



# CITY OF CALLAWAY, FLORIDA

CITY HALL

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

Mavor  
Bob Pelletier

Commissioners  
Melba Covey  
Pam Henderson  
Ron Fairbanks  
Joe Townsend

---

## REGULAR MEETING

CITY OF CALLAWAY BOARD OF COMMISSIONERS  
TUESDAY, OCTOBER 25, 2016 – 6:00 P.M.  
CALLAWAY ARTS & CONFERENCE CENTER  
500 CALLAWAY PARK WAY  
CALLAWAY, FL 32404

---

### AGENDA

#### CALL TO ORDER

#### INVOCATION & PLEDGE OF ALLEGIANCE

#### ROLL CALL

#### PRESENTATIONS / PROCLAMATIONS

- **Presentation** Employee of the Month Tarrell Phillips
- **Presentation** Bay County Sheriff's Office Capt. Michael Branning

#### 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

- **Aug. 22, 2016** Budget Workshop
- **Sept. 22, 2016** Budget Workshop
- **Sept. 26, 2016** Regular Workshop
- **Sept. 27, 2016** Final Budget Hearing
- **Sept. 27, 2016** Regular Meeting

#### CONSENT AGENDA

**Item # 1 Financial Update** – “Budget-in-Brief” – City Manager

**Item # 2 Board Appointments** – Sports & Recreation Committee – City Manager & City Clerk

#### OLD BUSINESS

**Item # 3 CDBG Fair Housing Public Information** – Discussion of Fair Housing Rights  
Dennis Dingman, Summit Professional Services, Inc.

## PUBLIC HEARING(S)

**Item # 4 1<sup>st</sup> Public Hearing for FFY2016 CDBG Application Cycle - Dennis Dingman, Summit Professional Services, Inc.**

## REGULAR AGENDA

- Item # 5 Resolution No. 16-21 Purchasing Policy & Procedure Manual – City Manager**
- Item # 6 Resolution No. 16-32 FDOT Temporary Easements – City Manager**
- Item # 7 Amended Job Descriptions/Budget Revision – City Manager**
- Item # 8 Code Enforcement Fines/Penalties – City Manager**
- Item # 9 Half Cent Sales Surtax Discussion – Commissioner**
- Item #10 Discussion of Policy – Salary Increases following Certification – Commissioner Covey**
- Item #11 Charter Review Committee – Consideration of Appointment – Commissioner Covey**

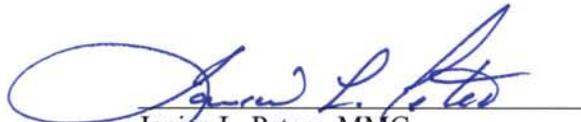
## COMMISSION COMMENTS

## ANNOUNCEMENTS

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

- |                    |                                |                     |
|--------------------|--------------------------------|---------------------|
| • Oct. 27, 2016    | Code Enforcement Board         | 6:00 P.M.           |
| • Nov. 11, 2016    | Veteran's Day Holiday & Parade | City Offices Closed |
| • Nov. 14, 2016    | Regular Workshop               | 10:00 A.M.          |
| • Nov. 15, 2016    | Regular Meeting                | 6:00 P.M.           |
| • Nov. 24-25, 2016 | Thanksgiving Holiday           | City Offices Closed |

## 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."***



# Employee of the Month

September 2016

Presented to

Tarrell Phillips

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

\_\_\_\_\_  
Mayor

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

---

**From:** Oscar Martinez

**Sent:** Thursday, October 06, 2016 4:30 PM

**To:** Trish Johnson <[pjohnson@cityofcallaway.com](mailto:pjohnson@cityofcallaway.com)>

**Cc:** Michael Fuller <[MFuller@cityofcallaway.com](mailto:MFuller@cityofcallaway.com)>; Lisa Koepke <[LKoepke@cityofcallaway.com](mailto:LKoepke@cityofcallaway.com)>

**Subject:** RE: Employee of the Month - September

I would like to take this opportunity to express all my appreciation and honest thanks to Mr. Tarrell Phillips. Recently we had the City's Boom ax out for a major repair that took 5 months to accomplish. Upon arriving at Public Works the Boom Ax was immediately placed into service. The very next day a trunnion link broke while in operation. Because of the long lead time on the replacement part Tarrell jumped into full solution mode. He hand crafted a new trunnion link from scrap metal found throughout the shop. He was able to get the Boom Ax back in operation within days of the malfunction. The part he fabricated is of better quality and is more robust than the part we received from the factory. His tenacity was impressive and did not go unnoticed. Tarrell has been instrumental in saving the city both time and money. He has rebuilt transmissions that would have cost the City thousands. Tarrell has completed full overhauls at a fraction of the price charged by outside vendors. He's troubleshooted complex electrical problems in house which would have been sent out to an outside vendor saving the City even more money. His vast knowledge of automotive repair is an asset to the city. He always seems to have a smile when approached with the worst possible news. It's as if when you have the worst problem with equipment, the moment you see Tarrell you know it's going to be OK. He's got it. That is a great feeling to have with a coworker. On behalf of the Public Works Department Team we would like to say thank you for a job well done and we appreciate you as one of our own.

---

**CITY OF CALLAWAY  
BOARD OF COMMISSIONERS  
BUDGET WORKSHOP MINUTES  
AUGUST 22, 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; and Oscar Martinez, Public Works Director.

The meeting was called to order by Mayor Pelletier, followed by a moment of silence and the Pledge of Allegiance.

**FY2017 Budget – Review of Proposed Draft**

**Summary of Changes**

Insurance Contributions

Commissioner Covey reviewed that last year Commission approved \$100 per month per employee to be applied toward insurance premiums. If an employee did not participate in the city's insurance plan they would get \$100 monthly. She thought it was understood that if an employee paid less than \$100 per month for their insurance they would get the difference as well.

Commissioner Henderson clarified that if an employee did not participate in the city's insurance plan they would get the \$1,200 at the end of the fiscal year. If they left during the year the amount would be adjusted. Commissioner Covey felt that employee should be getting the \$100 monthly and the difference if premiums were less than \$100. City Manager Fuller confirmed that the difference was not given. Commission consensus was to give those employees the difference.

Mayor Pelletier asked if the \$100 could be applied to dental and vision as well if their regular insurance premium was less than \$100. Finance Director Waldrip advised that process would be an administrative nightmare. She felt the \$100 was meant to change the contribution to the health insurance, which is very complicated. City Manager Fuller will work with Finance to find a solution.

UB Supervisor Cell Phone

Commissioner Covey asked about the \$300 cell phone allowance transfer from UB Supervisor to Water and Sewer. Finance Director Waldrip indicated the \$300 was charged to Finance and Commission directed it be charged to Water and Sewer as appropriate.

Fuel Reduction

Commissioner Covey was surprised, with two trucks in Code Enforcement that their fuel was reduced by \$400. City Manager Fuller felt there could be fuel costs savings with the newer trucks and the reduced costs of fuel at this time.

Page 2 – Removed Sewer charge pass-thru of \$74,000

City Manager Fuller advised that was the Wholesale Sewer Rate Increase, which Commission decided to absorb. He confirmed that last fiscal year Commission absorbed the \$200,000 increase as well.

Page 3 –Tax Estimates

Commissioner Covey asked if that is the tax we already get. City Manager Fuller confirmed and indicated it was more than anticipated. He also indicated that the estimated taxes for Fuel increased by \$13,577 and Telecommunication decreased by \$24,968.

Page 4 – Records Clerk/Planning Admin.

Regarding the splitting of the Records Clerk's time with Planning and Code Enforcement, Commissioner Covey indicated she personally would like to have the Leisure Services Administrative Assistant cross-trained to help out in Planning and Code Enforcement for when the Records Clerk is sick or on vacation. Commissioner Henderson felt this should be left up to the City Manager. The balance of Commission agreed. City Manager Fuller will make sure the duties are covered.

Commissioner Covey complimented staff on the budget details, graphs, notes, etc. Commission requested the same format be followed going forward.

**GENERAL FUND SUMMARY**

Page 11- Revenue Funding Sources

Sale of Fixed Assets

Commissioner Covey asked about the reduced cost. City Manager Fuller advised less surplus is anticipated for the next fiscal year.

Impact Fees & Spec Cap Fees

City Manager Fuller advised these fees are associated with new development.

Contributions & Donations

Mayor Pelletier asked if this has been added to the utility bills. City Manager Fuller confirmed.

Page 12 – Public Works/Utility

Water/Sewer Services

Commissioner Covey indicated the reduction is related to the odor scrubber replacement. Finance Director Waldrip advised the 67% reduction is due to the reduction in debt.

Page 13 – Actual/Anticipated Reserves

Commissioner Covey pointed out that between 2015 and 2017, even with the equipment purchased and contributions to employees insurance there is still a strong unrestricted balance.

CRA Fund

City Manager Fuller indicated, regarding a \$150,000 project on N. Kimbrel, there is \$75,000 and staff has been looking for a grant to fund the balance. About \$108,000 will be in the CRA fund at the end of 2017 and he asked if commission would approve a loan to the CRA from the General

Fund as the project is already engineered, permitted and ready to go. He indicated there is a small surplus in General Fund of \$227,000. Commission consensus was to allow the loan from the General Fund.

#### Page 14 – Enterprise Funds

Commissioner Covey pointed out that in the Enterprise Fund there was a reduction in the amount of \$254,121 and there was no water increase. In the Solid Waste Fund there was a decrease of \$164,570. These reductions were due to projects.

#### Page 15 – Expenditures/Uses by Department

##### City Commission

Commissioner Covey pointed out that Commission was reduced by \$3,220 and asked if that was the previous Mayor's benefits. Mayor Pelletier advised that was the previous Mayor's Florida Retirement. Finance Director Waldrip indicated increases in other line items had offset the original amount of \$4,227.

#### Page 18 – Water Fund Revenue & Expenditures

Commissioner Covey pointed out that there was not much difference between 2014 and 2015, even with all that has been done.

Mayor Pelletier felt it is good for citizens to know that even with investing in capital items the City is still healthy and their taxes have not gone up.

### **GENERAL FUND**

#### Page 26 City Commission

Mayor Pelletier asked that something be brought to Commission stating that there will be no Florida Retirement contributions for Commission. City Attorney Obos advised the statute says FRS has to be offered but it does not have to pay for it. He will bring back clarification.

Commissioner Covey asked if we charge the building permitting company rent. City Manager Fuller advised the City gets a portion of the permitting fees back, 10%. He will bring back what the 10% dollar amount is.

#### Page 25 Arts & Conference Center

Commissioner Covey pointed out that the Arts & Conference Center rental fees are down and the City is losing money on the building. She did not agree that the facility was not built to generate money. Leisure Services Director Legare explained that the revenue is about \$40,000 annually and reviewed all the non-revenue producing events.

The salary and duties of the Conference Center Manager was reviewed. Commission Consensus was for the City Manager to review the contract.

Mayor Pelletier asked about payments to the Sheriff's Office for a Deputy to be available for events in which alcohol is served. Director Legare advised the cost is included in the rental fee revenue and passed on to the Sheriff's Office.

Commissioner Covey asked about the reduction in revenue for the Recreational Complex Facility Rent. Director Legare advised all the City-sponsored leagues do not pay fees, but outside and adult leagues do pay fees.

#### Page 28 City Manager

City Manager Fuller advised overtime had been removed and notes updated.

Commissioner Covey asked about car maintenance in Other Current Charges, which is up 200%. City Manager Fuller advised it is for the donated Ford Interceptor at City Hall. The cleaning of city vehicles was reviewed. Commission Consensus was to remove car washing expenses.

#### Page 29 Finance

Commissioner Covey was happy to see the 100% reduction in Unemployment Compensation. Finance Director Waldrip advised it is only put in the budget as needed.

Commissioner Covey asked about the single audit for the CDBG Grant. Finance Director Waldrip advised the CDBG Grant will trigger a single audit.

Under Office Supplies & Small Equipment, Commissioner Covey asked about the calculator. Finance Director Waldrip indicated she needs to purchase a new one.

Mayor Pelletier felt Utility Billing needs to have new and improved machines for closing out.

Commissioner Covey asked that when Utility Billing will be short staffed because someone is out that the City Manager inform Commission.

#### Page 30 General Government/Administration

##### Travel & Per Diem

Commissioner Covey asked about the increase in travel to conferences. City Manager Fuller advised the HR person has been added under the City Clerk. Mayor Pelletier asked if the HR person is now fiscally working for the City Clerk or if it's just on paper. City Manager Fuller indicated the position is just being funded under General Government. Personnel changes will be handled at a future date.

##### R & M Buildings & Grounds

Commissioner Covey referenced the new roof for City Hall, indicated it is a 1047.10% increase but it will cost more in the long run to continue to patch. Mayor Pelletier did not feel \$35,000 would be enough. Code Enforcement Officer Frye advised the contractor, Jerry Wilson indicated he will do a modified system for \$35,000. He recommended increasing the line item and going out for bids. Commission consensus was to increase the amount to \$50,000.

##### Printing & Binding

Commissioner Covey asked about the increase in Printing & Binding for Municode. City Manager Fuller advised Municode updates the City's Code and this amount will include adding the LDR to the code book.

### Other Current Charges

City Manager Fuller advised a letter was received from the TPO asking for \$13,500 for the Trolley for the next fiscal year but \$7,500 had been budgeted. Commissioner Covey advised that the City is reaping benefits from their contributions.

### Operating Supplies

Mayor Pelletier asked who the City uses for doormat services. City Clerk Peters advised UniFirst, the same as for uniforms. He asked what the breakroom supplies are. City Manager Fuller advised coffee, creamer, cups, etc. Mayor Pelletier asked when the UniFirst contract expires and if staff is going to start making the terms of contracts to renew annually instead of 3-year terms. City Clerk Peters advised UniFirst expires next year and the terms for bids will be reviewed as published.

### Office Supplies & Small Equipment

Commissioner Covey asked if the \$6,000 is just for lobby furniture to be purchased with the renovation. City Manager Fuller advised it is for signs as well.

### Page 31 - Books, Publications & Dues

Commissioner Covey asked about the dues listed, which were confirmed by the Director of Finance and City Clerk. Mayor Pelletier asked why we are training for Worker's Comp Training and doesn't the vendor responsible for keeping the City up to current statutes. City Manager Fuller advised that anytime inexpensive training is available we try to take advantage of it. Finance Director Waldrip pointed out that the increase is because of the transfer of the HR person into General Government's budget.

### Page 32 – Code Enforcement

Commissioner Covey reviewed that there are two phones in Code Enforcement and the overtime has been increased by \$100. City Manager Fuller advised it is for the half time administrative staff.

### Animal Control

Commissioner Covey commented that the City has only been billed for half the estimated amount this fiscal year. City Manager Fuller advised the City should see some savings in this line item but noted that the monthly bills are scrutinized by staff and they tend to bill late.

Commissioner Fairbanks asked how the reference to reducing the line item by \$5,000 was configured. Mayor Pelletier advised that is for next year and Finance Director Waldrip advised this item is billed quarterly. Mayor Pelletier asked that the quarterly payment be noted for next year's review in the budget.

### R & M Building & Grounds

Commissioner Covey reviewed the needed repairs and asked if the Maintenance Technician being hired can make those repairs. City Manager Fuller said possibly but a contractor may need to be consulted for the floors. Commissioner Henderson advised that includes supplies as well.

Commission consensus was to have the Maintenance Technician to these repairs and to reduce the line item to materials only.

#### Other Current Charges

Commissioner Covey asked why this item is up by \$2,000. City Manager Fuller advised that this year there will be more clean and liens.

#### Books, Publications and Dues

Commissioner Covey asked why this line item is doubled for next fiscal year. City Manager Fuller advised staff will be part of the Floodplain Management and the Florida Association of Code Enforcement.

### **ADJOURNMENT**

Motion was made to adjourn the Budget Workshop at 5:43 to the Regular Commission Workshop. The remainder of the Budget Workshop was continued until 4:00 p.m. on Tuesday, August 23<sup>rd</sup>, prior to the Regular Commission Meeting at 6:00 p.m.

### **RECONVENE**

The Budget workshop reconvened on August 23<sup>rd</sup> at 4:00 p.m. Commissioner Henderson was not in attendance.

### **General Government**

#### Page 33 - Law Enforcement

City Manager Fuller confirmed for Commissioner Covey that the projected fees for Law Enforcement went up 3% per the contract.

#### Fire Department R&M Buildings & Grounds

Fire Chief Joyner advised the \$10,000 budgeted is used for a/c maintenance and inspection, as well as filter and the extra is just in case the system needs additional repairs during the fiscal year.

#### Page 35 - Streets

Commissioner Covey asked which roads are being graded. City Manager Fuller advised Poston Drive, Primrose Lane and a portion of Poston Road. He advised the city pays \$202 per month to the County for grading of all.

#### Other Contractual Services

Mayor Pelletier asked why \$40,000 is being budgeted for temp services. City Manager Fuller advised the temporary seasonal workers work during the summer. Director Martinez indicated they have not been able to get the temporary workers. Commissioner Covey recommended speaking with the Sheriff's Office to get inmates to help. City Manager Fuller advised he has spoken with Lt. Branning, who is working on that.

Regarding the Poston Road paving, City Manager Fuller advised he is waiting on grant money from the Florida Water Management District.

#### Page 37 - Maintenance

Commissioner Covey asked about the tire changer and rolling jacks. Director Martinez advised the tire changer and rolling jacks are old and worn out, along with the leak detection system.

#### Page 38 – Leisure Services

It was pointed out that Director Legare is the only one who has a phone allowance. Mayor Pelletier asked about tools for Leisure Services and whether there is a need to increase the budget. City Manager Fuller advised they have what they need at this time.

Commissioner Covey, referring to the Arts & Conference Center, felt if expenses need to be cut, we need to just use it for the citizens and not look at it as a money-making structure, doing away with the custodian position. It was referenced that it's only making around \$10,000 per year after paying the custodian \$32,000 per year.

Director Legare reviewed the rental process, adding it is rented pretty much every weekend at \$350 per event. Mayor Pelletier asked when the last review of the fee schedule. Director Legare indicated it has been a few years. He will bring updated fees for review by Commission. He did not recommend doing away with the custodian position, leaving the building unattended. Discussion continued. Mayor Pelletier felt a flyer could be sent to all the sister cities about the availability of our facility.

#### Page 39 – Promotional Activities

Commissioner Covey asked if \$2,500 is enough for the decorations and banners for the light posts. Director Legare advised that comes out of operating supplies, which was increased by \$4,000. FDOT requires engineered fittings on the poles on their streets, which they review and approve.

#### Page 40 – CRA

City Manager Fuller advised a revision will be made to lend \$50,000 to complete the N. Kimbrel project.

#### Page 43 – Capital Improvements

Fire-proof storage. Commissioner Covey asked City Manager Fuller to review. He advised there are no fire-proof storage facilities in the area. He recommended insulating and climate control be installed in the building out back.

#### Page 45 – Collection Bureau Increase

Commissioner Covey asked why fees were increased. City Manager Fuller advised they collect the city's bad debts and receive 33% of what they collect, which is added to water revenue.

### Other Contractual Services

City Manager Fuller advised the Merchant Fees is a new line item which includes merchant transaction and convenience fees.

Commissioner Covey asked what Curry Printing is. City Manager Fuller advised they are used for the Water Quality Report. Mayor Pelletier recommended staff look into using the copier at City Hall.

### R&M Distribution

Commissioner Covey asked about the booster station repaint. City Manager Fuller advised it is a mechanical building by the water tank, which needs to be repainted in order to preserve it. Director Martinez advised the inside has to be inspected this year.

### Page 48 – R&M Collection System

Commissioner Covey asked if we are behind on manhole repairs. Director Martinez advised there are quite a few that need attentions. He is looking as several companies. Commissioner Covey referenced their new computers for monitoring the weather and asked if we will be getting weather monitoring radios. Director Martinez advised they have one and one will be purchased for City Hall.

### Page 50 - Solid Waste

City Manager Fuller advised the hauling and grinding line item has been increased as an RFP has been issued for those services.

### Heavy Equipment

Commissioner Covey asked what heavy equipment is being looked at for \$18,500 in repairs. City Manager Fuller advised it is the older back truck and boom truck, as well as other heavy equipment needing repairs. All city vehicles will be inspected quarterly.

### Page 52 Wage & Benefits

Commissioner Townsend recommended a 3% across the board raise for employees. He referenced work that had been done on his property for a water leak, in which quality work was done by employees. The \$100 per employee insurance assistance by Commission was referenced. Commissioner Townsend felt that to be aside from any raise. Commissioner Covey advised the 5% increase on insurance is being absorbed as well. The issue of raises versus contributions to employees' insurance fees was further discussed. City Manager Fuller advised that even with the extra money allocated to paving, there is still a surplus in the General Fund of \$227,000 that will go into reserves, minus the \$50,000 being transferred to the CRA. Commission was in favor of an across the board raise if it is to be done. Commissioner Covey was more in favor of improving the city's infrastructure first. City Manager Fuller advised the existing balance in General Fund Reserves is \$2.2 million, which well exceeds the 17% reserve required. Finance Director Waldrip advised employee turnover costs the city money as well.

Mayor Pelletier pointed out that even with Commission absorbing the increasing insurance costs, employee pay is not going up. He also stressed that the proposed 3% increase can be done without touching existing General Fund Reserves. Commissioner Covey asked if Commission is going to get a raise as well. City Manager Fuller advised across the board would include

Commission. Mayor Pelletier advised he would not be interested in a raise but would be ok with the other Commission getting the 3%. He recommended Commission continue to discuss the issue. Firefighter pay was reviewed as well.

## **PUBLIC PARTICIPATION**

Paul D. Bohac, 7010 Mike Lane, quoted the Charter regarding the powers and duties of the City Manager in reference to discussions of the Bookkeeper position, as well as employees in general.

Commissioner Covey advised the Policy Manual it specifically states that all new positions and duties come before Commission for approval. Mr. Bohac advised he understands that but when Commission begins directing the City Manager on reassignment of duties of employees they are overstepping their boundaries. Commissioner Covey and Mayor Pelletier advised all aspects of new employee positions and duties are allowed to be discussed with Commission and the City Manager.

David Griggs, 7111 Winona Street, advised the Water Quality Report goes out to about 6,000 people, which is about 12 reams of paper. Regarding raises, he referenced that in the past, reasons for not giving employee pay raises had been attributed to a higher debt load. He felt there to be no reason to not give employees a raise this year with all the debt consolidation and improvements that have been made.

Regarding the loan to the CRA, which will have to be repaid, he pointed out that ad valorem taxes are paid by all property owners and stormwater is paid by all utility customers. He recommended giving the money to the CRA, instead of issuing a loan, which was discussed. Commission was in agreement.

Mayor Pelletier and Commission asked that the City Manager get the changes discussed to commission by September 5<sup>th</sup>. Mayor Pelletier reviewed the upcoming Budget Hearings on September 13<sup>th</sup> and 27<sup>th</sup>. He asked than any requests for changes be discussed with the City Manager prior to the 1<sup>st</sup> Budget Hearing for consideration.

## **ADJOURNMENT**

There being no further business, the meeting was adjourned at 5:42 p.m.

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

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

**CITY OF CALLAWAY  
BOARD OF COMMISSIONERS  
BUDGET WORKSHOP MINUTES  
SEPTEMBER 22, 2016 – 10:00 A.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; Janice L. Peters, City Clerk; Beverly Waldrip, Finance Director; Tim Legare, Leisure Services Director; David Joyner, Fire Chief; Oscar Martinez, Public Works Director, Bill Frye, Zoning & Code Enforcement, and Lisa Koepke, Assistant to the City Manager.

The meeting was called to order by Mayor Pelletier, followed by a moment of silence and the Pledge of Allegiance.

**FY2017 Budget – Review of Final Budget**

Mayor Pelletier asked that Commission just discuss the final budget issues.

Commissioner Covey advised she had met with the City Manager and did not intend to vote on the Time Clocks or the Bookkeeper until the other positions are complete.

City Manager Fuller advised he will be bringing back amended position descriptions. Finance Director Waldrip indicated the Accounting Technician's duties will not change. Commissioner Covey felt the Accounting Technician was supposed to be doing AR, the Bookkeeper will be doing payroll and other accounting duties and she wants to see the justification for three positions in Finance.

Mayor Pelletier felt reorganization in UB needs to happen with the City Manager submitting an updated plan or the Bookkeeper position will be taken out of the budget until the realignments are made. Commission consensus was given.

Time Clocks

Mayor Pelletier expressed concern with the different types of time clocks. Commission requested City Manager Fuller bring back details. City Manager Fuller advised the brand identified will work in conjunction with the current software, which was further discussed. Commissioner Henderson thought the timeclocks were to work with automating payroll and felt it should be integrated with the new Bookkeeper position. She asked if the size of the city warranted automating payroll. City Manager Fuller advised everything is done manually at this time. Commissioner Covey requested analysis be done as it relates to individual department needs, which City Manager Fuller advised is the plan. Commission consensus was to leave the money in the budget but the purchase would be contingent upon approval of Commission.

City Hall & Code Enforcement Buildings

Mayor Pelletier, referencing all the money needed to rehab City Hall and Code Enforcement, recommended consideration of moving City Hall and Code Enforcement facilities to the Arts & Conference Center, which would eliminate traffic and flooding problems. Mayor Pelletier recommended having a workshop to discuss before we spend the money to rehab those buildings. Following discussion, Commission was in agreement with evaluating that project, including what to do with the current City Hall building, as well as the expense of moving work stations.

Mayor Pelletier inquired about the expense to repair Code Enforcement. City Manager Fuller advised the \$10,000 was reduced to \$7,000 with the hiring of a Maintenance Technician.

Pg. 35 Fire Department Phones

Mayor Pelletier asked about the 12 phones in the Fire Dept., which City Manager Fuller reviewed. Finance Director Waldrip will correct to reduce the 5% increase in IT for that department.

Pg. 37 Cell Phones – Public Works - Streets

City Manager Fuller reviewed the allocations and reductions.

Pg. 39 Tools – Maintenance Shop

City Manager Fuller advised the line item will be increased by \$3,000. Commissioner Covey asked if the third mechanic will need a tool box, along with the other two. City Manager Fuller advised the third is a working supervisor and the requested tools will be for all three. All tools will be inventoried.

Pg. 41 Leisure Services Operating Supplies Increase

Leisure Services Director Legare reviewed the purchases, which includes an additional pressure washer. The increase totaled \$5,000.

Certifications

Commissioner Covey referenced certifications, which City Manager Fuller reviewed, as noted in the line item. He advised some are required, some he prefers staff to have, such as the CPA certification for the Finance Director. Commission consensus was to leave as is.

Commissioner Covey advised she prefers to look at ways to reduce the basic water bills for citizens, which she intends to address next fiscal year. She felt some training could be done every other year, such as Customer Service. City Manager Fuller advised all employees benefit from that training. His recommendation would be for a policy regarding training in general. Commission consensus was to take Customer Service training out of the budget.

Worker's Comp

Commissioner Covey asked City Manager Fuller to explain the big reduction in Worker's Comp. He advised the new insurance vendor locked in the rates for two years. Worker's Comp training has also been removed from the budget.

Lockbox

Commission consensus was to get rid of Lockbox, giving the City Manager three months to convert. City Manager Fuller will provide a plan to incorporate those duties.

## GPS

City Manager Fuller advised the budget has been adjusted for 29 vehicles.

## Trolley

Commissioner Henderson distributed information regarding what other cities contribute, documenting contributions of all cities in the county, as well as stops within the City of Callaway. Commissioner Covey advised she would rather focus on water bill costs. Mayor Pelletier was not in favor of the increase. Following discussion, the Commission consensus was to leave the \$6,000 increase requested in the budget.

## GPS System

Regarding the GPS system, Commissioner Townsend relayed a citizen concern of a city employee visiting McDonalds and leaving the truck running while going in. He felt the GPS would be able to identify these issues and will pass the information on to the City Manager.

Commissioner Covey advised the County has GPS on their mosquito control trucks. She agreed with Public Works Director Martinez that it is a way to protect the city's assets.

## IT Costs

Commissioner Henderson, referencing IT costs, felt we may be at the point where we want to look at hiring an in-house staff person. Commission agreed. Mayor Pelletier recommended segregating licensing from support. City Clerk Peters advised the new Telecommunications Services vendor, MAXIS 360 is local and indicated they provide those services.

## Charter Salaries – City Clerk

Mayor Pelletier wanted to discuss City Clerk's salary, advising Commission and Charter salaries are a different issue from regular employees, who are receiving a 3% pay increase. He asked for Commission comments regarding the request by the City Clerk for a \$5,000 increase.

Commissioner Townsend recommended the mid-point, which is \$65,000. Commissioner Fairbanks was in favor of the \$5,000 increase. Commissioner Henderson was not in favor of singling out any specific employee for a pay increase.

Commissioner Covey pointed out that the City Clerk brought a lot more to the table than any previous City Clerk, including her certification, and reviewed prior Clerks' salaries, who were not certified. She further reviewed tasks taken on by the Clerk, such as Ordinances and Resolutions, She felt the City Clerk she has gone above and beyond the duties of the job and was in agreement with the \$5,000 increase. Further, in response to Commissioner Henderson's comments, she pointed out that the City Clerk is a Charter employee, along with the City Manager, and are not in the same category as regular employees. Both are hired and fired by Commission. Commission consensus was to raise the City Clerk pay by \$5,000.

Commissioner Henderson was in favor of giving the City Manager the same \$5,000 increase. She reviewed contributions of City Manager Fuller in promoting the city. Commissioner Covey advised the City Manager's salary is at \$80,000 plus an additional \$15,000 for Planning if needed, and pointed out that he has not requested a salary increase. She also indicated City

Manager Fuller did not know management and was sent to training to learn about management. City Manager Fuller advised he was comfortable with the 3% increase.

#### Commission Salaries

City Manager Fuller asked for guidance from Commissioner regarding their increase. Commissioner Covey reviewed the history of Commission salaries and benefits. She recommended adoption of a Resolution regarding this issue, in light of the fact that Commissioners do not take benefits. Commission consensus was to add the increase, leaving it up to individual Commissioners as to whether they will take the increase.

#### Ethics Training

City Manager Fuller advised the \$100 for Ethics will be removed as Mayor Pelletier advised he will get his Ethics training for free via the Florida League of Cities, as provided by the City Clerk.

#### R&M Equipment - Planning

City Manager Fuller indicated he reduced this line item to \$400 as they are not budgeting truck cleaning.

#### City Hall Renovations

He also advised the City Hall renovations money will be rolled into the new budget.

#### CA-4 Lift Station Rehabilitation

City Manager Fuller advised the Engineering design has been complete and he is issuing an RFP for lift station CA-4 rehab at Bertha and Wallace.

#### Final Budget

City Manager Fuller advised an updated budget would be distributed as soon as possible prior to the Final Budget Hearing.

#### PUBLIC PARTICIPATION

Former Commissioner Ralph Hollister, 1340 West Park Lane, commented on the City's excess revenue and was in favor of reducing the water and sewer flat rate fees. Commissioner Covey commented that she is looking into the issue. Mayor Pelletier agreed and recommended a workshop to discuss.

David Griggs, 7111 Winona Street, commented on the loan from General Fund to CRA, for stormwater improvements, asking why it needs to be transferred to the CRA, with stormwater all over the city. Commissioner Covey advised it was not a loan and Mayor Pelletier advised it was transferred for accounting documentation. Commissioner Covey explained that stormwater fees are collected from all over the city. City Manager Fuller reviewed that it is for a stormwater redevelopment project in the CRA area, which he further explained. He added that TIF funds can only be used for redevelopment projects and he is more comfortable with transferring the money into the CRA Fund to supplement CRA dollars, from an accounting prospective.

Mr. Griggs stated the current City Clerk is the first fully certified Clerk the City has ever had and was in favor of the increase, agreeing with Commissioner Townsend for the mid-range. The City Manager he felt has been in a learning curve.

He also commented on the water tower at Sandy Creek, stating it was brought in for planned development as well as providing water pressure for fire protection. He requested the Fire Chief Joyner provide input on the subject.

Mr. Griggs was granted additional speaking time by Commission consensus. Regarding traffic problems at City Hall, he recommended requesting a traffic study for a potential traffic light. Mayor Pelletier advised traffic is an issue but also the money being spent on older facilities and referenced EPCI's allotted space. Commissioner Covey requested a breakdown of EPCI's fees; what the City is actually receiving and what they are making. Mr. Griggs commented that the liens, which Commissioner Covey had requested the City Clerk process, costs the City around \$600 per lien in legal fees. Commissioner Covey stated the City Clerk would then be able to keep an updated record of the status of all liens.

Brigid Johnson 7509 Melody Lane, was in favor of moving the City Hall and Code Enforcement offices to the Arts & Conference center. She was also in favor of the increase in salary for the City Clerk, but not in favor of increasing the trolley fees.

#### ADJOURNMENT

There being no further business, the meeting was adjourned at 11:50 a.m.

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

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

**CITY OF CALLAWAY  
BOARD OF COMMISSIONERS  
REGULAR WORKSHOP MINUTES  
SEPTEMBER 26, 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; Oscar Martinez, Public Works Director and Lisa Koepke, Assistant to the City Manager. Commissioner Melba Covey was not in attendance.

The meeting was called to order by Mayor Pelletier, followed by a moment of silence and the Pledge of Allegiance.

**CONSENT AGENDA**

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

**Budget Transfer** – Unemployment Payout & Overtime

Commissioner Henderson pointed out that the revised budget should have been the same as the amount current budget with the increases/decreases. Finance Director Waldrip advised the Revised Budget amount is the current and they should match. She will amend as the three salary items did not carry over for tomorrow’s meeting.

**Board Appointments** – No discussion.

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

City Manager Fuller reviewed the process of appointing the Vice-Chair.

**FDOT Traffic Signal Maintenance Agreement  
Synovia Solutions Agreement**

Commissioner Henderson asked if these costs will be paid monthly. City Manager Fuller advised yes and it is in the FY2017 budget.

**Sentinel Point Development Order**

**REGULAR AGENDA**

**Resolution No. 16-21** Purchasing Policy & Procedure Manual

Page 2 Purchasing Policies

- #2 Add the word “equal” before opportunity
- #5 Change the “S” in services to lower case
- #9 Mayor Pelletier asked why the requirement for a Substance Abuse Policy was removed, which he did not agree with. City Manager Fuller advised it limits the

scope of being able to acquire vendors. Commission consensus was to leave it in but to change to reflect that the vendor must have a Drug-free Workplace Policy.

#### Page 3 Purchasing Office Duties & Responsibilities

- #7 Mayor Pelletier asked why the \$10,000 is being changed to \$25,000, which he was not in favor of. City Manager Fuller advised it is in the Charter. Commissioner Henderson was concerned with excess spending and recommended getting written quotes. Following discussion, Commission consensus was to leave it at \$10,000 throughout the manual.
- #10 Mayor Pelletier asked why the non-consumable tangible personal property is being increased to \$5,000 to be capitalized. City Manager Fuller indicated it's been at \$1,000 for a long time and is not that great of a number. Mayor Pelletier referenced losing track of the City's assets. Finance Director Waldrip advised they just wouldn't be capitalized on the financial statements but would still be kept up with. Commission consensus was to leave it at \$1,000.
- #11 Mayor Pelletier asked why periodic physical inventories of capital assets is needed if inventory is being properly inventoried on a schedule. Commissioner Henderson asked if the Auditor ever questions the inventory. City Manager Fuller advised they do not. Finance Director Waldrip advised inventory is done on September 30<sup>th</sup> annually of supplies and fuel, this refers to the capital fixed assets. Commission consensus was to change periodic to annual with a report to Commission.

#### Page 4 Authorized buyers

Commissioner Henderson was concerned with level 2 and 3 jumps in purchasing allowances. She advised she would be ok with increasing the Level 2 and 3 buyers to \$10,000 but not to \$25,000 for Level 3.

Mayor Pelletier asked who the level 1 purchasers are. City Manager Fuller advised Foremen and some folks at City Hall. Level 2 is Department Heads and Level 3 is City Manager.

Commissioner Henderson asked if the levels have approval processes. City Manager Fuller advised that right now there is no approval process for Level 1 prior to purchasing but advised purchase orders are submitted prior to purchases. Higher purchased are approved by the Department Head and/or City Manager.

Mayor Pelletier did not feel there to be any work stoppage under the current levels and the ranges should be left as they are. Commission consensus was obtained.

#### Page 5 Purchasing Clerk

- #2 Commissioner Henderson expressed concern that the Purchasing Officer is looking for purchases that do not meet purchasing criteria. City Manager Fuller

indicated she does look for those items and the accounting software will flag items for approval as well.

Mayor Pelletier asked why the Purchasing Agent was changed to Purchasing Office. City Manager Fuller advised there is no Purchasing Agent. Mayor Pelletier advised the Purchasing person needs to be reviewed to make sure she is classified and being compensated properly for those duties.

#4 Mayor Pelletier asked why designations for requisitions of computer related items were deleted. City Manager Fuller advised the IT purchases had been consolidated but language can be changed to purchases will be made by the designated person in the City.

#5 Mayor Pelletier asked about removal of requisitions for travel. Finance Director Waldrip advised this will be in the finance policy for travel payments with updated forms. City Manager Fuller advised that manual will be coming to Commission for approval.

#### Page 5 Purchase Order – Encumbrance of City Assets

#3 Mayor Pelletier indicated this item should include approval of Commission.

Mayor Pelletier requested the dates be added to draft policies as is done for the budget.

#### Page 6 Blanket Purchase Orders

Commissioner Henderson asked if leaving a purchase order open for up to a year affects matching invoices to the purchase order. Finance Director Waldrip advised there are blanket purchase orders for routine and recurring line items like auto parts, etc. Purchases subtract from the costs as purchased. She advised the open purchase order does not limit the places staff is allowed to purchase from. City Manager Fuller advised that typically current blanket purchase orders are quarterly. Commission consensus was to change the verbiage to quarterly. Finance Director Waldrip advised all invoices are matched when paid. Commission consensus was to limit to quarterly.

Mayor Pelletier asked why the monthly blanket purchase order numbers are being deleted requiring departments to reconcile weekly. City Manager Fuller advised the purchasing clerk is keeping up with the process and will add language to that effect.

#### Page 7 Purchasing Order Exceptions – Petty Cash

Purchases less than \$1,000 – Commissioner Henderson was concerned with this amount. The process was reviewed. Finance Director Waldrip advised the maximum petty cash amount on hand is \$500, which is reconciled via receipts and replenished as needed. After discussion, Commission consensus was to remove the \$1,000 amount.

Regarding travel Mayor Pelletier asked why all that information is being removed. City Manager Fuller advised it is being added to the Accounting Manual.

## Page 9 Formal Bid Procedure

- #2 Mayor Pelletier asked why, prior to releasing a bid, we would solicit comments from local vendors. He felt that may be a violation of the bid process. City Manager Fuller advised it could be used to figure estimates. Finance Director Waldrip clarified that it is in there for when research is needed and for budgeting purposes. Following discussion, Commission consensus was to remove the entire paragraph.
- #3 Mayor Pelletier asked why advertising expenses would need to be removed. City Manager Fuller advised it is because the City Clerk does the advertising. Mayor Pelletier recommenced changing the verbiage to reflect that. Commission agreed.

## Page 10 Formal Bid Procedure continued

- #7 Mayor Pelletier pointed out that there is no reference to the City Clerk being involved in the bid process or minutes. He recommended incorporating that information into this paragraph for consistency.
- #9 Leave at \$10,000.

## Page 12 Statute References

Commissioner Henderson wanted confirmation that the City Attorney is reviewing for compliance. City Clerk Peters advised staff had reviewed statutes for compliance.

## Page 13 Auditing Compliances

Mayor Pelletier asked why all this information is being removed. City Manager Fuller advised the process is being streamlined and done electronically. Mayor Pelletier asked who is checking the invoices when received. Finance Director Waldrip reviewed the approval process. Commission consensus was to reword to reflect approval of items received.

Change Order Processing – Mayor Pelletier asked and Commission consensus was received to remove that paragraph.

## Page 14 Workers' Compensation Information

Mayor Pelletier asked why that whole paragraph is being removed regarding "Workers' Comp. Commissioner Henderson pointed out that it is addressed on the next page. City Attorney Obos advised certificates are provided with the contracts.

## Attachment A – Purchasing Card Policy

Commissioner Henderson asked if there are limits on the P-Cards. City Manager Fuller advised there is. Finance Director Waldrip advised purchases will be rejected if over \$500 and card holders must follow the Purchase Order procedure. Commissioner

Henderson reviewed zero balance P-Cards processing which would require a PO before purchases are allowed. Staff will look into that process.

Mayor Pelletier asked when P-Cards have been used. City Manager Fuller advised a long time. Mayor Pelletier asked why P-Cards are needed with a PO process. Commissioner Henderson advised rebates are attached, which was discussed in detail, versus using individual store credit cards.

Mayor Pelletier asked why there is a need for a P-Card if a PO is required. Discussion followed regarding rebates for using the P-Card. Finance Director Waldrip advised we do get rebates; extensive discussion continued. Mayor Pelletier requested a list of who has a P-Card by department and the limits. City Manager Fuller will provide this information.

City Manager Fuller further reviewed rebates connected with various stores using the store card versus using the P-Card. Commissioner Henderson reviewed companies she knows of that takes the P-Card. Mayor Pelletier asked that the P-Card section be removed from the Purchasing Manual for further discussion. Commission consensus was received.

**Resolution No. 16-27** Setting FY2016/17 Meeting & Holiday Schedule

City Clerk Peters reviewed the schedule, noting a change to October to the 24<sup>th</sup> and 25<sup>th</sup> and asked for direction for November and December meetings in conjunction with the holidays. Commission consensus was to move the meetings for November to the 14<sup>th</sup> and 15<sup>th</sup> and December to the 12<sup>th</sup> and 13<sup>th</sup>. All of Commission was in agreement to the change of the Workshops to 10:00 a.m.

**Resolution No. 16-28** FDOT Subordination of Interest in Parcel 101.2

**Resolution No. 16-29** FDOT Subordination of Interest in Parcel 102.2

**Resolution No. 16-30** FDOT Subordination of Interest in Parcel 103.4

City Manager Fuller reviewed that these are all city easements within a strip that spans 3 parcels for a FDOT resurfacing project scheduled for next year, which will include safety upgrades and sidewalks. The City owns the easements and this will transfer the easement to FDOT. They will pay for moving any utilities.

He advised he will be bringing forth temporary construction easements next month, again requested by FDOT for various intersections on Tyndall Parkway from Boat Race to 7<sup>th</sup>, still in conjunction with the resurfacing project.

**Resolution No. 16-31** Recreational Facility Fee Changes

Mayor Pelletier asked for a meeting to be set up with the Maxis 360 before cabling is complete to discuss the possibility of moving offices to the Arts & Conference Center.

City Manager Fuller advised these changes should generate more income from usage of the buildings.

## **Bookkeeper Job Description**

City Manager Fuller advised he has not completed the other job reorganizations. Mayor Pelletier recommended approval contingent upon the reorganization. Commissioner Henderson recommended a schedule of who is doing what duties. Commissioner Henderson asked if Commission salaries can be adjusted for those who may want to have that contribution.

## **Commission FRS**

City Attorney Obos reviewed that there is a statute that all cities have to offer a retirement system for officials, whether they elect to participate or not. Commissioner Henderson asked if a Commissioner did elect to participate could their salary be reduced to the \$8,200. City Attorney Obos will check the Statutes to see if it provides any restrictions on that but did not think it would be an option.

## **Updated Master Plan for Bridge Harbor**

City Manager Fuller advised the group from D.R. Horton will update commission at tomorrow's meeting.

## **Garbage Hauler Information**

City Attorney Obos reviewed the process that now the City is open source and would have to wait 3 years after providing public notice of intent to change to one hauler. He noted the process would not tie the City to changing. City Manager Fuller is setting up a meeting to talk with the current haulers regarding cans and scheduling.

## Commission Comments

Commissioner Townsend felt the additional money should not be contributed to the trolley.

City Manager Fuller advised changes to the budget are being made as directed by Commission and should be available this afternoon.

## ADJOURNMENT

There being no further business, the meeting was adjourned at 12:25 a.m.

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

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

**CITY OF CALLAWAY  
BOARD OF COMMISSIONERS  
FINAL BUDGET HEARING MINUTES  
SEPTEMBER 27, 2016 – 5:01 P.M.**

The Callaway Commission met for the Final Budget Hearing session with Bob Pelletier, Mayor and Commissioners Melba Covey (via telephone), Ron Fairbanks, Pam Henderson and Joseph Townsend. 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 Administrator; 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 a moment of silence and the Pledge of Allegiance.

**PUBLIC HEARING – PRESENTATION OF THE TENTATIVE BUDGET FOR FISCAL YEAR  
BEGINNING OCTOBER 1, 2016**

**Public Announcement** – Ad Valorem Tax Rate (Trim Notice)

City Clerk Peters read the public announcement as follows:

Pursuant to Section 200.065(2)(e), F.S., “Notice of Tentative property Taxes for the City of Callaway, Florida” (TRIM NOTICE) the proposed ad valorem rate for the Fiscal Year 2016/17 was advertised to be a maximum of 3.3325 mills. This millage rate would be a 47.99% increase over the current year’s rolled-back rate of 2.2519 mills. After reviewing revenue projections and proposed expenditure levels for the 2016/17 Fiscal Year, the General Fund budget is balanced at a tentative rate of 2.2500 mills, which is less than the current year’s roll back rate. This means 2.2500 mills is to be levied to fund the Fiscal Year 2016/17 Budget.

**Tentative FY2015/16 Budget and City Manager’s Budget Message**

Review tentative budget and points of discussion.

City Manager Fuller reviewed the Summary of Changes to the Draft Budget as directed during the Budget Workshop of September 22<sup>nd</sup> and notated on pages 2 & 3 of the budget.

- Added Increase of Commission salary – Commission directed minus the 3%
- Added \$5000 pay increase for the City Clerk – Commission directed minus the 3%
- \$52,000 City Hall renovation was rolled over
- Reduced Commission training budget by \$1,000 for Ethics Training
- Bookkeeper removed pending Commission approval of duties, to include Lockbox and amended Utility Billing allocations
- IT budgeted Increased
- Audit Line Reduced
- Finance Education Reduced
- Added description in General Gov’t – R&M Building & Grounds for Re-roof and increase of budget by \$15,000
- Reducing to zero the Planning R&M for Truck cleaning
- Revised description for telephone communications due to RFP
- Reduced Streets cellphone allowance to \$900

- Increased budget for Shop-Operating Supplies by \$3,000 for tools
- Increase salary by 5% for Water Utility Service Worker I for obtaining Water Distribution Operator License – After discussion, Commission consensus was to remove that increase since the City paid for the training to get the certification. To be discussed further.
- Time Clock removed pending review and discussion by Commission
- Buildings & Grounds in Planning was reduced by \$4,000 for Labor
- Trolley costs increase was removed.
- Revised General Liability and WC projections based upon RFP

City Manager Fuller clarified that the Bookkeeping position will be brought back along with reclassifications of duties in Utility Billing.

**Resolution No. 16-25 FY2016/17 Final Ad Valorem Tax Rate**

Consideration of Resolution levying a General Fund Ad Valorem Rate of 2.2500 mils.

City Attorney Obos read Resolution No. 16-25 by as follows:

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF CALLAWAY OF BAY COUNTY, FLORIDA, ADOPTING THE FINAL LEVYING OF AD VALOREM TAXES FOR FISCAL YEAR 2016/2017 AND PROVIDING FOR AN EFFECTIVE DATE.**

**Motion:**

Motion was made by Commissioner Henderson and seconded by Commissioner Fairbanks to approve Resolution No. 16-25, levying a tentative Ad Valorem Rate of 2.2500 mils for FY2016/17. Motion carried unanimously upon roll-call vote.

**Resolution No. 16-26 Final Budget for FY2016/17**

Consideration of Resolution adopting a final budget effective October 1, 2016.

City Attorney Obos read Resolution No. 16-26 by title as follows:

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF CALLAWAY OF BAY COUNTY, FLORIDA, ADOPTING THE FINAL BUDGET FOR THE TWELVE MONTH PERIOD BEGINNING OCTOBER 1, 2016, AND ENDING SEPTEMBER 30, 2017; AND PROVIDING FOR AN EFFECTIVE DATE.**

**PUBLIC PARTICIPATION**

John Malone, 707 Plantation Circle, asked if there were any questions regarding the e-mails he sent to Commission; there were none. He insinuated that the down and dirty look of Callaway is due to the failure of the elected officials to properly enforce the rules and regulations applicable to Code Enforcement. He requested Commission have a workshop to review Code Enforcement procedures. He advised the budget should be in writing. He was informed the budget is in writing and a copy is available in the lobby for citizens. Mr. Malone also stated, regarding the 3-minute rule for public participation, felt citizens should not be held to that.

Mr. Malone further stated he keeps asking questions to which he gets no answers and will be sending a letter to the state attorney.

Paul Bohac, 7010 Mike Lane, advised he had urged Commission to identify priorities related to the budget and plans for growth in relation to the expansion of Eastern Shipbuilding, to include annexation, planning and development. Mayor Pelletier advised water and sewer and utilities are already in place. Commissioner Covey commented on the failure of the developer of Sandy Creek to follow through with the building of the 500 homes planned. All the properties are individually owned at this time.

Wayne Hagan, 209 Lannie Rowe Drive, informed Commission of ADA requirements for the updates to the bathroom facilities at the Callaway Community Center, advising the building is not exempt, according to the Checklist for Existing Facilities produced by the ADA. He advised money is available through Federal Block Grants and recommended budgeting for these upgrades. He gave a copy of the ADA checklist for the record, which is on file in the office of the City Clerk. Further he referenced the cross walks at Cherry Street and Tyndall Parkway, advising there is only three. Mayor Pelletier advised staff is aware and it is being discussed.

**Motion:**

Motion was made by Commissioner Fairbanks and seconded by Commissioner Townsend to approve Resolution No. 16-26, adopting the final budget for FY2016/17. Motion carried unanimously upon roll-call vote.

**ADJOURNMENT**

There being no further business, motion was made to adjourn at 5:55 pm.

Attest:

\_\_\_\_\_  
Mayor

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

**CITY OF CALLAWAY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
SEPTEMBER 27, 2016 – 6:07 P.M.**

The Callaway Commission met in regular session with Bob Pelletier, Mayor, and Commissioners Melba Covey (via telephone), 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. Pam Henderson, Mayor Pro tem was not in attendance.

The meeting was called to order by Mayor Pelletier.

**PRESENTATIONS**

**Employee of the Month – Missy Ellis**

City Manager Fuller read the letter of recommendation in which Ms. Ellis was commended on keeping up with a large work load, her willingness to help out wherever needed and cost-saving efforts. Commission presented Ms. Ellis with the Certificate of Recognition.

**15-Year Service Plaque – Lt. Benjamin Sheffield**

Commission presented Lt. Sheffield with a plaque in appreciation of 15-years of service.

**Yard of the Month – Mr. & Mrs. James Brown, 7320 Rodgers Drive**

Commissioner Henderson read the nomination for October. The Yard of the Month Certificate was presented to Mrs. Brown.

**CDBG Application for FY2016**

Mr. Dennis Dingman, of Summit Professional Services, Inc., reviewed the status of the CDBG program. The FFY 2016 grant cycle open date has not been announced yet but he expects it to open soon. He provided the scoring analysis for the City of Callaway, which is 675. He recommended the leverage of a sum of money to put toward the grant for grant activity in order to increase the score. City Manager Fuller advised \$25,000 was approved by the Commission for leverage with a possible additional \$25,000 next fiscal year. The score would then come up to near 700. Mr. Dingman advised leverage is not needed until the grant is awarded and only the amount needed will be used.

Commissioner Covey asked about the score and if it's been submitted. Mr. Dingman explained that the application has not been submitted because the date has not been announced for the grant cycle. He further advised the value is based upon the community wide needs score given to each community that is eligible for the grant. HUD determines the score and is based upon the most recent census and has already been determined for the City of Callaway. He explained that the different categories within the grant application is determined by different criteria.

Commissioner Henderson asked for clarification of the leverage. She was not in favor of the \$50,000 leverage because it does not benefit the City as a whole. Mayor Pelletier advised \$25,000 has already been approved in the budget.

Commissioner Townsend asked about eligibility if the City has had a grant award within the last 5-years, which Mr. Dingman reviewed.

### Code Enforcement Board Report

Tony Mullinax, Code Enforcement Board Chairman reviewed cases addressed at the September meeting of the Code Enforcement Board.

Commissioner Henderson asked how accruing fines are handled. City Attorney Obos explained. City Manager Fuller advised that the majority of the time the property is brought into compliance. Commissioner Henderson then asked about the effective date of the orders for applying the fines. Chairman Mullinax advised it is a relatively quick process.

Mayor Pelletier asked for a record of outstanding and collected liens by the next meeting.

Commissioner Covey, referencing the direction of Commission to rewrite the City Clerk's job description to include drafting of Ordinances and Resolutions, suggested adding the filing of liens as well so she can keep up with that information. City Attorney Obos will work with the Clerk on future lien documentation. Commissioner Covey advised she will be requesting a workshop to discuss further.

### Bay County Sheriff's Office Report

Cpl. Deutsch reviewed statistics for the month of September as follows:

Miles Patrolled -	12,646	Traffic Stops -	93
Service Calls -	1,169	Citations Issued -	98
Arrests Made -	67	Traffic Crashes -	45

Mayor Pelletier advised Springfield budget for law enforcement is \$1.6 million so the City of Callaway is getting a good deal.

Commissioner Covey indicated an incident happened Sunday night and the Sheriff's Office acted promptly.

Cpl. Deutsch advised a task force has been put together to address a string of burglaries in the area. Commissioner Henderson asked if the burglaries are occurring in any certain area. Cpl. Deutsch advised a grouping has occurred in the Boat Race, S. Bertha, Callaway Point area over the last few weeks. He urged citizens to call in on anything suspicious.

### MINUTES

<b>August 22, 2016</b>	Budget & Regular Workshop
<b>August 23, 2016</b>	Regular Meeting
<b>Sept. 13, 2016</b>	1 <sup>st</sup> Budget Hearing
<b>Sept. 13, 2016</b>	Special Meeting

### Motion:

Motion was made by Commissioner Townsend 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** – Unemployment Payout & Overtime  
**City Hall Lobby Renovation Plans**  
**Hwy. 2297 Water Main Relocation**  
**Code Enforcement Board Appointments**

Commissioner Covey commented on the overtime in the budget transfer and requested subtotals for each department in the future.

### **Motion:**

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

## REGULAR AGENDA

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

City Attorney Obos read Resolution No. 16-21 by title as follows:

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF CALLAWAY, FLORIDA, ADOPTING A REVISED PURCHASING MANUAL FOR THE CITY OF CALLAWAY; REPEALING ALL RESOLUTIONS IN CONFLICT HERewith; AND PROVIDING AN EFFECTIVE DATE.**

Commission consensus was to table the Resolution until October meeting for documentation of changes directed at the previous night's workshop.

### **Resolution No. 16-27** Setting FY2016/17 Meeting & Holiday Schedule

City Attorney Obos read Resolution No. 16-27 by title as follows:

**A RESOLUTION TO ADOPT A MEETING SCHEDULE FOR THE REGULAR MEETINGS AND WORKSHOPS OF THE CITY OF CALLAWAY BOARD OF CITY COMMISSIONERS FOR THE FISCAL YEAR 2016-2017; REPEALING ALL RESOLUTIONS IN CONFLICT HERewith AND RECITING AN EFFECTIVE DATE.**

Mayor Pelletier reviewed for Commissioner Covey the changes to the October, November and December meeting dates, as well as the notation that all Commission workshops will now be held at 10:00 a.m.

### **Motion:**

Motion was made by Commissioner Fairbanks and seconded Commissioner Henderson for approval of Resolution No. 16-27. Motion carried unanimously upon roll-call vote.

### **Resolution No. 16-28** FDOT Subordination of Interest in Parcel 101.2

City Attorney Obos reviewed that the Items 10-12 are FDOT subordination of easement agreements.

City Attorney Obos read Resolution No. 16-28 by title as follows:

**A RESOLUTION OF THE CITY OF CALLAWAY AUTHORIZING THE SUBORDINATION OF UTILITY INTERESTS IN A CERTAIN PARCEL OF LAND TO THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION; REPEALING ALL RESOLUTIONS OR PARTS OF RESOLUTIONS IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.**

**Motion:**

Motion was made by Commissioner Henderson and seconded by Commissioner Fairbanks for approval of Resolution No. 16-28. Motion carried unanimously upon roll-call vote.

**Resolution No. 16-29** FDOT Subordination of Interest in Parcel 102.2

City Attorney Obos read Resolution No. 16-29 by title as follows:

**A RESOLUTION OF THE CITY OF CALLAWAY AUTHORIZING THE SUBORDINATION OF UTILITY INTERESTS IN A CERTAIN PARCEL OF LAND TO THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION; REPEALING ALL RESOLUTIONS OR PARTS OF RESOLUTIONS IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.**

**Motion:**

Motion was made by Commissioner Covey and seconded by Commissioner Fairbanks for approval of Resolution No. 16-29. Motion carried unanimously upon roll-call vote.

**Resolution No. 16-30** FDOT Subordination of Interest in Parcel 103.4

City Attorney Obos read Resolution No. 16-30 by title as follows:

**A RESOLUTION OF THE CITY OF CALLAWAY AUTHORIZING THE SUBORDINATION OF UTILITY INTERESTS IN A CERTAIN PARCEL OF LAND TO THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION; REPEALING ALL RESOLUTIONS OR PARTS OF RESOLUTIONS IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.**

**Motion:**

Motion was made by Commissioner Covey and seconded by Commissioner Henderson for approval of Resolution No. 16-30. Motion carried unanimously upon roll-call vote.

**Resolution No. 16-31** Recreational Facility Fee Changes

City Attorney Obos read Resolution No. 16-31 by title as follows:

**A RESOLUTION OF THE CITY OF CALLAWAY, FLORIDA REPEALING RESOLUTION 13-15, ESTABLISHING A FEE SCHEDULE FOR THE USE OF RECREATIONAL FACILITIES WITHIN THE CITY; AUTHORIZING ADJUSTMENTS BY THE CITY MANAGER; REQUIRING FACILITY USE AGREEMENTS AND HOLD HARMLESS AGREEMENTS IN CONNECTION WITH THE USE OF CITY RECREATIONAL FACILITIES; AND PROVIDING AN EFFECTIVE DATE.**

**Motion:**

Motion was made by Commissioner Townsend and seconded by Commissioner Fairbanks for approval of Resolution No. 16-31. Motion carried unanimously upon roll-call vote.

**Bookkeeper Job Description**

This item was pulled.

**Commission FRS**

City Attorney Obos reviewed that the State requires an option but it can be non-contributory, no action was needed. Commissioner Covey requested a Resolution regarding this and the Commission salaries. It was clarified that no changes can be made to the requirements of the State to offer retirement until they decide to open the option for participation.

**Updated Master Plan for Bridge Harbor**

Mike Harper, Buchanan and Harper, updated Commission on the progress of the Master Plan for Bridge Harbor. He advised they have come to an arrangement with D.R. Horton who will be pursuing the project. Phase I will be before Commission in the near future.

**Garbage Hauler Information**

City Attorney Obos reviewed the process necessary to move to a one hauler contract, which will require a 3-year noticed waiting period with notice to the current haulers to avoid any compensation. This does not bind the City to take action at that time but if none is taken the 3-year period will start over.

**Motion:**

Motion was made by Commissioner Townsend and seconded by Commissioner Covey for approval to start the notice process. Motion carried 3-2 upon roll-call vote with Commissioner Henderson and Commissioner Fairbanks voting in opposition.

**COMMISSION COMMENTS**

**Ron Fairbanks, Commissioner, Ward III**

Commissioner Fairbanks thanked the City Manager and Public Works Director in helping citizens with stormwater drainage problems.

He advised that on the 19<sup>th</sup> of September a Bay County League of Citizens banquet was held in which the ½ cent sales tax was discussed. He urged citizens to vote as it will benefit the City of Callaway for infrastructure funding.

**Melba Covey, Commissioner, Ward I**

Commissioner Covey asked about the EPCI Permitting Contract. City Manager Fuller advised the City receives 10% of the fees collected, which have totaled \$5,900 this year. He will email a copy of the contract to Commission.

She further expanded on her understanding of the FRS requirements.

**Commissioner Henderson, Ward II**

Commissioner Henderson advised she has been to a couple of meeting in which the ½ cent infrastructure sales tax was discussed. She requested a resolution in support be presented at the next meeting.

She commended HR Assistant Trish Johnson on putting together the Health Screening Fair. She is interested in putting together a wellness program for employees.

At the monthly TPO meeting she advised the Project Priorities for 2018-22 was passed and quite a few projects were included that will affect the City of Callaway, such as the widening of SR 22 from Business 98 to Star Avenue, the widening of Star Avenue from SR 22 to 231 and the local sidewalks for Cherry St., Star Avenue and Boat Race and Wallace Roads.

Commissioner Henderson asked about the study for odor control. City Manager Fuller advised the project is in month 3 of the 6-month study. He believes the entire 6-month study will need to be done to determine the type of odor control system needed, along with other improvements.

**Bob Pelletier, Mayor**

He advised Commissioner Covey that the City Clerk will provide an updated meeting schedule. She asked about the Amnesty Day acceptable items. City Manager Fuller reviewed and advised it was included in the Newsletter.

Mayor Pelletier reviewed citizen kudos to the Fire Departments response to an apartment building emergency. He also reviewed a letter received regarding Sandy Creek and the response of the Department of Public Works' staff for service calls.

**ANNOUNCEMENTS**

Mayor Pelletier read the announcements.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:31 p.m.

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

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

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

DATE: OCTOBER 25, 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 September 30, 2016.

**ATTACHMENT:**

- BUDGET-IN-BRIEF

**5. REQUESTED MOTION/ACTION:**

For review only. No action required.

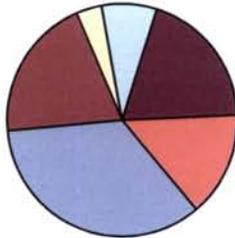


# CITY OF CALLAWAY

## Fiscal Year 2016

### BUDGET-IN-BRIEF as of September 30, 2016 (Preliminary)

#### YTD-Citywide Expense Allocation



Operating 34.7%	Personnel Svc 20.0%
Non-Operating 3.5%	Transfers 7.8%
Principal Debt Pmts 19.4%	Capital 14.5%

#### General Fund Revenues

Revenues	Budget	Year-to-Date	%
Advalorem Taxes	1,003,362	1,017,195	101.4%
Other Taxes	1,918,340	1,943,132	101.3%
Permits, Fees, & Licenses	1,013,650	1,023,021	100.9%
Grants & Shared Revenue	1,948,815	1,882,783	96.6%
Service Charges	157,650	157,313	99.8%
Court Fines	4,400	3,611	82.1%
Interest & Other Earnings	4,550	4,163	91.5%
Rents & Royalties	59,500	58,671	98.6%
Sales of Fixed Assets	30,200	39,462	130.7%
Contributions & Donations	2,500	1,034	41.4%
Miscellaneous Revenue	300	1,296	432.0%
<b>Total Revenues</b>	<b>\$ 6,143,267</b>	<b>\$ 6,131,681</b>	<b>99.8%</b>

#### General Fund Expenditures

Expenditures	Budget	Year-to-Date	%
Executive (Commission)	58,648	51,909	88.5%
City Manager	233,719	230,393	98.6%
Finance	248,961	235,876	94.7%
Legal	110,000	85,779	78.0%
Planning & Code Enforcement	315,752	219,715	69.6%
Information Technology	69,150	58,566	84.7%
Elections	6,250	3,787	60.6%
General Government	309,311	233,932	75.6%
Law Enforcement	1,483,300	1,482,475	99.9%
Fire Department	1,070,258	1,051,645	98.3%
Streets	1,144,794	1,013,292	88.5%
Maintenance Shop	210,482	206,779	98.2%
Leisure Services	804,008	764,982	95.1%
Transfers	1,647,235	1,447,235	87.9%
Indirect Cost Allocation	(544,087)	(544,087)	100.0%
<b>Total Expenditures</b>	<b>\$ 7,167,781</b>	<b>\$ 6,542,278</b>	<b>91.3%</b>

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

	Budget	Year-to-Date
Incr / (Decr) to Fund Balance	(1,024,514)	(410,597)

#### 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	379,368	41.2%
Incr / (Decr) to Fund Balance	-	(16,272)	

#### Water Fund

	Budget	Year-to-Date	%
Revenues & Trfrs In	2,954,124	2,790,114	94.4%
Expenses & Trfrs Out	6,469,143	5,731,183	88.6%
Incr / (Decr) to Net Assets	(3,515,019)	(2,941,069)	

#### Sewer Fund

	Budget	Year-to-Date	%
Revenues & Trfrs In	4,359,200	4,315,910	99.0%
Expenses & Trfrs Out	9,002,654	4,043,084	44.9%
Incr / (Decr) to Net Assets	(4,643,454)	272,826	

2015 Bond principal contributions were not recorded as an expense.

#### Solid Waste Fund

	Budget	Year-to-Date	%
Revenues	581,800	598,670	102.9%
Expenses & Trfrs Out	581,800	542,455	93.2%
Incr / (Decr) to Net Assets	-	56,215	

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

	Budget	Year-to-Date
Incr / (Decr) to Fund Balance/Net Assets	(9,262,164)	(3,033,212)

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

DATE: OCTOBER 25, 2016

ITEM: ADVISORY BOARD APPOINTMENTS

**1. PLACED ON AGENDA BY:**

J. Michael Fuller, City Manager

**PRESENTED BY:**

JANICE L. PETERS, MMC, 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)**

**Sports & Recreation Committee**

There is currently three (3) vacancies on the Sports & Recreation Committee due to expired terms. One application has been received from Mr. John W. Piercy for consideration of appointment to a 3-year term ending December 31, 2019.

**ATTACHMENTS:**

- Application
- Board Member Roster

**5. REQUESTED MOTION/ACTION:**

Approval of the Consent Agenda will constitute approval by the Commission of the appointment of John Piercy to the Sports & Recreation Committee to fill a 3-year term ending December 31, 2019.



# 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

- 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)
- CODE ENFORCEMENT BOARD\* (3-Year Terms; 7 Members; 2 Alternates)
- PLANNING BOARD\* (3-Year Terms; 7 Members)
- SPORTS & RECREATION COMMITTEE\* (5 Members; 3-Year Terms)
- OTHER: \_\_\_\_\_

Name: Percy John W.  
(Last) (First) (Middle)

Address: 325 Beulah Ave Callaway FL 32404

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

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

Occupation: Retired, E/I Electrical/Instrumentation.  
Cell

Home Phone: 850-532-4840 Work Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Do you reside within the City limits?  Yes  No

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

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

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

Why would you like to serve on this board? Yes

What special skills would you bring to this position? (1) President Callaway Historical Society. Leadership skills, Citizen of Callaway 66 years.

Please list fields of work experience: 45 years in Electrical Field.

List any licenses and/or degrees (location and year): See Sheet

Local Referenced (Please list three (3)):

1. Joy Beaver
2. Buffy Williamson
3. Christy Williamson

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: 9/20/16

### 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 SPORTS & RECREATION COMMITTEE

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

**Brent A. Harshbarger, Chair** – 7020 Benton Dr.; Home Ph.: 819-0134, Work Ph.: 282-4845. Re-appointed on March 22, 2016, to a 3-year term ending December 31, 2018. [harshyeod@gmail.com](mailto:harshyeod@gmail.com).

**VACANT -, Vice-Chair**

**VACANT –**

**VACANT –**

**Tim Legare, Director of Leisure Services** – 504 Callaway Park Way; Wk. Ph.: 874-0031. Appointed on August 14, 2012, without expiration. [tlegare@cityofcallaway.com](mailto:tlegare@cityofcallaway.com).

---

City of Callaway Staff Liaisons:

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

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

DATE: OCTOBER 25, 2016

**ITEM: CDBG Fair Housing Public Information – Discussion of Fair Housing Rights**

**1. PLACED ON AGENDA BY:**

J. MICHAEL FULLER, CITY MANAGER

**AND**

DENNIS DINGMAN, SUMMIT PROFESSIONAL SERVICES, INC.

**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. Dennis Dingman of Summit Professional Services, Inc. will give a presentation on the CDBG Fair Housing Rights.

**ATTACHMENT:**

**5. REQUESTED MOTION/ACTION:**

For review only. No action required.

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

DATE: OCTOBER 25, 2016

**ITEM: 1<sup>st</sup> Public Hearing for FFY2016 CDBG Application Cycle**

**1. PLACED ON AGENDA BY:**

J. MICHAEL FULLER, CITY MANAGER  
**AND**  
DENNIS DINGMAN, SUMMIT PROFESSIONAL SERVICES, INC.

**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)**

Materials on the 1<sup>st</sup> Public Hearing for the CDBG Application will be distributed by Dennis Dingman of Summit Professional Services, Inc.

**ATTACHMENT:**

**5. REQUESTED MOTION/ACTION:**

Hold public hearing.

**CITY OF CALLAWAY  
CDBG FIRST PUBLIC HEARING NOTICE**

The City of Callaway is considering applying to the Florida Department of Economic Opportunity for a FFY 2016 Small Cities Community Development Block Grant (CDBG) application. The City is eligible to apply for up to \$750,000 in the neighborhood revitalization, commercial revitalization and housing rehabilitation categories and up to \$1.5 million in the economic development category. Construction activities funded through the CDBG Program must meet one of the following National Objectives:

1. Provide benefit to low- and moderate-income persons;
2. Prevent or eliminate slum or blight conditions; or
3. Meet a need of recent origin having a particular urgency.

The types of activities that CDBG funds may be used for include constructing stormwater ponds, paving roads and sidewalks, installing sewer and water lines, building a community center or park, making improvements to a sewage treatment plant, and rehabilitating low-income homes. Additional information regarding the range of activities that could be funded will be provided at the public hearing.

In developing a CDBG application, the City of Callaway must plan to minimize displacement of persons as a result of the activities. In addition, the City of Callaway is required to develop a plan to assist displaced persons.

A public hearing to obtain citizen comment concerning the City's economic and community development needs will be held at 500 Callaway Park Way, in the Callaway Arts & Conference Center, on October 25, 2016 at 6:00 p.m. For information concerning the public hearing, contact Mike Fuller, City Manager, at (850) 871-6000 or by e-mail at [MFuller@cityofcallaway.com](mailto:MFuller@cityofcallaway.com).

The public hearing is being conducted in a handicapped accessible location. Pursuant to the provisions of the Americans with Disabilities Act, 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).

Any non-English speaking person wishing to attend the public hearing should contact the 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 and an interpreter will be provided.

A Citizen Advisory Task Force (CATF) meeting will be held on Tuesday, October 25, 2016, at 4:30 p.m. in the Florida Room at the Callaway Arts & Conference Center located at 500 Callaway Park Way.

**A FAIR HOUSING/EQUAL OPPORTUNITY/HANDICAP ACCESS JURISDICTION**

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

DATE: OCTOBER 25, 2016

ITEM: RES. No. 16-21 PURCHASING POLICY & PROCEDURE MANUAL

**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)**

Staff first presented a draft form of the Purchasing Policy & Procedure Manual to Commission on April 28, 2016.

The City's Purchasing Policy & Procedure Manual has been reviewed and updates are recommended to reflect newly adopted policies, staffing configuration and fixing grammatical errors.

In an effort to stream line tasks, responsibilities have been defined more clearly and processes have been simplified while maintaining the City's efficient and transparent controlled spending and compliance with the ethics and laws set forth by the Florida Legislature.

Commission comments from the September 26th workshop have been included and are in red, while staff updates/comments are in blue.

**ATTACHMENT:**

- DRAFT RES. NO. 16-21
- DRAFT PURCHASING POLICY & PROCEDURE MANUAL

**5. REQUESTED MOTION/ACTION:**

It is recommended that the Commission approve Resolution No. 16-21 upon roll-call vote, adopting the revised Purchasing Policy & Procedure Manual.

**RESOLUTION NO. 16-21**

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

**WHEREAS**, the City of Callaway Commission desires to revise the Callaway Purchasing Manual to more adequately address, define, and direct the current needs of the City concerning purchasing procedures and guidelines.

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

**SECTION 1.** The revised Purchasing Manual attached hereto as Exhibit "A" is hereby adopted in its entirety and the policies therein instituted by the City upon passage of this resolution.

**SECTION 2.** Resolution No. 07-17 and all policies, resolutions or parts thereof which are in conflict herewith, are hereby repealed to the extent of such conflict.

**SECTION 3.** This Resolution shall take effect upon passage.

**PASSED AND ADOPTED** this 25<sup>th</sup> day of October, 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  
FLORIDA  
~~CITY OF CALLAWAY~~



~~FLORIDA~~

PURCHASING POLICY  
AND PROCEDURE MANUAL

~~APPROVED BY COMMISSION ON MARCH 26, 2013~~

Approved by Commission on October 25, 2016

# Contents

Page

- Introduction ..... 1
- Purchasing Policies ..... 2
- Purchasing Office Duties & Responsibilities ..... 3
- Requesting Department Duties & Responsibilities ..... 4
- Authorized Buyers ..... 4
- Purchase Requisition & Purchase Order Procedures ..... 4
- Blanket Purchase Orders ..... 6
- Purchase Order Exceptions ..... 6
- Purchasing Card Policy (P-Cards) ..... 6
- Vendor Policies ..... 7
- Formal Bid Procedures ..... 8
- Piggyback ..... 9
- Sole Source / Non-Competitive Negotiations ..... 10
- Design-Build Contracts ..... 10
- Procurement Procedures for Design-Build Services ..... 11
- Florida Prompt Payment Act ..... 12
- Auditing Compliance ..... 12
- Tax Exempt Status / Tax Exempt Number ..... 12
- Tax Exempt Status Granted to Contractor ..... 12
- Risk Management Requirements ..... 12
- Vendor Dispute Resolution Procedures ..... 13

## Introduction

The goal of the Purchasing Office is to promote the City's collective best interests through efficient, fair, economical, transparent, and controlled spending. This manual has been prepared to establish the necessary basic guidelines for effective and ethical procurement practices. All City employees will adhere to the procedures defined in the City of Callaway Purchasing Manual as it has been approved by the City of Callaway Board of Commissioners in effort to uphold the integrity of the City, and be in compliance with the ethics and procurement laws set forth by the Florida Legislature within the Florida Statutes.

As amendments to the manual for administrative or procedural changes become necessary by changes in law or for the purpose of internal work flow improvement supplemental pages will be issued to all City personnel.

10/25/16 Draft

City of Callaway, Board of Commissioners  
Purchasing Policy and Procedure Manual

Purchasing Policies

1. It is the policy of the City of Callaway Commission to recognize the Purchasing Office as the department responsible for coordinating the City's consolidated purchasing effort.
2. It is the intent of the City to provide all vendors with a fair and equal opportunity in which to compete for City business. ~~(Local Preference Ordinance #924)~~ Ord. #924 sunset after two years
3. Goods and services offered by State Contract pricing are considered to be competitively bid and to have satisfied the requirements for competitive bidding.
4. It is the policy of the City of Callaway Commission to encourage local businesses to provide goods and services to the City of Callaway through the City's purchasing program.
5. Goods and services produced in the United States will be given preference when all other aspects in the bid selection process are equal.
6. It will be the policy of the City to consolidate for purchase and bidding, all goods and services in a similar nature.
7. It is the policy of the City to award a bid based upon the total aggregate items bid, when possible, rather than to segregate items out for individual awards.
8. The City reserves the right to reject all, or portions of any bid when it is deemed in the best interest of the City.  
~~It is the policy of the City that all contracts with individual organizations desiring to do business with the City of Callaway are required to have a Drug Free Workplace Policy.~~ moved to Formal Bid Process
9. Contracts with organizations desiring to do business with the City shall have an Equal Opportunity Employment Policy which prohibits discrimination in employment because of race, creed, color, religion, or national origin as defined by Executive Order 11246 and 11375, and subsequent amendments.

City of Callaway, Board of Commissioners  
Purchasing Policy and Procedure Manual

Purchasing Office Duties & Responsibilities

1. The Purchasing Office shall be responsible for developing and administering the purchasing program for all City departments.
2. All purchases will be made pursuant to the provisions of the annual budget as adopted by the City Commission.
3. The Purchasing Office shall maintain adequate records for all purchasing transactions to include contracts, leases, and agreements.
4. The Purchasing Office shall assist City departments in soliciting quotes where formal bidding is not required.
5. The Purchasing Office will issue a purchase order number for goods or services over \$999.
6. The Purchasing Office will be responsive to department head requests for assistance with research in preparation for purchase requisitions or purchase orders.
7. The Purchasing Office will coordinate with the City Clerk's Office to aid and facilitate departments in the formal bid process when a purchase is expected to exceed \$10,000 ~~\$25,000~~, as approved by the City Commission.  
~~The City Clerk's Office will maintain all original bid documents. Copies will be provided to departments and Purchasing Office upon completion of the bid opening. For the preservation of original bid documents, only official copies will be used as exhibits or supporting material for subsequent contracts, leases, agreements, or agenda packages.~~ moved bid verbiage to FORMAL BID PROCESS
8. The Purchasing Office will maintain all purchasing related forms.
9. The Purchasing Office will ensure that all non-consumable tangible personal property valued greater than \$1,000 ~~\$5,000~~ with a life expectancy greater than one year is capitalized. Capital asset purchase and disposal information will be maintained by the Purchasing Office.
10. The Purchasing Office will coordinate with individual departments to perform ~~periodic~~ a physical inventories count of capital assets to ensure accuracy of records and integrity of security controls on an annual basis. Departments are responsible for providing physical inventory exceptions to the Purchasing Office.  
Annual inventories will be provided to Commission.

City of Callaway, Board of Commissioners  
Purchasing Policy and Procedure Manual

Requesting Department Duties & Responsibilities

1. All City employees are responsible for following the purchasing policies and procedures adopted by the City of Callaway Commission.
2. All City employees will use the appropriate forms supplied by the Purchasing Office for procurement of equipment, supplies, and services.
3. Department staff is responsible for verifying that budgeted funds are available for purchases made by requisition, purchase order, or P-card.

Authorized Buyers

An Authorized Buyer is an individual with a defined level of purchasing authority.

- o Level 1 Buyer - \$0 to \$499
    - o Non-probationary employee designated by department head.
  - o Level 2 Buyer - \$0 to \$999 ~~\$500 to \$10,000~~
    - o Department heads
  - o Level 3 Buyer - \$0 to \$10,000 ~~\$10,000 to \$25,000~~
    - o City Manager
1. Any purchases exceeding \$10,000 ~~\$25,000~~ require a formal bid and must be approved by the Commission. (See Formal Bid Procedure.)
  2. Department heads assume full responsibility for all purchases made by their departments. Authorization of a Level 1 Buyer does not relieve the department head of responsibility.

Purchase Requisition & Purchase Order Procedures

A Purchase Requisition is a request to the Purchasing Office for supplies or services necessary to continue operating.

1. A requisition must include:
  - o Name and department requesting materials.
  - o Vendor name & address.
  - o Fund / Account number.
  - o Total amount of order.
  - o Contract number or authorizing meeting date.
  - o Appropriate department level approval.
  - o Detail to include description, units, part numbers, and cost.
  - o City Hall listed as the bill to address.
  - o Delivery location and desired delivery date.

City of Callaway, Board of Commissioners  
Purchasing Policy and Procedure Manual

- Single item purchases exceeding \$500 require an attempt to obtain at least three quotes, but no less than two.
2. Requisitions should be completed by an authorized buyer and sent electronically to the Purchasing Office.
    - Upon receipt of the purchase requisition, the Purchasing Office will create a purchase order, assign a number, and place the order.
    - If a department wishes to place the order, specific instructions should be on the requisition for the Purchasing Office to create the purchase order, assign a number, and transmit the number back to the authorized buyer.
  3. Requisitions for services to City facilities which are generally shared by one or more departments will be prepared by the Purchasing Office. This includes, but is not limited to, repairs, cleaning, maintenance for buildings, telephones, faxes, copiers, printers, postage equipment, electrical, and plumbing.
  4. Requests for computer-related items will be submitted to the Purchasing Office in consultation with the IT contractor to ensure technical specification are met.

A Purchase Order is a formal notice to a vendor to furnish the supplies or services specified on the form. A purchase order is required for the procurement of any items or services unless there is a written contract or it qualifies as an exception. (See Purchase Order Exceptions)

1. Purchase Orders will be issued after the submission of a properly executed purchase requisition, and the submittal of any other information required by this policy.
2. No purchase order or encumbrance of City assets may be made without an authorized purchase order or check request.
  - Invoices received without prior issuance of a purchase order will be submitted with a written explanation to the City Manager and to the City Commission if over \$10,000 for approval. Unapproved invoices may be subject to disciplinary action.
3. An emergency exception for the purpose of this manual will be defined as a situation that exists where immediate services, materials or repairs are required to remediate a situation that poses a threat to public health, welfare, or safety. Emergency purchases may be made with a requisition number in lieu of a standard purchase order number. The requisition shall note that it is an emergency. Compliance with established purchasing procedures should take place no later than the morning of the next working day.

City of Callaway, Board of Commissioners  
Purchasing Policy and Procedure Manual

Blanket Purchase Orders

A blanket purchase order allows a department to make multiple purchases with one purchase order number. Blanket purchase orders are:

- o Issued for a period of time no less than one month and not to exceed 3 months.
- o Limited by the amount indicated.
- o Used for routine and recurring operating expenditures only.

Each department must have their own blanket purchase order when purchasing from the same vendor.

Department heads are responsible for monitoring the status of their current expenditures for blanket purchase orders.

Purchase Order Exceptions

There are certain circumstances under which the processing of a purchase order is unnecessary. These circumstances include:

- o Any purchase approved as to amount and vendor by the City Commission, however will be encumbered on the basis of the contract and approved blanket purchase order issued for auditing purposes.
- o Service contracts for a fixed monthly amount pre-approved by City Commission will be encumbered on the basis of the contract and approved blanket purchase order issued for auditing purposes. (See Blanket Purchase Order)
- o During the period of a declared emergency by the City Commission, Mayor or Mayor Pro Tem, purchasing procedures are waived.
- o Requisitions, reports, invoices, and receipts must be completed and submitted to the Purchasing Office as soon as possible and require the signature of the City Manager.
- o Petty cash purchases not to exceed \$50 as authorized at the discretion of the department head.
- o Regular utility bills, telephone bills, insurance premiums, etc.
- o ~~Purchases less than \$1,000.~~
- o Employee travel and expenses. [move travel and expenses verbiage to Accounting Manual](#)

Purchasing Card Policy (P-Cards)

Due to the uniqueness of the purchasing card system, a standalone policy has been developed. ~~and is included as Exhibit A.~~ [purchasing card policy removed per Commission](#)

Vendor Policies

1. **Open Competition.** It is the intent of the City to provide all vendors with a fair and impartial opportunity in which to compete for the City's business.
2. **Public Entity Crime.** In accordance with F.S. 287.133, any entity listed on the State Department of Management Services Convicted Vendor List shall be denied the right to conduct business or render any type of service for any municipal department or division to the extent required by the debarment, suspension, or other determination of ineligibility by the State.
3. **Qualifications for Construction Contracting.** According to F.S. 489.113(2), no person who is not certified or registered shall engage in the business of contracting in the State of Florida. Construction work may be done by non-certified persons if the work is completed under the supervision of a person who is certified or registered within the scope of the supervisor's license, provided there are not specific requirements listed in F.S. 489.105(3) (d-o).
4. **Vendor List.** Any vendor can submit contact information to the Purchasing Office to be added to the City's Vendor List. It is the responsibility of the vendor to ensure that information on file is current and sufficient. Vendors removed from the Vendor List may be reinstated upon written request once the period of disbarment or suspension is over. A vendor may be removed from the City's Vendor List without notice for:
  - Knowingly or negligently employing unauthorized aliens to work in the United States.
  - Non-compliance with the City's Drug Free Workplace Policy requirement.
  - Delinquent City Tax Assessments. Proof of payment is required and should be submitted with all bids.
  - Failure to pay sub-contractors.
  - Failure to comply with F.S. 119, Public Records.
  - Failure to comply with terms and conditions of contract.
  - Being listed on the Public Entity Crime List (F.S. 287.133).
5. **Litigation.** The City will not issue any purchase orders or contracts to any vendors currently involved in litigation with the City until a resolution is reached.
6. **Vendors are required to submit a signed and completed Form W-9 to the Purchasing Office before receiving any payment from the City.**

City of Callaway, Board of Commissioners  
Purchasing Policy and Procedure Manual

Formal Bid Procedure

The Purchasing Office will work with the City Clerk's Office in conjunction on all bid processes.

- 1) It is the policy of the City that all contracts with individual organizations desiring to do business with the City of Callaway are required to have a Drug Free Workplace Policy.
- 2) The requesting department in conjunction with the ~~Purchasing Office~~ City Clerk's Office will formulate specifications using guidelines depicted later in the document under Writing Specifications.  
~~Prior to release of bid, in an effort to ensure open and fair competition, the requesting department may solicit comments from local vendors to insure specifications, as written, do not preclude any given vendor from bidding.~~
- 3) The requesting department shall provide the ~~Purchasing Office~~ City Clerk's Office with specifications and a written request signed by the appropriate Department head. Upon receiving the City Manager's approval the ~~Purchasing Office~~ City Clerk's Office will formally advertise the bid.
- 4) The ~~Purchasing Office~~ City Clerk's Office shall determine the date, time and location for submitting bids, as well as the date, time, and location of the Public Bid Opening (F.S. 287.057).
- 5) The ~~Purchasing Office~~ City Clerk's Office will advertise the request for bids at least once in a local newspaper and permit at least two weeks for the vendor(s) to respond. The ~~Purchasing Office~~ City Clerk's Office will also ensure the advertisement for bid is posted to the City's website.
  - a) In accordance with F.S. 255.0525(2), the solicitation of competitive bids or proposals for any county, municipality, or other political subdivision construction project that is projected to cost more than \$200,000 shall be publicly advertised at least once in a newspaper of general circulation in the county where the project is located at least twenty-one (21) days prior to the established bid opening and at least five (5) days prior to any scheduled pre-bid conference. The solicitation of competitive bids or proposals for any county, municipality, or other political subdivision construction project that is projected to cost more than \$500,000 shall be publicly advertised at least once in a newspaper of general circulation in the county where the project is located at least thirty (30) days prior to the established bid opening and at least five (5) days prior to any scheduled prebid conference.
  - b) EXCEPTION: The advertising requirement can be waived by the City Manager in the event of an emergency. In accordance with F.S. 255.0525, as used in this section, the term "emergency" means an unexpected turn of events that causes:
    - i) An immediate danger to public health or safety;
    - ii) An immediate danger of loss of public or private property; or
    - iii) An interruption in the delivery of an essential government service.
- 6) The ~~Purchasing Office~~ City Clerk's Office will distribute bid documents for all bids that do not contain a document fee assessment to vendor's requesting the package. For those bids requiring a document fee assessment, the ~~Purchasing Office~~ City Clerk's

City of Callaway, Board of Commissioners  
Purchasing Policy and Procedure Manual

Office or their designee shall distribute bids to those bidders from which payment of the document fee assessment has been received.

- 7) The requesting department will have representation at the public bid opening and will review the submitted bids to ascertain the lowest and best bid that provides the best value to the City. All bids will be opened in public and read aloud by the Purchasing Agent City Clerk's Office or designee.
- 8) Unless otherwise instructed, the requesting department will recommend the award of bid to the City Manager in writing with adequate justification.
- 9) The City Manager will include purchases in excess of \$10,000 ~~\$25,000~~ on the next agenda for Commission approval.
- 10) The cancellation of an invitation for bids usually involves a loss of time, effort, and money spent by the City and bidders. Invitations should not be cancelled unless cancellation is clearly in the public interest; (1) where there is no longer a requirement for the services or supplies, or (2) where amendments to the invitation would be of such magnitude that a new invitation is desirable.
  - a) Notice of Cancellation shall:
    - i) Identify the invitation for bid by number, short title, or subject matter
    - ii) Briefly explain the reason the invitation is being cancelled; and
    - iii) Where appropriate, assure prospective bidders that they will be given an opportunity to bid on any re-solicitation of bids.

#### PIGGYBACK

The City of Callaway Board of Commissioners, in lieu of employing competitive contract award procedures for the purchase of goods or services, may authorize purchases through the State of Florida's term contracts. The Commission may also authorize purchases through contracts competitively awarded by other counties or municipalities within the State if the vendors for such contracts agree to provide the City of Callaway the same goods or services, under the same conditions, terms and prices as the other governments' contracts. Such "piggybacking" of government contracts is common practice in public purchasing, and may provide favorable pricing while reducing the time delays and costs of the City of Callaway processing a competitive contract award on its own. The City shall be cautious when piggybacking another entity's bid. Changes to terms, conditions, time frames, and other criteria are not allowable. It is recommended that the requesting department contact the original bidding agency to confirm whether or not they would recommend piggybacking of the award (eg. Did the vendor perform appropriately?).

The following is required to be part of the procurement piggyback package:

- o A full copy of the Invitation to Bid
- o Vendor's price sheet
- o Vendor's signature
- o Notification of award
- o Date of purchase order or contract and expiration date.

City of Callaway, Board of Commissioners  
Purchasing Policy and Procedure Manual

Only purchases can be piggybacked; sale or trade-ins must be sold separately.

Sole Source / Non-Competitive Negotiations

Non-competitive negotiations may be used as a procurement method for purchases of supplies or services available from only one source; or sole brand or when it is determined by the requesting department head, Finance Director, or City Manager that competitive bidding is not feasible or not advantageous to the City. Sole Source means the only existing source of the items that meet the needs of the requesting department as determined by a reasonably thorough analysis of the marketplace. Sole Source purchasing of goods and services requires; 1) only one qualified source is available; 2) a written statement that a search for alternative sources has been made; and 3) justification of why the only source is acceptable to fit the needs of the requesting department. A request for a proprietary item does not justify a sole source procurement if there is more than one potential bidder for the item.

A sole source can be used under the following circumstances:

- o The needed supply or service is available from only one source / brand.
- o The supply or service is wanted for experimental trial or testing.
- o Additional supplies or services are needed to complete an ongoing task.
- o A supply or service is purchased from, or a sale is made to, another unit of government.
- o The item is a component or replacement part for which there is no commercial distributor.
- o Compatibility is the overriding consideration.
- o The item is a used item, which is subject to immediate sale.

Procedures for Processing Sole Source / Non-Competitive Negotiations

1. In processing requisitions for sole source / sole brand items, the Purchasing Office conducts negotiations as to price, delivery, terms, and conditions.
2. The Purchasing Office, in cooperation with the requesting department, prepares a recommendation for award.

Design-Build Contracts

Contracts for the design-build of public construction projects for the City of Callaway Board of Commissioners shall be awarded in accordance with this procedure. Design-build contracts are single contracts with a design-build firm for the design and construction of a public project.

Design-Build Firms must be certified pursuant to Florida Statute 489.119 to engage in contracting through a certified or registered general contractor (as defined in F.S. 471.023, 481.219, or 481.319).

**City of Callaway, Board of Commissioners  
Purchasing Policy and Procedure Manual**

The City Manager, in conjunction with the Purchasing Office will determine if the design-build method is appropriate for a particular requirement. The following factors will be considered when making the determination:

- The potential for project cost savings and / or cost reduction.
- The need or potential for reducing the time to complete the project.
- The need or potential to expedite the completion, activation and operation of the project due to public service considerations or requesting department operational needs and requirements.
- The potential for collaboration to develop designs and construction methodology that could provide a project with enhanced qualities of aesthetics, innovative use of materials, economy of construction, operational efficiency, and / or functional effectiveness.
- The need or potential for protecting, preserving and enhancing the health, safety, and welfare of the public.

**Procurement Procedures for Design-Build Services**

Upon approval by the City Manager, procurement and contracting of design-build contract services shall be in accordance with F.S. 287.057 as follows:

1. A design criteria professional employed or contracted by the City shall prepare, produce and seal a design criteria package for use by the City in advertising for design-build firms, providing a basis for determining and selecting the most highly qualified design-build firms, soliciting competitive technical and price proposals from design-build firms, and providing a basis for awarding a design-build contract.
2. The Request for Proposals should contain a copy of the design criteria package, the scope of services including schedule and time frame, insurance coverage and bonding requirements, instructions regarding form, content, and manner in which the qualifications statement, technical proposal, and price proposal are to be submitted, weighted evaluation criteria for assessing the submitted proposals, a draft design-build contract including general and supplemental terms and conditions, and any other information deemed appropriate by the City.
3. The Notice of Intent (NOI) to solicit design-build services will be consistent with the City of Callaway Purchasing Manual, Section "Formal Bid Procedure".
4. Responding firms shall submit a technical and price proposal, in addition to other required documentation.
5. An evaluation team, comprised of either a contracted Design Criteria Professional or in-house staff, shall submit an alphabetical listing of the short listed firms, providing scoring sheets as back-up, to the City of Callaway Board of Commissioners for selection of one firm and up to two ranked alternates to negotiate and award a design-build contract with the selected firm, provided the final negotiated price does not exceed the price submitted in their proposal. The City may negotiate minor changes prior to the execution of the contract for the

City of Callaway, Board of Commissioners  
Purchasing Policy and Procedure Manual

purpose of clarifying or refining the project requirements and the services to be performed.

Florida Prompt Payment Act

Vendors who provide goods and services will receive payment for those goods and services in a timely manner pursuant to F.S. 218.70, the Florida Prompt Payment Act. Invoices that remain unpaid after 45 days are subject to an interest penalty at the rate of one percent (1%) that is accrued on unpaid balances.

Auditing Compliance

Invoices submitted to or received by the Purchasing Office for payment will be matched to the initiating purchase order and forwarded to accounts payable for processing. Invoices require online approval of the items, cost and receipt of purchases invoiced.

~~A Change Order will be processed when the invoiced amount is in excess of 10% of the originating purchase order to correct any discrepancies between the monetary amount on the invoice and the monetary amount of the processed purchase order, and will be signed by an employee with the appropriate signing authority.~~ removed per Commission

Tax Exempt Status / Tax Exempt Number

All purchases made by the City of Callaway are exempt from all state and local use tax. It is City staffs responsibility to ensure that any time an order for goods or services is placed the vendor is provided the City's Tax Exempt I.D. Number. Personal use of the City's Tax Exempt I.D. Number is strictly prohibited. Any employee caught using the City's Tax Exempt I.D. Number for personal use will receive disciplinary action to include, but not limited to, immediate termination of employment. Additionally, F.S. 212.085, states that in addition to being liable for payment of the tax plus a mandatory penalty of 200 percent of the tax, such person shall be liable for fine and punishment as provided by law for a conviction of a felony of the third degree, as provided in F.S. 775.082, 775.083, or 775.084.

Tax Exempt Status Granted to Contractor

The City of Callaway is exempt from payment of sales taxes. As such, it is exempt from the payment of sales tax for the performance of work under construction contracts when it is determined to be in the best interest of the City. Tax agreements, if applicable, will be identified in the bid documents.

Risk Management Requirements

City contracts for goods or services shall include the following requirements:

The Contractor / Vendor is required to purchase and maintain minimum limits of \$500,000 per occurrence of all liability, which includes general liability and, if applicable, automobile liability.

**City of Callaway, Board of Commissioners  
Purchasing Policy and Procedure Manual**

The Contractor / Vendor agrees to hold the City harmless against all claims for bodily injury, sickness, disease, death or personal injury or damage to property or loss of use resulting from, arising out of the agreement, unless such claims are a result of the City's sole negligence.

The contractor / vendor shall maintain workers' compensation insurance and any other insurance coverage required by law for the benefit of employees. Required insurance shall be documented in the Certificates of Insurance and shall be provided to the City Purchasing Office.

**Vendor Dispute Resolution Procedures**

In the event a dispute occurs between a vendor and a City Department the vendor shall submit a written statement via certified mail no later than 45 day from the time when the invoice was submitted to the City specifying the nature of the dispute regarding payment of the invoice.

In the event a City Department has a dispute with an invoice submitted by a vendor, the appropriate department head will send a written statement, via certified mail, not later than thirty days of the receipt of the improper invoice, to the vendor specifying the reasons for the dispute. A copy will be provided to the City Manager and the Purchasing Office. The department head should verify the vendor's receipt of disputed invoice.

Any dispute unresolved at the department level will be reviewed by the City Manager, or his designee. The City Manager will recommend a final decision on the matter and inform the department head and vendor.

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

**DATE:** OCTOBER 25, 2016

**ITEM:** RESOLUTION NO. 16-32 – GRANTING TEMPORARY EASEMENTS TO FDOT

**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 Florida Department of Transportation (“FDOT”) has requested the City approve the attached Resolution granting temporary easements for the purpose of a construction project to improve State Road 30A (Tyndall Parkway), Financial Project No. 4288441. The temporary easements include portions of city roads that intersect with Tyndall Parkway, starting from the intersection of Boat Race Road and ending at the intersection of 7<sup>th</sup> Street. The temporary easement shall terminate upon completion of the transportation project.

**ATTACHMENT:**

- RESOLUTION NO. 16-32
- DRAFT TEMPORARY EASEMENT
- MAP

**5. REQUESTED MOTION/ACTION:** Staff recommends Commission approve Resolution No. 16-32, granting temporary easements to FDOT.

**RESOLUTION 16-32**

**A RESOLUTION OF THE CITY OF CALLAWAY GRANTING THE TEMPORARY USE OF CERTAIN CITY OWNED LAND TO THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION FOR THE PURPOSE OF CONSTRUCTING AND IMPROVING STATE ROAD 30A / TYNDALL PARKWAY; REPEALING ALL RESOLUTION OR PARTS OF RESOLUTION IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE. .**

**WHEREAS**, the State of Florida Department of Transportation (the "Department") proposes to construct or improve State Road No. 30A, Financial Project No. 4288441 (the "Project"), in Bay County, FL; and

**WHEREAS**, it is necessary that certain lands now owned by the City of Callaway (the "City"), Florida, be used temporarily by the State of Florida Department of Transportation; and

**WHEREAS**, said use is in the best interest of the City; and

**WHEREAS**, the Department has requested that said City grant the State of Florida Department of Transportation permission to construct the project according to current construction plans, and said request having been duly considered.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of City Commissioners of Callaway, Florida:

SECTION 1. That the request of the State of Florida Department of Transportation to construct the project according to current construction plans is granted, being for transportation purposes which are in the public or community interest and for the public welfare, and that a TEMPORARY EASEMENT be granted in, upon, over and through certain lands owned by the City, as described in Exhibit "A", for the purpose of constructing the project.

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution be forwarded forthwith to the State of Florida Department of Transportation at Chipley, Florida.

**PASSED AND ADOPTED** at the regular meeting of the City Commission of the City of Callaway, Florida, this 25<sup>th</sup> day of October, 2016.

**CITY OF CALLAWAY, FLORIDA**

(SEAL)

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

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

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 \_\_\_\_\_

**TEMPORARY EASEMENT**

THIS EASEMENT made this 25<sup>th</sup> day of October, 2016, by the CITY OF CALLAWAY, a municipality of the State of Florida, grantor, and the STATE of FLORIDA DEPARTMENT OF TRANSPORTATION, whose address is Post Office Box 607, Chipley, Florida 32428, its successors and assigns, grantee.

WITNESSTH that for and in consideration of the sum of One Dollar and other valuable considerations, receipt and sufficiency of which is hereby acknowledged, the grantor hereby gives, grants, bargains, and releases to the grantee, a temporary easement for the purpose of constructing the project, known as Financial Project No. 4288441, according to current construction plans in, upon, over and through the following described land in Bay County, Florida, described as follows, viz:

ALL THE RIGHTS AND INTEREST OF THE CITY OF CALLAWAY, FLORIDA, IN AND TO THE EXISTING RIGHT OF WAY OF DEDICATED AND USED STATE ROAD 30A, AND THE EXISTING RIGHT OF WAY OF PORTIONS OF OTHER DEDICATED OR MAINTAINED STREETS/ROADS LYING BETWEEN THE EXISTING SOUTHERLY RIGHT OF WAY LINE OF BOATRACE ROAD AND THE EXISTING WESTERLY RIGHT OF WAY OF C.R. 2327 (TRANSMITTER ROAD), AND LYING WITHIN THE REQUIRED RIGHT OF WAY AS SHOWN ON FLORIDA DEPARTMENT OF TRANSPORTATION (F.D.O.T) RIGHT OF WAY MAP F.P. NO. 4288441, STATE ROAD 30A, AS FILED IN THE F.D.O.T DISTRICT 3 OFFICE, CHIPLEY, FLORIDA.

IT IS UNDERSTOOD and agreed by the parties hereto that the rights granted herein shall terminate upon completion of the transportation project, but no later than the last day of \_\_\_\_\_, 20\_\_.

IN WITNESS WHEREOF, the said grantor has caused their presents to be executed in its name by Mayor, and its seal to be hereto affixed, attested by it City Clerk, the date first above written.

THE CITY OF CALLAWAY

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

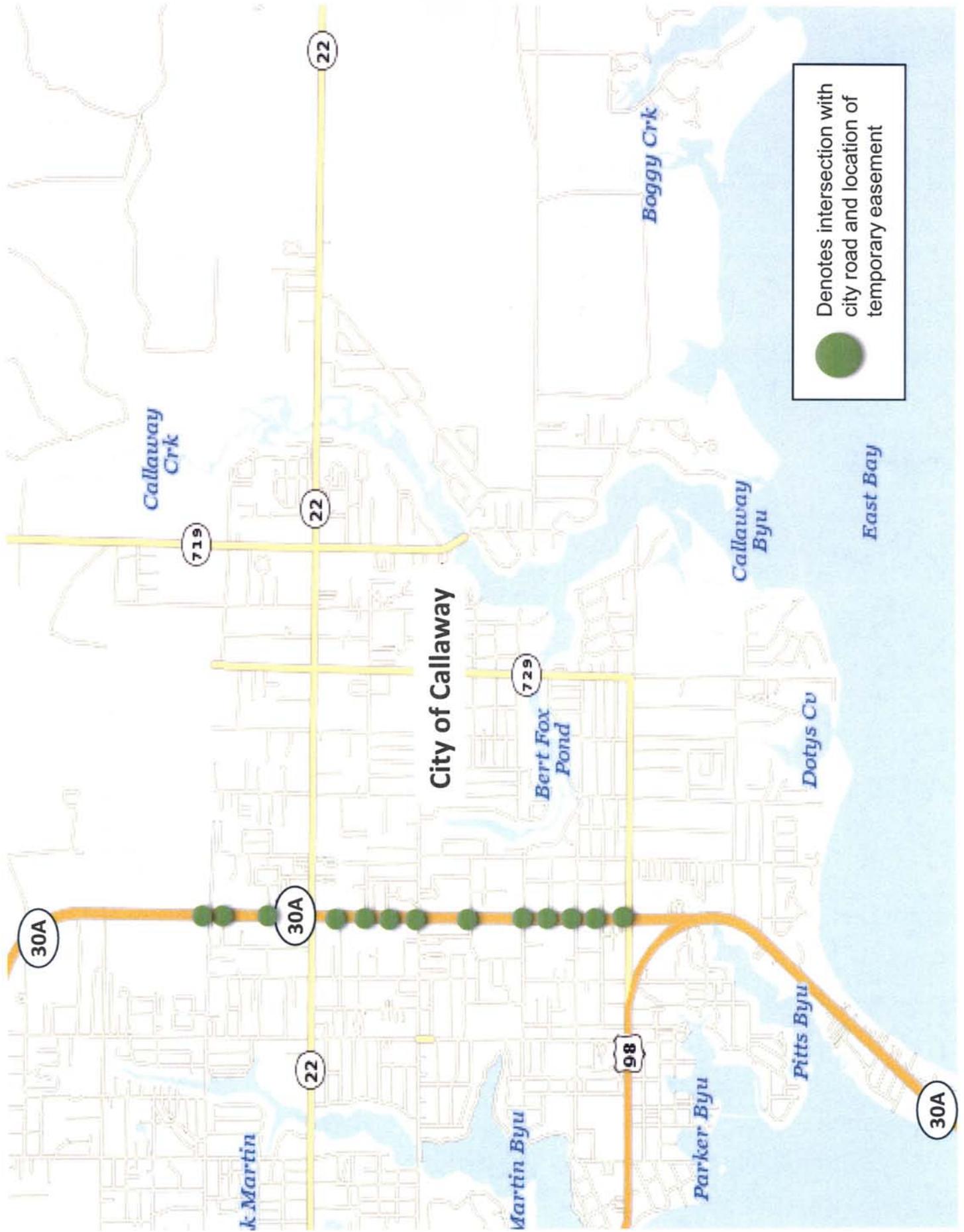
By: \_\_\_\_\_  
Robert Pelletier, Mayor

STATE OF FLORIDA  
COUNTY OF BAY

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_, Mayor, who is personally known to me or who has produced \_\_\_\_\_ as identification.

Affix Seal

\_\_\_\_\_  
(type/print or stamp name under signature)  
Title or rank (Serial No., if any)\_\_\_\_\_



Denotes intersection with city road and location of temporary easement



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

DATE: OCTOBER 25, 2016

ITEM: **AMENDED JOB DESCRIPTIONS**

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)

The Bookkeeper job description was pulled at the September 27th meeting. Since then, staff has updated the description and incorporated changes requested by the City Commission. This position is not currently funded in the FY2017 Budget. During the budget planning process, it was decided that the bookkeeper position would be funded after the City Commission approved the job description. As such, a budget revision is included with this item.

As requested by the City Commission, staff made changes to several other job description to clarify duties and responsibilities, and to eliminate any redundancy or overlap with the existing job descriptions. Changes are proposed for the following job descriptions: a) Human Resources & Employee Development Coordinator, b) Accounting Technician, c) City Clerk, and d) Assistant to the City Manager.

The proposed job descriptions are attached in strike-through/underline draft form.

**ATTACHMENT:**

- Bookkeeper Draft #2
- Human Resources & Employee Development Coordinator
- Accounting Technician
- Assistant to the City Manager
- City Clerk
- Budget Revision

5. **REQUESTED MOTION/ACTION:**

It is recommended the City Commission approve the Bookkeeper job description, including a budget revision to fund the position, and the proposed changes to the existing job descriptions outlined above.



## FINANCE DEPARTMENT

### BOOKKEEPER

Salary Grade: 15  
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, however, is expected to exercise considerable initiative and independent judgment and must be able to work with limited supervision.

#### 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.
- Performs other duties as assigned.

- ~~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, preferred.
- and Minimum of 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.
- Most be bondable.

A comparable amount of training, education or ~~utility billing~~ accounting/bookkeeping experience may be substituted for certain minimum qualification requirements.

### **Physical Demands:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential function of the job. Work is performed in an office or conference room setting. Work requires some exertion such as crouching, bending, stooping and reaching; and lifting of light to moderately heavy items. Work requires average physical agility and dexterity.

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

**Work Environment:**

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



## CITY MANAGER GENERAL GOVERNMENT

### Human Resources and Employee Development Coordinator

Salary Grade: 17  
Department: ~~City Manger~~ General Government  
Reports To: ~~City Manager~~ City Clerk  
Approved By: City Manager \_\_\_\_\_ Date: \_\_\_\_\_

#### Summary:

This is highly responsible paraprofessional and specialized administrative work, technical in nature involving the coordination of employee recruitment and retention, insurance (Employees, General Liability and Workers Compensation), retirement and other benefit programs. Responsibilities include the coordination of employee training and development programs. Work is performed under the general supervision of the ~~City Manager~~ City Clerk, however, is expected to exercise considerable initiative and independent judgment and must be able to work with limited supervision.

#### Essential Duties and Responsibilities:

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

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

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

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

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

- Knowledge of the legal documents utilized in municipal government and the procedure necessary to process them.
- Ability to maintain personnel data in the City's Human Resources Information System.
- Ability to use Microsoft Office and other related software applications.
- Ability to prioritize assigned tasks and have good organizational skills.
- Ability to obtain a notary public certificate/bond.
- Ability to establish and maintain a good working relationship with City officials, Department Heads, other City employees, and the general public.

**Minimum Qualifications:**

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

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

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

**PHYSICAL DEMANDS:**

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

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

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

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee occasionally works near moving mechanical parts. The noise level in the work environment is usually moderate.

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



## FINANCE DEPARTMENT

### ACCOUNTING FINANCIAL SERVICES TECHNICIAN

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

#### Summary:

This is a technical position in the Finance Department. This position involves professional work performing detailed accounting operations within the finance and utility billing operations. ~~Work is performed under the direction of the Finance Director, however, is expected to exercise considerable initiative and independent judgment and must be able to work with limited supervision.~~ The employee is responsible for ~~preparing invoices, bills, journal entries~~ processing and posting accounts payables, cash receipts, collections, utility deposits and refunds, and for preparing related summaries and reports and maintaining supporting documentation, as needed ~~and tracking revenues/expenditures.~~ Work is performed under the direction of the Finance Director, however, is expected to exercise considerable initiative and independent judgment and must be able to work with limited supervision.

#### Essential Duties and Responsibilities:

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

- Perform utility billing accounting functions including, but not limited to, prepare utility bills and review for exceptions prior to mailings; provide notice to customers of rate and other account changes; approve and post utility account adjustments and maintain files related to utility billing accounting process.
- Review, post and reconcile daily cash receipt batches to bank deposits.
- Review, reconcile and transfer utility deposits and process deposit refunds.
- Review, record, and post delinquent accounts; routinely remit delinquent accounts to collections and acts as liaison between Credit/Collection Agency and Utility Billing Department.
- Review, approve and maintain senior citizen discount applications.
- Assist with utility billing policy manual updates.
- Trouble-shoot utility software problems, review for updates and processing improvements.
- Maintains and files various state related reports in a timely manner. Maintains other records and updates as needed to conform to state regulations reporting practices.
- ~~Performs a variety of accounting tasks involved in maintaining financial records and processing related data such as invoicing, state reports and other documents; monitoring and reconciling accounts with financial statements.~~
- ~~Analyze financial information and data in order to prepare financial reports and memos reflecting various information and data for use by management.~~

- Obtain and secure supporting documentation and approvals for processing of payment or invoicing as required; enter payables, balance and post invoice batches and maintain accounts payable records; performs calculations to determine appropriate processing schedules and amounts, and makes modifications as required.
- Perform due diligence in order to locate payees of returned refund checks and report remaining checks to State of Florida annually.
- Maintain petty cash.
- Serves as back-up to Customer Service Representatives and Finance, as needed.
- Perform other duties as assigned.

**Knowledge, Skills, and Abilities:**

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

**Minimum Qualifications:**

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

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

**Physical Demands:**

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

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

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

**Work Environment:**

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

The noise level in the work environment is usually moderate.



## CITY MANAGER

## ASSISTANT TO THE CITY MANAGER

---

Salary Grade: 15  
Department: City Manager  
Reports To: City Manager  
Approved By: City Manager \_\_\_\_\_ Date: \_\_\_\_\_

---

### Summary:

This position is responsible for specialized administrative, project management and executive secretarial duties in assisting the City Manager. Work is performed under direct supervision of the City Manager, with latitude for independent judgment. ~~This position also performs executive secretarial duties for the City Commission.~~

### Essential Duties and Responsibilities:

- Interprets administrative policy and decisions as directed while relieving the City Manager of clerical details/executive administrative matters.
- Acts as liaison for information between the City Manager and Elected Officials, department heads, and the general public.
- Provides information as needed on a variety of administrative and legislative policies, procedures and regulations.
- Serves as the executive administrative secretary to the City Manager ~~and Elected Officials.~~
- Receives visitors and telephone calls for the City Manager ~~and members of the City Commission~~; schedules appointments and refers inquiries to the appropriate department for disposition.
- Relieve the City Manager of some daily operational procedures as assigned.
- Coordinates meetings, conferences, and appointments for the City Manager and ~~all Elected Officials~~; maintains calendars for the City Manager ~~and the City Commission~~ as directed.
- ~~Attends regular and special Commission meetings and workshops to record action items for the City Manager; may be required to take minutes of meetings.~~
- Assists in the preparation of the annual budget (and budget revision) for the departments of the City Manager ~~and Commission.~~
- Performs special projects as required by the City Manager ~~and Commission.~~
- Provides the City Manager, Elected Officials, and department heads with pertinent information in a timely manner.
- Keeps City Manager's records current of ~~Assists in keeping records and lists~~ of all boards and committees, including local, state and federal officials.
- May be required to organize and archive City documentation and records.
- Perform others duties as assigned.

**Knowledge, Skills, and Abilities:**

- Extensive knowledge of standard office and clerical practices and procedures.
- Knowledge and proficiency in the use of standard office machines.
- Knowledge of legal documents and the procedures necessary to process them.
- Knowledge of personnel, risk management, finance and accounting practices, policies and techniques.
- Ability to obtain a notary public certificate.
- Ability to establish and maintain a good working relationship with City Officials, department heads, other City employees, and the general public.
- Ability to meet short and/or emergency deadlines in a competent and efficient manner.
- Knowledge of voice/data communications and ability to help maintain systems and to provide training to staff, as needed.
- Thorough knowledge of business English, spelling, punctuation and other office practices.
- Ability to read and interpret documents.
- Ability to compose routine reports and correspondence.
- Ability to speak English effectively before groups, as well as one on one.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent, and to draw and interpret bar graphs.
- 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.
- Ability to apply knowledge of complex problems and situations.

**Minimum Qualifications:**

- High School diploma or GED.
- Five (5) years advanced clerical and executive administrative experience.
- Advanced computer skills in word processing, database, and spreadsheet skills required.
- Research experience.

A comparable amount of education, 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 regularly required to use hands and fingers to handle or feel objects, tools, or controls. The employee frequently is required to sit, reach with hands and arms, and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl.

The employee must frequently lift and move up to 25 pounds and occasionally lift and move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

Some specific job 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 shed or the maintenance shop to pull historical reports (some of which are in a loft storage room).



# COMMISSION BOARD MEMBERS

## CITY CLERK

Department: Administration General Government  
Reports To: City Commission  
Approved By: City Commission: \_\_\_\_\_ Date: \_\_\_\_\_

### **SUMMARY:**

This is highly responsible administrative work in recording and/or maintaining official records, administrative manuals of the City, recording actions of the City Commission and records retention and archiving. This position also performs executive secretarial duties for the City Commission. Work is performed under the executive direction of the City Commission. The City Clerk is appointed by the City Commission and shall hold office at the pleasure of the City Commission. The compensation of the City Clerk shall be as determined by the City Commission.

### **POWERS AND DUTIES:**

- The City Clerk shall give public notice of all City meetings to the Commissioners and the public, as required by law, and shall attend all such meetings in person or by designee and shall keep minutes of the proceedings.
- Receive visitors and telephone calls for members of the Commission.
- Coordinate development of agendas for all City Commission and Board meetings to include public notice of same, with Commission, City Manager and Department Heads.
- Coordinates meetings, conferences, and appointments for the City Commission.
- Assists in the preparation of the annual budget (and budget revision) for the General Government Department and Commission.
- Prepares minutes of each meeting and reviews for errors and confirmation of City actions prior to submission for approval.
- Attends Commission and board meetings and records all motions, votes, and actions. Designates Records Clerk the responsibility of recording minutes if unable to attend a meeting requiring minutes.
- Maintains official Ordinance, Resolution and Minute Books.
- ~~Researches and prepares materials for Commission meetings.~~
- Schedules and coordinates special events as well as keeps calendars for the City Commission and all Boards.
- Assist citizens and ~~t~~ Troubleshoots complaints in areas of responsibility.
- Directs the City's records (public records requests, archiving, retention, etc).
- Records all ordinances, resolutions, contracts and deeds, as required.
- ~~Makes certified true copies of all ordinances and resolutions for the City Attorney's office.~~ Produce ordinances and resolutions as needed, keep up to date and assign numbers to each. Submit each to City Attorney for review prior to Commission.
- Maintains custody of the City's official seal. Signs documents and affixes seal.
- The City Clerk or his/her designee shall authenticate by signature and be custodian of this Charter, all ordinances, resolutions, contracts and deeds, and other City documents and shall perform such other duties as required by law or by the City Commission.

- ~~Posts public notices as required.~~ Record and publish video for all meetings of the City Commission and boards to the City's website.
- Attests City contracts and agreements.
- Administers oaths, accepts affidavits, and maintains municipal deeds, leases, agreements and other records as required.
- Serves as official Records Management Liaison Officer for City.
- Coordinate and track all Board appointment applications, Commission approval of appointment and expirations, to include background checks.
- Works with the Supervisor of Elections during all municipal elections.
- Bids/RFP's – Coordinate, notice and publish all with City Manager and Department Heads; hold recorded bid openings, produce minutes and finalize all contracts for Commission approval. Notify vendors of award of Bids/RFP's and Keep track of all original bonds submitted with Bids/RFP's, and any subsequent Payment & Performance Bonds required, returning to vendor in a timely manner.
- Perform other duties assigned by the City Commission.

**QUALIFICATION REQUIREMENTS:**

- 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.
- The employee filling this position is required to be bonded.
- Required to be Notary Public for State of Florida.
- Ability to read and interpret documents.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups, as well as one on one.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio and percent; and to draw and interpret bar graphs.
- Ability to calculate accurately.
- Ability to solve practical problems and to deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of detailed and complex instructions furnished in written, oral, diagram, or schedule form.
- Knowledge of the ordinances, policies, and procedures of the City.
- Knowledge of legal requirements, rules and procedures of the City meetings.
- Knowledge of the organization, function and activities of the municipal government.
- Knowledge of office methods, procedures and equipment.
- Must be able to quickly acquire knowledge of the City; legal requirements, rules and procedures of the City meetings; the organization, function, and activities of the municipal government; office methods, procedures, and equipment.
- Ability to plan and supervise the work of clerical subordinates; accurately prepare and report City actions; establish and maintain effective working relationships with City officials, employees, and the general public; meet short and/or emergency deadlines in a competent and efficient manner.
- Any and all other duties as assigned by the City Commission.

**EDUCATION AND/OR EXPERIENCE:**

- Graduation from an accredited college or university with a Bachelor's degree in Public or Business Administration or related area is preferred.
- Extensive experience in administration, including a minimum of 3 years of supervisory experience. Must be computer literate. Word processing, database and spreadsheet abilities are required.
- Prefer previous work history of taking minutes.
- Master Municipal Clerk Certification required.
- Proficient in Microsoft Office.
- Required to hold a valid Florida Notary Public 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; talk or hear; and smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

**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.



# BUDGET AMENDMENT REQUEST

AMOUNTS IN WHOLE DOLLARS

Department Finance 10/25/2016

Account #	Account Description	CURRENT Budget Amt	Requested Increase	Requested Decrease	REVISED Budget Amt	Explanation for Request
01-513-101-20	Finance - Regular Salaries	118,656	42,000		160,656	
01-513-102-10	Finance - FICA	7,343	2,600		9,943	
01-513-102-10	Finance - Medicare	1,717	610		2,327	
01-513-102-20	Finance - Retirement	18,906	3,200		22,106	
01-513-102-30	Finance - Group Insurance	21,749	10,100		31,849	
01-513-304-40	Finance - Worker's Compensation	214	100		314	
01-360-369-20	General Fund - Budgeted Use of Reserves	(3,761)	(58,610)		(62,371)	Add new Finance position to the FY 2017 Budget.
	<b>Totals</b>	<b>\$ 164,824</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 164,824</b>	

**APPROVALS**

Department Head \_\_\_\_\_ Date: \_\_\_\_\_

City Manager \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

DATE: OCTOBER 25, 2016

ITEM: CODE ENFORCEMENT FINES / PENALTIES

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)

Liens will need to be placed on the following properties to insure the fines / penalties will be paid.

The intent of having a daily fine on the property until compliance is achieved, is to hurry the respondent into complying. When the respondent does nothing, the fines can add up to an unrealistic dollar amount.

**Attachment(s):**

- Explanations of Fines / Penalties
- List of properties that have had nuisances abated, (Clean & Liens)

5. REQUESTED MOTION/ACTION:

Have the following Code Enforcement Cases brought back before the Code Enforcement Board and issue orders for each. The orders should be specific as to how much the properties should be fined and a lien be placed on the property.

# Explanation of Code Enforcement Fines / Penalties

## 111 S. Kimbrel Ave.

**Code Enforcement Board Order Effective Date:** December 15, 2015

**Fines began:** 10 Days after the effective date of the Order, December 26, 2015

**Initial Fine:** \$250.00

**Daily Fine:** \$25.00 X's 294 Days = \$7,350.00

**Initial Fine + Daily Fine**

\$250.00 + \$7,350.00 = \$7,600.00 as of October 17, 2016

**Violation corrected:** Not as of October 17, 2016

# **Explanation of Code Enforcement Fines / Penalties**

## **276 N. Tyndall**

**Code Enforcement Board Order Effective Date:** September 30, 2016

**Fines began:** 5 Days after the effective date of the Order, October 6, 2016

**Initial Fine:** \$250.00

**Daily Fine:** \$25.00 X's 11 Days = \$275.00

**Initial Fine + Daily Fine**

\$250.00 + \$275.00 = \$525.00 as of October 17, 2016

**Violation corrected:** Not as of October 17, 2016

# Explanation of Code Enforcement Fines / Penalties

## 407 Camellia Avenue

**Code Enforcement Board Order Effective Date:** October 7, 2014

**Fines began:** 30 Days after the effective date of the Order, November 7, 2014

**Initial Fine:** \$250.00

**Daily Fine:** \$25.00 X's 388 Days = \$9,700.00

**Initial Fine + Daily Fine**

\$250.00 + \$9,700 = \$9,950.00

**Violation corrected:** November 30, 2015

# **Explanation of Code Enforcement Fines / Penalties**

## **524 Seneca Ave.**

**Code Enforcement Board Order Effective Date:** August 29, 2016

**Fines began:** 10 Days after the effective date of the Order, September 9, 2016

**Initial Fine:** \$250.00

**Daily Fine:** \$25.00 X's 36 Days = \$900.00

**Initial Fine + Daily Fine**

\$250.00 + \$900.00 = \$1,150.00 as of October 17, 2016

**Violation corrected:** Not as of October 17, 2016

# **Explanation of Code Enforcement Fines / Penalties**

## **1139 S. Comet Avenue**

**Code Enforcement Board Order Effective Date:** September 30, 2016

**Fines began:** 10 Days after the effective date of the Order, October 11, 2016

**Initial Fine:** \$250.00

**Daily Fine:** \$25.00 X's 6 Days = \$150.00

**Initial Fine + Daily Fine**

\$250.00 + \$150.00 = \$400.00 as of October 17, 2016

**Violation corrected:** Not as of October 17, 2016

# **Explanation of Code Enforcement Fines / Penalties**

## **6404 Lance Street**

**Code Enforcement Board Order Effective Date:** July 1, 2015

**Fines began:** 10 Days after the effective date of the Order, July 11, 2015

**Initial Fine:** \$250.00

**Daily Fine:** \$25.00 X's 464 Days = \$11,600.00

**Initial Fine + Daily Fine**

\$250.00 + \$11,600 = \$11,850.00 as of October 17, 2016

**Violation corrected:** Not as of October 17, 2016

# **Explanation of Code Enforcement Fines / Penalties**

## **6518 Lenawee**

**Code Enforcement Board Order Effective Date:** August 29, 2016

**Fines began:** 10 Days after the effective date of the Order, September 9, 2016

**Initial Fine:** \$250.00

**Daily Fine:** \$25.00 X's 36 Days = \$900.00

**Initial Fine + Daily Fine**

\$250.00 + \$900.00 = \$1,150.00 as of October 17, 2016

**Violation corrected:** Not as of October 17, 2016

# Explanation of Code Enforcement Fines / Penalties

## 7636 Shadow Bay Drive

**Code Enforcement Board Order Effective Date:** June 16, 2016

**Fines began:** 5 Days after the effective date of the Order, June 22, 2016

**Initial Fine:** \$250.00

**Daily Fine:** \$25.00 X's 25 Days = \$625.00

**Initial Fine + Daily Fine**

\$250.00 + \$625.00 = \$875.00

**Violation corrected:** July 18, 2016

# **Code Enforcement**

## **List of Properties that have had Nuisances Abated, (Clean & Liens)**

6810 Forsythe Dr.

325 Leila Ave.

6237 Bryan Way

6237 Bryan Way also has a Fines / Penalty Lien on it

240 Beulah Ave.

6413 Hwy. 22 (The City has recently been in receipt of a check to satisfy this lien)

7636 Shadow Bay Dr. (Lien Pending)

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

**DATE:** OCTOBER 25, 2016

**ITEM:** HALF CENT SALES SURTAX DISCUSSION

**1. PLACED ON AGENDA BY:**

Commissioner Pamn Henderson

**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 the November 8<sup>th</sup> general election ballot, the voters of Bay County will decide whether to adopt a half cent local government infrastructure sales surtax. If approved, the surtax is to be levied for ten years in Bay County to provide for the repair of local roads, reduce traffic congestion, increase neighborhood safety with pedestrain paths, build sidewalks near schools, reduce local flooding and other similar uses authorized under Florida law (see ballot language/text in attachment).

Currently, property taxes and gas taxes pay for maintenance and repairs of roads and bridges in Callaway, Bay County, and other local municipalities. As more people invest in fuel-efficient vehilces, the gas tax portion of this revenue is steadily decreasing. That just leaves the property owners to fund more and more of those needed projects. A half-cent sales tax is a fair way to ensure that all of Bay County's tourists and visitors contribute to maintaining the roads and bridges that they also use. Anyone who buys goods in Bay County will pay the half-cent sales tax.

State law requires that any money generated from the half-cent sales tax only be spent on projects in Bay County (including cities) as specified on the ballot. Locally elected leaders will ensure that the money is spent property. As such, the county and some municipalities will be establishing citizens' oversight committees. These committees will provide an additional layer of protection and added transparency and accountability to taxpayers. If the surtax is approved, it is recommended that the Callaway City Commission establish a citizens' oversight committee.

**ATTACHMENT:**

- LIST OF FREQUENTLY ASKED QUESTIONS

**5. REQUESTED MOTION/ACTION:** For discussion purpose only; no action required.



## Frequently Asked Questions

### **Q: What will appear on my ballot?**

- \* "Bay County's one half cent local government infrastructure sales surtax"
  - ➔ "Shall the half-cent sales surtax be levied for ten years in Bay County to provide for the repair of local roads, reduce traffic congestion, increase neighborhood safety with pedestrian paths, build sidewalks near schools, reduce local flooding and other similar uses authorized under Florida law and to seek matching state and federal funds for these purposes, subject to a citizen's oversight committee and, to ensure that all dollars are spent in Bay County?"  
 YES = FOR THE ONE HALF CENT (1/2%) SALES TAX  
 NO = AGAINST THE ONE HALF CENT (1/2%) SALES TAX"

### **Q: Why is a half-cent sales tax necessary?**

- \* Bay County needs better roads, a way to reduce traffic congestion, and to reduce neighborhood flooding. Bay County has the fifth lowest property taxes in Florida and since visitors and tourists use our roads too, a half-cent sales tax is a fair way to make sure everyone contributes to our community and it could help lower our property taxes even more.

### **Q: Who will pay the sales tax?**

- \* Anyone who buys goods in Bay County will pay the half-cent sales tax. This means that visitors and tourists to the county will also help pay for the roads and bridges that they use.

### **Q: Where will the money go?**

- \* Every dollar generated will stay right here in Bay County.
- \* The revenues will be evenly distributed across the county on projects that will:
  - ➔ Resurface roads
  - ➔ Repair bridges
  - ➔ Pave county dirt roads prone to flooding
  - ➔ Reduce neighborhood flooding



**Q: How do I know my money will be spent wisely?**

- \* The referendum comes built-in with three layers of protection:
  1. State law requires that any money generated from the half-cent sales tax only be spent on projects in Bay County as specified on the ballot.
  2. Your locally elected leaders must ensure that the money is spent properly.
  3. The referendum calls for a citizens' oversight committee to serve as an additional layer of protection and to ensure added transparency and accountability to taxpayers.

**Q: Do other counties have local option sales taxes?**

- \* Yes. This measure will make our sales tax equal or still less than our neighbors in the panhandle in Gulf, Franklin, Calhoun, Washington, Wakulla, Walton, Liberty, Jackson, and Holmes counties.

**Q: Why isn't the current funding enough?**

- \* Currently, property taxes and gas taxes pay for maintenance and repairs of Bay County roads and bridges. As more people invest in fuel-efficient vehicles, the gas tax portion of this revenue is steadily decreasing. That just leaves property owners to fund more and more of those needed projects. A half-cent sales tax is a fair way to ensure that all of Bay County's tourists and visitors contribute to maintaining the roads and bridges that they also use.

**Q: When will voters get to decide?**

- \* The surtax vote will appear on the ballot in the general election on November 8, 2016. Early voting will take place from October 29th through November 5th and you can find your polling place at [www.bayvotes.org/Election-Info/Election-History-Sample-Ballots](http://www.bayvotes.org/Election-Info/Election-History-Sample-Ballots).

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

DATE: OCTOBER 25, 2016

ITEM: DISCUSSION OF POLICY FOR SALARY INCREASES FOLLOWING CERTIFICATION

**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 a Policy to address potential salary increases following certification for employees requiring Certification.

Possible requirements include:

- Prior approval of classes for Certification
- Payment or reimbursement of costs for Certification
- Requirement of a 2-year work agreement following payment for Certification or repayment of the cost(s) to the City upon leaving employment
- Salary increase by percentage following completion of training for Certification

**ATTACHMENT:**

**5. REQUESTED MOTION/ACTION:**

Discussion and/or direction to staff.

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

DATE: OCTOBER 25, 2016

ITEM: DISCUSSION OF CHARTER REVIEW COMMITTEE TIMELINE

**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 advertisement and appointment of a committee to review the Charter prior to the 2018 election.

**ATTACHMENT:**

**5. REQUESTED MOTION/ACTION:**

Discussion and/or direction to staff.