime required due to turnover and vacancies.
42-535-102-30	Sewer - Group Insurance	\$ 92,409		\$ 4,000	\$ 88,409	
01-572-101-40	Leisure Services - Overtime	\$ 6,500	\$ 1,700		\$ 8,200	Transfer budget amounts between Leisure Services personnel services line items to account for additional overtime required due to turnover and vacancies.
01-572-102-30	Leisure Services - Group Insurance	\$ 71,559		\$ 1,700	\$ 69,859	
<b>Totals</b>			\$ 7,726	\$ 7,726		

**APPROVALS**

Department Head \_\_\_\_\_

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

Commission \_\_\_\_\_

Finance \_\_\_\_\_

Date: \_\_\_\_\_  
 Date: 08/15/2016  
 Date: \_\_\_\_\_  
 Date: \_\_\_\_\_

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

DATE: AUGUST 23, 2016

ITEM: **CITY HALL RENOVATION PLANS**

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)

The City contracted with Mr. Russell Johnson in February 2016 for architectural plans for the renovation of the lobby and Customer Service area in City Hall and front façade improvements. Preliminary Plans were presented to Commission for review and comment. All suggestions/changes were sent back to Mr. Johnson to incorporate in the revised plans.

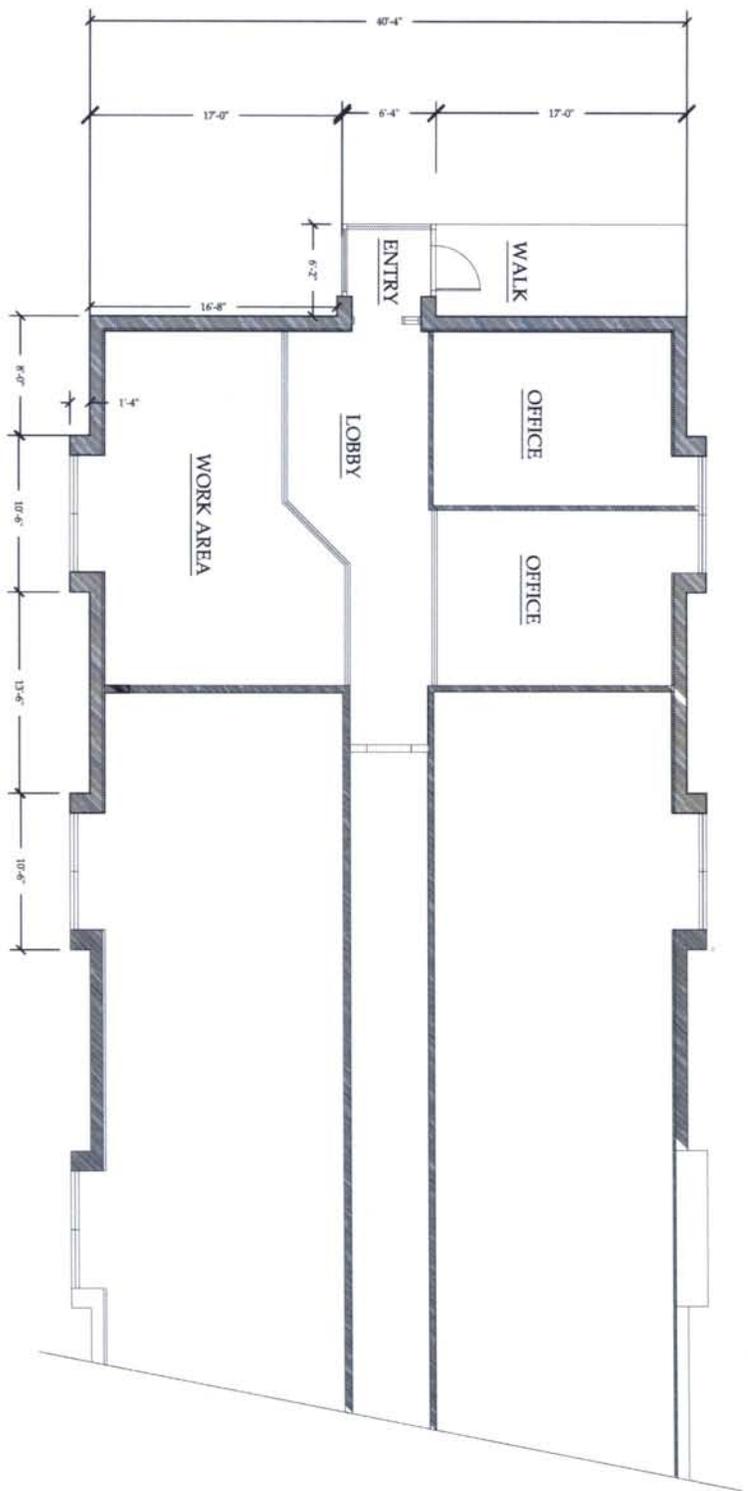
**ATTACHMENT:**

- DRAFT FINAL PLANS

5. **REQUESTED MOTION/ACTION:**

It is recommended that the City Commission approve the final plans for the renovation of City Hall and to direct staff to advertise for construction bids.





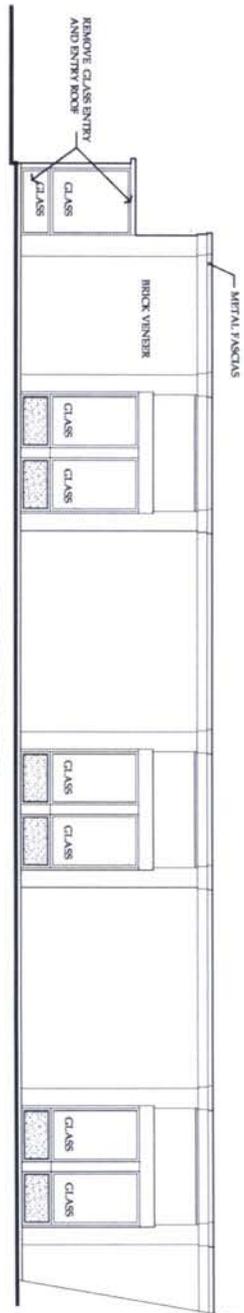
EXISTING FLOOR PLAN  
 NOTE: ALL DIMENSIONS SHOWN ARE APPROXIMATE.  
 CONTRACTOR SHALL USE FIELD VERIFIED MEASUREMENTS

EXISTING BUILDING  
 SCALE: 1/4" = 1'-0"

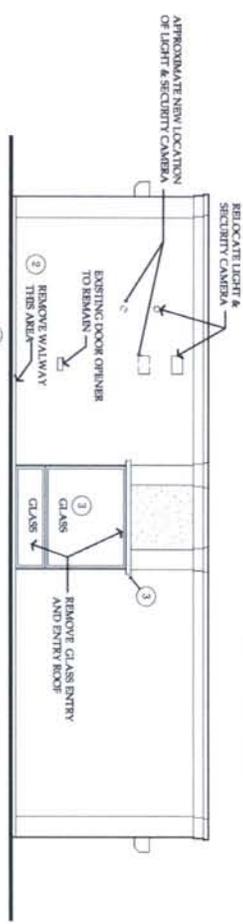
A-102	<p><b>CALLAWAY CITY HALL          RENOVATIONS</b></p> <p>CALLAWAY                      FLORIDA</p>		<p><b>RUSSELL JOHNSON ARCHITECT PL</b>          ARCHITECTURE          850 630 4483</p>	<p>AR 00012593          rajarch@msn.com</p>
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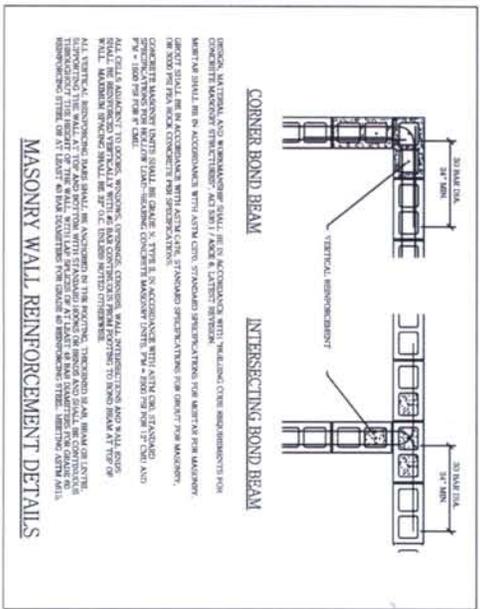


FRONT ELEVATION

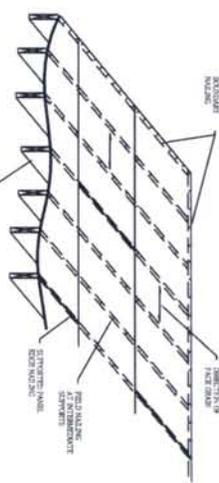


ENTRY ELEVATION

- DEMOLITION WORK ITEMS**
- 1. RELOCATE EXISTING BRICK FIRE CABINETS, LITTLE FIRE SECURITY SYSTEMS, FIELD VIBRATOR, AND NEW CONSTRUCTION. REMOVE EXISTING TRAIL FIELD VIBRATOR - COORDINATE WITH OWNER.
  - 2. REMOVE EXISTING WALKWAY @ ENTRY - 6 FT X 17 FT -
  - 3. REMOVE EXISTING GLASS ENTRY & ENTRY ROOF
  - 4. REMOVE ALUMINUM GLASS FRAME @ ENTRY
  - 5. RELOCATE EXISTING LIGHT AND SECURITY CAMERA TO ACCOMMODATE NEW ENTRY ROOF



MASONRY WALL REINFORCEMENT DETAILS



**ROOF DIAPHRAGM NAILING**

ALL MEMBERS AND JOISTS SHOULD BE NAILED AS SHOWN IN THIS DETAIL. FIELD NAILING IN JOISTS SHALL BE 12" ON CENTER. FIELD NAILING IN TRUSS CHORDS SHALL BE 12" ON CENTER. FIELD NAILING IN STRUTTED NAILED JOISTS SHALL BE 12" ON CENTER. FIELD NAILING IN WOOD NAILED JOISTS SHALL BE 12" ON CENTER. ALL JOIST END NAILS SHALL BE 16" ON CENTER. ALL JOIST END NAILS SHALL BE 16" ON CENTER. ALL JOIST END NAILS SHALL BE 16" ON CENTER.

**CMU LINTELS -**  
 LESS THAN 6 FT SPAN - USE (2) #4X16" LINTELS W/ (2) #5S CONT IN EACH COURSE.  
 GREATER THAN 6 FT - LESS THAN 10 FT - USE (3) #4X16" LINTELS W/ (2) #5S CONTINUOUS IN EACH LITTEL.

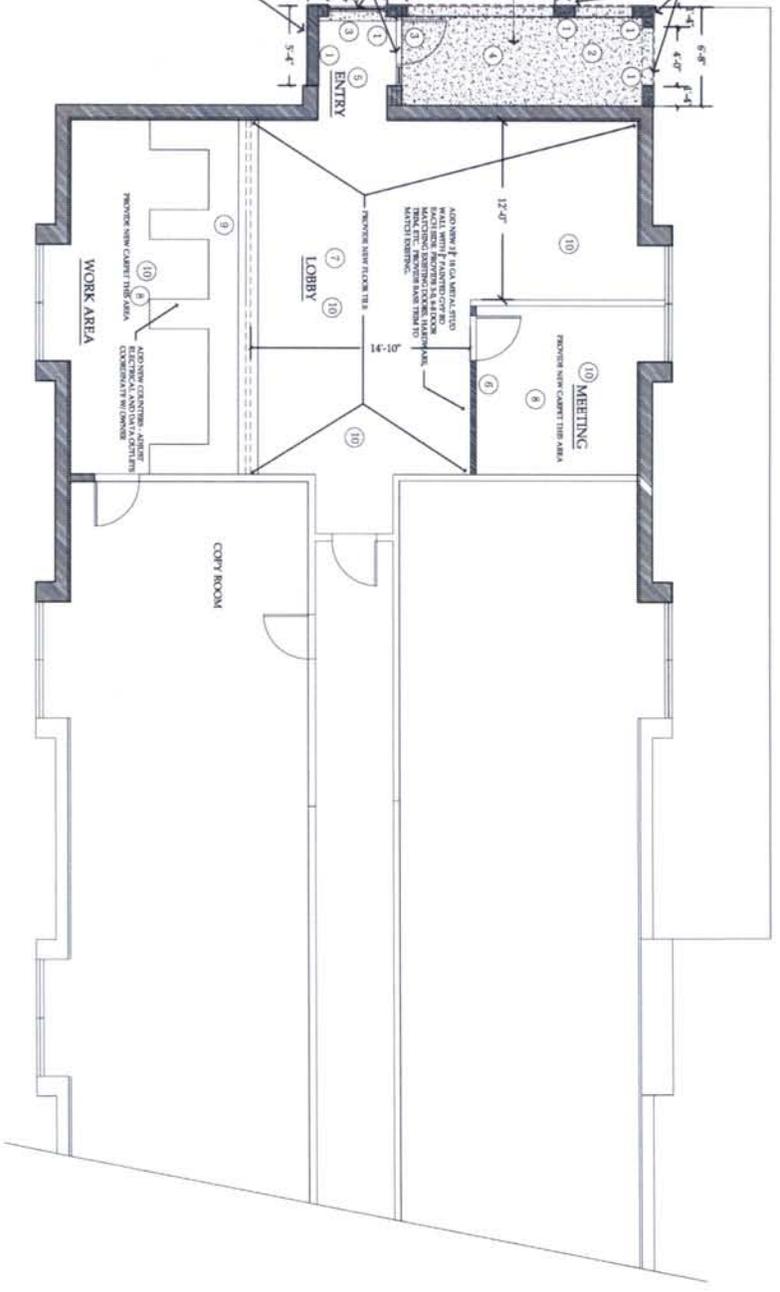
A-108	<p><b>CALLAWAY CITY HALL RENOVATIONS</b></p> <p>CALLAWAY FLORIDA</p>		<p><b>RUSSELL JOHNSON ARCHITECT PL</b>          ARCHITECTURE          850 630 4483</p> <p>AR 00012593          rajarch@msn.com</p>
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ADD NEW 8" CMU COLUMNS WITH STONE VENEER

ADD NEW 4" WALLS IN CONCRETE SLAB WITH BROOM FINISH - SLOPE TO DRAIN MIN 1/8"

ADD NEW ALUMINUM AND GLASS ENTRY DOOR (MATCH EXISTING) AND NEW ALUMINUM AND GLASS WINDOW - MATCH EXISTING GLASS AND ALUMINUM. ALL NEW GLASS TO BE IMPACT RESISTANT. PROVIDE INSULATION AND TYPE INSULATED. CONNECT NEW AUTOMATIC DOOR TO EXISTING SYSTEM. NEW DOOR SHALL HAVE PANE HARDWARE, CLOSER, AND LATCHING MATCHING EXISTING.

ADD NEW 4" CMU WALL WITH STONE VENEER



**EXISTING PROPOSED FLOOR PLAN**  
 NOTE: ALL DIMENSIONS SHOWN ARE APPROXIMATE.  
 CONTRACTOR SHALL USE FIELD VERIFIED MEASUREMENTS

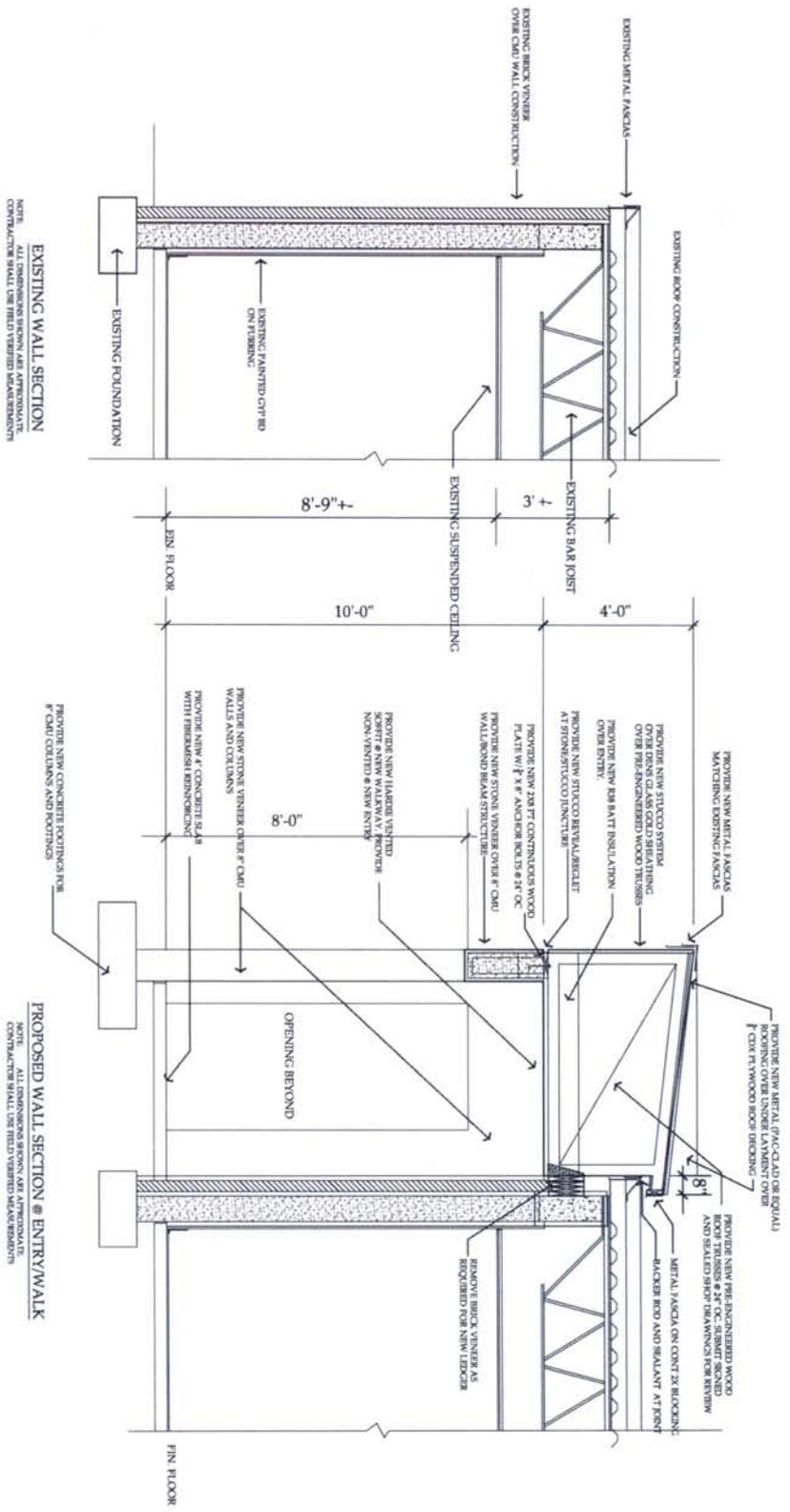
**FLOORING SPECIFICATIONS**  
 CARPET - MANUFACTURER CARPET TILES - GLE-TONE, OR APPROVED EQUAL. CHECK SELECTION BY OWNER FROM MANUFACTURER'S STOCK BOARD SELECTION.  
 TILE - 75x15/16" CORE GLASS OR APPROVED EQUAL, 1/4" H. STANDARD GLOSS.

- PROPOSED WORK ITEMS**
- 1 PROVIDE NEW 8" CMU COLUMNS AND WALLS WITH 1" NATURAL STONE VENEER. FILL ALL CELLS WITH CONCRETE. PROVIDE 1/8" VERTICAL IN EACH CELL. PROVIDE THE CARU LINTELS FOR ALL OPENINGS. PROVIDE NATURAL STONE VENEER FOR ALL EXPOSED END WALLS, COLUMNS, AND BOTTOM OF LANTHS.
  - 2 PROVIDE NEW 4" CONCRETE SLAB WITH FIBER MESH REINFORCING. PROVIDE BROOM FINISH AND SLOPE WALK 1/4" PER FOOT AWAY FROM BUILDING.
  - 3 ADD NEW ALUMINUM & GLASS ENTRY DOOR WITH COBER, PANE HARDWARE. FULL MATCH EXISTING DOOR AND HARDWARE. NEW DOOR SHALL BE FULL MATCH EXISTING WINDOW. MATCH EXISTING GLASS AND HARDWARE. PROVIDE INSULATION AND TYPE INSULATED. CONNECT NEW AUTOMATIC DOOR TO EXISTING SYSTEM. ALL NEW DOORS AND AND GLASS SHALL HAVE FLORIDA APPROVAL NUMBERS.
  - 4 PROVIDE HARDIE SMOOTH VENTED SOFFIT - PAINT WHITE
  - 5 PROVIDE HARDIE SMOOTH NON-VENTED SOFFIT - PAINT WHITE
  - 6 PROVIDE NEW WALL, DOOR & DOOR HARDWARE, TRIM, BASE, ETC.
  - 7 PROVIDE NEW TILE
  - 8 PROVIDE NEW CARPET
  - 9 PROVIDE NEW COUNTERTOPS
  - 10 REPAINT ALL EXISTING WALLS AND TRIM, REPLACE DAMAGED CEILING TILES

**PROPOSED PLANS**  
 SCALE: 1/4" = 1'-0"

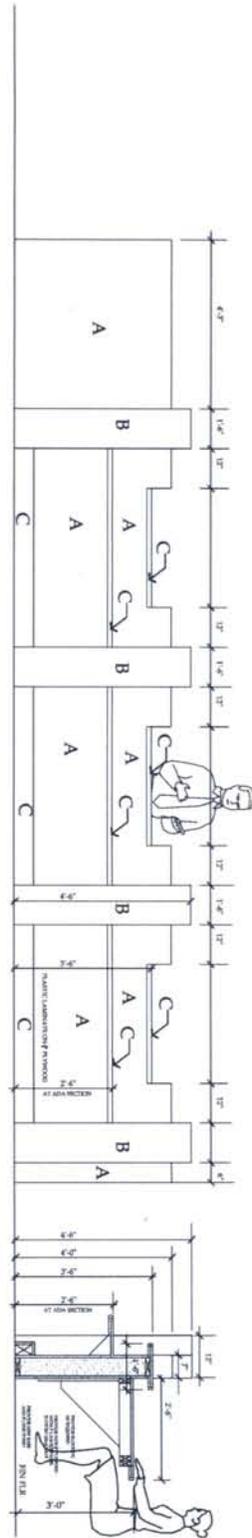
A-106	<p><b>CALLAWAY CITY HALL RENOVATIONS</b></p> <p>CALLAWAY FLORIDA</p>		<p><b>RUSSELL JOHNSON ARCHITECT PL</b></p> <p>ARCHITECTURE AR 00012593        850 630 4483 rajarch@msn.com</p>
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PROPOSED PLANS  
SCALE: NTS

A-108	<h2 style="margin: 0;">CALLAWAY CITY HALL RENOVATIONS</h2> <p style="margin: 0;">CALLAWAY      FLORIDA</p>		<p style="margin: 0;"><b>RUSSELL JOHNSON ARCHITECT PL</b></p> <p style="margin: 0;">ARCHITECTURE</p> <p style="margin: 0;">850 630 4483</p> <p style="margin: 0;">AR 00012593</p> <p style="margin: 0;">rajarch@msn.com</p>
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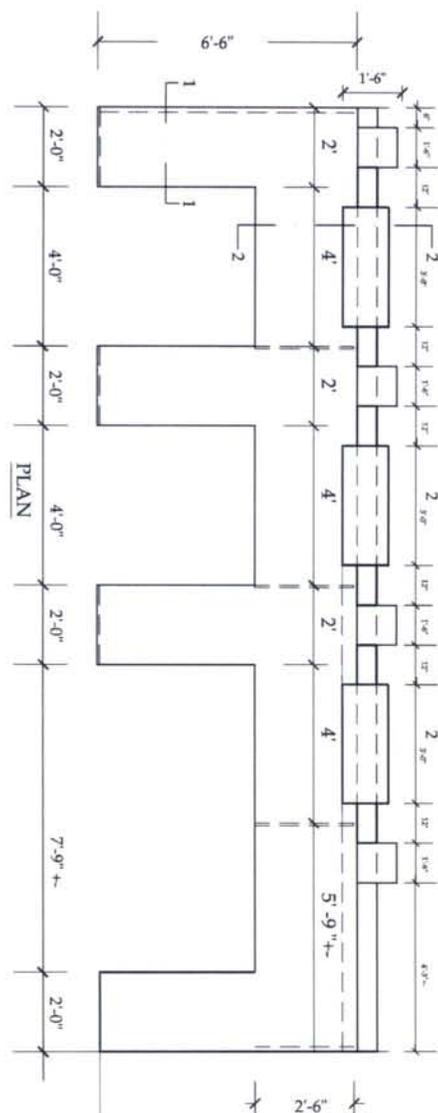


FRONT ELEVATION

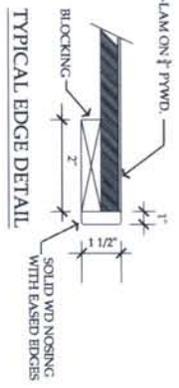
PLASTIC LAMINATE COLOR SCHEDULE

A	COLOR 1
B	COLOR 2
C	COLOR 3

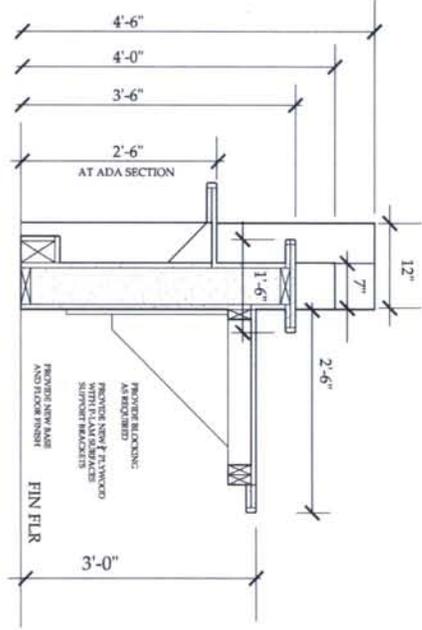
PROVIDE NEW PLASTIC LAMINATE COUNTERTOP ON 1" PLYWOOD. ALL EXPOSED SURFACES ON COUNTERTOPS, SPINDLES, FINISHES, AND TRIM SHALL BE PLASTIC LAMINATED. PROVIDE COMPLETE SHOP DRAWINGS OF ALL COUNTERTOPS AND CASEWORK FOR OWNER APPROVAL.



PLAN



TYPICAL EDGE DETAIL



TYPICAL SECTION THRU COUNTER

CASEWORK  
SCALE: NTS

A-109	<p><b>CALLAWAY CITY HALL RENOVATIONS</b></p> <p>CALLAWAY FLORIDA</p>		<p><b>RUSSELL JOHNSON ARCHITECT PL</b></p> <p>ARCHITECTURE 850 630 4483</p> <p>AR 00012593 rajarch@msn.com</p>
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**CITY OF CALLAWAY  
BOARD OF COMMISSIONERS  
AGENDA ITEM SUMMARY**

DATE: AUGUST 23, 2016

ITEM: **HWY. 2297 WATER MAIN RELOCATION – CHANGE ORDER #2**

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)

Change order #2 was received to extend project completion date to August 12, 2016. After the first bore failed, it took time to get the extra pipe and materials needed before the contractor could start drilling the second bore. That, mixed with weather delays, ran the contractor past the first change order date. In an effort not to impede progress on the project, City Manager Fuller approved the Change Order only allowing more time for completion.

This change order does not involve any changes in price(s). A timeline of the project is attached.

**ATTACHMENT:**

- LETTER FROM DEWBERRY/PREBLE-RISH
- PROJECT SUMMARY
- CHANGE ORDER #2

5. **REQUESTED MOTION/ACTION:**

Staff requests the City Commission's support and approval of City Manager Fuller's decision to approve Change Order #2.



**Dewberry**

PREBLE-RISH

July 28, 2016

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

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

RE: City of Callaway – Highway 2297 Water Main Relocation  
Change Order No. 2  
Project No. 220.042

Dear Mr. Fuller:

Dewberry | Preble-Rish has received a request from Gulf Coast Utility Contractors, LLC requesting an extension in construction contract time due to unforeseen setbacks in the *Highway 2297 Water Main Relocation* project.

Please find attached *Change Order No. 2* (see **Attachment A**) to extend the Contract Time by 22 days as requested by Gulf Coast Utility Contractors. *The new final completion date will be August 12, 2016.*

If the City approves this change order, please execute the change order enclosed; retain one fully executed document for the City's files, and return a scanned copy to Dewberry | Preble-Rish via email at [jwhittington@dewberry.com](mailto:jwhittington@dewberry.com). I will forward Gulf Coast Utility Contractors their copy of the executed change order upon receipt.

If you have any questions or comments, please give me a call at 850.522.0644.

Sincerely,  
DEWBERRY | PREBLE-RISH

John Whittington, E.I.  
Staff Engineer

**ENCLOSURES**

cc: Jonathan Sklarski, P.E., Dewberry | Preble-Rish City of Callaway (w/attachment via email [jsklarski@dewberry.com](mailto:jsklarski@dewberry.com))  
Oscar Martinez, City of Callaway (w/attachment via email [omartinez@cityofcallaway.com](mailto:omartinez@cityofcallaway.com))  
Tina Dixon, City of Callaway (w/attachment via email [tdixon@cityofcallaway.com](mailto:tdixon@cityofcallaway.com))

K:\220.042 Highway 2297 Water Main Relocation\Construction\Change Order\Change Orger #2\220.042\_Fuller\_Change Order 2.docx

## **Hwy. 2297 Water Main Relocation Project Summary:**

1/5/16 – Task order and purchase order issued for Preble-Rish

1/6/16 & 1/13/16 – Construction Bid Package was advertised in News Herald

1/20/16 – Construction bids due to City Clerk. Bids opened.

2/29/16 – Special Commission meeting held and bid awarded to Gulf Coast Utility Contractors (GCUC), Contract signed.

3/24/16 – Notice to Proceed signed for, no later than, 3/28/16.

5-2016 – First bore attempt failed. Pipe samples sent for testing with manufacturer and manufacturer representative completed inspection.

5/5/16 – First payment request received from GCUC.

5/9/16 – Change Order #1 to extend project completion date to 7/21/16 received and signed.

6 – 2016 – First bore abandoned, filled and buried due to pipe being stuck. Second bore attempt began.

7/15/16 – Second payment request received from GCUC.

7/20/16 – Information letter and Precautionary Boil Water Notices (PBWN) mailed to all customers.

7/25/16 – New main connection to existing main began at 6:00 p.m. All water shut off to residents across Cook's Bayou. PBWN issued to all customers and PBWN signs put out on various roads. PBWN sent to FDEP, Health Dept. and local media.

7/26/16 – Remaining portion of new water main connected to existing line. Valves are inserted and water samples taken.

7/29/16 – Change Order #2 to extend project completion date to 8/12/16 received and signed. Water sample reports received lab and all samples passed. Rescind Boil Water Notice was issued to FDEP, Health Dept. and local media. All PBWN signs were removed from the area.

8/9/16 – Only work remaining is installation of valve covers, removal of materials and equipment and to clean and dress up construction area.

8/12/16 – **Correction to above entry:** GCUC still needs to connect the main under Hwy. 2297. Due to rain delays this has not been possible. It is expected that this can take place the week of the 15<sup>th</sup>. Final walk through is anticipated around 8/25/16. Awaiting Change Order #3 for time extension of the contract.

# **Attachment A**

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Change Order No. 2

**CONTRACT CHANGE ORDER**

ORDER NO. <u>2</u>
DATE: <u>July 21, 2016</u>
STATE: <u>FLORIDA</u>
COUNTY: <u>BAY</u>

CONTRACT FOR  
**Hwy. 2297 Water Main Relocation**

OWNER  
**CITY OF CALLAWAY**

To Gulf Coast Utility Contractors, LLC  
 (Contractor)

You are hereby requested to comply with the following changes from the contract plans and specifications:

Description of Changes (Supplemental Plans and Specifications Attached)	DECREASE in Contract Price	INCREASE in Contract Price
Contract time extension of 22 days		
<b>TOTALS</b>		
<b>NET CHANGE IN CONTRACT PRICE</b>		

**JUSTIFICATION:**

Feels it is necessary to have time extension to substantially complete the job.

The amount of the Contract will be (Increased/Decreased/Unchanged) by the Sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_).

The Contract Total including this and previous Change Orders will be: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_).

The Contract Period provided for Completion will be (Increased/Decreased/Unchanged): 22 Days.

The new date of final completion will be August 12, 2016

This Document will become a supplement to the contract and all provisions will apply hereto.

Requested [Signature] GCUC 7/21/16  
 (Contractor) (Date)

Recommended [Signature] Dewberry I Poble Rish 07/28/16  
 (Owner's Architect/Engineer) (Date)

Accepted [Signature] CITY OF CALLAWAY 7/29/16  
 (Owner) (Date)

Hwy 2297 Water Main Relocation  
 PROJECT NO. 220.042

CHANGE ORDER 00097-1

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

DATE: AUGUST 23, 2016

ITEM: CODE ENFORCEMENT BOARD APPOINTMENTS

**1. PLACED ON AGENDA BY:**

J. Michael Fuller, City Manager

**PRESENTED BY:**

JANICE L. PETERS, CMC, 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)**

There are currently three vacancies on the Code Enforcement Board. One is a full-time member and two are Alternate Members.

Mr. David Griggs has resigned from the Planning Board and is requesting appointment to the Code Enforcement Board as the full time member. One other application has been received from James Dougall for appointment to the Code Enforcement Board as well.

Staff recommends appointment of Mr. Griggs to the full-time position for the unexpired 3-year term ending December 31, 2016 and Mr. Dougall to an Alternate position for a 3-year term ending December 31, 2019.

**ATTACHMENTS:**

- Application(s)
- Board Member Roster

**5. REQUESTED MOTION/ACTION:**

Approval of the Consent Agenda will constitute approval by the Commission of the appointment of David Griggs to the full-time position to fill the 3-year unexpired term ending December 31, 2016 and James Dougall to an Alternate position for a 3-year term ending December 31, 2019, on the Code Enforcement 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

- 3  AUDIT COMMITTEE\* (5 Members – 3 Citizens for 3-Year Terms, 1 City Employee and 1 Commission Member for 2-year Terms)
- BOARD OF ADJUSTMENT (3-Year Terms/3 Term Limit; 5 Members)
- 1  CODE ENFORCEMENT BOARD\* (3-Year Terms; 7 Members; 2 Alternates)
- PLANNING BOARD\* (3-Year Terms; 7 Members)
- 2  SPORTS & RECREATION COMMITTEE\* (5 Members; 3-Year Terms)
- OTHER: \_\_\_\_\_

Name: DOUGALL JAMES C.  
(Last) (First) (Middle)

Address: 122 N. BERTHE AVE  
CALLAWAY, FL 32404

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

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

Occupation: SELF EMPLOYED

Home Phone: 850 640 2694 Work Phone: 773 592 4168

E-mail: JAMES DOUGALL@YAHOO.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. SPORTS & REC.  
3. AUDIT?

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: \_\_\_\_\_

Why would you like to serve on this board? CLEAN UP CALLAWAY

What special skills would you bring to this position? PROPERTY OWNER FOR 25 YEARS, NEGOTIATION, PROBLEM SOLVER.

Please list fields of work experience: INSTITUTIONAL TRADER/WALL ST. 27 YEARS. GENERAL CONTRACTOR CONSTRUCTION.

List any licenses and/or degrees (location and year): SERIES 7, SERIES 55

Local Referenced (Please list three (3)):

1. DAVID BRIDGES
2. \_\_\_\_\_
3. \_\_\_\_\_

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: [Signature] Date: 7/28/16

#### 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 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.

**Tony Mullinax, Chairman** – 401 Viola Avenue; Home Ph.: 874-2998, Cell Ph.: 319-1222. Appointed on October 18, 2013, for a 3-year term ending December 31, 2016. [ecmstony@aol.com](mailto:ecmstony@aol.com)

**Pat Martina, Vice-Chairman** – 6416 Letohatchee St.; Home Ph.: 871-0383; Appointed on June 26, 2015 for a 3-year term ending December 31, 2017. [Pmartina1@bellsouth.net](mailto:Pmartina1@bellsouth.net)

**Lorna J. Banks** – 8214 James Street; Home Ph.: 215-5712, Work Ph.: 283-7510. Appointed on March 22, 2016 for a 3-year term ending December 31, 2018. [Xaymaica479@yahoo.com](mailto:Xaymaica479@yahoo.com)

**Jean Champoux** – 621 S. Berthe Avenue; Home Ph. 871-0842; Re-appointed on January 26, 2016, for a 3-year term ending December 31, 2018. [jeanwhitmanchampoux@gmail.com](mailto:jeanwhitmanchampoux@gmail.com)

**Steve Paros** – 7100 Pocahontas Street; Home Ph.: 871-4210. Appointed on June 23, 2015 for a 3-year term ending December 31, 2017. [steveparos@wowway.com](mailto:steveparos@wowway.com)

**Carmelo “Tony” Roman-Quinones**; 6700 Lake Drive; Home Ph.: 640-1512, Cell Ph.: (786) 525-4753. Appointed on May 24, 2016 to fill an unexpired 3-year term ending December 31, 2017. [Flyer46@yahoo.com](mailto:Flyer46@yahoo.com)

**VACANCY** – Resigned May 2016.

**ALTERNATE** – Vacant

**ALTERNATE** – Vacant

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### City of Callaway Staff Liaisons:

Bill Frye – Code Enforcement Officer Planning Department - 215-7613

Bonnie Poole – Code Enforcement Officer Planning Department – 215-7628

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

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

DATE: AUGUST 23, 2016

ITEM: **ORD. NO. 965 LARGE SCALE PLAN AMENDMENT – 724 N. TYNDALL PARKWAY**

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)

Joel Coleman of D.R. Horton, Inc. & John Sklarski, P.E. of Dewberry, Prebble-Rish Inc. on behalf of Centennial Bank the owner of 724 N. Tyndall Parkway, have submitted an application for a Large Scale Comprehensive Plan Amendment to change the Callaway Future Land Use (FLU) Map. Specifically, the applicants are requesting the FLU change for the property on Tyndall Parkway, (Parcel ID #06018-010-000 & #06018-020-000) less and except the "sign parcel". Please see the attached survey of the "sign parcel". The property currently has a FLU Designation of Commercial. The applicant is requesting that the City of Callaway amend the FLU Map to provide the property with a Medium Residential Density Future Land Use.

This cause was reviewed by the Florida Department of Economic Opportunity (DEO). The DEO had no comments and therefore approves the amendment. The City has not received any comments from any other agencies.

**ATTACHMENT:**

- **ORD. NO. 965**
- **PLANNING BOARD RECOMMENDATION**
- **SIGN PARCEL SURVEY**
- **LARGE SCALE COMPREHENSIVE PLAN AMENDMENT APPLICATION**
- **LETTER FROM DEO**

5. **REQUESTED MOTION/ACTION:**

It is recommended that the City Commission approve the final reading of Ord. No. 965 Large Scale Plan Amendment.

**ORDINANCE NO. 965**

**AN ORDINANCE AMENDING THE COMPREHENSIVE PLAN OF THE CITY OF CALLAWAY, SPECIFICALLY ACTING UPON THE APPLICATION OF D.R. HORTON HOMES, INC. ON BEHALF OF THE PROPERTY OWNER DESIGNATING FOR COMMERCIAL FUTURE LAND USE A CERTAIN PARCEL OF LAND LYING WITHIN THE CITY OF CALLAWAY, FLORIDA, CONSISTING OF APPROXIMATELY 12.15 MORE OR LESS ACRES; SAID PARCEL IS LOCATED AT OR NEAR 724 N. TYNDALL PARKWAY, CALLAWAY, FLORIDA, AS MORE PARTICULARLY DESCRIBED IN THE BODY OF THE ORDINANCE; AMENDING THE CITY'S FUTURE LAND USE MAP FOR MEDIUM DENSITY RESIDENTIAL 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 land use designation for parcels of land within the City; and

**WHEREAS**, DR Horton Homes, Inc. (the "Applicant") on behalf of Centennial Bank (the "property owner"), submitted an application requesting an amendment to the Comprehensive Plan designating a certain parcel as "Medium Density Residential"; and

**WHEREAS**, the Callaway Planning Board reviewed the map amendment, conducted a public hearing pursuant to Section 163.3174, Florida Statutes, on May 3, 2016, and recommended approval; and

**WHEREAS**, on May 24, 2016, the City Commission conducted a property noticed transmittal hearing as required by Section 163.3184, Florida Statutes, and on May 24, 2016, transmitted the proposed amendment to the State Land Planning Agency; and

**WHEREAS**, on August 23, 2016, the City Commission conducted a properly notice adoption hearing as required by Section 163.3184, Florida Statutes, and adopted this Ordinance in the course of that hearing; and

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

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

**SECTION 1.** The following described parcel of real property situated within the municipal limits of the City of Callaway, Florida, is designated for Medium Density Residential 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.** If any section, subsection, paragraph, sentence or other provision of this Ordinance shall be adjudged invalid or unconstitutional by a regulatory body of competent jurisdiction, such decisions shall not affect the validity of the remaining portion hereof. The City Commission hereby declares that it would have passed this Ordinance and each section, subsection, paragraph, sentence or other provision hereof, irrespective of the fact that any one or more sections, subsections, paragraphs, sentences, or provisions be declare invalid or unconstitutional.

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

**SECTION 4.** 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 23<sup>rd</sup> day of August, 2016.

CITY OF CALLAWAY, FLORIDA

By: \_\_\_\_\_  
Bob Pelletier, Mayor

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

PASSED ON FIRST READING: MAY 24, 2016  
NOTICE PUBLISHED ON: MAY 17, 2016 & AUGUST 4, 2016  
PASSED ON SECOND READING: \_\_\_\_\_

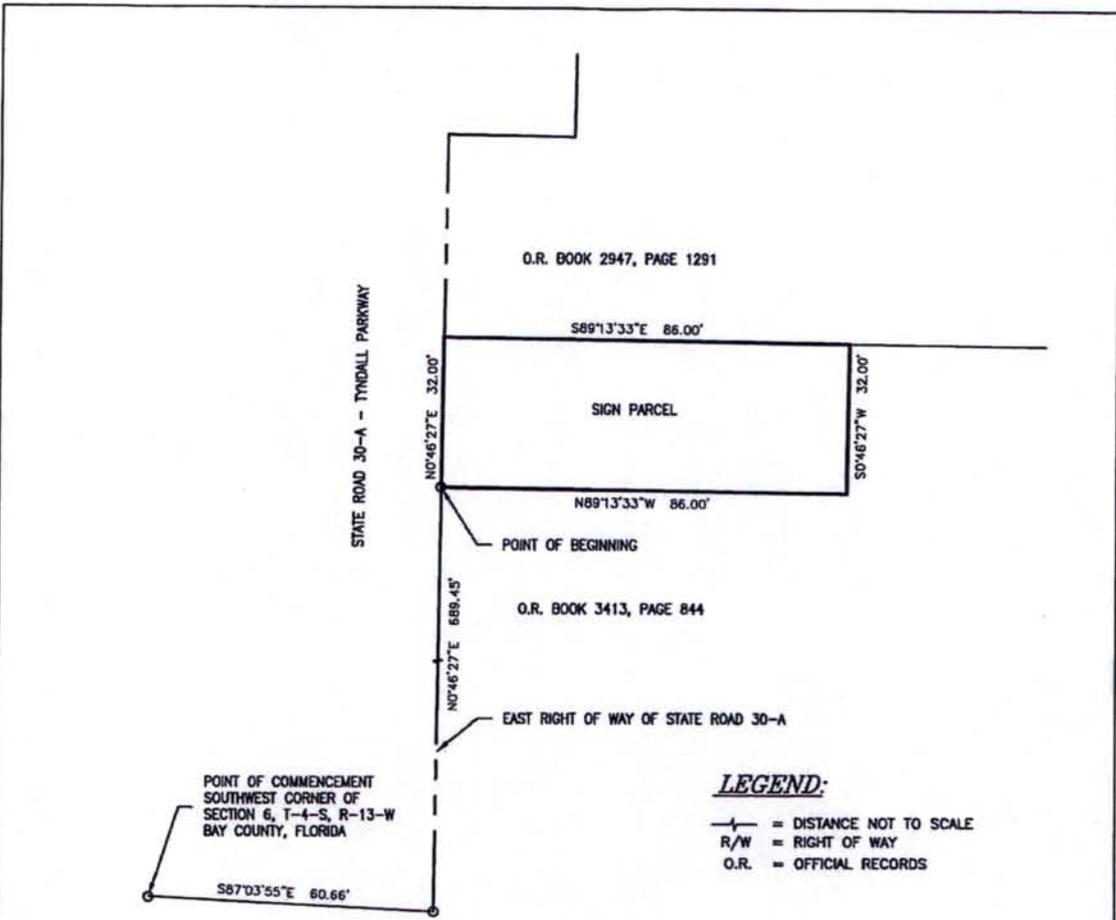
APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY FOR THE CITY OF CALLAWAY  
ONLY:

VOTE OF COMMISSION:

Covey \_\_\_\_\_  
Fairbanks \_\_\_\_\_  
Henderson \_\_\_\_\_  
Pelletier \_\_\_\_\_  
Townsend \_\_\_\_\_

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

Drawing name: M:\7716.031 - Callaway Townhomes - A10 Survey\Survey.dwg\Sign Parcel.dwg E:\314 May 05, 2016 3:33pm by: bartlett



**LEGEND:**  
 ——— = DISTANCE NOT TO SCALE  
 R/W = RIGHT OF WAY  
 O.R. = OFFICIAL RECORDS

**LEGAL DESCRIPTION SIGN PARCEL (AS WRITTEN)**  
 A PARCEL OF LAND LYING AND BEING IN SECTION 6, TOWNSHIP 4 SOUTH, RANGE 13 WEST, BAY COUNTY, FLORIDA.

COMMENCE AT THE SOUTHWEST CORNER OF SECTION 6, TOWNSHIP 4 SOUTH, RANGE 13 WEST, BAY COUNTY, FLORIDA AND PROCEED THENCE SOUTH 87 DEGREES 03 MINUTES 55 SECONDS EAST, FOR A DISTANCE OF 60.66 FEET TO THE EAST RIGHT OF WAY LINE OF STATE ROAD 30-A (TYNDALL PARKWAY); THENCE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST, ALONG SAID EAST RIGHT OF WAY LINE, FOR A DISTANCE OF 689.45 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST, ALONG SAID EAST RIGHT OF WAY LINE, FOR A DISTANCE OF 32.00 FEET TO THE SOUTHWEST CORNER OF PROPERTY RECORDED IN OFFICIAL RECORDS BOOK 2947, PAGE 1291 OF THE PUBLIC RECORDS OF BAY COUNTY, FLORIDA; THENCE LEAVING SAID EAST RIGHT OF WAY LINE PROCEED SOUTH 89 DEGREES 13 MINUTES 33 SECONDS EAST, ALONG THE SOUTH BOUNDARY LINE OF SAID PROPERTY, FOR A DISTANCE OF 86.00 FEET; THENCE LEAVING SAID SOUTH BOUNDARY LINE PROCEED SOUTH 00 DEGREES 46 MINUTES 27 SECONDS WEST, FOR A DISTANCE OF 32.00 FEET; THENCE NORTH 89 DEGREES 13 MINUTES 33 SECONDS WEST, FOR A DISTANCE OF 86.00 FEET TO THE POINT OF BEGINNING. CONTAINING 2,752 SQUARE FEET OR 0.063 ACRES, MORE OR LESS.

**SURVEYOR'S NOTES:**

1. BEARINGS SHOWN HEREON ARE REFERENCED TO PROPERTY RECORDED ON OFFICIAL RECORDS BOOK 2947, PAGE 1291; BEARING BEING N00°46'27"E ON THE EAST RIGHT OF WAY OF STATE ROAD 30-A.
2. THIS SURVEY, MAP, AND REPORT IS NOT VALID WITHOUT THE SIGNATURE AND ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER. ADDITIONS OR DELETIONS TO SURVEY MAPS OR REPORTS BY OTHER THAN THE SIGNING PARTY OR PARTIES IS PROHIBITED WITHOUT WRITTEN CONSENT OF THE SIGNING PARTY OR PARTIES.
3. SOURCE OF INFORMATION: DEEDS RECORDED IN THE PUBLIC RECORDS OF BAY COUNTY, FLORIDA.
4. NO TITLE SEARCH, TITLE OPINION OR ABSTRACT WAS PERFORMED BY, NOR PROVIDED TO PREBLE-RISH, INC., FOR THE SUBJECT PROPERTY. THERE MAY BE DEEDS OF RECORD, UNRECORDED DEEDS, EASEMENTS, ENCROACHMENTS, RIGHT-OF-WAYS, BUILDING SETBACKS, RESTRICTIVE COVENANTS OR OTHER INSTRUMENTS WHICH COULD AFFECT THE BOUNDARIES OR USE OF THE SUBJECT PROPERTY.
5. THIS IS NOT A BOUNDARY SURVEY.



 5/05/16  
 DAVID JON BARTLETT, P.S.M. DATE SIGNED  
 PROFESSIONAL SURVEYOR & MAPPER No. 154018

**Dewberry PREBLE-RISH**  
 203 ABERDEEN PARKWAY  
 PANAMA CITY, FLORIDA 32405  
 PHONE: 850.522.0644 FAX: 850.522.1011  
 WWW.DEWBERRY.COM  
 CERTIFICATE OF AUTHORIZATION No. LB 8011

SKETCH OF DESCRIPTION		DRAWING DATE:	PROJECT NO.
SIGN PARCEL		5-05-16	92395080
SECTION 6, T-4-S, R-13-W		BY:	
CITY OF CALLAWAY		DJB	S1
BAY COUNTY, FLORIDA		APPROVED BY:	
FB/PG: N/A	FLD DATE: N/A	SCALE: 1"=30'	JS



Planning Department  
6601 E. Hwy. 22  
Callaway, FL 32404  
(850) 871-6000  
(850) 871-2444

Amanda Richard  
Director of Planning

Michael Fuller  
City Planner

**Large Scale Comprehensive Plan Amendment**  
**Large Scale (over 10 acres) \$2,045.00**  
**(plus hourly Attorney and Engineering Fees reimbursed as billed)**

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

1. Owner's Name: D.R. Horton, Inc.
2. Mailing Address: 25366 Profit Drive, Daphne, AL 36526
3. Telephone/Fax: 251-234-2949
4. Authorized Agent Name: Joel Coleman
5. Mailing Address: \_\_\_\_\_
6. Telephone/Fax: \_\_\_\_\_

If applicant does not own the property, give name, address, and telephone number of Owner. (Must attach a notarized statement of consent from the owner.) Attach a legal description including a survey if available. Attach a copy of the deed or other instrument documenting legal interest.

**B. Requested Amendment**

1. Current Future Land Use Map (FLUM) - Commercial
2. Requested FLUM designation(s) - Medium Residential Density
3. Justification – Explain circumstances that give rise to the need for the amendment.  
In order to develop property for mutli family townhomes the land use willl need to be amended from Commerical to medium residential density
4. List of objectives and policies of the Future Land Use Element and other affected elements with which the proposed amendment is compatible.  
\_\_\_\_\_  
\_\_\_\_\_

**C. Property Information**

1. Address of site for which amendment is requested:  
724 Tyndall Pkwy N, Panama City, FL 32404
2. Tax ID: 06018-010-000, 06018-020-000
3. Acreage of property: 12.15 ac
4. Analysis of the character of any vacant lands in order to determine suitability for use, including:  
 Soils  
 Topography, including flood prone areas



Natural Resources  
Historic Resources

NOTE: Information can be downloaded from GIS

**Hurricane evacuation based on the proposed amendment, considering the number of persons requiring evacuation, availability of hurricane shelter spaces, and evacuation routes and times.**

5. **Whether the site contains habitat for species listed by federal, state or local agencies endangered, threatened or species of special concern.**

If yes, identify the species and show the habitat location on a map.

6. Provide the most recent aerial photograph (minimum of ¼ mile radius) available from the Property Appraisers Office. The information required by the following (a-f) should be shown on the aerial photo.
- 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 land uses of the site and all adjacent properties, and Future Land Use designation.
  - e) Dimensions of the site (length, width, etc.) in linear feet.
  - f) Size of the site in square feet or acres.

**D. Facility Capacity Analysis**

Applicant must provide information as to the impact on infrastructure proposed Future Land Use Map change will have on public facilities.

1. Potable Water Source: City of Callaway  
Source: Bay County as Distributed by the City of Callaway  
Capacity in system: 60 MGD - Permitted Amount  
Projected demand/impact in five (5) years:  $120(3.5) = 420(96) = 40,320$  GPD  
Capacity available: Yes  No
2. Sewage Disposal Source: City of Callaway  
Capacity in system: 2.14 MGD  
Projected demand in five (5) years:  $80(3.5) = 280(96) = 26,880$  GPD  
Capacity available: Yes  No
3. Solid Waste: City of Callaway  
Capacity in system: 2,372,000 CY  
Projected demand in five (5) years:  $5.5(3.5) = 19.25(96) = 1,848$  lb./day  
Capacity available: Yes  No

4. **Transportation:**

a) **Roadways serving the site (indicate laneage, functional classification and right-of-way), current level of service (LOS), and LOS standard.**

N Tyndall Pkwy - 4 lanes, Principal Arterial, Current LOS - C, Standard LOS- D

b) **Projected LOS (indicate year) under existing designation**

Projected LOS C for year 2016

c) **Projected LOS (indicate year) under proposed designation (calculate anticipated number of trips and distribution on roadway network, and identify resulting changes to the projected LOS).**

Project LOS C for year 2016

621 Daily trips, 58 Peak Trips

60%, 40% N/S split on Tyndall Pkwy

d) **Improvements/expansions (including right-of-way acquisition) already programmed or needed as a result of the proposed amendment.**

N/A

e) **Evaluation consistency with the adopted MPO plan and FDOT's 5-Year Transportation Plan.**

N/A

f) **Traffic Circulation Element amendment submitted in conjunction with Future Land Use Map amendment, if required.** Yes  No

g) **Capital Improvements Element amendment submitted in conjunction with Future Land Use Map amendment, if required.** Yes  No

E. **Tax Role Information:**

Parcel ID Number: 06018-010-000, 06018-020-000

Existing Tax Classification: Vacant Commercial

Proposed Tax Classification: Mutli Family

**F. 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 City of Callaway staff to enter upon my property at any reasonable time for 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.

Joel Coleman  
Applicant's Name (please print)

*D. Joel Coleman*  
Applicant's Signature

D.R. Horton  
Company Name

This application must be notarized.

State of Florida  
County of Bay

Signed and sealed before me this 15th day of February, 2016,  
By D. Joel Coleman, who is personally known to me or has  
produced \_\_\_\_\_  
as identification and who did/did not take an oath.

*Susan S. Pitts*  
Notary Public Signature

Susan S. Pitts  
Printed Name

My commission expires: 02/08/2017



**Planning Department Use Only**

Amendment number: \_\_\_\_\_

Ordinance Number: \_\_\_\_\_

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

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

Public notice sign: \_\_\_\_\_

Newspaper ad: \_\_\_\_\_

City Commission hearing date: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Conditions of approval:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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



my100bank.com

A Home BancShares Company

January 16, 2016

City of Callaway  
6601 East Highway 22  
Callaway, Florida 32404

Re: Callaway Townhomes  
Parcel ID's: 06018-010-000, 06018-020-000; Bay County, FL  
PRI No. 776.031

Dear Sirs,

On behalf of Centennial Bank, I am authorizing Joel Coleman of DR Horton, Inc. and Jonathan Sklarski, P.E. of Preble-Rish, Inc. to act on behalf of Centennial Bank on all permit applications for the Callaway Townhomes Project.

If you should have any questions or comments, please do not hesitate to call at 863-797-1853.

Sincerely,

  
Meresha Lankford  
Senior Vice President Special Assets Manager

STATE OF FLORIDA  
COUNTY OF

The foregoing instrument was acknowledged before me this 15 day of January 2016, by Meresha Lankford, SVP of (Centennial Bank), on behalf of the corporation.

(Seal)

  
Signature of Notary Public  
Print, Type/Stamp Name of Notary

Personally known:

OR Produced Identification:

Type of Identification Produced:

**CONNIE BACHER**  
Notary Public - State of Florida  
Commission # FF164278  
My Commission Exp. Dec. 8, 2018

**IN THE CIRCUIT COURT IN AND FOR BAY COUNTY FLORIDA**

**CENTENNIAL BANK, successor  
in interest to COASTAL COMMUNITY BANK,**

**Plaintiff,**

**vs.**

**CASE NO. 2011 CA 000438**

**PANHANDLE TIMBER AND HOLDINGS, INC.;**  
**GALLERIA AT CALLAWAY, LLC;**  
**JAMES L. GILLETTE;**  
**CALVIN CLEGHORN;**  
**RICHARD M. RIGBY;**  
**CHARLES RIGBY;**  
**RJ GALLERIA, LLC;**  
**THE APARTMENTS AT GALLERIA, LLC;**  
**ANDREW M. BYRD, JR.;**  
**INTERFACE CALLAWAY, LLC;**  
**CALLAWAY MEMBER, LLC;**

**Defendants.**

**FILED**  
**2013 JAN 15 A 9:42**  
**BILL KINSAUL**  
**CLERK OF COURT**  
**BAY COUNTY, FLORIDA**

**CERTIFICATE OF TITLE**

The undersigned Clerk of the Court certifies that he executed and filed a Certificate of Sale in this action on January 3, 2013 on the property described below and that no objections to the sale have been filed within the time allowed for filing objections. The following described real property located in Bay County, Florida:

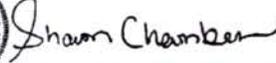
**SEE "Exhibit A" ATTACHED HERETO**

was sold to Centennial Bank, attn: Sherry McGinn, at 635 East Baldwin Road, Panama City, Florida 32405, for **\$10,100.00**.

WITNESS my hand and the seal of this Court this 15 day of January, 2013.

**BILL KINSAUL**  
**CLERK OF THE COURT**  
**BAY COUNTY**

[SEAL OF THE COURT]

By:   
Deputy Clerk

Conformed Copies to:

Megan F. Fry, Esq.  
Clark, Partington, Hart, Larry,  
Bond & Stackhouse  
P.O. Box 13010  
Pensacola, Florida

Julie A. Sombathy, Esq.  
Isler, Sombathy & Sombathy, P.A.  
P.O. Box 430  
Panama City, Florida

Douglas L. Smith, Esq.  
Burke, Blue, Hutchinson,  
Walters, & Smith, P.A.  
221 McKenzie Avenue  
Panama City, Florida 32402

Edward A. Hutchison, Jr., Esq.  
Burke, Blue, Hutchison,  
Walters, & Smith, P.A.  
221 McKenzie Avenue  
Panama City, Florida 32402

Interface Callaway, LLC  
c/o John White, III, Registered Agent  
Sabadell United Bank Tower  
1645 Palm Beach Lakes Blvd., Suite 1200  
West Palm Beach, Florida 33401

Callaway Member, LLC  
c/o John White, III, Registered Agent  
Sabadell United Bank Tower  
1645 Palm Beach Lakes Blvd., Suite 1200  
West Palm Beach, Florida 33401

**EXHIBIT "A"**

**PARCEL I:**

COMMENCE AT THE SOUTHWEST CORNER OF SECTION 6, TOWNSHIP 4 SOUTH, RANGE 13 WEST, BAY COUNTY, FLORIDA; THENCE SOUTH 87 DEGREES 03 MINUTES 55 SECONDS EAST ALONG THE SOUTH LINE OF SAID SECTION 6 FOR 60.66 FEET TO THE EAST RIGHT OF WAY LINE OF STATE ROAD NO. 30-A; THENCE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 40.54 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 738.91 FEET; THENCE SOUTH 89 DEGREES 13 MINUTES 33 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 10.00 FEET; THENCE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 53.75 FEET; THENCE LEAVING SAID EAST RIGHT OF WAY LINE SOUTH 87 DEGREES 08 MINUTES 01 SECONDS EAST FOR 909.95 FEET; THENCE SOUTH 00 DEGREES 46 MINUTES 27 SECONDS WEST FOR 796.39 FEET TO THE NORTH LINE OF A DEPARTMENT OF TRANSPORTATION DRAINAGE DITCH RECORDED IN BAY COUNTY OFFICIAL RECORDS BOOK 400, PAGE 463; THENCE NORTH 86 DEGREES 20 MINUTES 33 SECONDS WEST ALONG SAID NORTH LINE FOR 653.42 FEET; THENCE CONTINUE ALONG SAID NORTH LINE NORTH 88 DEGREES 20 MINUTES 59 SECONDS WEST FOR 266.79 FEET TO THE POINT OF BEGINNING.

LESS AND EXCEPT THE FOLLOWING 4 PARCELS:

**Parcel 1:**

COMMENCE AT THE SOUTHWEST CORNER OF SECTION 6, TOWNSHIP 4 SOUTH, RANGE 13 WEST, BAY COUNTY, FLORIDA; THENCE SOUTH 87 DEGREES 03 MINUTES 55 SECONDS EAST ALONG THE SOUTH LINE OF SAID SECTION 6 FOR 60.66 FEET TO THE EAST RIGHT OF WAY LINE OF STATE ROAD NO. 30-A; THENCE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 40.54 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 291.20 FEET; THENCE NORTH 89 DEGREES 29 MINUTES 21 SECONDS EAST FOR 250.06 FEET; THENCE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST FOR 50.40 FEET; THENCE SOUTH 86 DEGREES 20 MINUTES 33 SECONDS EAST FOR 497.82 FEET; THENCE SOUTH 00 DEGREES 46 MINUTES 27 SECONDS WEST FOR 350.44 FEET TO THE NORTH LINE OF A DEPARTMENT OF TRANSPORTATION DRAINAGE DITCH RECORDED IN BAY COUNTY OFFICIAL RECORDS BOOK 400, PAGE 463; THENCE NORTH 86 DEGREES 20 MINUTES 33 SECONDS WEST ALONG SAID NORTH LINE FOR 481.04 FEET; THENCE NORTH 88 DEGREES 20 MINUTES 59 SECONDS WEST ALONG SAID NORTH LINE FOR 266.79 FEET TO THE POINT OF BEGINNING.

**Parcel 2:**

COMMENCE AT THE SOUTHWEST CORNER OF SECTION 6, TOWNSHIP 4 SOUTH, RANGE 13 WEST, BAY COUNTY, FLORIDA; THENCE SOUTH 87 DEGREES 03 MINUTES 55 SECONDS EAST ALONG THE SOUTH LINE OF SAID SECTION 6 FOR 60.66 FEET TO THE EAST RIGHT OF WAY LINE OF STATE ROAD NO. 30-A; THENCE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 764.45 FEET; THENCE SOUTH 89 DEGREES 13 MINUTES 33 SECONDS EAST FOR 27.00 FEET; THENCE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST FOR 68.13 FEET

TO THE POINT OF BEGINNING; THENCE CONTINUE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST FOR 280.22 FEET; THENCE SOUTH 89 DEGREES 13 MINUTES 33 SECONDS EAST FOR 250.00 FEET; THENCE SOUTH 00 DEGREES 46 MINUTES 27 SECONDS WEST FOR 289.36 FEET; THENCE NORTH 87 DEGREES 08 MINUTES 01 SECOND WEST FOR 250.17 FEET TO THE POINT OF BEGINNING.

AND:

COMMENCE AT THE SOUTHWEST CORNER OF SECTION 6, TOWNSHIP 4 SOUTH, RANGE 13 WEST, BAY COUNTY, FLORIDA; THENCE SOUTH 87 DEGREES 03 MINUTES 55 SECONDS EAST ALONG THE SOUTH LINE OF SAID SECTION 6 FOR 60.66 FEET TO THE EAST RIGHT OF WAY LINE OF STATE ROAD NO. 30-A; THENCE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 764.45 FEET; THENCE SOUTH 89 DEGREES 13 MINUTES 33 SECONDS EAST FOR 27.00 FEET TO THE POINT OF BEGINNING; THENCE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST FOR 68.13 FEET; THENCE SOUTH 87 DEGREES 08 MINUTES 01 SECOND EAST FOR 250.17 FEET; THENCE SOUTH 00 DEGREES 46 MINUTES 27 SECONDS WEST FOR 58.99 FEET; THENCE NORTH 89 DEGREES 13 MINUTES 33 SECONDS WEST FOR 250.00 FEET TO THE POINT OF BEGINNING.

AND:

TOGETHER WITH A PERPETUAL, NON-EXCLUSIVE EASEMENT FOR INGRESS, EGRESS (BOTH PEDESTRIAN AND VEHICULAR) AND UTILITIES OVER, ACROSS AND THROUGH THE FOLLOWING DESCRIBED PROPERTY:

COMMENCE AT THE SOUTHWEST CORNER OF SECTION 6, TOWNSHIP 4 SOUTH, RANGE 13 WEST, BAY COUNTY, FLORIDA; THENCE SOUTH 87 DEGREES 03 MINUTES 55 SECONDS EAST ALONG THE SOUTH LINE OF SAID SECTION 6 FOR 60.66 FEET TO THE EAST RIGHT OF WAY LINE OF STATE ROAD NO. 30-A; THENCE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 764.45 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 15.00 FEET; THENCE SOUTH 89 DEGREES 13 MINUTES 33 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 10.00 FEET; THENCE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 333.35 FEET; THENCE SOUTH 89 DEGREES 13 MINUTES 33 SECONDS EAST FOR 17.00 FEET; THENCE SOUTH 00 DEGREES 46 MINUTES 27 SECONDS WEST FOR 348.35 FEET; THENCE NORTH 89 DEGREES 13 MINUTES 33 SECONDS WEST FOR 27.00 FEET TO THE POINT OF BEGINNING.

Parcel 3:

COMMENCE AT THE SOUTHWEST CORNER OF SECTION 6, TOWNSHIP 4 SOUTH, RANGE 13 WEST, BAY COUNTY, FLORIDA; THENCE SOUTH 87 DEGREES 03 MINUTES 55 SECONDS EAST ALONG THE SOUTH LINE OF SAID SECTION 6 FOR 60.66 FEET TO THE EAST RIGHT OF WAY LINE OF STATE ROAD NO. 30-A; THENCE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 371.75 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 317.70 FEET; THENCE SOUTH 89 DEGREES 13 MINUTES 33 SECONDS EAST FOR 86.00 FEET; THENCE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST FOR 32.00 FEET; THENCE NORTH 89 DEGREES 13 MINUTES 33 SECONDS WEST FOR 86.00 FEET TO SAID EAST RIGHT OF WAY LINE; THENCE NORTH 00 DEGREES 46 MINUTES 27

SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 43.00 FEET; THENCE SOUTH 89 DEGREES 13 MINUTES 33 SECONDS EAST FOR 277.0 FEET; THENCE SOUTH 14 DEGREES 48 MINUTES 38 SECONDS WEST FOR 41.23 FEET; THENCE SOUTH 00 DEGREES 46 MINUTES 27 SECONDS WEST FOR 346.71 FEET; THENCE SOUTH 89 DEGREES 29 MINUTES 21 SECONDS WEST FOR 267.07 FEET TO THE POINT OF BEGINNING.

**Parcel 4:**

COMMENCE AT THE SOUTHWEST CORNER OF SECTION 6, TOWNSHIP 4 SOUTH, RANGE 13 WEST, BAY COUNTY, FLORIDA; THENCE SOUTH 87 DEGREES 03 MINUTES 55 SECONDS EAST ALONG THE SOUTH LINE OF SAID SECTION 6 FOR 10.62 FEET TO THE CENTERLINE OF SURVEY OF STATE ROAD NO. 30-A AND STATION 133+22.14, ACCORDING TO THE FLORIDA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY MAP, SECTION 46020-2543; THENCE CONTINUE ALONG SAID SOUTH LINE SOUTH 87 DEGREES 03 MINUTES 55 SECONDS EAST FOR 50.04 FEET TO THE EAST RIGHT OF WAY LINE OF STATE ROAD NO. 30-A; THENCE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 764.45 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 15.00 FEET; THENCE SOUTH 89 DEGREES 13 MINUTES 33 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 10.00 FEET; THENCE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 333.35 FEET; THENCE SOUTH 89 DEGREES 13 MINUTES 33 SECONDS EAST FOR 17.00 FEET; THENCE SOUTH 00 DEGREES 46 MINUTES 27 SECONDS WEST FOR 348.35 FEET; THENCE NORTH 89 DEGREES 13 MINUTES 33 SECONDS WEST FOR 27.00 FEET TO THE POINT OF BEGINNING.

**PARCEL II:**

COMMENCE AT THE SOUTHWEST CORNER OF SECTION 6, TOWNSHIP 4 SOUTH, RANGE 13 WEST, BAY COUNTY, FLORIDA; THENCE SOUTH 87 DEGREES 03 MINUTES 55 SECONDS EAST ALONG THE SOUTH LINE OF SAID SECTION 6 FOR 60.66 FEET TO THE EAST RIGHT OF WAY LINE OF STATE ROAD NO. 30-A; THENCE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 40.54 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 291.20 FEET; THENCE NORTH 89 DEGREES 29 MINUTES 21 SECONDS EAST FOR 250.06 FEET; THENCE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST 50.40 FEET; THENCE SOUTH 86 DEGREES 20 MINUTES 33 SECONDS EAST FOR 497.82 FEET; THENCE SOUTH 00 DEGREES 46 MINUTES 27 SECONDS WEST FOR 350.44 FEET TO THE NORTH LINE OF A DEPARTMENT OF TRANSPORTATION DRAINAGE DITCH RECORDED IN BAY COUNTY OFFICIAL RECORDS BOOK 400, PAGE 463; THENCE NORTH 86 DEGREES 20 MINUTES 33 SECONDS WEST ALONG SAID NORTH LINE FOR 481.04 FEET; THENCE NORTH 88 DEGREES 20 MINUTES 59 SECONDS WEST ALONG SAID NORTH LINE FOR 266.79 FEET TO THE POINT OF BEGINNING.

**LESS AND EXCEPT FROM PARCEL II THE FOLLOWING:**

COMMENCE AT THE SOUTHWEST CORNER OF SECTION 6, TOWNSHIP 4 SOUTH, RANGE 13 WEST, BAY COUNTY, FLORIDA; THENCE SOUTH 87 DEGREES 03 MINUTES 55 SECONDS EAST ALONG THE SOUTH LINE OF SAID SECTION 6 FOR 60.66 FEET TO THE EAST RIGHT OF WAY LINE OF STATE ROAD NO. 30-A; THENCE NORTH 00

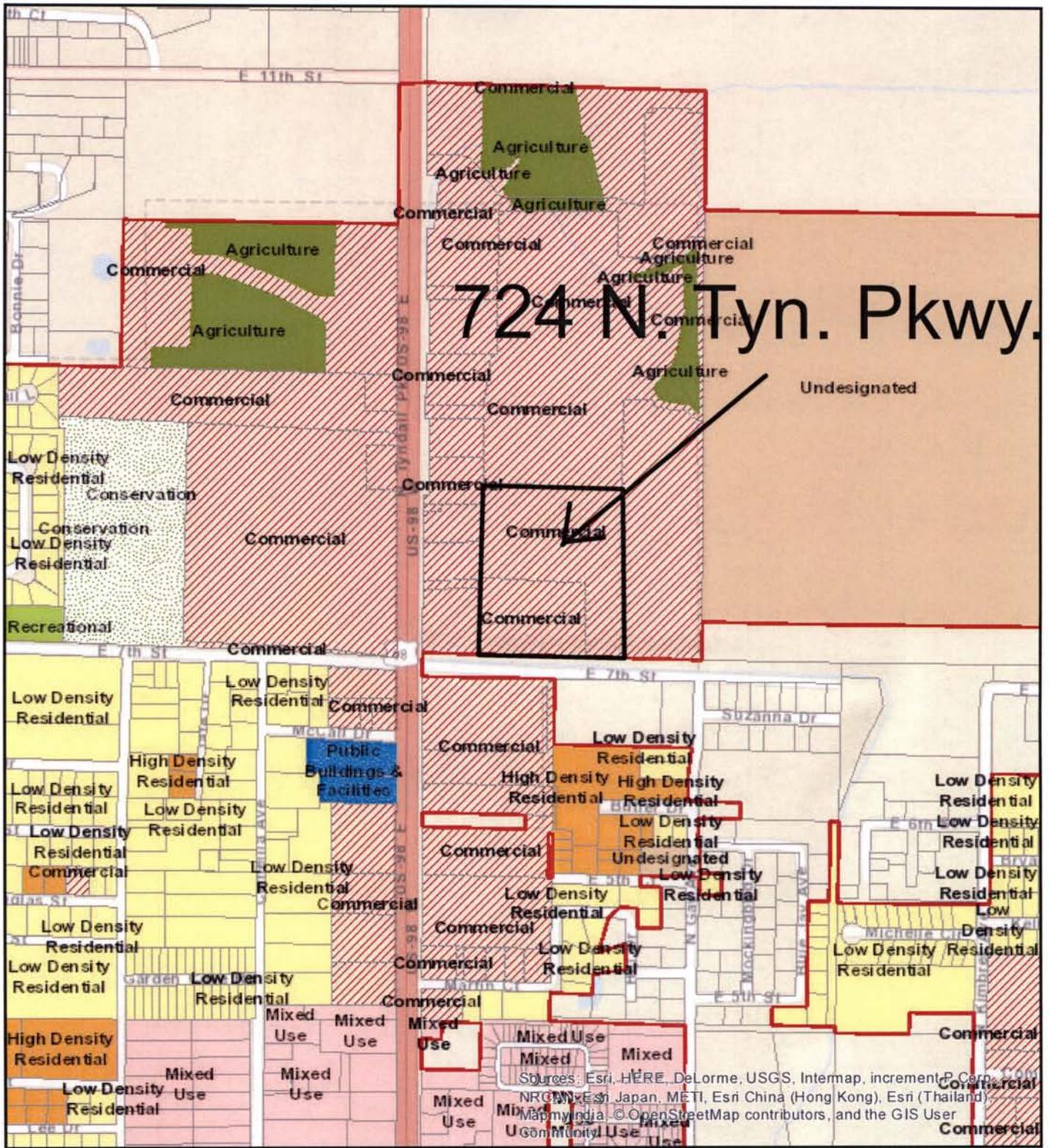
DEGREES 46 MINUTES 27 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 40.54 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 291.20 FEET; THENCE NORTH 89 DEGREES 29 MINUTES 21 SECONDS EAST FOR 250.06 FEET; THENCE SOUTH 00 DEGREES 46 MINUTES 27 SECONDS WEST FOR 300.63 FEET TO THE NORTH LINE OF A DEPARTMENT OF TRANSPORTATION DRAINAGE DITCH RECORDED IN BAY COUNTY OFFICIAL RECORDS BOOK 400, PAGE 463; THENCE NORTH 88 DEGREES 20 MINUTES 59 SECONDS WEST ALONG SAID NORTH LINE FOR 250.03 FEET TO THE POINT OF BEGINNING;

**PARCEL III:**

Commence at the Southwest corner of Section 6, Township 4 South, Range 13 West, Bay County, Florida; thence South 87 degrees 03 minutes 55 seconds East along the South line of said Section 6 for 60.66 feet to the East right of way line of State Road No. 30-A; thence North 00 degrees 46 minutes 27 seconds East along said East right of way line for 331.74 feet to the Point of Beginning; thence continue North 00 degrees 46 minutes 27 seconds East along said right of way line for 40.01 feet; thence North 89 degrees 29 minutes 21 seconds East for 267.07 feet; thence North 00 degrees 46 minutes 27 seconds East for 346.71 feet; thence North 14 degrees 48 minutes 38 seconds East for 41.23 feet; thence North 00 degrees 46 minutes 27 seconds East for 348.35 feet; thence North 89 degrees 13 minutes 33 seconds West for 267.00 feet to said East right of way line; thence North 00 degrees 46 minutes 27 seconds East along said right of way line for 60.00 feet; thence South 89 degrees 13 minutes 33 seconds East for 267.00 feet; thence North 08 degrees 58 minutes 00 seconds East for 231.58 feet; thence North 00 degrees 46 minutes 27 seconds East for 10.00 feet; thence South 89 degrees 13 minutes 33 seconds East for 30.00 feet; thence North 00 degrees 46 minutes 27 seconds East for 250.00 feet; thence North 89 degrees 13 minutes 33 seconds West for 330.00 feet to said East right of way line; thence North 00 degrees 46 minutes 27 seconds East along said right of way line for 60.00 feet; thence South 89 degrees 13 minutes 33 seconds East for 200.00 feet; thence South 00 degrees 46 minutes 27 seconds West for 20.00 feet; thence South 89 degrees 13 minutes 33 seconds East for 130.00 feet; thence North 00 degrees 46 minutes 27 seconds East for 363.61 feet; thence South 89 degrees 13 minutes 33 seconds East for 549.22 feet; thence South 00 degrees 48 minutes 40 seconds West for 208.25 feet; thence South 87 degrees 57 minutes 24 seconds East for 400.09 feet to the East line of the West Half of the Southwest Quarter of said Section 6; thence South 00 degrees 48 minutes 40 seconds West along said East line for 1861.12 feet to the North line of a Department of Transportation drainage ditch recorded in Bay County Official Records Book 400, Page 463; thence North 86 degrees 54 minutes 56 seconds West along said North line for 236.20 feet; thence North 86 degrees 20 minutes 33 seconds West along said North line for 786.12 feet; thence North 88 degrees 20 minutes 59 seconds West along said North line for 16.76 feet; thence North 00 degrees 46 minutes 27 seconds East for 300.63 feet; thence South 89 degrees 29 minutes 21 seconds West for 250.06 feet to the Point of Beginning.

LESS AND EXCEPT: Commence at the Southwest corner of Section 6, Township 4 South, Range 13 West, Bay County, Florida; thence South 87 degrees 03 minutes 55 seconds East along the South line of said Section 6 for 60.66 feet to the East right of way line of State Road No. 30-A; thence North 00 degrees 46 minutes 27 seconds East along said East right of way line for 331.74 feet to the Point of Beginning; thence continue North 00 degrees 46 minutes 27 seconds East along said right of way line for 40.01 feet; thence North 89 degrees 29 minutes 21 seconds East for 267.07 feet; thence North 00 degrees 46 minutes 27 seconds East for 346.71 feet; thence North 14 degrees 48 minutes 38 seconds East for 41.23 feet; thence North 00

degrees 46 minutes 27 seconds East for 58.99 feet; thence South 87 degrees 08 minutes 01 seconds East for 642.77 feet; thence South 00 degrees 46 minutes 27 seconds West for 796.39 feet to the North line of a Department of Transportation Drainage Ditch recorded in Bay County Official records Book 400, Page 463; thence North 86 degrees 20 minutes 33 seconds West along said North line for 653.42 feet; thence continue along said North line North 88 degrees 20 minutes 59 seconds West for 16.76 feet; thence North 00 degrees 46 minutes 27 seconds East for 300.63 feet; thence South 89 degrees 29 minutes 21 seconds West for 250.06 feet to the Point of Beginning.



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

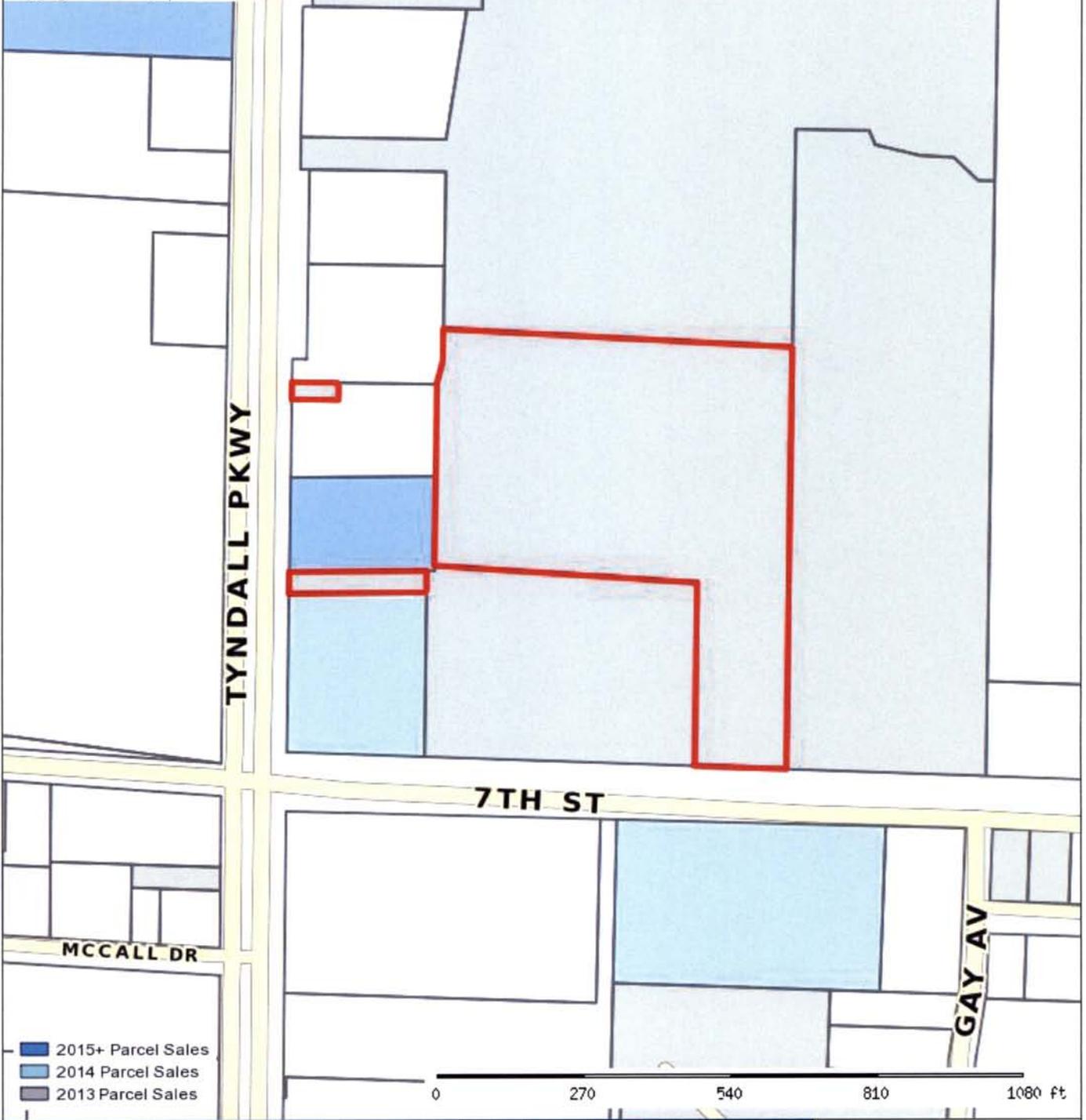


# Callaway Future Land Use



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)

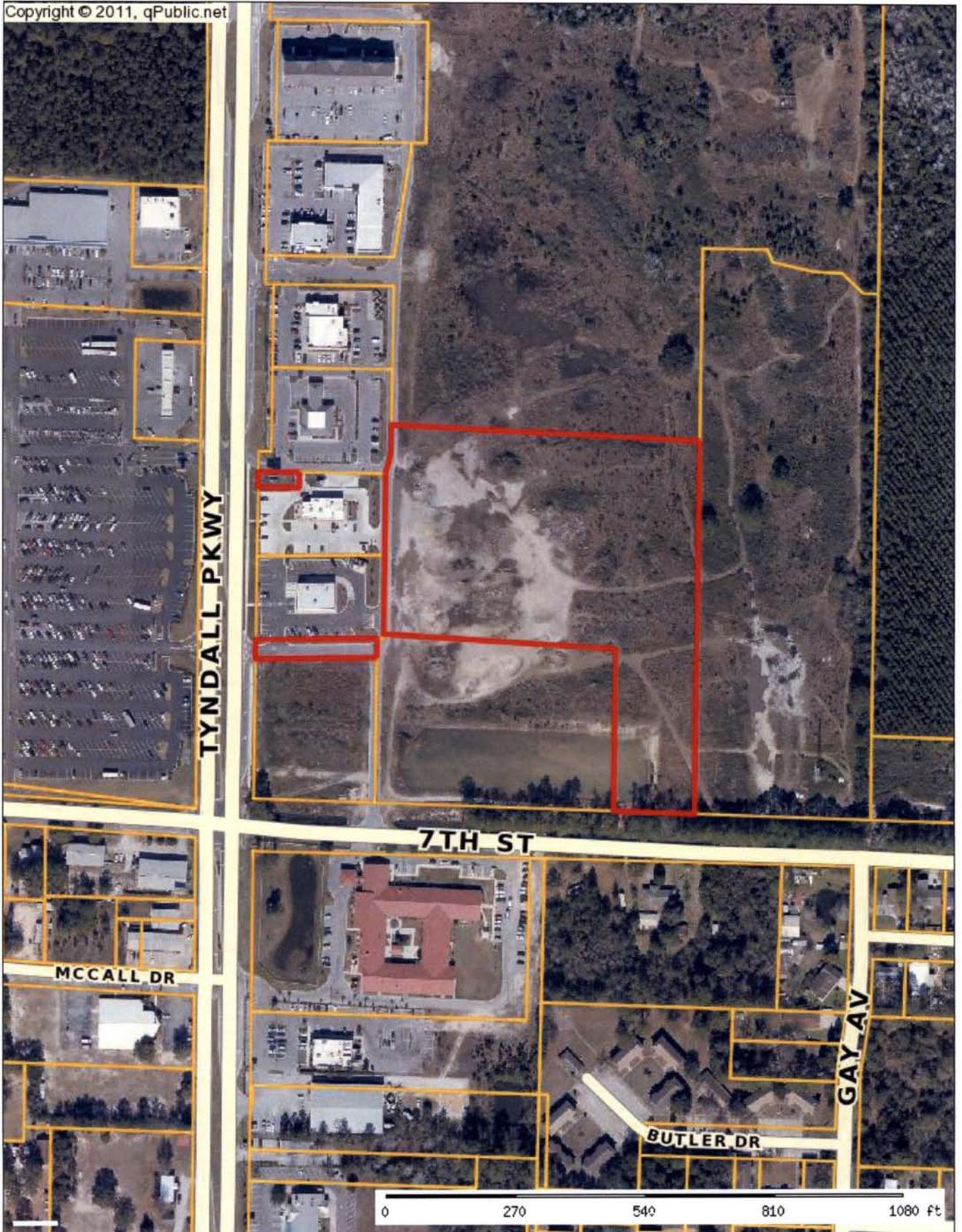
Printed: 4/29/2016



Callaway Townhomes			
Parcel: 06018-010-000 Acres: 8.209			
Name:	CENTENNIAL BANK	Land Value:	328,360
Site:	724 TYNDALL PKWY N	Building Value:	0
Sale:	\$10,100 on 01-2013 Reason=Y Qual=U	Misc Value:	0
Mail:	ATTN: SHERRY MCGINN 635 EAST BALDWIN ROAD PANAMA CITY, FL 32405	Just Value:	328,360
		Assessed Value	328,360
		Exempt Value	0
		Taxable Value	328,360



Bay County makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation. The assessment information is from the last certified taxroll. All data is subject to change before the next certified taxroll.  
 Date printed: 08/31/15 : 17:11:31



Bay County makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation. The assessment information is from the last certified taxroll. All data is subject to change before the next certified taxroll.  
Date printed: 08/31/15 : 17:26:12



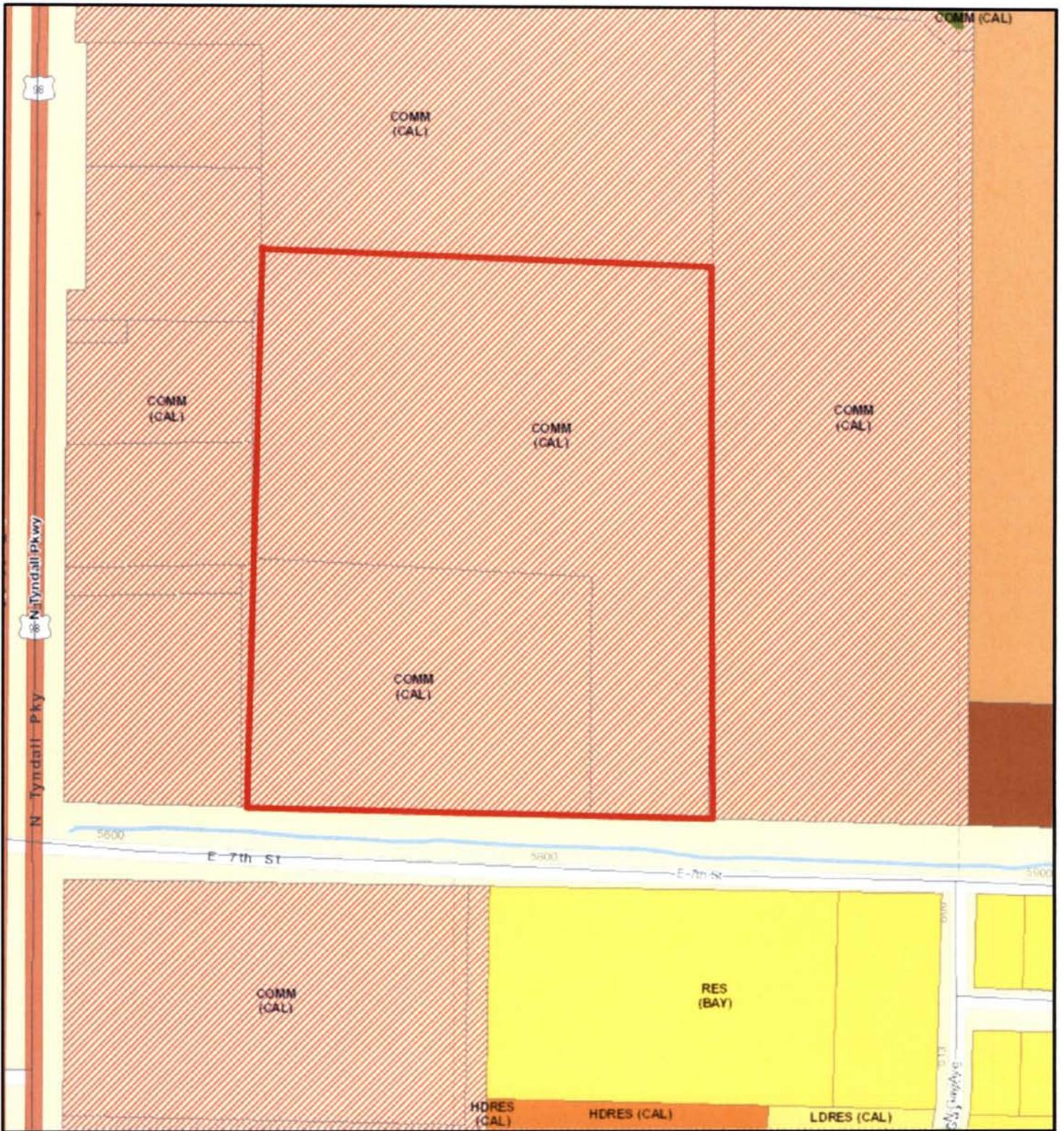
## Callaway Townhomes

# Aerial



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 -

Printed: Aug 31, 2015



*Callaway Townhomes*

**FLUM**



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Printed: Aug 31, 2015

**Rick Scott**  
GOVERNOR



**Cissy Proctor**  
EXECUTIVE DIRECTOR

July 8, 2016

The Honorable Robert Pelletier  
Mayor, City of Callaway  
6601 East Highway 22  
Callaway, Florida 32404

Dear Mayor Pelletier:

The Department of Economic Opportunity has completed its review of the proposed comprehensive plan amendment for the City of Callaway (Amendment No. 16-1ESR) which was received on June 9, 2016. We have reviewed the proposed amendments pursuant to Sections 163.3184(2) and (3), Florida Statutes (F.S.), and identified no comments related to important state resources and facilities within the Department of Economic Opportunity's authorized scope of review that will be adversely impacted by the amendments if adopted.

The City is reminded that pursuant to Section 163.3184(3)(b), F.S., other reviewing agencies have the authority to provide comments directly to the City. If other reviewing agencies provide comments, we recommend the City consider appropriate changes to the amendment based on those comments. If unresolved, such reviewing agency comments could form the basis for a challenge to the amendment after adoption. The City should act by choosing to adopt, adopt with changes, or not adopt the proposed amendment.

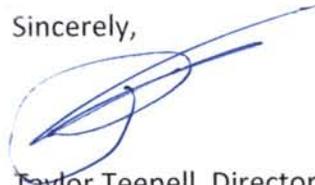
Also, please note that Section 163.3184(3)(c)1, F.S., provides that if the second public hearing is not held within 180 days of your receipt of agency comments, the amendment shall be deemed withdrawn unless extended by agreement with notice to the Department of Economic Opportunity and any affected party that provided comment on the amendment. For your assistance, we have enclosed the procedures for adoption and transmittal of the comprehensive plan amendment.

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399  
850.245.7105 | [www.floridajobs.org](http://www.floridajobs.org)  
[www.twitter.com/FLDEO](https://www.twitter.com/FLDEO) | [www.facebook.com/FLDEO](https://www.facebook.com/FLDEO)

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TTD equipment via the Florida Relay Service at 711.

If you have any questions concerning this review, please contact Dan Evans, at (850) 717-8484, or by email at [Dan.Evans@deo.myflorida.com](mailto:Dan.Evans@deo.myflorida.com).

Sincerely,



Taylor Teepell, Director  
Division of Community Development

TT/de

Enclosure(s): Procedures for Adoption

cc: Bill Frye, Zoning Code Enforcement Officer, City of Callaway Planning Department  
Austin Mount, Executive Director, West Florida Regional Planning Council

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

DATE: AUGUST 23, 2016

ITEM: **ORD. No. 966 REZONING APPLICATION – 724 N. TYNDALL PARKWAY**

**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)**

Joel Coleman of D.R. Horton, Inc. & Jon Sklarski, P.E. of Dewberry Prebble-Rish, Inc. on behalf of Centennial Bank the owner of 724 N. Tyndall Parkway, have submitted an application for the rezoning of the property, less and except the "sign parcel" The property is currently zoned Commercial, The applicant is requesting that the City of Callaway rezone the property to Multi Family Medium Density.

**ATTACHMENT:**

- ORD. NO. 966
- PLANNING BOARD RECOMMENDATION
- SIGN PARCEL SURVEY
- REZONING APPLICATION
- MAPS

**5. REQUESTED MOTION/ACTION:**

It is recommended that the City Commission approve the final reading of Ord. No. 966.

**ORDINANCE NO. 966**

**AN ORDINANCE REZONING FROM COMMERCIAL TO MULTI-FAMILY MEDIUM DENSITY (R-MFMD) THAT CERTAIN PARCEL OF LAND LYING WITHIN THE CITY OF CALLAWAY, FLORIDA CONTAINING APPROXIMATELY 12.15 MORE OR LESS ACRES; SAID PARCEL IS LOCATED AT OR NEAR 724 N. TYNDALL PARKWAY, 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**, DR Horton Homes, Inc. (the "Applicant") on behalf of Centennial Bank (the "property owner"), has initiated this ordinance by filing an application with the City requesting that said real property, being more particularly described below be rezoned from Commercial to Multi-family Medium Density (R-MFMD) as shown below; and

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

**WHEREAS**, the Callaway Planning Board reviewed the proposed zoning change, conducted a public hearing on May 3, 2016, and recommended approval; and

**WHEREAS**, the Applicant and the City have agreed that the property should be designated "Multi-family Medium Density"; and

**WHEREAS**, based upon competent substantial evidence adduced in a properly advertised public hearing conducted on August 23, 2016, the City Commission found the requested change to be consistent with the currently applicable Comprehensive Plan of the City and to reasonably accomplish a legitimate public purpose.

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

**SECTION 1.** The following described parcel of real property situated within the municipal limits of the City of Callaway, Florida, is rezoned from Commercial to Multi-family Medium Density (R-MFMD), to wit,

**EXHIBIT "A"**

and the City's Zoning Map amended accordingly.

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

**SECTION 3.** The Ordinance shall take effect as provided by law, and the land use changes herein shall take effect upon, and only upon, adoption by the City Commission of Ordinance No. 965 adopting a comprehensive plan amendment respecting the land which is the subject of this ordinance, and the comprehensive plan amendment subsequently becoming effective as provide by law.

**PASSED, APPROVED AND ADOPTED** at the regular meeting of the City Commission of the City of Callaway, Florida, this 23<sup>rd</sup> of August, 2016.

**CITY OF CALLAWAY, FLORIDA**

By: \_\_\_\_\_  
Bob Pelletier, Mayor

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

PASSED ON FIRST READING: MAY 24, 2016

NOTICE PUBLISHED ON: MAY 17, 2016 & AUGUST 4, 2016

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

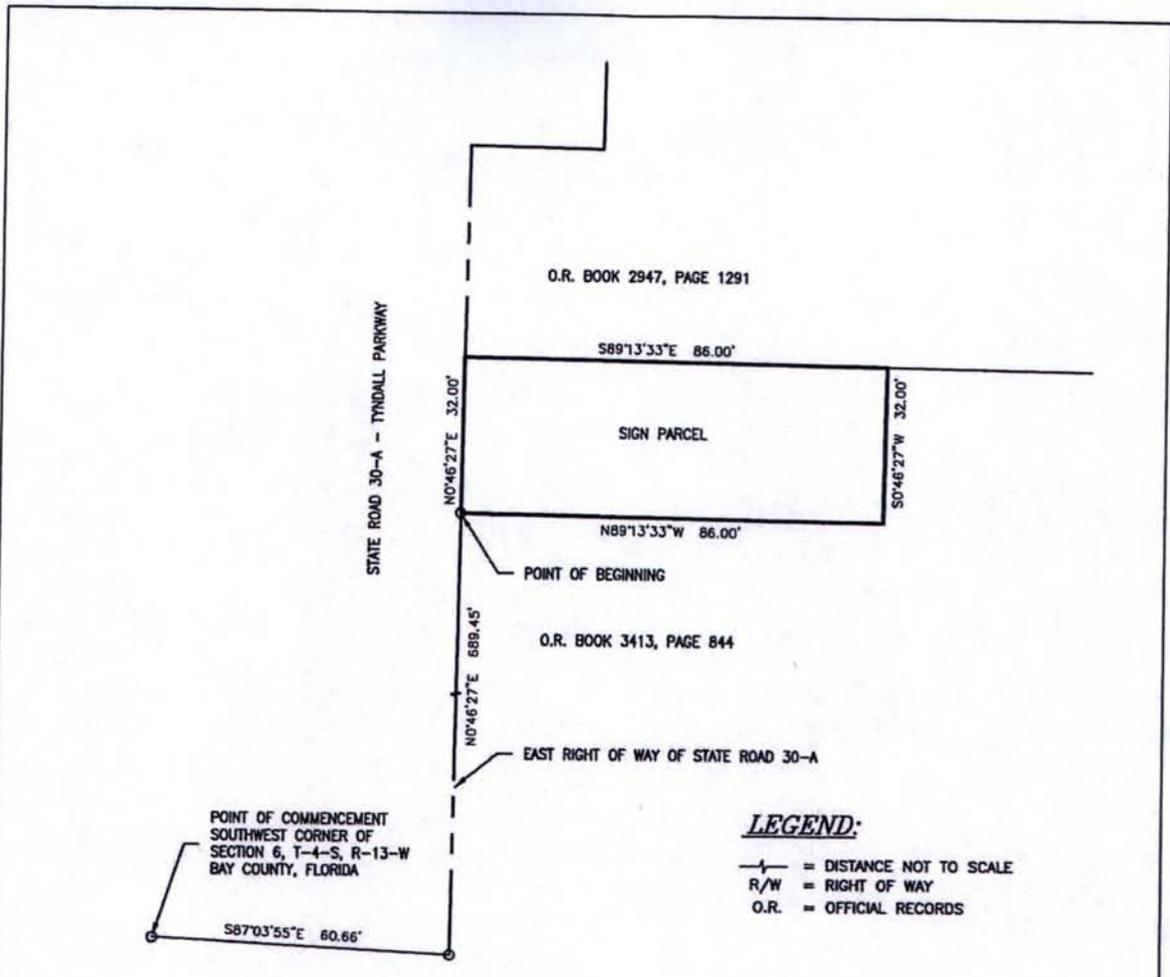
APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY FOR THE CITY OF CALLAWAY  
ONLY:

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

**VOTE OF COMMISSION:**

Covey \_\_\_\_\_  
Fairbanks \_\_\_\_\_  
Henderson \_\_\_\_\_  
Pelletier \_\_\_\_\_  
Townsend \_\_\_\_\_

Drawing name: M:\776.031 - Callaway Townhomes Auto Survey\Survey.dwg; Edm Parcel.dwg B.5214 May 05, 2016 3:33pm by: barlettjd



**LEGEND:**  
 - - - = DISTANCE NOT TO SCALE  
 R/W = RIGHT OF WAY  
 O.R. = OFFICIAL RECORDS

**LEGAL DESCRIPTION SIGN PARCEL (AS WRITTEN)**  
 A PARCEL OF LAND LYING AND BEING IN SECTION 6, TOWNSHIP 4 SOUTH, RANGE 13 WEST, BAY COUNTY, FLORIDA.

COMMENCE AT THE SOUTHWEST CORNER OF SECTION 6, TOWNSHIP 4 SOUTH, RANGE 13 WEST, BAY COUNTY, FLORIDA AND PROCEED THENCE SOUTH 87 DEGREES 03 MINUTES 55 SECONDS EAST, FOR A DISTANCE OF 60.66 FEET TO THE EAST RIGHT OF WAY LINE OF STATE ROAD 30-A (TYNDALL PARKWAY); THENCE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST, ALONG SAID EAST RIGHT OF WAY LINE, FOR A DISTANCE OF 689.45 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST, ALONG SAID EAST RIGHT OF WAY LINE, FOR A DISTANCE OF 32.00 FEET TO THE SOUTHWEST CORNER OF PROPERTY RECORDED IN OFFICIAL RECORDS BOOK 2947, PAGE 1291 OF THE PUBLIC RECORDS OF BAY COUNTY, FLORIDA; THENCE LEAVING SAID EAST RIGHT OF WAY LINE PROCEED SOUTH 89 DEGREES 13 MINUTES 33 SECONDS EAST, ALONG THE SOUTH BOUNDARY LINE OF SAID PROPERTY, FOR A DISTANCE OF 86.00 FEET; THENCE LEAVING SAID SOUTH BOUNDARY LINE PROCEED SOUTH 00 DEGREES 46 MINUTES 27 SECONDS WEST, FOR A DISTANCE OF 32.00 FEET; THENCE NORTH 89 DEGREES 13 MINUTES 33 SECONDS WEST, FOR A DISTANCE OF 86.00 FEET TO THE POINT OF BEGINNING. CONTAINING 2,752 SQUARE FEET OR 0.063 ACRES, MORE OR LESS.

**SURVEYOR'S NOTES:**

1. BEARINGS SHOWN HEREON ARE REFERENCED TO PROPERTY RECORDED ON OFFICIAL RECORDS BOOK 2947, PAGE 1291; BEARING BEING N00°46'27"E ON THE EAST RIGHT OF WAY OF STATE ROAD 30-A.
2. THIS SURVEY, MAP, AND REPORT IS NOT VALID WITHOUT THE SIGNATURE AND ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER. ADDITIONS OR DELETIONS TO SURVEY MAPS OR REPORTS BY OTHER THAN THE SIGNING PARTY OR PARTIES IS PROHIBITED WITHOUT WRITTEN CONSENT OF THE SIGNING PARTY OR PARTIES.
3. SOURCE OF INFORMATION: DEEDS RECORDED IN THE PUBLIC RECORDS OF BAY COUNTY, FLORIDA.
4. NO TITLE SEARCH, TITLE OPINION OR ABSTRACT WAS PERFORMED BY, NOR PROVIDED TO PREBLE-RISH, INC., FOR THE SUBJECT PROPERTY. THERE MAY BE DEEDS OF RECORD, UNRECORDED DEEDS, EASEMENTS, ENCROACHMENTS, RIGHT-OF-WAYS, BUILDING SETBACKS, RESTRICTIVE COVENANTS OR OTHER INSTRUMENTS WHICH COULD AFFECT THE BOUNDARIES OR USE OF THE SUBJECT PROPERTY.
5. THIS IS NOT A BOUNDARY SURVEY.



*[Signature]* 5/05/16  
 DAVID JON BARTLETT, P.S.M. DATE SIGNED  
 PROFESSIONAL SURVEYOR & MAPPER No. LS4018

**Dewberry PREBLE-RISH**  
 203 ABERDEEN PARKWAY  
 PANAMA CITY, FLORIDA 32405  
 PHONE: 850.522.0644 FAX: 850.522.1011  
 WWW.DEWBERRY.COM  
 CERTIFICATE OF AUTHORIZATION No. LB 8011

SKETCH OF DESCRIPTION		DRAWING DATE:	PROJECT NO.
SIGN PARCEL		5-05-16	92395080
SECTION 6, T-4-S, R-13-W		BY:	
CITY OF CALLAWAY		DJB	
BAY COUNTY, FLORIDA		APPROVED BY:	
FB/P/G: N/A	FLD DATE: N/A	SCALE: 1"=30'	JS



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:** D.R. Horton, Inc.  
**Applicant(s) Address:** 25366 Profit Drive, Daphne, AL 36526  
**Applicant(s) Phone:** 251-234-2949 **Fax #:** \_\_\_\_\_  
**Date of Application:** 10.15.15
2. **Rezone from:** Commercial-1 **to:** Multi-Family Residential
3. **Parcel ID #:** 06018-010-000, 06018-020-000
4. **Legal Description of site to be rezoned:** Please see attached Survey.
5. **Driving directions to site:** Start at the intersection of Highway 98 and 7th Street in Callaway, FL. Travel east on 7th Street in approximately 300 feet turn north and the subject parcel will be on your right.
6. **Name and address of property owner(s) according to most recent ad valorem tax records:**  
**(Year** 2014 **)** Centennial Bank, 635 East Baldwin Road, Panama City, FL 32405
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):** Centennial Bank, Att: Sherry McGinn, 635 East Baldwin Road.

**8. Property address to be rezoned:**

724 Tyndall Parkway North, Panama City, FL 32404

**(Address must be obtained from County prior to Planning Board Meeting)**

**9. Present Property Tax Classification:** Vacant Commercial

**10. Proposed Property Tax Classification:** Multi Family

**11. Purpose of Rezoning:**

In order to develop this property for multi family townhomes the property will need to be rezoned.

**12. Additional pertinent information:**

Signature of  
Applicant(s):

D. Joel Coleman

Date: 10/27/15

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 _____

**IN THE CIRCUIT COURT IN AND FOR BAY COUNTY FLORIDA**

**CENTENNIAL BANK, successor  
in interest to COASTAL COMMUNITY BANK,**

**Plaintiff,**

**vs.**

**CASE NO. 2011 CA 000438**

**PANHANDLE TIMBER AND HOLDINGS, INC.;**  
**GALLERIA AT CALLAWAY, LLC;**  
**JAMES L. GILLETTE;**  
**CALVIN CLEGHORN;**  
**RICHARD M. RIGBY;**  
**CHARLES RIGBY;**  
**RJ GALLERIA, LLC;**  
**THE APARTMENTS AT GALLERIA, LLC;**  
**ANDREW M. BYRD, JR.;**  
**INTERFACE CALLAWAY, LLC;**  
**CALLAWAY MEMBER, LLC;**

**Defendants.**

**FILED**  
**2013 JAN 15 A 9:42**  
**BILL KINSAUL**  
**CLERK OF COURT**  
**BAY COUNTY, FLORIDA**

**CERTIFICATE OF TITLE**

The undersigned Clerk of the Court certifies that he executed and filed a Certificate of Sale in this action on January 3, 2013 on the property described below and that no objections to the sale have been filed within the time allowed for filing objections. The following described real property located in Bay County, Florida:

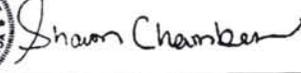
**SEE "Exhibit A" ATTACHED HERETO**

was sold to Centennial Bank, attn: Sherry McGinn, at 635 East Baldwin Road, Panama City, Florida 32405, for **\$10,100.00**.

WITNESS my hand and the seal of this Court this 15 day of January, 2013.

**BILL KINSAUL**  
**CLERK OF THE COURT**  
**BAY COUNTY**

[SEAL OF THE COURT]

By:   
Deputy Clerk

Conformed Copies to:

Megan F. Fry, Esq.  
Clark, Partington, Hart, Larry,  
Bond & Stackhouse  
P.O. Box 13010  
Pensacola, Florida

Julie A. Sombathy, Esq.  
Isler, Sombathy & Sombathy, P.A.  
P.O. Box 430  
Panama City, Florida

Douglas L. Smith, Esq.  
Burke, Blue, Hutchinson,  
Walters, & Smith, P.A.  
221 McKenzie Avenue  
Panama City, Florida 32402

Edward A. Hutchison, Jr., Esq.  
Burke, Blue, Hutchison,  
Walters, & Smith, P.A.  
221 McKenzie Avenue  
Panama City, Florida 32402

Interface Callaway, LLC  
c/o John White, III, Registered Agent  
Sabadell United Bank Tower  
1645 Palm Beach Lakes Blvd., Suite 1200  
West Palm Beach, Florida 33401

Callaway Member, LLC  
c/o John White, III, Registered Agent  
Sabadell United Bank Tower  
1645 Palm Beach Lakes Blvd., Suite 1200  
West Palm Beach, Florida 33401

**EXHIBIT "A"**

**PARCEL I:**

COMMENCE AT THE SOUTHWEST CORNER OF SECTION 6, TOWNSHIP 4 SOUTH, RANGE 13 WEST, BAY COUNTY, FLORIDA; THENCE SOUTH 87 DEGREES 03 MINUTES 55 SECONDS EAST ALONG THE SOUTH LINE OF SAID SECTION 6 FOR 60.66 FEET TO THE EAST RIGHT OF WAY LINE OF STATE ROAD NO. 30-A; THENCE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 40.54 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 738.91 FEET; THENCE SOUTH 89 DEGREES 13 MINUTES 33 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 10.00 FEET; THENCE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 53.75 FEET; THENCE LEAVING SAID EAST RIGHT OF WAY LINE SOUTH 87 DEGREES 08 MINUTES 01 SECONDS EAST FOR 909.95 FEET; THENCE SOUTH 00 DEGREES 46 MINUTES 27 SECONDS WEST FOR 796.39 FEET TO THE NORTH LINE OF A DEPARTMENT OF TRANSPORTATION DRAINAGE DITCH RECORDED IN BAY COUNTY OFFICIAL RECORDS BOOK 400, PAGE 463; THENCE NORTH 86 DEGREES 20 MINUTES 33 SECONDS WEST ALONG SAID NORTH LINE FOR 653.42 FEET; THENCE CONTINUE ALONG SAID NORTH LINE NORTH 88 DEGREES 20 MINUTES 59 SECONDS WEST FOR 266.79 FEET TO THE POINT OF BEGINNING.

LESS AND EXCEPT THE FOLLOWING 4 PARCELS:

**Parcel 1:**

COMMENCE AT THE SOUTHWEST CORNER OF SECTION 6, TOWNSHIP 4 SOUTH, RANGE 13 WEST, BAY COUNTY, FLORIDA; THENCE SOUTH 87 DEGREES 03 MINUTES 55 SECONDS EAST ALONG THE SOUTH LINE OF SAID SECTION 6 FOR 60.66 FEET TO THE EAST RIGHT OF WAY LINE OF STATE ROAD NO. 30-A; THENCE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 40.54 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 291.20 FEET; THENCE NORTH 89 DEGREES 29 MINUTES 21 SECONDS EAST FOR 250.06 FEET; THENCE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST FOR 50.40 FEET; THENCE SOUTH 86 DEGREES 20 MINUTES 33 SECONDS EAST FOR 497.82 FEET; THENCE SOUTH 00 DEGREES 46 MINUTES 27 SECONDS WEST FOR 350.44 FEET TO THE NORTH LINE OF A DEPARTMENT OF TRANSPORTATION DRAINAGE DITCH RECORDED IN BAY COUNTY OFFICIAL RECORDS BOOK 400, PAGE 463; THENCE NORTH 86 DEGREES 20 MINUTES 33 SECONDS WEST ALONG SAID NORTH LINE FOR 481.04 FEET; THENCE NORTH 88 DEGREES 20 MINUTES 59 SECONDS WEST ALONG SAID NORTH LINE FOR 266.79 FEET TO THE POINT OF BEGINNING.

**Parcel 2:**

COMMENCE AT THE SOUTHWEST CORNER OF SECTION 6, TOWNSHIP 4 SOUTH, RANGE 13 WEST, BAY COUNTY, FLORIDA; THENCE SOUTH 87 DEGREES 03 MINUTES 55 SECONDS EAST ALONG THE SOUTH LINE OF SAID SECTION 6 FOR 60.66 FEET TO THE EAST RIGHT OF WAY LINE OF STATE ROAD NO. 30-A; THENCE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 764.45 FEET; THENCE SOUTH 89 DEGREES 13 MINUTES 33 SECONDS EAST FOR 27.00 FEET; THENCE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST FOR 68.13 FEET

TO THE POINT OF BEGINNING; THENCE CONTINUE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST FOR 280.22 FEET; THENCE SOUTH 89 DEGREES 13 MINUTES 33 SECONDS EAST FOR 250.00 FEET; THENCE SOUTH 00 DEGREES 46 MINUTES 27 SECONDS WEST FOR 289.36 FEET; THENCE NORTH 87 DEGREES 08 MINUTES 01 SECOND WEST FOR 250.17 FEET TO THE POINT OF BEGINNING.

AND:

COMMENCE AT THE SOUTHWEST CORNER OF SECTION 6, TOWNSHIP 4 SOUTH, RANGE 13 WEST, BAY COUNTY, FLORIDA; THENCE SOUTH 87 DEGREES 03 MINUTES 55 SECONDS EAST ALONG THE SOUTH LINE OF SAID SECTION 6 FOR 60.66 FEET TO THE EAST RIGHT OF WAY LINE OF STATE ROAD NO. 30-A; THENCE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 764.45 FEET; THENCE SOUTH 89 DEGREES 13 MINUTES 33 SECONDS EAST FOR 27.00 FEET TO THE POINT OF BEGINNING; THENCE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST FOR 68.13 FEET; THENCE SOUTH 87 DEGREES 08 MINUTES 01 SECOND EAST FOR 250.17 FEET; THENCE SOUTH 00 DEGREES 46 MINUTES 27 SECONDS WEST FOR 58.99 FEET; THENCE NORTH 89 DEGREES 13 MINUTES 33 SECONDS WEST FOR 250.00 FEET TO THE POINT OF BEGINNING.

AND:

TOGETHER WITH A PERPETUAL, NON-EXCLUSIVE EASEMENT FOR INGRESS, EGRESS (BOTH PEDESTRIAN AND VEHICULAR) AND UTILITIES OVER, ACROSS AND THROUGH THE FOLLOWING DESCRIBED PROPERTY:

COMMENCE AT THE SOUTHWEST CORNER OF SECTION 6, TOWNSHIP 4 SOUTH, RANGE 13 WEST, BAY COUNTY, FLORIDA; THENCE SOUTH 87 DEGREES 03 MINUTES 55 SECONDS EAST ALONG THE SOUTH LINE OF SAID SECTION 6 FOR 60.66 FEET TO THE EAST RIGHT OF WAY LINE OF STATE ROAD NO. 30-A; THENCE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 764.45 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 15.00 FEET; THENCE SOUTH 89 DEGREES 13 MINUTES 33 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 10.00 FEET; THENCE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 333.35 FEET; THENCE SOUTH 89 DEGREES 13 MINUTES 33 SECONDS EAST FOR 17.00 FEET; THENCE SOUTH 00 DEGREES 46 MINUTES 27 SECONDS WEST FOR 348.35 FEET; THENCE NORTH 89 DEGREES 13 MINUTES 33 SECONDS WEST FOR 27.00 FEET TO THE POINT OF BEGINNING.

Parcel 3:

COMMENCE AT THE SOUTHWEST CORNER OF SECTION 6, TOWNSHIP 4 SOUTH, RANGE 13 WEST, BAY COUNTY, FLORIDA; THENCE SOUTH 87 DEGREES 03 MINUTES 55 SECONDS EAST ALONG THE SOUTH LINE OF SAID SECTION 6 FOR 60.66 FEET TO THE EAST RIGHT OF WAY LINE OF STATE ROAD NO. 30-A; THENCE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 371.75 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 317.70 FEET; THENCE SOUTH 89 DEGREES 13 MINUTES 33 SECONDS EAST FOR 86.00 FEET; THENCE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST FOR 32.00 FEET; THENCE NORTH 89 DEGREES 13 MINUTES 33 SECONDS WEST FOR 86.00 FEET TO SAID EAST RIGHT OF WAY LINE; THENCE NORTH 00 DEGREES 46 MINUTES 27

SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 43.00 FEET; THENCE SOUTH 89 DEGREES 13 MINUTES 33 SECONDS EAST FOR 277.0 FEET; THENCE SOUTH 14 DEGREES 48 MINUTES 38 SECONDS WEST FOR 41.23 FEET; THENCE SOUTH 00 DEGREES 46 MINUTES 27 SECONDS WEST FOR 346.71 FEET; THENCE SOUTH 89 DEGREES 29 MINUTES 21 SECONDS WEST FOR 267.07 FEET TO THE POINT OF BEGINNING.

**Parcel 4:**

COMMENCE AT THE SOUTHWEST CORNER OF SECTION 6, TOWNSHIP 4 SOUTH, RANGE 13 WEST, BAY COUNTY, FLORIDA; THENCE SOUTH 87 DEGREES 03 MINUTES 55 SECONDS EAST ALONG THE SOUTH LINE OF SAID SECTION 6 FOR 10.62 FEET TO THE CENTERLINE OF SURVEY OF STATE ROAD NO. 30-A AND STATION 133+22.14, ACCORDING TO THE FLORIDA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY MAP, SECTION 46020-2543; THENCE CONTINUE ALONG SAID SOUTH LINE SOUTH 87 DEGREES 03 MINUTES 55 SECONDS EAST FOR 50.04 FEET TO THE EAST RIGHT OF WAY LINE OF STATE ROAD NO. 30-A; THENCE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 764.45 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 15.00 FEET; THENCE SOUTH 89 DEGREES 13 MINUTES 33 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 10.00 FEET; THENCE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 333.35 FEET; THENCE SOUTH 89 DEGREES 13 MINUTES 33 SECONDS EAST FOR 17.00 FEET; THENCE SOUTH 00 DEGREES 46 MINUTES 27 SECONDS WEST FOR 348.35 FEET; THENCE NORTH 89 DEGREES 13 MINUTES 33 SECONDS WEST FOR 27.00 FEET TO THE POINT OF BEGINNING.

**PARCEL II:**

COMMENCE AT THE SOUTHWEST CORNER OF SECTION 6, TOWNSHIP 4 SOUTH, RANGE 13 WEST, BAY COUNTY, FLORIDA; THENCE SOUTH 87 DEGREES 03 MINUTES 55 SECONDS EAST ALONG THE SOUTH LINE OF SAID SECTION 6 FOR 60.66 FEET TO THE EAST RIGHT OF WAY LINE OF STATE ROAD NO. 30-A; THENCE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 40.54 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 291.20 FEET; THENCE NORTH 89 DEGREES 29 MINUTES 21 SECONDS EAST FOR 250.06 FEET; THENCE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST 50.40 FEET; THENCE SOUTH 86 DEGREES 20 MINUTES 33 SECONDS EAST FOR 497.82 FEET; THENCE SOUTH 00 DEGREES 46 MINUTES 27 SECONDS WEST FOR 350.44 FEET TO THE NORTH LINE OF A DEPARTMENT OF TRANSPORTATION DRAINAGE DITCH RECORDED IN BAY COUNTY OFFICIAL RECORDS BOOK 400, PAGE 463; THENCE NORTH 86 DEGREES 20 MINUTES 33 SECONDS WEST ALONG SAID NORTH LINE FOR 481.04 FEET; THENCE NORTH 88 DEGREES 20 MINUTES 59 SECONDS WEST ALONG SAID NORTH LINE FOR 266.79 FEET TO THE POINT OF BEGINNING.

**LESS AND EXCEPT FROM PARCEL II THE FOLLOWING:**

COMMENCE AT THE SOUTHWEST CORNER OF SECTION 6, TOWNSHIP 4 SOUTH, RANGE 13 WEST, BAY COUNTY, FLORIDA; THENCE SOUTH 87 DEGREES 03 MINUTES 55 SECONDS EAST ALONG THE SOUTH LINE OF SAID SECTION 6 FOR 60.66 FEET TO THE EAST RIGHT OF WAY LINE OF STATE ROAD NO. 30-A; THENCE NORTH 00

DEGREES 46 MINUTES 27 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 40.54 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE NORTH 00 DEGREES 46 MINUTES 27 SECONDS EAST ALONG SAID EAST RIGHT OF WAY LINE FOR 291.20 FEET; THENCE NORTH 89 DEGREES 29 MINUTES 21 SECONDS EAST FOR 250.06 FEET; THENCE SOUTH 00 DEGREES 46 MINUTES 27 SECONDS WEST FOR 300.63 FEET TO THE NORTH LINE OF A DEPARTMENT OF TRANSPORTATION DRAINAGE DITCH RECORDED IN BAY COUNTY OFFICIAL RECORDS BOOK 400, PAGE 463; THENCE NORTH 88 DEGREES 20 MINUTES 59 SECONDS WEST ALONG SAID NORTH LINE FOR 250.03 FEET TO THE POINT OF BEGINNING;

**PARCEL III:**

Commence at the Southwest corner of Section 6, Township 4 South, Range 13 West, Bay County, Florida; thence South 87 degrees 03 minutes 55 seconds East along the South line of said Section 6 for 60.66 feet to the East right of way line of State Road No. 30-A; thence North 00 degrees 46 minutes 27 seconds East along said East right of way line for 331.74 feet to the Point of Beginning; thence continue North 00 degrees 46 minutes 27 seconds East along said right of way line for 40.01 feet; thence North 89 degrees 29 minutes 21 seconds East for 267.07 feet; thence North 00 degrees 46 minutes 27 seconds East for 346.71 feet; thence North 14 degrees 48 minutes 38 seconds East for 41.23 feet; thence North 00 degrees 46 minutes 27 seconds East for 348.35 feet; thence North 89 degrees 13 minutes 33 seconds West for 267.00 feet to said East right of way line; thence North 00 degrees 46 minutes 27 seconds East along said right of way line for 60.00 feet; thence South 89 degrees 13 minutes 33 seconds East for 267.00 feet; thence North 08 degrees 58 minutes 00 seconds East for 231.58 feet; thence North 00 degrees 46 minutes 27 seconds East for 10.00 feet; thence South 89 degrees 13 minutes 33 seconds East for 30.00 feet; thence North 00 degrees 46 minutes 27 seconds East for 250.00 feet; thence North 89 degrees 13 minutes 33 seconds West for 330.00 feet to said East right of way line; thence North 00 degrees 46 minutes 27 seconds East along said right of way line for 60.00 feet; thence South 89 degrees 13 minutes 33 seconds East for 200.00 feet; thence South 00 degrees 46 minutes 27 seconds West for 20.00 feet; thence South 89 degrees 13 minutes 33 seconds East for 130.00 feet; thence North 00 degrees 46 minutes 27 seconds East for 363.61 feet; thence South 89 degrees 13 minutes 33 seconds East for 549.22 feet; thence South 00 degrees 48 minutes 40 seconds West for 208.25 feet; thence South 87 degrees 57 minutes 24 seconds East for 400.09 feet to the East line of the West Half of the Southwest Quarter of said Section 6; thence South 00 degrees 48 minutes 40 seconds West along said East line for 1861.12 feet to the North line of a Department of Transportation drainage ditch recorded in Bay County Official Records Book 400, Page 463; thence North 86 degrees 54 minutes 56 seconds West along said North line for 236.20 feet; thence North 86 degrees 20 minutes 33 seconds West along said North line for 786.12 feet; thence North 88 degrees 20 minutes 59 seconds West along said North line for 16.76 feet; thence North 00 degrees 46 minutes 27 seconds East for 300.63 feet; thence South 89 degrees 29 minutes 21 seconds West for 250.06 feet to the Point of Beginning.

LESS AND EXCEPT: Commence at the Southwest corner of Section 6, Township 4 South, Range 13 West, Bay County, Florida; thence South 87 degrees 03 minutes 55 seconds East along the South line of said Section 6 for 60.66 feet to the East right of way line of State Road No. 30-A; thence North 00 degrees 46 minutes 27 seconds East along said East right of way line for 331.74 feet to the Point of Beginning; thence continue North 00 degrees 46 minutes 27 seconds East along said right of way line for 40.01 feet; thence North 89 degrees 29 minutes 21 seconds East for 267.07 feet; thence North 00 degrees 46 minutes 27 seconds East for 346.71 feet; thence North 14 degrees 48 minutes 38 seconds East for 41.23 feet; thence North 00

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degrees 46 minutes 27 seconds East for 58.99 feet; thence South 87 degrees 08 minutes 01 seconds East for 642.77 feet; thence South 00 degrees 46 minutes 27 seconds West for 796.39 feet to the North line of a Department of Transportation Drainage Ditch recorded in Bay County Official records Book 400, Page 463; thence North 86 degrees 20 minutes 33 seconds West along said North line for 653.42 feet; thence continue along said North line North 88 degrees 20 minutes 59 seconds West for 16.76 feet; thence North 00 degrees 46 minutes 27 seconds East for 300.63 feet; thence South 89 degrees 29 minutes 21 seconds West for 250.06 feet to the Point of Beginning.



my100bank.com

A Home BancShares Company

January 16, 2016

City of Callaway  
6601 East Highway 22  
Callaway, Florida 32404

Re: Callaway Townhomes  
Parcel ID's: 06018-010-000, 06018-020-000; Bay County, FL  
PRI No. 776.031

Dear Sirs,

On behalf of Centennial Bank, I am authorizing Joel Coleman of DR Horton, Inc. and Jonathan Sklarski, P.E. of Preble-Rish, Inc. to act on behalf of Centennial Bank on all permit applications for the Callaway Townhomes Project.

If you should have any questions or comments, please do not hesitate to call at 863-797-1853.

Sincerely,

  
Veresa Lankford  
Senior Vice President Special Assets Manager

STATE OF FLORIDA  
COUNTY OF

The foregoing instrument was acknowledged before me this 15 day of January 2016, by Veresa Lankford, SVP of Centennial Bank, on behalf of the corporation.

(Seal)

  
Signature of Notary Public  
Print, Type/Stamp Name of Notary

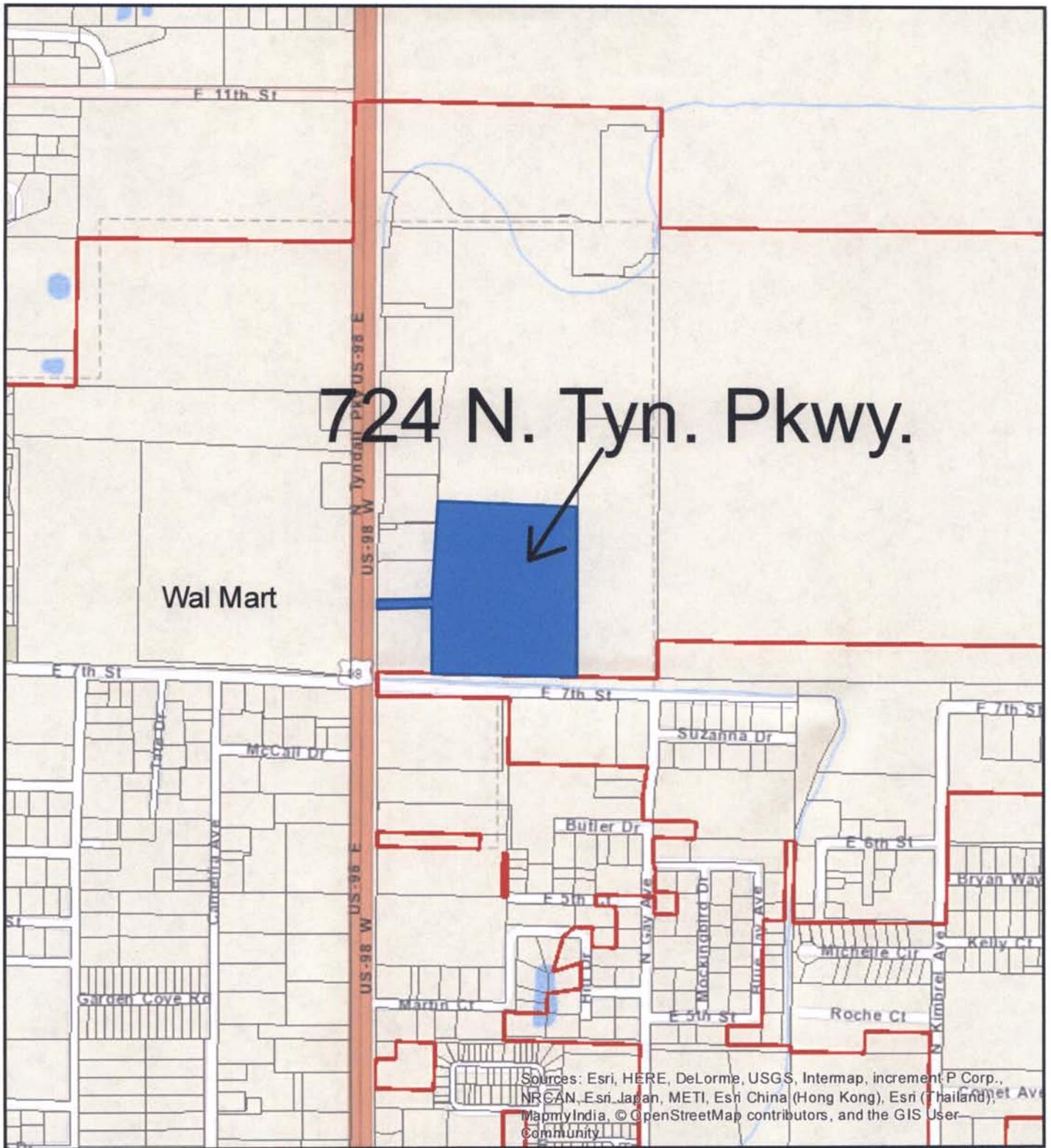
Personally known:

OR Produced Identification:

Type of Identification Produced:

**CONNIE BACHER**  
Notary Public - State of Florida  
Commission # FF164278  
My Commission Exp. Dec. 8, 2018





724 N. Tyn. Pkwy.

Wal Mart

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

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



Parcel ID #s 06018-010-000 & 06018-020-000



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: 4/20/2016

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

**DATE:** AUGUST 23, 2016

**ITEM:** ORDINANCE NO. 967 – PROHIBITING VEHICLES ON LAWNS – 2<sup>ND</sup> READING

**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)**

Parking of motor vehicles has become a problem in residential areas of the City as vehicle owners have used lawn and greenway areas for parking, making it necessary for the City to adopt reasonable regulations to protect and improve the quality of life, character, and safety of residential neighborhoods.

Ordinance 967 amends Chapter 9.7, Article I, of the City’s Code of Ordinances, amending definitions and adding the parking of motor vehicles on front lawns as a nuisance. This includes motor vehicles, water craft, campers, or any trailer designed to be pulled by a motor vehicle, restricting parking to an improved driveway or parking pad.

There are exemptions for emergency and public service vehicles, vehicles belonging to persons under contract with the city to perform a public service, and moving vans or vehicles, as well as for special events or circumstances, which are limited to three per calendar year, per residence.

This is the 2<sup>nd</sup> and final reading of Ordinance and the effective date has been changed to 90 days from adoption, which will be November 22, 2016.

**Attachment(s):**

- Ordinance No. 967

**5. REQUESTED MOTION/ACTION:**

Staff recommends approval of Ordinance No. 967 upon roll-call vote.

ORDINANCE NO. 967

AN ORDINANCE FOR THE CITY OF CALLAWAY, FLORIDA AMENDING THE CALLAWAY CODE OF ORDINANCES CHAPTER 9.7, ARTICLE I; AMENDING DEFINITIONS; ADDING THE PARKING OF MOTOR VEHICLES ON FRONT LAWNS OR YARDS AS A NUISANCE; PROVIDING FOR CODIFICATION; REPEALING ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, City of Callaway ("City") enacted Ordinance No. 950, relating to nuisances and nuisance abatement;

**WHEREAS**, parking of motor vehicles has become a problem for residential areas of the City as vehicle owners have used lawn areas and greenway areas for parking;

**WHEREAS**, the City believes it is in the public interest to adopt reasonable regulations protecting and improving the quality of life, character, and safety of residential neighborhoods; and

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

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

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

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

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

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

*Enforcement officer* shall mean any code enforcement officer or law enforcement officer of the city.

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

*Graffiti* means any unauthorized inscription, word, figure or design of any type that is marked, etched, scratched, drawn or painted on any surface of public or private property, including but not limited to building, structures or places.

*Graffiti implement* means an aerosol paint container, a broad tipped or felt tip marker, paint stick, graffiti stick, or etching tool or device capable of scarring glass, metal, concrete or wood.

*Inspector* means that officer or employee of the city designated by the city commission.

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

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

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

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

- (15) Any building, structure or other property which contains graffiti visible from a public location.
- (16) Any public nuisance known at common law or in equity jurisprudence or as provided by the Statutes of the State of Florida or ordinances of the City of Callaway.
- (17) In regard to portable storage units:
  - a. Any placement or the permitting of any placement of more than one portable storage unit in the front yard of a residential premises where there is a dwelling;
  - b. Any placement of more than one portable storage unit on a vacant lot in a residential area;
  - c. Any continuous keeping of a portable storage unit on residential premises which are vacant or in the front yard of a residential premises where there is a dwelling in excess of ten days in any 60-day period. In the event of damage to a premises caused by fire, storm, flood or declared government emergency, this period may be extended upon written approval of the city manager; or
  - d. Any placement or the permitting of any placement on a residential premises of a portable storage unit exceeding eight feet in width, 20 feet in length, and nine feet in height.

**(18) Parking a motor vehicle, water craft, camper or any trailer designed to be pulled by a motor vehicle in the front lawn or yard of a residential premises where there is a dwelling, except on an improved driveway or improved parking pad.**

- a. The provisions of this section shall not apply to emergency and public service vehicles whose operators are performing services for which they are responsible, nor do these prohibitions apply to vehicles belonging to persons under contract with the city to perform a public service. These exceptions, however, shall apply only when an emergency situation requires that such vehicles park in the prohibited areas.**
- b. The provisions of this section shall not apply to moving vans and moving vehicles whose operators have been engaged to perform and are performing moving**

services including but not limited to loading and unloading the vans or vehicles.

- c. Parking in the front yard on an unimproved surface may be allowed for a special event or circumstance. Special events will be limited to three (3) per calendar year, per residence.

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

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

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

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

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

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

**SECTION 2. REPEALER.** All Codes, Ordinance and/or Resolutions or parts of Codes, Ordinance and/or Resolutions in conflict herewith are hereby repealed to the extent of the conflict.

**SECTION 3. SEVERABILITY.** If any section or portion of this Ordinance shall be determined to be unconstitutional or invalid for any reason, the remaining provision shall remain in full force and effect.

**SECTION 4. EFFECTIVE DATE.** This Ordinance shall take effect 90-days after passage.

**PASSED, APPROVED and ADOPTED** as of this 26<sup>th</sup> day of July, 2016.

**CITY OF CALLAWAY, FLORIDA**

By: \_\_\_\_\_  
Bob Pelletier, Mayor

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

PASSED ON FIRST READING: JULY 26, 2016  
NOTICE PUBLISHED ON: AUGUST 12, 2016  
PASSED ON SECOND READING: \_\_\_\_\_

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

**VOTE OF COMMISSION:**

Covey \_\_\_\_\_  
Fairbanks \_\_\_\_\_  
Henderson \_\_\_\_\_  
Pelletier \_\_\_\_\_  
Townsend \_\_\_\_\_

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

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

DATE: AUGUST 23, 2016

ITEM: **RES. No. 16-22 APPOINTMENT OF CITIZENS ADVISORY TASK FORCE (CATF)**

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 is in the process of applying for the Community Development Block Grant (CDBG). A Citizens Advisor Task Force (CATF) is required to provide input on the CDBG program and the grant application. Having formed this advisory group, the City can gain 10 extra points on the application scoring.

**ATTACHMENT:**

- RESOLUTION
- APPLICATIONS:
  - MARY MOORE
  - JAMES HAYTON
  - DOUGLAS HOLMES
  - TONY MULLINAX
  - PAUL D. BOHAC

5. **REQUESTED MOTION/ACTION:**

It is recommended that the City Commission approve Res. No. 16-22 establishing the Citizens Advisory Task Force and appoint members.

**RESOLUTION NO. 16-22**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF CALAWAY, FLORIDA ESTABLISHING A CITIZEN'S ADVISORY TASK FORCE FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT ISSUES; APPOINTING MEMBERS; PROVIDING FOR INDEFINITE TERMS; REPEALING ALL RESOLUTIONS IN CONFLICT HEREWITH AND RECITING AN EFFECTIVE DATE.**

**WHEREAS**, the City Commission of the City of Callaway, Florida is in the process of applying for a Community Development Block Grant ("CDBG"); and

**WHEREAS**, to participate in the CDBG program, Florida Statue 290.046(6) requires the City to establish a citizen advisory task force to provide input relative to all phases of the project process.

**WHEREAS**, the City Commission desires to fulfill the statutory requirement and have a citizen advisory task force to carry out CDBG duties delegated to it by the City Commission; and

**NOW THEREFORE BE IT RESOLVED** by the City of Callaway that:

**SECTION 1.** The City Commission of the City of Callaway establishes the Citizen Advisory Task Force to carry out CDBG duties as required by federal and state law and as required by the City Commission.

**SECTION 2.** The Citizen Advisory Task Force shall be composed of Mary Moore, James Hayton, Douglas Holmes, Tony Mullinax and Paul D. Bohack.

**SECTION 3.** Members of the Citizen Advisory Task Force shall serve an indefinite term but may resign or be removed by the City Commission at any time for any reason.

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

**SECTION 5. SEVERABILITY.** If any section, subsection, sentence, clause or phrase of this resolution is for any reason held invalid or unconstitutional by the decision of any court or regulatory body of competent jurisdiction, such decision shall not affect the validity of the remaining portions hereof.

**SECTION 6. EFFECTIVE DATE.** This Resolution shall take effect immediately upon its passage.

**PASSED AND ADOPTED** this 23<sup>rd</sup> day of August, 2016, by the CALLAWAY CITY COMMISSION meeting in regular session.

**CITY OF CALLAWAY, FLORIDA**

By: \_\_\_\_\_  
Bob Pelletier, Mayor

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

VOTE OF COMMISSION:

Covey \_\_\_\_\_  
Fairbanks \_\_\_\_\_  
Henderson \_\_\_\_\_  
Pelletier \_\_\_\_\_  
Townsend \_\_\_\_\_

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

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

City of Callaway  
2016-2017 CATF Member List

Mary Moore  
5622 N. Lakewood Drive  
Callaway, FL 32404  
Tel: 850-763-0291

James Hayton  
210 N. Kimbrel Ave, Lot 3  
Callaway, FL 32404  
Tel: 850-871-2990  
Email: [jameshayton85@yahoo.com](mailto:jameshayton85@yahoo.com)

Douglas Holmes  
210 N. Kimbrel Ave, Lot 2  
Callaway, FL 32404  
Tel: 850-215-5212  
Email: [dougsr.8745@yahoo.com](mailto:dougsr.8745@yahoo.com)

Tony Mullinax  
401 Viola Avenue  
Callaway, FL 32404  
Tel: 850-874-2998 / 850-319-1222  
Email: [ecmstony@aol.com](mailto:ecmstony@aol.com)

Paul D. Bohac  
7010 Mike Lane  
Callaway, FL 32404  
Tel: 850-871-0027  
Email: [p\\_bohac@yahoo.com](mailto:p_bohac@yahoo.com)

Dear Commissioners,

It is my understanding that the City would like to apply for another State of Florida CDBG Housing Rehabilitation Grant to assist residents with needed housing repairs.

As part of the grant application process a Citizen Advisory Task Force (CATF) is appointed to advise the Commission as to whether the City should apply for this grant.

I would be happy to serve on the CATF for the years of 2016 – 2017 if the Commission wishes to appoint me to this board.

Thank you for your consideration.

PAUL D. BOHAC  
(Print name)

Paul D. Bohac  
(Signature)

6/25/16  
(Date)

7010 MIKE LAUB, CHIHAWAY, FL 32404  
(Address and zip)

(050) 871-0077  
(Phone)

Dear Commissioners,

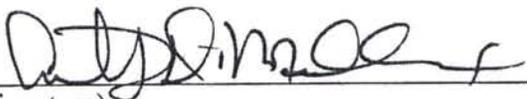
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I would be happy to serve on the CATF for the years of 2016 – 2017 if the Commission wishes to appoint me to this board.

Thank you for your consideration.

Anthony D. Mullinar  
(Print name)

  
(Signature)

24 May 16  
(Date)

401 VIOLA AVE 32404  
(Address and zip)

850-874-2998  
(Phone)

Dear Commissioners,

It is my understanding that the City would like to apply for another State of Florida CDBG Housing Rehabilitation Grant to assist residents with needed housing repairs.

As part of the grant application process a Citizen Advisory Task Force (CATF) is appointed to advise the Commission as to whether the City should apply for this grant.

I would be happy to serve on the CATF for the years of 2016 – 2017 if the Commission wishes to appoint me to this board.

Thank you for your consideration.

MARY Cecelia MOORE  
(Print name)

Mary C Moore  
(Signature)

5-24-16  
(Date)

5622 N. Lakewood Dr. Panama City FL 32404 (CALLAWAY)  
(Address and zip)

850-763-0291  
(Phone)

Dear Commissioners,

It is my understanding that the City would like to apply for another State of Florida CDBG Housing Rehabilitation Grant to assist residents with needed housing repairs.

As part of the grant application process a Citizen Advisory Task Force (CATF) is appointed to advise the Commission as to whether the City should apply for this grant.

I would be happy to serve on the CATF for the years of 2016 – 2017 if the Commission wishes to appoint me to this board.

Thank you for your consideration.

JAMES T. HAYTON

(Print name)

James T. Hayton

(Signature)

5/26/16

(Date)

218 N. KIMOREL AVE., LOT 3 CALLAWAY, FL 32604

(Address and zip)

(850) 871-2990

(Phone)

Dear Commissioners,

It is my understanding that the City would like to apply for another State of Florida CDBG Housing Rehabilitation Grant to assist residents with needed housing repairs.

As part of the grant application process a Citizen Advisory Task Force (CATF) is appointed to advise the Commission as to whether the City should apply for this grant.

I would be happy to serve on the CATF for the years of 2016 – 2017 if the Commission wishes to appoint me to this board.

Thank you for your consideration.

Douglas Holmes  
(Print name)

Douglas Holmes  
(Signature)

5-26-16  
(Date)

218 N. Kimbrough St #2  
(Address and zip)

850-215-5212  
(Phone)

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

DATE: AUGUST 23, 2016

ITEM: AUDIT RFP REVIEW AND AUDIT COMMITTEE RECOMMENDATIONS

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 Audit Committee met on Wednesday, August 10, 2016, to review and score the Proposals received for the Audit Services RFP No.: FI2016-06.

The proposals received and their scores were as follows:

Vendor	3-Year Total Without Single Audit	3-Year Total With Single Audit	Total Scoring Tabulation
CRI	\$121,000	\$133,500	28.2
Lanigan & Assoc.	\$129,000	\$138,000	25.8
<b>Warren Averett</b>	<b>\$146,900</b>	<b>\$162,292</b>	<b>28.8</b>

Warren Averett scored the highest with a total averaged score of 28.8. A copy of the scoring instrument used by the Audit Committee and Scoring Tabulation Form is attached.

The costs proposals were only considered in the scope of the Scoring Tabulation as to whether costs were submitted as indicated in the proposal, with Warren Averett scoring the highest at 28.8. The Vendors will be on hand to present Commission with a short presentation and staff recommends Commission consider the scoring of the proposals, along with the presentations of the vendors for award of the RFP.

**ATTACHMENTS:**

- Scoring Tabulation Form
- Scoring Instrument

5. **REQUESTED MOTION/ACTION:**

It is recommended that the City Commission take into consideration the presentations and scoring of Respondents to the Audit Services RFP for award.

**AUDIT SERVICES RFP NO.: FI2016-06**

FIRM	W/O Single Audit				With Single Audit				SCORING														
	2016		2017		2018		2016		2017		2018		Mandatory Elements			Totals Ave'd		Technical Qualifiers		Totals Ave'd			
	3-Year Total		3-Year Total		3-Year Total		3-Year Total		3-Year Total		3-Year Total												
CRI	39,000	40,000	42,000	42,000	44,500	46,000	46,000	43,000	44,500	46,000	46,000	133,500	11	11	8	11	10.4	16	19	17	16	21	17.8
Lanigan & Assoc	42,000	43,000	44,000	44,000	46,000	47,000	47,000	45,000	46,000	47,000	138,000	9	10	7	11	9.4	15	14	15	16	22	16.4	
Warren Averett	48,030	48,990	49,970	49,970	54,090	55,172	55,172	53,030	54,090	55,172	162,292	11	11	7	11	10.02	18	21	16	16	22	18.6	

CRI 28.2  
 Lanigan 25.8  
**Warren Averett 28.8**

City of Callaway  
Scoring Instrument  
Proposals for Audit Services  
2016

Date of Scoring \_\_\_\_\_

	<p style="text-align: center;"><b>Information to be included in the proposal and Mandatory Elements</b> <i>Score Yes if the Proposal includes the information, No if the information is not included as required.</i></p>	Yes	No	<p style="text-align: right;">Total No _____ Total Yes _____</p>
1	Is the firm independent and licensed to practice in Florida?			Rater's Comments
2	Is there a conflict of interest with regard to any other work performed by the firm to the City of Callaway?			
3	Did the firm adhere to the instructions in this request for proposal?			
4	Did the firm submit a copy of its last external control review report and does the firm have a record of timely quality work?			
5	Is a Table of Content provided which includes a clear identification of the material by section and by page number?			
6	Does the proposal include a statement of understanding of the work to be done and a positive commitment to perform the work within the specified time period?			
7	Is a statement included as to whether the firm is local, regional or national?			
8	Does the proposal identify the location of the office from which the work is to be done and the number of personnel in that office who would be working on the audit?			
9	Does the proposal identify the partners, managers and supervisors who will work on the audit, including staff from other than the local office if necessary for this audit?			
10	Does the proposal include the results of any State or Federal reviews performed in the past three (3) years?			
11	Has the firm indicated any disciplinary actions within the last three (3) years?			

City of Callaway  
Scoring Instrument  
Proposals for Audit Services  
2016

Date of Scoring \_\_\_\_\_

<b>Technical Qualifiers</b>						Rater's Comments
<i>Score as indicated;</i> 0 None of the information is provided 1 Some or partial information is provided 2 Information is provided as required 3 Information provided exceeds the requirement of the RFP		0	1	2	3	
1	Do the resumes for each managerial and supervisory person to be assigned to the audit include the information required in the proposal, Section V., 6) , a.-g.?					
2	Does the proposal include a description of the firm's experience in preparing governmental financial statements and in providing assistance in obtaining the Certificate of Achievement for Excellence in Financial Reporting?					
3	Does the proposal include a listing of Florida counties and municipalities for which the firm is providing or has provided services?					
4	Does the proposal include a work plan, including an explanation of the audit methodology and approach to be followed, as required in Section III and Section V., 9) of the RFP?					
4	Does the proposal include the cost of performing the audit for each year of audit, with and without the cost of single audit?					
5	Has the firm been established in Florida and performed continuous CPA services for a minimum of five (5) years?					
6	Are resumes included in the proposal for the partner and manager who would be in charge of the audit?					
7	Does the proposal include it's approach to peer reviews and provide a report of their most recent peer review including a review of local government client activities?					
Sub-Totals						Total Score
Rater's Name (Print)			Rater's Signature			

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

DATE: AUGUST 23, 2016

ITEM: **RIGHT-OF-WAY/EASEMENT USE AGREEMENT**

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. Rebstock has asked the City of Callaway allow the continued use of a portion or the retention area behind his home at 7408 Ray Glenn Circle. Due to the unusual shape of the rear property line, the pool deck was built over the property line and is encroaching onto the City Easement.

**ATTACHMENT:**

- RIGHT-OF-WAY/EASEMENT CONSTRUCTION AGREEMENT
- SURVEY OF 7408 RAY GLENN CIRCLE
- REQUEST EMAIL FROM MR. REBSTOCK
- WARRANTY DEED

5. **REQUESTED MOTION/ACTION:**

It is recommended that the City Commission approve the Right-of-Way Easement Construction agreement and direct City Manager to sign the agreement.



## RIGHT OF WAY / EASMENT CONSTRUCTION AGREEMENT

This agreement is made this 23<sup>rd</sup> day of August, 2016 by and between the City of Callaway, Florida, a municipal corporation operating under the laws of the State of Florida (“City”) and Mr. Daniel E. Rebstock (“Citizen”).

WHEREAS, Mr. Daniel E. Rebstock (Citizen) has had an encroachment on the easement / retention area behind his home for some time now.

WHEREAS, it has not been, nor does staff anticipate it becoming an issue.

WHEREAS, the encroachment is minimal and does not impede the access or function of the retention area.

Now THEREFORE, for and in consideration of the foregoing and based upon the promises and representations of Mr. Daniel E. Rebstock (Citizen) to the City, the parties agree as follows:

1. Indemnification. The City is not liable for the obstructions in the right-of-way. The Citizen agrees to indemnify and hold the City of Callaway harmless against any loss, costs, damages, expenses, claims, actions, or liability, including attorney’s fees, for personal injury or property damage occurring as a result of the placement of structures, walls, gates, signs, or vegetation other than grass within the right-of-way.
2. Location of Improvements. No structures, walls, gates, signs, or vegetation other than grass will be closer than three (3) feet to the edge of the roadway pavement, except where sidewalks exist. The location and type of improvements included in this agreement are shown on Exhibit 1. The Citizen agrees that only these improvements will be placed in the right-of-way.
3. Maintenance of Improvements. The Citizen will bear the cost of removal, replacement, or repair of any damages done to the structures, walls, gates, signs, or vegetation within the right-of-way. The Citizen is responsible for maintaining the structures, walls, gates, signs, or vegetation within the right-of-way.

4. Termination. The City can terminate this agreement upon written notice to the Citizen. Upon receipt of the notice, the Citizen agrees to remove all structures, walls, gates, signs, or vegetation, other than grass, in the right-of-way within a reasonable time.

Attachments: Exhibit 1, Map of Survey

CITIZEN

CITY OF CALLAWAY

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Michael Fuller  
City Manager

\_\_\_\_\_  
Signature

Attest:

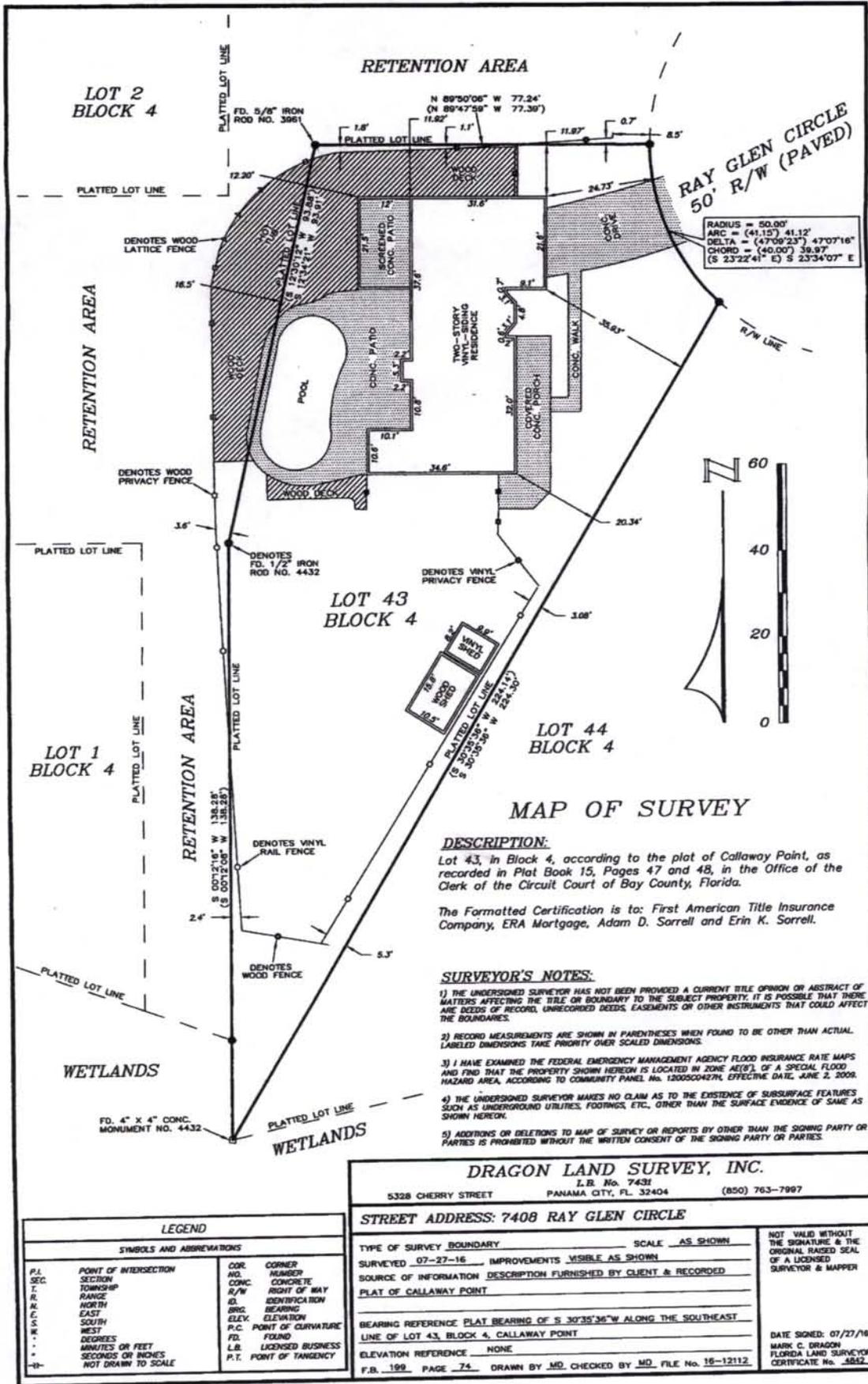
\_\_\_\_\_  
Janice Peters  
City Clerk

STATE OF FLORIDA  
COUNTY OF BAY

THE FOREGOING instrument was acknowledged before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_  
who is as identification.

\_\_\_\_\_  
Notary Public

Printed Name: \_\_\_\_\_ Commission Expires: \_\_\_\_\_



**RETENTION AREA**

**LOT 2  
BLOCK 4**

**RAY GLEN CIRCLE  
50' R/W (PAVED)**

RADIUS = 50.00'  
ARC = (41.157) 41.12'  
DELTA = (47°50'23") 47°07'16"  
CHORD = (40.00') 39.97'  
(S 23°22'41" E) S 23°34'07" E

**LOT 43  
BLOCK 4**

**LOT 44  
BLOCK 4**

**MAP OF SURVEY**

**DESCRIPTION:**

Lot 43, in Block 4, according to the plat of Callaway Point, as recorded in Plat Book 15, Pages 47 and 48, in the Office of the Clerk of the Circuit Court of Bay County, Florida.

The Formatted Certification is to: First American Title Insurance Company, ERA Mortgage, Adam D. Sorrell and Erin K. Sorrell.

**SURVEYOR'S NOTES:**

- 1) THE UNDERSIGNED SURVEYOR HAS NOT BEEN PROVIDED A CURRENT TITLE OPINION OR ABSTRACT OF MATTERS AFFECTING THE TITLE OR BOUNDARY TO THE SUBJECT PROPERTY. IT IS POSSIBLE THAT THERE ARE DEEDS OF RECORD, UNRECORDED DEEDS, EASEMENTS OR OTHER INSTRUMENTS THAT COULD AFFECT THE BOUNDARIES.
- 2) RECORD MEASUREMENTS ARE SHOWN IN PARENTHESES WHEN FOUND TO BE OTHER THAN ACTUAL. LABELED DIMENSIONS TAKE PRIORITY OVER SCALED DIMENSIONS.
- 3) I HAVE EXAMINED THE FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAPS AND FIND THAT THE PROPERTY SHOWN HEREON IS LOCATED IN ZONE AE(8), OF A SPECIAL FLOOD HAZARD AREA, ACCORDING TO COMMUNITY PANEL No. 12005004274, EFFECTIVE DATE, JUNE 2, 2006.
- 4) THE UNDERSIGNED SURVEYOR MAKES NO CLAIM AS TO THE EXISTENCE OF SUBSURFACE FEATURES SUCH AS UNDERGROUND UTILITIES, FOOTINGS, ETC., OTHER THAN THE SURFACE EVIDENCE OF SAME AS SHOWN HEREON.
- 5) ADDITIONS OR DELETIONS TO MAP OF SURVEY OR REPORTS BY OTHER THAN THE SIGNING PARTY OR PARTIES IS PROHIBITED WITHOUT THE WRITTEN CONSENT OF THE SIGNING PARTY OR PARTIES.

**DRAGON LAND SURVEY, INC.**

5328 CHERRY STREET PANAMA CITY, FL. 32404 (850) 763-7997

**STREET ADDRESS: 7408 RAY GLEN CIRCLE**

LEGEND	
SYMBOLS AND ABBREVIATIONS	
P.L. SEC.	POINT OF INTERSECTION SECTION
T.	TOWNSHIP
R.	RANGE
N.	NORTH
E.	EAST
S.	SOUTH
W.	WEST
°	DEGREES
'	MINUTES OR FEET
"	SECONDS OR INCHES
-R-	NOT DRAWN TO SCALE
COR. NO.	CORNER NUMBER
CONC.	CONCRETE
R/W	RIGHT OF WAY
ID.	IDENTIFICATION
BNG.	BEARING
ELEV.	ELEVATION
P.C.	POINT OF CURVATURE
FD.	FOUND
L.B.	LICENSED BUSINESS
P.T.	POINT OF TANGENCY

TYPE OF SURVEY BOUNDARY SCALE AS SHOWN

SURVEYED 07-27-16 IMPROVEMENTS VISIBLE AS SHOWN

SOURCE OF INFORMATION DESCRIPTION FURNISHED BY CLIENT & RECORDED

PLAT OF CALLAWAY POINT

BEARING REFERENCE PLAT BEARING OF S 30°35'36" W ALONG THE SOUTHEAST LINE OF LOT 43, BLOCK 4, CALLAWAY POINT

ELEVATION REFERENCE NONE

F.B. 199 PAGE 74 DRAWN BY MD CHECKED BY MD FILE No. 16-12112

NOT VALID WITHOUT THE SIGNATURE & THE ORIGINAL RAISED SEAL OF A LICENSED SURVEYOR & MAPPER

DATE SIGNED: 07/27/16  
MARK C. DRAGON  
FLORIDA LAND SURVEYOR  
CERTIFICATE No. 5852

## Bill Frye

---

**From:** REBSTOCK, DANIEL E SR CMSgt USAF ANG WADS/CCE <daniel.rebstock@us.af.mil>  
**Sent:** Thursday, August 04, 2016 11:16 AM  
**To:** Bill Frye  
**Cc:** daryleburkey@aol.com; Jenny  
**Subject:** Right of Way/Easement Use request

Mr. Frye,

I am requesting a Right of Way/Easement agreement for the backyard fenced in area of 7408 Ray Glenn Cir. I am the owner of this property. I would like a Right of Way/ Easement agreement to remove the encroachment of the fence and decking on the easement. I would also like to get this on the agenda for the 23 Aug meeting.

Thank you for any help in this matter. Please contact me if you need any further information.

Thank you again,

Dan

CMSgt Daniel E. Rebstock Sr.  
Chief Enlisted Manager  
Western Air Defense Sector  
Office: 253-982-4610 (DSN 382)  
Mobile: 253-312-1813

CMSgt Daniel E. Rebstock Sr.  
Chief Enlisted Manager  
Western Air Defense Sector  
Office: 253-982-4610 (DSN 382)  
Mobile: 253-312-1813

This Instrument Prepared by: Sue Webb,  
An Officer of Bay County Land & Abstract Co., Inc.,  
429 S. Tyndall Parkway, Suite D, Callaway, Florida 32404,  
For Purposes of Title Ins.  
File # 805-163222  
Parcel ID # 07379-822-000

FILE# 2000-024653  
BAY COUNTY, FLORIDA

\*\* OFFICIAL RECORDS \*\*  
BOOK: 1946 PAGE: 1714

DEED DOC STAMPS 945.00  
05/15/00 RL Deputy Clk

**Warranty Deed  
(Corporation)  
(Statutory-Sec. 689.02 F.S.)**

*(The terms "grantor" and "grantee" herein shall be construed to include all genders and singular or plural as the context indicates.)*

STATE OF FLORIDA  
COUNTY OF Bay

KNOW ALL MEN BY THESE PRESENTS:

That Anderson & Sons, L.L.C., a Kentucky limited liability corporation, whose address is 2720 Frederica St., Owensboro, KY 42302,

Grantor, for and in consideration of Ten Dollars (\$10.00) and other good and valuable considerations the receipt of which is hereby acknowledged has bargained, sold, conveyed and granted unto

Daniel E. Rebstock, Sr. and wife, Jennifer A. Rebstock (SS#: [REDACTED])  
[REDACTED] Grantee, Whose address is 7408 Ray Glen Circle, Panama City,  
Florida 32404

grantee's heirs, executors, administrators and assigns, forever, the following described property, situate, lying and being in the County of Bay, State of Florida, to-wit:

Lot 43, in Block 4, according to the plat of Callaway Point, as recorded in Plat Book 15, Pages 47 and 48, in the Office of the Clerk of the Circuit Court of Bay County, Florida.

Subject to easements and restrictions of record, if any, which are specifically not extended or reimposed hereby. Subject to 2000 taxes and assessments.

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

IN WITNESS WHEREOF, grantor has hereunto set grantor's hand and seal  
on May 10, 2000.

Signed, sealed and delivered in the presence of:

Linda Lamble

Anderson & Sons, L.L.C.

Linda Lamble  
PLEASE PRINT OR TYPE NAME AS IT APPEARS

By: Eric E. Anderson  
Eric E. Anderson, Manager

Shirley Ham UTley

By: Charles E. Anderson, Jr.  
Charles E. Anderson, Jr., Manager

Shirley Ham UTley  
PLEASE PRINT OR TYPE NAME AS IT APPEARS

STATE OF KENTUCKY COUNTY OF Daviess

Before me personally appeared Eric E. Anderson, Manager and Charles E. Anderson, Jr.,  
Manager respectively of above named corporation under the laws of the aforesaid State, to  
me known by the method indicated below to be the persons described in and who executed the  
foregoing conveyance and severally acknowledged the execution thereof to be their act and  
deed as such officers, for the uses and purposes therein mentioned; and that they affixed  
thereto the official seal of said corporation, and the said instrument is the duly  
authorized act and deed of said corporation. Given under my hand and seal official on May  
10th, 2000.

() To me personally known ( ) Identified by Driver's License ( ) Identified by \_\_\_\_\_

My Commission Expires: 4/27/2004

Commission No.: N/A

Theresa J. Roberts  
Notary Public  
Theresa J. Roberts  
PLEASE PRINT OR TYPE NAME AS IT APPEARS



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

DATE: AUGUST 23, 2016

ITEM: **SIGN PERMIT MODIFICATION REQUEST**

**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 March 28, 2016, the City approved a Development Order for a retail shell building at 641 N. Tyndall Parkway. Subsequently, a building permit was issued and the property owner began construction of the site and the building. As the parapet walls of the building were being constructed, it became apparent that the view of the existing billboard sign would be obstructed by the new building. Construction has halted in order for the property owner and the sign owner to resolve this issue. To that end, the property owner is requesting the City modify the existing Sign Permit to increase the height of the existing sign by 16'. A copy of the request is enclosed. City staff have reviewed the request and recommend approving the modification to the Sign Permit based on the following analysis:

*The subject property is located within the Central Corridors Urban Design Overlay District which is part of an important redevelopment area in the City. The new building and site have been designed to conform with the architectural styles and development standards as provided by the Overlay District. Building placement, parcel cross-access, and architectural motif were all factored into the approval of this project. The new building, as designed, will help the City to achieve its goal of enhancing the community through higher quality development.*

*The project, once completed, will have a positive fiscal impact on the City. The developer will have invested more than \$2 million into an important redevelopment area. Not only will the project increase tax revenue for the City, but it will provide new business and retail opportunities.*

Modifying the existing Sign Permit to increase the height of the sign by 16' (from a present height of 35' to total height of 51') will allow the property owner and sign owner to resolve the issue while still preserving the originally approved design of the building and site.

**ATTACHMENT(S):**

- Letter from applicant
- Request to modify Sign Permit

**5. REQUESTED MOTION/ACTION:**

It is recommended that the City Commission approve the request to modify the existing Sign Permit.

BRANDT A. CARLSON  
JEFFREY S. CARTER  
MICHAEL P. DICKEY  
THEODORE R. HOWELL  
J. ROBERT HUGHES  
ROLAND W. KIEHN  
BRIAN D. LEEBRICK  
CLIFFORD W. SANBORN

# BARRON & REDDING P.A.

www.barronredding.com

DEMPSEY J. BARRON  
1922-2001

JOHN M. FITE  
Of Counsel

BENJAMIN W. REDDING  
Of Counsel

August 12, 2016

Michael Fuller, City Manager  
City of Callaway  
6602 East Highway 22  
Callaway, FL 32404

Re: Request for Sign Permit Modification

Dear Mr. Fuller:

Attached you will find a document entitled Request for Sign Permit Modification, which is being filed with the City on behalf of my client D3, LLC. My client is in the process of constructing a building on Tyndall Parkway which will have two companies moving into the City of Callaway, one of which is already under lease.

The Lamar Sign Company in its capacity as TLC Properties, Inc. brought to the attention of my clients during construction that if the building were to continue to be constructed as designed that it would have the effect of obstructing a portion of Lamar's billboard which had been erected on a parcel immediately adjacent to the parcel upon which the building was being constructed.

My client and Lamar have arrived at an agreement the essence of which is that if the City approves the raising of the sign to a total height of 51 feet from its present height of 35 feet that the building as designed may go forward to be constructed, leased out, and provide the citizens of Callaway with new commercial opportunities together with additional tax revenues.

As a part of the Agreement, my client will act as the authorized representative of Lamar in making the application and providing the presentation to the City Commission and will be responsible for the costs of raising the sign if the Commission approves the request to modify the sign permit. You will receive from Lamar's attorney, Andy Weddle a letter of authorization advising

on behalf of Lamar that my client D3 is authorized to represent Lamar in the making of the application and presenting the matter to the City Commission.

I would appreciate it if you could have this matter placed on the August meeting agenda for the Callaway City Commission. In the event that any questions or comments arise from staff members or commissioners as they review this application prior to the meeting, I would be happy to attempt to answer those questions or respond to the comments.

Very truly yours,

BARRON & REDDING, P.A.

A handwritten signature in cursive script, appearing to read "J. Robert Hughes".

J. Robert Hughes

JRH/bjc  
Attachments

## REQUEST FOR SIGN PERMIT MODIFICATION

**Request:** To modify an existing Sign Permit to increase the height of the existing sign (from ground to top of sign) approximately 16 feet, from approximately 34 feet to 51 feet.

**Owner of Sign:** TLC Properties, Inc., a Louisiana corporation ("TLC")(a Lamar entity)

**Owner of Property:** D3 Callaway, LLC ("Owner")

**Location:** 641 N. Tyndall Parkway, Callaway, FL ("Property")

**Parcel No:** 24358-010-000

**Municipality:** City of Callaway

**Sign Location:** Billboard sign (the "Sign") located in that certain Sign Location Easement pursuant to a Grant of Easement by and between James C. Trzeciak and Rowena A. Trzeciak (predecessors-in-interest to D3 Callaway, LLC) and TLC, as of record in OR Book 3040, Page 818, office of the Clerk of Bay County, Florida (the "Easement") (See Exhibit A attached).

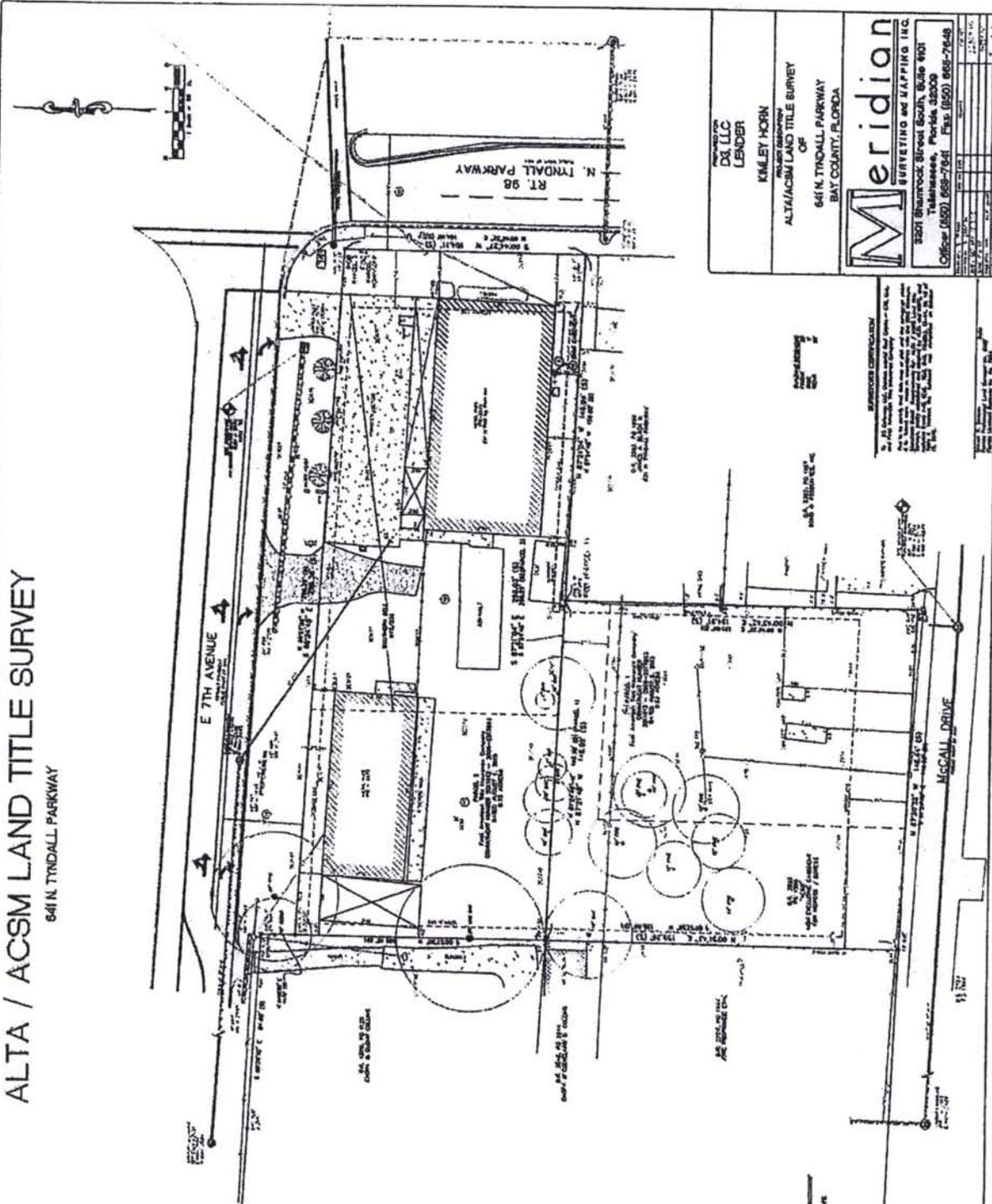
**Subject of Request:** The Property has previously been used as a lawn mower parts and repair business and was improved with two metal buildings (see Photos #1 and 2 attached). D3 Callaway purchased the Property on April 14, 2016 for \$700,000. The metal buildings were removed and a new two-tenant retail building ("Building") is being constructed (See Exhibit B attached for photo of similar construction and for rendering of Building under construction). The building is steel frame and brick/EIFS construction and will consist of approximately 6,400 square feet of rentable space. A 4,000 square foot space has been leased to Mattress Firm. The remaining 2,400 square feet is being marketed with an emphasis on quick service restaurant (QSR) tenants. The site plan layout for the Property (see Exhibit C) placed the building close to Tyndall Parkway (and immediately adjacent to the Easement) in order to accommodate a cross access drive at the rear of the Property to provide access to and from both 7<sup>th</sup> Street and McCall Drive. The design elevations of the Building include a parapet wall that is part of Mattress Firm's prototypical building plans which have been approved and permitted and are included in their executed lease. In attention to design aesthetics, the parapet wall also provides required screening of the roof-top air conditioning units. Upon commencement of construction of the parapet walls, it was brought to the Owner's attention that visibility of the Sign from the highway was impaired in contravention of the terms of the easement agreement. Construction was stopped in an effort for TLC and Owner to reach an agreeable solution. Based on sight line studies performed by Owner's architect and confirmed by field measurements performed by TLC, it has been determined that raising the height of the Sign sixteen (16) feet (from 35 feet to top of the Sign to 51 feet) will provide acceptable visibility of the Sign.

**ECONOMIC BENEFITS:** A reduction in the height of the parapet wall under construction will require re-engineering the structure at considerable expense to Owner. Reaching an acceptable

compromise with TLC will preserve an ample view corridor for the Sign and allow Building construction to continue. This preserves economic benefits to both TLC (sign revenue) and Owner (rental income). Furthermore, the completion of the Owner's project benefits the City of Callaway with increased property taxes, increased sales taxes and improved retail opportunities for the citizens of Callaway (see Economic Analysis attached as Exhibit D).

# ALTA / ACSM LAND TITLE SURVEY

641 N. TINDALL PARKWAY



**NOTES**

1. THIS SURVEY WAS MADE FROM THE FOLLOWING DATA: ...
2. ...
3. ...
4. ...
5. ...
6. ...
7. ...
8. ...
9. ...
10. ...

**SCHEDULE B**

...

**LEGEND / SYMBOLS**

- 1. ...
- 2. ...
- 3. ...
- 4. ...
- 5. ...
- 6. ...
- 7. ...
- 8. ...
- 9. ...
- 10. ...

PREPARED FOR:  
**DLI LLC**  
**LENDER**  
 KIMLEY HORN  
 PROJECT ENGINEER  
 ALTA/ACSM LAND TITLE SURVEY  
 OF  
 641 N. TINDALL PARKWAY  
 BAY COUNTY, FLORIDA

**Meridian**  
 SURVEYING AND MAPPING INC.  
 2307 SHAMROCK STREET SEASIDE, FLORIDA 32080  
 OFFICE (904) 688-7641 FAX (904) 688-7648



1006-1886788 PM

GRANT OF EASEMENT

\* UNITED STATES OF AMERICA

\*

James C. Trzeciak and  
BY: Rowena A. Trzeciak

\*

\* STATE OF Florida

TO: TLC PROPERTIES, INC.

\* COUNTY OF Bay

\*\*\*\*\*

This Grant of Easement ("Agreement") is made this 10th day of April, 2008 by and between James C. Trzeciak and Rowena A. Trzeciak\*, whose address is 1001 Radcliff Ave, Lynn Haven, Fl 32444 ("Grantor"), and TLC PROPERTIES, INC., a Louisiana Corporation, whose address is 5551 Corporate Boulevard, Baton Rouge, LA 70808 (TIN: 72-0640751) ("Grantee").

\* husband and wife

The Grantor, its successors and assigns, do hereby grant, sell and convey unto Grantee, its successors and assigns, a perpetual easement for the location and construction of the outdoor advertising structure or structures (the "Sign Location Easement"), which Sign Location Easement is described on Exhibit "A", together with a maintenance, utility, access, and visibility easement (the "Maintenance, Utility, Access and Visibility Easement"), and all necessary or desirable appurtenances on, over and upon the following described real property (collectively, the Sign Location Easement and the Maintenance, Utility, Access and Visibility Easement are referred to herein as the "Easements"), the property subject to the foregoing Easements is described on Exhibit "B" (the "Property").

For and in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable consideration to Grantor in hand paid by Grantee, the receipt and sufficiency of which is hereby acknowledged, Grantor herein grants perpetual Easements subject to the following terms and conditions:

Easements shall consist of perpetual servitudes of use that run with the land and shall include the right to service, maintain, improve, modify the sign to have as many advertising faces, including changeable copy faces or electronic faces, as are allowed by local and state law or replace any outdoor advertising structure on the Property described. The specific location of the sign shall be limited to the Sign Location Easement area described in Exhibit "A". This right shall include but not be limited to a right of ingress and egress, a right to install, repair, replace and maintain underground and/or above ground electrical service, a right to maintain telecommunication devices as it relates to the advertising structure only and a right of view, prohibiting vegetation or improvements on the Property described herein that would obstruct the view of advertising structure from the adjoining highway. Grantor agrees that Grantee may trim any or all trees and vegetation in, on or about the Easements as often

as Grantee deems necessary to prevent obstruction or to improve the appearance of the structure. Grantee, its successors and assigns hereby specifically hold Grantor, its successors and assigns, free and harmless from any damages or injuries to any person or property caused by Grantee's construction or maintenance activities on the Property described.

Grantor warrants that it is the sole record owner of the immovable Property over which these Easements are created, that such Property is not subject to any mortgages or liens, that such Property is not encumbered by any restrictions, easements, covenants, leases or other rights that are in any way conflicting with or inconsistent with the conveyance herein made, and that Grantor has the right and authority to execute these Easements and to grant, sell and convey the real rights set forth herein to Grantee.

In the event of condemnation of the subject premises or any part thereof by proper authorities, or relocation of the highway, the Grantor grants to the Grantee the right to relocate its sign on Grantor's remaining Property adjoining the condemned property or the relocated highway. Any condemnation award for Grantee's property shall accrue to Grantee.

The terms and provisions of this Agreement shall be binding upon and shall inure to the benefit of the heirs, successors, assigns, and legal representatives of Grantor and Grantee.

WITNESS this 10 day of April, 2008

WITNESSES:

GRANTOR:

Phyllis N. McLawhorn  
Phyllis N. McLawhorn

James C. Trzeciak  
James C. Trzeciak

Ilene M. Shamas  
Ilene M. Shamas

Roxana A. Trzeciak  
Roxana A. Trzeciak

**EXHIBIT "A"**

**Legal Description of the Easement Property**

**SIGN LOCATION EASEMENT:**

Commence at the intersection of the South Right-of-way line of 7th Street and the West Right-of-way line of Tyndall Parkway; thence  $S00^{\circ}46'32''W$  along the West Right-of-way line of Tyndall Parkway for 104.10 feet; thence  $N87^{\circ}25'30''W$  20.90 feet to the Point of Beginning; thence  $N00^{\circ}41'00''E$  for 12.00 feet; thence  $N87^{\circ}25'30''W$  for 30.00 feet; thence  $S00^{\circ}41'00''W$  for 12.00 feet; thence  $S87^{\circ}25'30''E$  for 30.00 feet to the Point of Beginning.

Said parcel being a part of Lot 1, St. Andrews Bay Development Company's Plat of Section 12, Township 4 South, Range 14 West, Bay County, Florida.

**EXHIBIT "B"**

**The Property**

Begin at the intersection of the South Right-of-way line of 7th Street and the West Right-of-way line of Tyndall Parkway; thence N86°27'08"W along the South Right-of-way line of 7th Street for 298.29 feet; thence S00°52'50"W 109.10 feet; thence S87°24'48"E 298.29 feet to the West Right-of-way line of Tyndall Parkway; thence N00°46'32"E along said Right-of-way line 104.10 feet to the Point of Beginning. Said parcel being a part of Lot 1, St. Andrews Bay Development Company's Plat of Section 12, Township 4 South, Range 14 West, Bay County, Florida.

STATE OF Florida

COUNTY OF Bay

On this, the 10th day of April, 2008

Before me, Phyllis N. McLawhorn  
(Printed name of Officer/Notary Public)

the undersigned a/an notary public, personally appeared  
(Notary Public/Officer)

James C. Trzeciak and Rowena A. Trzeciak  
(Individual name(s) that appeared before Notary/Officer)

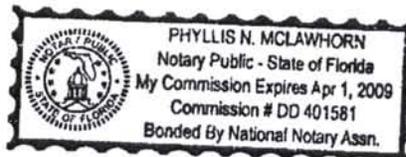
known (or satisfactorily proven) to me to be the person(s) whose name(s)

are subscribed to the within instrument and acknowledged to me  
(is/are)

that they executed the same for the purposes therein contained.  
(he/she/they)

IN WITNESS WHEREOF, I hereunto set my hand and official seal

Phyllis N. McLawhorn  
(Signature of Officer/Notary Public)



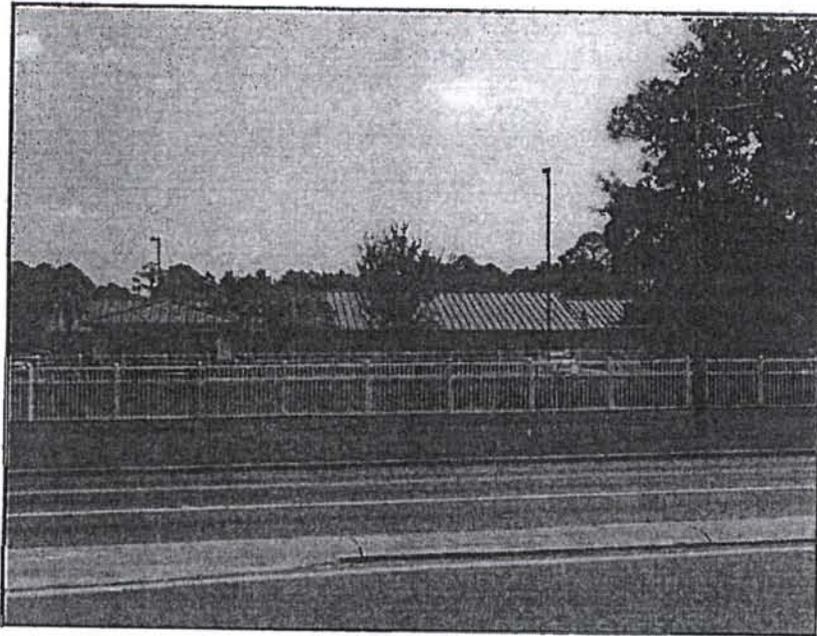


PHOTO #1

Photo 1: East adjoining property facing east

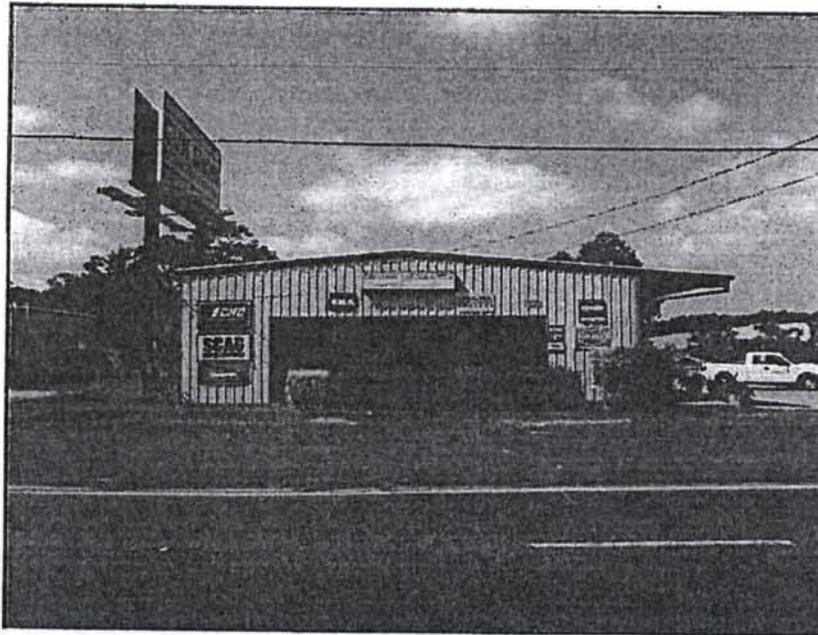


PHOTO #2

Photo 2: Subject property facing west



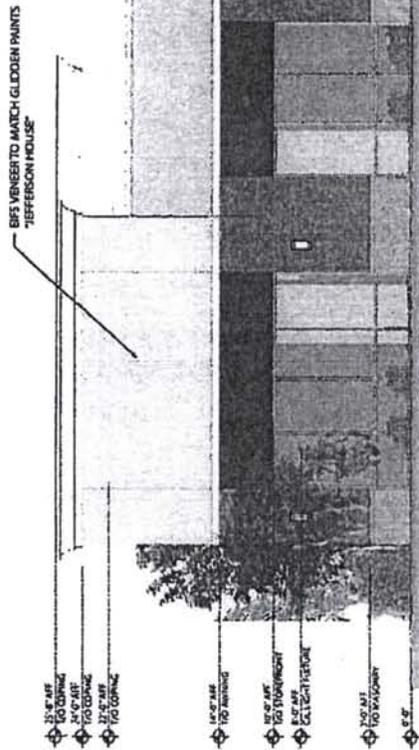
EXHIBIT B

(Similar building constructed by Owner)



EXHIBIT B

RENDERING OF BUILDING



- EPS CORNICE TO MATCH GLIDDEN PAINTS "EUROPEAN WHITE"
- EPS VENEER TO MATCH GLIDDEN PAINTS "HALE VILLAGE"
- EPS VENEER TO MATCH GLIDDEN PAINTS "JEFFERSON HOUSE"
- EPS ACCENT BAND TO MATCH GLIDDEN PAINTS "EUROPEAN WHITE"
- BRICK VENEER BELDEN BRICKS 6632
- PRE-FABRICATED CLOTH AWNING SYSTEM BY SUNBRELLA
- LIGHT FIXTURE
- CLEAR ANODIZED ALUMINUM STOREFRONT
- CAST STONE WATER TABLE
- SPLIT FACE CMU VENEER TO MATCH GLIDDEN PAINTS "JEFFERSON HOUSE"

Rear Elevation



- EPS CORNICE TO MATCH GLIDDEN PAINTS "EUROPEAN WHITE"
- EPS VENEER TO MATCH GLIDDEN PAINTS "HALE VILLAGE"
- EPS VENEER TO MATCH GLIDDEN PAINTS "JEFFERSON HOUSE"
- EPS ACCENT BAND TO MATCH GLIDDEN PAINTS "EUROPEAN WHITE"
- BRICK VENEER BELDEN BRICKS 6632
- PRE-FABRICATED CLOTH AWNING SYSTEM BY SUNBRELLA
- LIGHT FIXTURE
- CLEAR ANODIZED ALUMINUM STOREFRONT
- CAST STONE WATER TABLE
- SPLIT FACE CMU VENEER TO MATCH GLIDDEN PAINTS "JEFFERSON HOUSE"

Left Elevation



- EPS CORNICE TO MATCH GLIDDEN PAINTS "EUROPEAN WHITE"
- EPS VENEER TO MATCH GLIDDEN PAINTS "HALE VILLAGE"
- EPS VENEER TO MATCH GLIDDEN PAINTS "JEFFERSON HOUSE"
- EPS ACCENT BAND TO MATCH GLIDDEN PAINTS "EUROPEAN WHITE"
- BRICK VENEER BELDEN BRICKS 6632
- PRE-FABRICATED CLOTH AWNING SYSTEM BY SUNBRELLA
- LIGHT FIXTURE
- CLEAR ANODIZED ALUMINUM STOREFRONT
- CAST STONE WATER TABLE
- SPLIT FACE CMU VENEER TO MATCH GLIDDEN PAINTS "JEFFERSON HOUSE"


  
**BARRY + JAY GREENBERG ARCHITECT**
  
 P: 314.644.1234
   
 F: 314.644.4375



**Design Development Plans**
  
 Proposed New Retail Building
   
 7th Street & Tyndall Parkway
   
 Callaway, FL

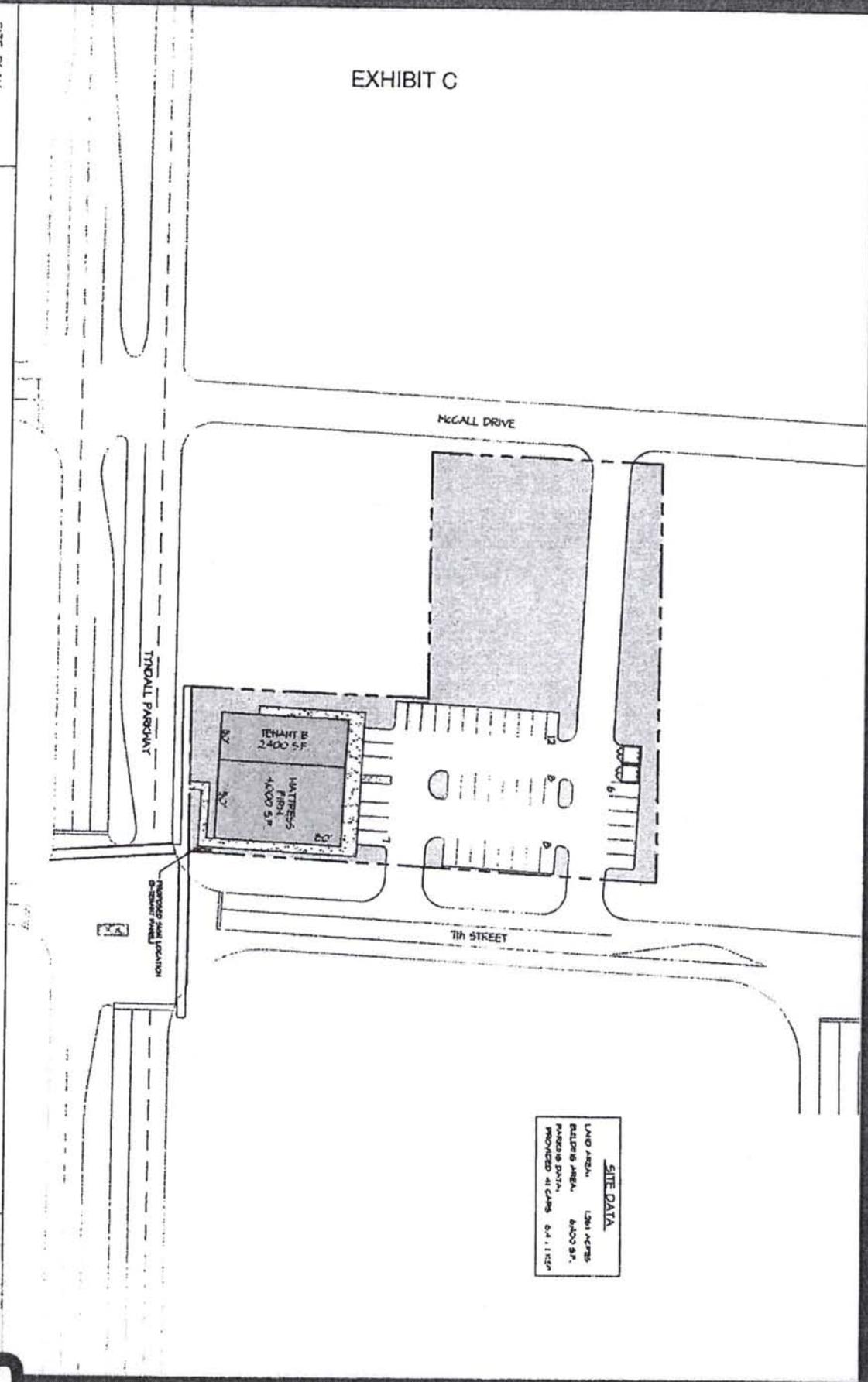
March 17, 2016

EXHIBIT C

SITE PLAN  
 Project: Tyndall 1, Ph. 20  
 Date: 02-24-16  
 Prepared by: [Signature]  
 Title: [Signature]



TYNDALL PARKWAY & 7TH STREET  
 CALLAWAY, FLORIDA



SITE DATA  
 LAND AREA: 1.241 ACRES  
 BUILDING AREA: 6,400 S.F.  
 PAVED AREA: 6,400 S.F.  
 PROVIDED AT CARP: 64 x 11 FT

oldacre  
 mcdonalds

2016 WITH THE STATE OF FLORIDA  
 REGISTERED PROFESSIONAL ENGINEER  
 No. 12111  
 1000 W. 10th Street, Suite 100  
 Callaway, FL 32922

EXHIBIT

C

EXHIBIT D

ECONOMIC ANALYSIS

PROPERTY TAX IMPACT

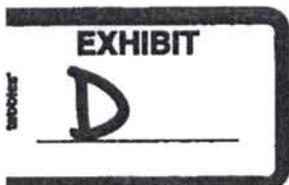
<u>2015</u>	- Assessed ("Just (Market) Value")	\$286,090
	- Land	\$188,963
	- Improvements	\$ 97,127
	- Total Taxes Billed	\$ 4,047
<u>2016</u>	- Total Project Cost (approximate)	\$2,165,270
	(Includes 2015 purchase - \$700,000)	
<u>2017</u>	- Estimated Assessed Value*	\$660,000
	(* Devon Moore – Bay County Assessor's Office)	
	- Estimated 2017 Property Tax	\$ 9,270 (a 129% increase over 2015)

SALES TAX

Both Mattress Firm and the typical QSR estimate annual sales at approximately \$1,000,000 each. This number obviously varies by location, but is a conservative first year estimate. (A few of the QSR's to which we have proposed this site routinely do twice this in sales). Using 0.5 percent as the city share of a 6.5% sales tax, the Owners project should conservatively generate \$100,000 for the City of Callaway in sales tax.

IMPROVED RETAIL OPPORTUNITIES

High quality retail development improves traffic to the area. Mattress Firm is the leading specialty bedding retailer in the nation with over \$3.5 billion in proforma 2015 sales. We have developed over 50 Mattress Firm stores around the country. We are also actively marketing the remaining space to other national or regional retail tenants for whom we have developed, such as Chipotle, Five Guys, Noodles, Potbelly Subs, Panera Bread and others – all solid operations that generate traffic.



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

DATE: AUGUST 23, 2016

ITEM: **REQUEST FOR SPECIAL EXCEPTION – STEVE ANDERSON SPORTS BAR**

**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. Steve Anderson has submitted a request for a Special Exception from the Land Development Regulations (LDR). Section 15.750.8, Adult Bookstores, Adult Theaters and Special Cabarets. He is requesting the City grant an exemption for his business, Steve Anderson Sports Bar.

Mr. Anderson would like to have paid dancers in the sports bar. To what extent has yet to be determined. Mr Anderson has been vague in his description as to details of his request.

Nonetheless, the LDR prohibits adult businesses and specific cabarets from being located within the 2,000 feet of residentially zoned areas and churches/places of worship. Mr. Anderson's business is located closer than 2,000 feet from both.

**ATTACHMENT:**

- REQUEST FOR SPECIAL EXCEPTION APPLICATION
- LETTER TO MAYOR AND FELLOW COMMISSIONER
- LOCATION MAP
- WARRANTY DEED
- SECTION 15.750.8 OF LDR

**5. REQUESTED MOTION/ACTION:**

Staff recommends that the City Commission deny the request for a Special Exception to Section 15.750.8 of the LDR for the address at 5001 E. Hwy 22. However, if a Special Exception is made, that it be specific as to what is being allowed and which section of the LDR is not to be enforced.



Planning Department  
6603 E. Hwy 22, Callaway, FL 32404  
Phone (850) 871-4672 Fax (850) 871-2444  
www.cityofcallaway.com

## REQUEST FOR A SPECIAL EXCEPTION

### BOARD OF CALLAWAY COMMISSIONERS

A copy of current deed, property tax bill and/or survey may be required.  
A Non refundable fee of \$250 is due when application is submitted.

Date: 7-11-16

Applicant's Name: Steve Anderson

Applicant's Address: 8700 Front Beach Rd unit 7307  
Panama City Beach, FL 32407

Phone: 341-905-9898 Email: steveanderson44@yahoo.com

Street address or location of proposed special exception request: 5001 E Hwy 22  
Callaway, FL 32404

Legal description of property of proposed special exception: Sports Bar See attach

Type/Nature of special exception requested: See attach

Present zoning classification: Commercial

Action taken on any prior applications (for part or all of land): \_\_\_\_\_

List the names and address of ALL owners and occupants at the property:

Steve Anderson                      8700 Front Beach Rd unit 7307 Panama city beach, FL 32207  
Name                                      Address

\_\_\_\_\_  
Name                                      Address

\_\_\_\_\_  
Name                                      Address

\_\_\_\_\_  
Name                                      Address

Steve Anderson                      \_\_\_\_\_                      7-11-16  
Applicant's Signature                      Date

Sworn to and subscribed to me this 11<sup>th</sup> day of July, 2016 by Steve Anderson  
Who personally appeared before me and produced personally known as identification.

Karen Creel                      \_\_\_\_\_  
Notary's Signature                      Date



PLEASE DO NOT WRITE BELOW THIS LINE

City of Callaway's Notes

LDR section reference: \_\_\_\_\_

Standards set forth in LDR: \_\_\_\_\_

Standards proposed by special exception request: \_\_\_\_\_

Planning Department's recommendation to the Board of Commissioners: \_\_\_\_\_

Dear Mayor and Fellow Commissioners,

My name is Steve George Anderson I recently open a bar in your city at 5001 E Hwy 22, Callaway, FL 32404 the name of my business is Steve Anderson Sports Bar the reason for my letter is to inform you about how wonderful your city is, the job opportunity, the growth and potential it possesses. As an American citizen and a business owner my job is to continue to provide jobs and job opportunities in our state, counties, cities and surrounding areas. And by doing so I would be a great asset to your city by helping to minimize and eliminate the temptation from our fellow citizens to rob, steal, kill or sell drugs for financial stability to provide for their families.

According to Section 15.750.8 in your City Of Callaway Land Development Regulations rules book, it's prohibiting me from providing a significant amount of job opportunities for job seekers. I'm asking for your approbation for the greater good and the benefits I would provide to the job seekers in the city of Callaway, which would be highly appreciated both by me and the job seekers in your city that is seeking employment.

Sincerely,

Steve George Anderson



WARRANTY DEED

This Instrument was prepared by:  
Doblie Stark  
An Officer of  
Lawyers Title Agency of  
North Florida, Inc.  
For Purposes of Title Insurance  
File# K4165B (R/Way)

OFFICIAL RECORDS \*\*  
BK 1305 PG 1202

FILE# 91-03597  
BAY COUNTY, FLORIDA

Parcel ID #

THIS INDENTURE,

Made this 28th day of January A.D., 1991, Between  
George W. Pridgen and Jerry C. Pridgen

of the County of BAY in the State of FLORIDA  
Party of the First Part, And

Thi Hoa Phan and husband, Think Tien Phan

of the County of BAY in the State of FLORIDA  
Party of the Second Part, whose address is

408 N. BOB LITTLE RD. PANAMA CITY FL 32404 759-0586  
WITNESSETH: That the said Party of the First Part, for and in consideration of the sum of Ten Dollars, to him in hand paid by the said Party of the Second Part, the receipt whereof is hereby acknowledged, has granted, bargained and sold to the said Party of the Second Part, their heirs and assigns forever, the following described land located in Bay County, Florida, to-wit:

Beginning at the Southwest Corner of the Northeast Quarter of Section 12, Township 4 South, Range 14 West; run thence East 132 feet; thence North 260 feet; thence West 132 feet; thence South 260 feet to the Point of Beginning.

Subject property is not the homestead of George W. Pridgen as he resides at  
2804 Amelia Pl. Panama City

Subject property is not the homestead of Jerry C. Pridgen as he resides at  
608 N 9th St. Parker, Fla.

Subject to Roadway reservation recorded in Bay County Official Records Book 211, page 264.

Subject to Mortgage from George W. Pridgen and Jerry C. Pridgen to SPRINGFIELD COMMERCIAL BANK dated May 21, 1987 and recorded May 26, 1987 in Bay County Official Records Book 1133, page 786, which mortgage and the indebtedness secured thereby the grantors shall pay.

AND the said Party of the First Part does hereby fully warrant the title to said land, and will defend the same against the lawful claims of all persons whomsoever.

IN WITNESS WHEREOF, the said Party of the First Part has signed and sealed these presents the day and year first above written.

Signed, sealed and delivered in our presence:

[Signature] (SEAL)  
George W. Pridgen  
[Signature] (SEAL)  
Jerry C. Pridgen  
[Signature] (SEAL)  
Jerry C. Pridgen  
[Signature] (SEAL)

STATE OF FLORIDA

RCD: JAN 30 1991 @ 8:56 AM  
HAROLD BAZZEL, CLERK

COUNTY OF BAY

THE foregoing instrument was acknowledged before me this 28th day of January, 1991, by

George W. Pridgen and Jerry C. Pridgen

Deed Doc. Tax Pd. \$ 605.00  
Mig. Doc. Tax Pd. \$ \_\_\_\_\_  
Intangible Tax Pd. \$ \_\_\_\_\_  
Harold Bazzel, Clerk, Bay County  
By: [Signature] D.C.

NOTARY PUBLIC-STATE OF FLORIDA  
JOHN I. WHITE  
MY COMMISSION EXPIRES SEPT. 2, 1993

Notary Public  
My Commission Expires:

**SECTION 15.750.8**

**ADULT BOOKSTORES, ADULT THEATERS AND SPECIAL CABARETS**

(a) Definitions:

- (1) "Adult bookstore." An establishment having as a substantial or significant portion of its stock in trade, books, magazines, films, newspaper, photographs, paintings, drawings, or other publications, or graphic media which are distinguished or characterized by their emphasis on matter depicting, describing, or relating to "specified sexual activities" or "specified anatomical areas," as defined in this Section, or an establishment with a section devoted to the sale or display of such materials.
- (2) "Adult theater." An enclosed building or an enclosed space within a building used for presenting either filmed or live plays, dances, or other performances either by individuals or groups, distinguished or characterized by an emphasis on material

depicting, describing, or relating to "specified sexual activities" or "specified anatomical areas," as defined in this Section, for observation by patrons therein.

- (3) "Specified sexual activities:"
  - a. Human genitals in a state of sexual stimulation or arousal;
  - b. Acts of human masturbation, sexual intercourse, or sodomy, whether actual or simulated;
  - c. Fondling or other touching of human genitals, pubic region, buttock, or female breast.
- (4) "Specified anatomical areas:"
  - a. Less than completely and opaquely covered - human genitals or pubic region, buttock, female breast below a point immediately above the top of the areola;
  - b. Human male genitals in a discernable turgid state, even if completely or opaquely covered.
- (5) "Special cabarets." Any bar, dance hall, or other place of business at which food or beverages, alcoholic or non-alcoholic, are served which feature topless dancers, go-go dancers, exotic dancers, strippers, male or female impersonators, or similar entertainers, or any such establishment with advertising for, or a sign or signs identifying which, uses the words, "adult," "topless," "nude," or other words of similar import.

(b) Location standards.

- (1) It shall be unlawful to locate any adult bookstore, adult theater, or special cabaret within two thousand (2000) feet of any residentially zoned area in the City.
- (2) It shall be unlawful to locate any adult bookstore, adult theater, or special cabaret within two thousand (2,000) feet of any church, synagogue, or other place of worship, school, library, public recreation (community) center, or Callaway City Hall.
- (3) It shall be unlawful to locate any adult bookstore, adult theater, or special cabaret within two thousand (2,000) feet of any other such regulated use.
- (4) Distances shall be measured from property line to property line, along the shortest distance between property lines, without regard to the route of normal travel.
- (5) Nothing in this Subsection shall be construed to permit the operation of any business or the performance of any activity prohibited under any other Section of this Code.

(c) Annexed lands.

No adult bookstore, adult theater, or special cabaret may be established upon any property annexed into the municipal limits of the City until such time as the City has established valid zoning regulations for the annexed property. After the zoning of the property, the provisions of this Subsection shall govern the establishment of adult bookstores, adult theaters, or special cabarets.

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

DATE: AUGUST 23, 2016

ITEM: **JOB DESCRIPTIONS REVIEW**

**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

FY2017

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

City staff has requested 3 positions for the FY2017 budget which will require new or revised job descriptions. City Manager Fuller would like Commission input on these positions.

- Administrative Support Clerk – This position will continue supporting the City Clerk's office while also giving assistance to the Planning/Code Enforcement staff.
- Building Maintenance Technician – This position will be responsible for all City maintained buildings and will be utilized by all departments.
- Bookkeeper – This position will be responsible for various financial assistance while allowing the City to better segregate duties.

**ATTACHMENT:**

- ADMINISTRATIVE SUPPORT CLERK DRAFT JOB DESCRIPTION
- BOOKKEEPER DRAFT JOB DESCRIPTION
- BUILDING MAINTENANCE TECHNICIAN DRAFT JOB DESCRIPTION

**5. REQUESTED MOTION/ACTION:**

Staff is requesting Commission approval of the job descriptions presented.



## CITY CLERK Administrative Support Clerk

Salary Grade: 08  
Department: General Government and Planning  
Reports To: City Clerk  
Approved By: City Manager \_\_\_\_\_ Date: \_\_\_\_\_

### Summary:

This position is responsible for administrative work in the Planning/Code Enforcement Department and City records keeping. Work is performed under the supervision of the City Clerk and City Manager and/or (Zone and Code Enforcement Officer). This position is responsible for assisting with all aspects of records management and the organization and preservation of City records which includes all records to be transferred onto and kept in Laserfiche and maintenance of Public Records Requests. Position also performs duties necessary for the proper functioning of the Planning Department.

### Essential Duties and Responsibilities:

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

### RECORDS CLERK

- Assists the City Clerk in maintaining all official city documents, papers, letters, maps, books, tapes, photographs, films, sound recordings or other materials, made or received pursuant to law, ordinance, or in connection with the transaction of official business of the City. Assists in filing, copying, collating, scanning, recording, documenting, binding and otherwise handling City records listed above according to the requirements of law. Responsibility includes receipt of, communication with supervisors and department heads on requests, collecting requested information, and maintaining files and other records on Public Records Requests. Develop working knowledge of the City's ordinances, resolutions and department policies.
- Scan and sort/index documents using Laserfiche scanner.
- Retrieve documents at the request of department heads or City Manager.
- Collect, sort, index, and scan documents from all City departments.
- Sort incoming mail and distribute to relevant departments.
- Assist in the organization of the City's records keeping program.
- Assist in the sorting/organizing/filing of City documents.
- Become familiar with State Requirements regarding the retention and disposition of public records according to General Records Schedule (GS1-SL) for State and Local Government Agencies, and work according to these requirements.
- Serves as back-up to City Clerk for taking minutes at meetings when City Clerk is absent.

### ADMINISTRATIVE ASSISTANT CODE ENFORCEMENT

- Represent the City in a professional manner and deal effectively with the public to gain cooperation in resolving problems and concerns.
- Receives citizen complaints via various formats such as in person, by mail, telephone, etc.; appropriately logs the complaints and establishes case files.
- Conduct research in applicable local and state laws, codes, ordinance, and policies.
- Accurately prepare and maintain a variety of correspondence, records and reports.
- Take telephone messages and make appointments as requested. Maintain appointment calendar.
- Maintain office files and records, tracking all new policies and procedures as dictated and implemented and keeping current any changes, additions or omissions for departmental reference.
- Perform other duties as assigned.

**Knowledge, Skills, and Abilities:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to read and interpret documents.
- Ability to write routine reports and correspondence.
- Ability to speak English effectively before groups, as well as one on one.
- Knowledge of simple math.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Knowledge of standard office and clerical practices and procedures.
- Knowledge and proficiency in the use of standard office machines.
- Ability to develop and maintain effective working relationships with other City personnel.
- Ability to communicate clearly and courteously with the general public.
- Ability to follow instruction.
- Ability to work independently and prioritize assigned tasks.
- Good organizational skills.
- Requires a valid Florida Operator's Driving License.
- Must be able to perform illustrative duties and essential eligibility tasks in a manner which is not a direct threat or significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices, or procedures of the City Clerk's office, or by the provision of auxiliary aids. "Direct threat" shall be determined pursuant to 28 CFR 26.208.
- Perform other duties as assigned.

**MINIMUM QUALIFICATIONS**

- High school diploma or G.E.D.;

- Knowledge of General Records Schedule (GS1-SL) for State and Local Government Agencies preferred;
- Two years clerical experience; proficient in Microsoft Office;
- Records keeping experience; Laserfiche experience preferred;
- Valid State of Florida Class E driver's license.

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

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk, sit; use hands and fingers to handle or feel objects, tools or controls; reach with hands and arms; climb or balance, stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision. Some specific duties that require one or more of the physical demands mentioned above are typing, filing, and moving boxes, typewriters, computers and tables.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts. The noise level in the work environment is usually moderate. On occasion the employee will have to go to the storage area to pull historical reports.



## FINANCE DEPARTMENT

### BOOKKEEPER

Salary Grade: 16  
Department: Finance  
Reports To: Director of Finance  
Approved By: City Manager \_\_\_\_\_ Date: \_\_\_\_\_

#### **Summary:**

Perform skilled, analytical and highly responsible accounting tasks of more than average difficulty. Duties include: general ledger reconciliation; bank reconciliations; payroll, including maintaining all related payroll data; budget and audit assistance; preparation, review and interpretation of financial records, staff supervision and utility customer dispute resolution. Work requires the exercise of reasonable initiative and independent judgment. This position requires an individual who is highly self-motivated, detailed oriented, dependable and has excellent time management skills. Work is performed under direction of the Director of Finance.

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

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

- Review and reconcile information provided by multiple departments for processing bi-weekly payroll for approximately 80 employees, which includes elected officials, exempt, non-exempt, and fire-shift employees.
- Maintain and verify employee data which includes changes in: total hours, name and/or address, salary, insurance, retirement, and vacation and sick leave records. Also to complete all associated reporting forms.
- Research and resolve payroll discrepancies and prepare necessary reconciliations.
- Partner with Human Resources to maintain and improve processes and procedures that will ensure the efficient transmittal information.
- Maintain and verify all monthly general ledger and bank reconciliations and complete month-end close in a timely manner.
- Participate in the preparation of annual budgets, Comprehensive Annual Financial Report (CAFR) and supporting audit work papers.
- Prepare regular and special financial and statistical reports and statements, including reports filed with other government entities.
- Perform related work as required and demonstrate continuous effort to improve operations, decrease turnaround times, and streamline worker processes.
- May be involved in specialized accounting tasks such as project, grant, and fixed asset accounting, as well as participate in cash management and investment activities, etc.
- Work cooperatively with other departments and embrace a teamwork approach to complete tasks and provide quality, seamless customer service.
- Supervises Utility Billing Division and Accounting Technician.

**Knowledge, Skills, and Abilities:**

- Knowledge of payroll policies, procedures and regulatory standards such as, payroll compliance, wage and hour laws, pre and post-tax benefits, etc.
- Knowledge of generally accepted accounting principles, governmental accounting, auditing and public agency budgeting.
- Highly organized and detail oriented.
- Substantial knowledge or modern office practices, with emphasis on computer literacy, ERP database systems and spreadsheet applications.
- Excellent written and verbal communications skills.
- Ability to work independently under general supervision.
- Ability to maintain professional discretion in processing matters of a sensitive or confidential nature from both a legal and professionally ethical perspective.
- Knowledge of customer service procedures.
- Knowledge of the laws, rules, and regulations relating to financial and public records as related to governmental accounting.
- Ability to participate in office activities in various sections to assure uninterrupted flow of workload.
- Ability to understand and implement oral and written instructions, gather information and reports, keep office records.
- Ability to make mathematical calculations with reasonable speed and accuracy.
- Ability to establish and maintain effective working relations with fellow employees, City officials, and the general public.

**Minimum Qualifications:**

- Bachelor's degree in accounting or finance from an accredited four (4) year college or university and two (2) years' accounting and/or financial reporting experience.
- Minimum of two (2) years working in a supervisory level.
- Good organizational skills and ability to prioritize.
- Governmental accounting experience, preferred.

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

**Physical Demands:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential function of the job. Work is performed in an office or conference room setting. Work requires some exertion such as crouching, bending, stooping and reaching; and lifting of light to moderately heavy items. Work requires average physical agility and dexterity.

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

**Work Environment:**

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



## BUILDING MAINTENANCE TECHNICIAN

Salary Grade: 10  
Department: Leisure Services Department  
Reports To: Leisure Services Director  
Approved By: City Manager \_\_\_\_\_ Date: \_\_\_\_\_

### **Summary:**

Under general supervision, performs a variety of duties in support of the maintenance and repair of all City buildings, facilities and grounds. Performs a variety of semi-skilled building trade duties including carpentry, remodeling, painting, plumbing, electrical, roofing, and a variety of other building maintenance work. Operates a variety of hand, power tools; and performs related duties as assigned. Work is performed under general direction of the Leisure Services Director.

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

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

- Performs a variety of semi-skilled and skilled building maintenance duties involved in the repair and maintenance of City buildings, facilities and grounds.
- Performs and assists in building maintenance tasks involving carpentry, remodeling, painting, plumbing, electrical, roofing, carpet cleaning and a variety of other craft work.
- Inspects City buildings and facilities for compliance with safety standards and performs repairs as necessary to ensure compliance.
- Performs framing, rough and finish carpentry to erect small structures, partition interior spaces, frame and trim doors and windows and build or repair floors. Hangs, repairs and replaces doors and associated mechanisms including hinges, locks and dead bolts.
- Installs repairs and maintains a variety of plumbing fixtures including, sinks, toilets, faucets and related equipment.
- Performs routine electrical work ; installs and replaces light fixtures, ballasts and fluorescent lighting; checks breakers, plugs switches, fixtures and wires for and runs wires for electrical repairs as needed.
- Prepares surfaces for painting; operates spray equipment and uses manual tools to paint interior and exterior surfaces, equipment and facilities.
- Performs drywall installation and repairs damaged drywall; measures and cuts drywall, finishes joints with proper compounds and tape, sands surfaces in prep for texturing and painting.
- Oversee all maintenance and repair of HVAC systems in City buildings; perform routine preventative maintenance work. Determine HVAC problems and evaluate the quality of HVAC vendor.

- Oversee all maintenance and repair of fire sprinkler systems in City buildings; perform routine preventative maintenance work. Determine any problems and evaluate fire sprinkler vendor.
- Participates in the repair and installation of roofing materials using nail guns and other appropriate hand and power tools. Troubleshoots roofing leaks and damage, completes necessary repairs.
- Prepares forms, sets rebar, pours and finishes concrete to repair or construct slabs, foundations, retaining walls, patios and related structures.
- Operates a variety of hand and power tools used in the course of building construction, woodworking, and building maintenance.
- Completes records such as work orders, time sheets, requisitions, insurance claims, incident and accident reports.
- Reads and interprets blueprints, drawings, specifications and manuals; calculates, designs and prepares sketches for construction and modification to be performed.
- Estimates materials, equipment, and personnel for various work projects.
- Identifies and procures material and equipment through the Director of Leisure Services.
- Performs other duties as assigned.

**Knowledge, Skills, and Abilities:**

- Knowledge of principles, methods, materials, tools and equipment used in building and facility construction and maintenance.
- Knowledge of the safe operation and maintenance of a wide variety of hand, power and shop tools required to perform all duties.
- Knowledge of basic math principles.
- Ability to work under adverse weather conditions.
- Ability to keep accurate records and submit reports.
- Ability to understand and carry out verbal and written instructions.
- Ability to effectively present information in one on one and small group situations.

**Minimum Qualifications:**

- High school diploma or G.E.D.
- Three years (3) experience in the maintenance and repair of buildings and facilities.
- Valid State of Florida Class E driver's license, CDL preferred.

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

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

The employee must frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions.

The noise level in the work environment is usually loud.

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

DATE: AUGUST 23, 2016

ITEM: GPS FOR VEHICLES

1. **PLACED ON AGENDA BY:**  
MELBA COVEY, COMMISSIONER WARD I

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)

Discussion by Commission to include into Budget, installation of GPS Systems for all city pick-up trucks used for city services daily, in all Departments of the City, i.e. Sewer, Water, Solid Waste, Streets, Code Enforcement, and Leisure Services. The purpose is to assist the City Manager and Dept. Directors with ensuring that the Routine and Quarterly Service Maintenance Policies that have been established are being adhered to, also as to provide the City Manager, Dept. Directors, and Commissioners with the ability to address citizen complaints regarding speeding of city vehicles, city vehicles parked for extended periods of time, etc..

**ATTACHMENT:**

5. **REQUESTED MOTION/ACTION:**

Discussion and/or direction to staff.

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

DATE: AUGUST 23, 2016

ITEM: CODE ENFORCEMENT REPORTS

**1. PLACED ON AGENDA BY:**

MELBA COVEY, COMMISSIONER WARD I

**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)**

Discussion by Commission regarding Monthly Code Enforcement Reports by Code Enforcement Officer Bill Frye. The purpose is for Commission to provide instructions to the City Manager as to what information and format Commission expects this report to provide/contain and be presented i.e., assigning each Code Enforcement Officer a color so that each month a copy of city map is provided identifying what part and/or grid area showing which Code Enforcement Officer worked, also to be more definitive as to the status of issued and outstanding violations, etc.

**ATTACHMENT:**

**5. REQUESTED MOTION/ACTION:**

Discussion and/or direction to staff.

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

DATE: AUGUST 23, 2016

ITEM: ORDINANCE No. 968 – GARBAGE PLACEMENT DISCUSSION

**1. PLACED ON AGENDA BY:**

MELBA COVEY, COMMISSIONER WARD I

**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)

Discussion by Commission regarding the enforcement of this Ordinance, i.e., put out RFP with language in Ordinance to vendors who wish to provide Garbage service to Callaway citizens and determine whether there should be no more than two or three vendors providing this service and for them to specify how many pick-ups weekly (should be at least 2), what the fees will be etc. The purpose is to assist the Code Enforcement Officers in their job of monitoring and enforcing that citizens are in compliance with this Ordinance. Presently, we have as many as three to four vendors servicing Callaway with different pick-up days, different number of weekly pick-ups, etc., therefore, making it next to impossible for Code Enforcement Officers to enforce this Ordinance.

**ATTACHMENT:**

- ORDINANCE No. 968

**5. REQUESTED MOTION/ACTION:**

Discussion and/or direction to staff.